

Policy Subcommittee Special Meeting

Thursday, February 24, 2022 6:30 PM

Meeting Access: Policy Subcommittee (2/24/22 at 6:30 p.m.) Web:

<https://zoom.us/j/96946939332> Dial In: (929) 205-6099 Meeting ID: 969 4693 9332, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

II.A. January 26, 2022 - Regular

III. ACTION ITEMS

III.A. Policy C-19-1250 - Visitors, Volunteers and
Observations in Schools

III.B. Policy 1250 - Visits to the Schools

III.C.

III.D. Policy 1250.1 - Classroom Observations

III.E. Policy 3517.3 - Site Access/Closed Campus

III.F. Policy 6162.4 - School Volunteers

III.G. Bylaw 9327 - Electronic Communications Among
Board Members

IV. INFORMATION ITEMS

V. **OTHER**

VI. ADJOURNMENT

BOARD OF EDUCATION, NEW FAIRFIELD, CT
Policy Subcommittee Meeting

Name of Subcommittee: Policy Meeting type: Regular
Date of Meeting: 1/26/22 Place of Meeting: Zoom
Members present: Kathy Baker, Samantha Mannion, Amy Johnson, Stephanie Strazza
Members absent:
Other attendees: Dr. Pat Cosentino, Dominic Cipollone, Ed Sbordone, Sarah Roy
Minutes submitted by: Amy Johnson
Meeting Access: Policy Subcommittee (1/26/22 at 7 p.m.) Web: <https://zoom.us/j/98108097516>
Dial In: (929) 205-6099 Meeting ID: 981 0809 7516

The meeting was called to order at 7:03 p.m.

II. APPROVAL OF MINUTES

A. December 15, 2021 - Regular

Motion: To approve the minutes of December 15, 2021, as presented

Made by: Samantha Mannion

Seconded by: Kathy Baker

Recording of Vote: All in favor

III. ACTION ITEMS

A. Policy C-19-1250 - Visitors, Volunteers and Observations in Schools – This is the monthly review of the COVID policies. Dr. Pat said that she wanted to wait another month and not change the policy. She wants to re-evaluate the policy by March 3rd. She reminded us that parents are allowed to come to school if they speak to the principal and coordinate the visit. Amy asked Dr. Pat what she needed to see in order to change the policy. Dr. Pat said that she was looking for our town to be green or yellow and not red. Stephanie, Kathy and Samantha agreed. Maureen Kenny from Consolidated said that she had a parent come into her class to help with the craft. The parent was required to either test negative or provide his/her vaccination card. The parent provided a negative test. Dominic said that there is a meeting at the high school tomorrow. He asked Dr. Pat what the protocol is for that meeting. She responded that people wear masks, and there is no negative test or vaccine card required. Amy asked where it came from that people visiting the school either needed to be vaccinated or provide a vaccine card. Samantha said that it came from the Governor that people coming into public schools need to have vaccine card or negative test. Stephanie said she remembers it coming up during a meeting although it was not adopted into a policy. Dominic asked if the Governor's executive orders do not get renewed, what happens with mask mandates. Samantha said if the orders are terminated, we will have to call a special meeting to re-evaluate this situation and meet in February. Samantha recommended extending this policy for another month.

Motion: To continue this policy and revisit it at the February Policy Sub meeting

Made by: Samantha Mannion

Seconded by: Kathy Baker

Recording of Vote: All in favor

B. Policy 1250 - Visits to the Schools - This is the monthly review of the COVID policies. They will be revisited at the February meeting.

Motion: To continue suspension of Policy 1250 and revisit it at the February Policy Sub meeting

Made by: Samantha Mannion

Seconded by: Kathy Baker

Recording of Vote: All in favor

C. Policy 1250.1 - Classroom Observations - This is the monthly review of the COVID policies. They will be revisited at the February meeting.

Motion: To continue suspension of Policy 1250.1 and revisit it at the February Policy Sub meeting

Made by: Samantha Mannion

Seconded by: Kathy Baker

Recording of Vote: All in favor

D. Policy 3517.3 - Site Access/Closed Campus – This is the monthly review of the COVID policies. They will be revisited at the February meeting.

Motion: To continue suspension of Policy 3517.3 and revisit it at the February Policy Sub meeting

Made by: Samantha Mannion

Seconded by: Kathy Baker

Recording of Vote: All in favor

E. Policy 6162.4 - School Volunteers - This is the monthly review of the COVID policies. They will be revisited at the February meeting.

Motion: To continue suspension of Policy 6162.4 and revisit it at the February Policy Sub meeting

Made by: Samantha Mannion

Seconded by: Kathy Baker

Recording of Vote: All in favor

F. Policy 3517.1 - Identification Badges - Dr. Pat said that this is a by-product of the safety and security meetings. Under acquired identifications, employees will display ID badges in plain view. We may want to put "on school buses." Dr. Pat said each student would have to display their lanyards during the day at school and on the school buses. Samantha said that they must retain their ID cards and show them when needed. Kathy asked if students would receive a new card each year. Dr. Pat responded that the students would receive a new card each year. If students or staff lose a badge, the first time the district will provide one free of charge. If students or staff lose remaining IDs, then the ID cards will be \$4. Kathy said that at her company the lost badges are \$25. Amy said that a reasonable cost is \$10. All were in agreement to have the replacement cost at \$10. Sarah Roy said that in the policy, we start off saying "ID cards" then later in the policy refer to them as "badges." We are going to re-work the policy to say "badges" throughout the policy. Kathy said badges refer to that which we display. Stephanie asked if we could call them ID badges. All were in agreement.

G. Policy 4111.3 - Minority Recruitment Plan - Samantha said that we have to make changes in the language of the legislature. Samantha had to read it twice. She said that you can hire people after their residency, but you don't have to. Dr. Pat said that it is one of the goals of the state. At this point we are not utilizing the program. Dr. Pat said we have been expressing to the state that we don't want to pay \$60,000 to have this program. Stephanie asked if there are any recommendations when a minority candidate leaves when conducting exit interviews. Dr. Pat said we hired two minority candidates and they both left mid-year. One was a reading teacher and another high school position. They left for other opportunities. Dominic mentioned that exit interviews may be helpful to conduct. Amy asked if the district conducts exit interviews. Dr. Pat said we do not. Dr. Pat said many of people leave due to the pay not being good. Stephanie said that there may be another reason they are leaving.

H. Policy 4118.232/4218.232 - Drug and Alcohol-Free Workplace - Samantha said the major change in this policy is on the last page. There is mention of CBD and many of those products are mainstream. Samantha said the language is unenforceable. The other issue is who is going to walk around testing products to see what is in them. We cannot enforce that. The policy we have is pretty specific, referring to bad products that are prohibited. Stephanie said that CBD does not cause intoxication. Kathy said that she thought the change in policy was because cannabis is now legal in the state. Dr. Pat said that she is fine with keeping our current policy. Stephanie said the products that would have THC in them are purchased for recreational use at a dispensary. CBD does not have mental effects on people. We are sticking with our policy. Samantha made a motion to continue with our policy and not adopt this policy, Kathy seconded. All in favor.

I. Policy 5131.6 - Alcohol, Drugs and Tobacco - Kathy said marijuana is the same as alcohol in terms of punishment. Dr. Pat said that if you have marijuana in school, you get

Temporary policy in effect until March 3, 2022.

Community Relations

Visitors, Volunteers and Access to Campus

The Board of Education has a responsibility to ensure the safety of staff and students. Due to the ongoing COVID-19 pandemic, pending construction and the need to ensure that our instructional programs are uninterrupted, the New Fairfield Public Schools will limit visitors to their school buildings until March 3, 2022.

- Visitors will not be permitted to visit classrooms or lunchrooms.
- All business will be conducted in the main offices.
- Parents/Guardians requesting an exception to this policy must contact the school principal or appropriate administrator to request a meeting.
- Parents invited to a New Fairfield school for a meeting will be escorted by a staff member to and from the meeting. All visitors must wear masks while in the school buildings.
- Any visitors allowed on the premises will be required to present a valid state-issued ID (driver's license, identification card, work VISA or green card) upon their arrival at the school and to wear a visitor's badge.
- Handlers for service animals and therapy animals must contact the appropriate administrator to arrange access or visitation.
- Spectators for indoor extracurricular activities will be allowed at the discretion of the School Administrator and/or Athletic Director.
- All visitors must adhere to all health and safety requirements, including masks.

The Board of Education and the New Fairfield Public Schools will allow visitors, as required by applicable law. For example, the Board will follow the policy and procedures that will allow for visitors for PPTs, independent educational evaluations and/or assessments, required parent-teacher conferences, etc.

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. School volunteers will be permitted to attend off-campus field trips and outdoor activities. Volunteers must obtain the necessary security clearances and complete the necessary paperwork, as required by the Board of Education.

Restricted Access to Track & Fields during Scheduled Events

For safety reasons, to prevent injury to spectators, and/or to inhibit interference from non-participants, the administration reserves the right to deny access to the track, courts and athletic fields during scheduled events.

(cf. 1110.1 – Parent Involvement)

(cf. 1212 – School Volunteers)

(cf. 3517 – Security of Building and Grounds)

(cf. 4118.237/4218.237, 5141.8 – Face Masks/Coverings)

(cf. 6159 – Special Education Programs)

(cf. 6163.32 – Service Animals)

Community Relations

Visitors and Observations in Schools

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools.

10-220 Duties of boards of education.

10-235 Indemnification of teachers, board members, and employees in damage suits; expenses of litigation.

54-250-et. seq. Definitions.

Policy adopted: August 19, 2021
Policy revised: December 16, 2021
Policy revised: February 3, 2022

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Temporary policy in effect until March 3, 2022.

This policy has been temporarily suspended, effective August 19, 2021, until such time as Policy C-19-1250 is no longer in effect.

Community Relations

Visits to the Schools

Board of Education members are encouraged to visit schools to become acquainted with school personnel and programs; however, Board members have authority only in scheduled meetings of the Board, as members of Board committees or when delegated specific tasks by specific Board action.

Members of the public and individual Board members interested in visiting schools or classrooms will make arrangements 48 hours in advance for visitations through the administrators of the various schools.

Subject to the direction and approval of the Board, the Superintendent is authorized to establish such reasonable regulations as will:

1. Ensure student safety.
2. Provide for appropriate hospitality for visitors.
3. Require all visitors to present a valid state-issued ID (driver's license, identification card, work VISA or green card) upon their arrival at the school and to wear a visitor's badge.
4. Ensure that the orderly process of school activities is not disrupted.
5. Channel expressions of approval as well as constructive criticism to the staff and to the Board of Education.

Visits to individual classrooms during instructional time shall be permitted only with the Principal's and teacher's approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. When a visit involves a conference with a teacher or the Principal, an appointment should be scheduled during non-instructional time.

Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

The Principal or her/his designee shall have complete authority to exclude from the school premises any persons whom s/he has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purpose of committing an illegal act.

Community Relations

Visits to the Schools (continued)

Visitor Registration

Non-school people may not initiate, direct, conduct, control or regularly attend the meetings of student groups.

School volunteers are required to follow procedures outlined in Policy 1212 – School Volunteers, and to sign in when they are visiting or volunteering in the schools.

(cf. 1212 - School Volunteers)

(cf. 9010 - Responsibilities and Limits of Authority)

Legal Reference: Connecticut General Statutes

10-151b Evaluation by superintendents of certain educational personnel

53a-185 Loitering in or about school grounds: Class misdemeanor.

Policy adopted: October 19, 2000
Policy revised: June 5, 2014
Policy revised: May 21, 2015
Policy revised: August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

*Suspension of Policy until such time as
Policy C-19-1250 is no longer in effect.*

This regulation has been temporarily suspended, effective August 19, 2021, until such time as Policy C-19-1250 is no longer in effect.

Community Relations

Visits to the Schools

Student Visitors

Under normal conditions, students are urged not to bring visitors to school. Their presence can create problems and interruptions that are unnecessary.

There are occasions, however, when visitors are permissible and welcome. Students who wish to have a visitor, must contact the main school office at least one week in advance of the anticipated visit and obtain the appropriate visitor's form. The completed form must be on file prior to the visit.

As a general rule, visitors should be of approximately the same school age as the students in attendance at the school.

Decisions are to be made at the administrator's discretion.

The visitor must accompany the district student throughout the day and is responsible for obeying all school rules.

Regulation approved: October 19, 2000
Regulation revised: June 5, 2014
Regulation reviewed: May 21, 2015
Regulation revised: August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

*Suspension of Regulation until such time as
Policy C-19-1250 is no longer in effect.*

This policy has been temporarily suspended, effective August 19, 2021, until such time as Policy C-19-1250 is no longer in effect.

Community Relations

Visits to the Schools

Classroom Observations

The Board of Education (Board) values and supports collaboration and partnerships between families and schools. The Board, teachers and administrators strongly believe that education is a shared responsibility between parents/guardians and school personnel. It is desired by the Board that families and District schools establish and maintain productive relationships which utilize effective methods of communication and shared decision-making. Strong, trusting relationships between families, schools and the District serve as a foundation for positive and productive educational experiences for all students.

Parents/guardians have an important role to play in the identification, evaluation, and educational placement of their children, and in the development, review, and revisions of the IEPs for their children if their child is being considered for or is currently involved in special education services. This policy and its administrative regulations/procedures for in-school observations have been developed with this principle in mind.

At times, parents/guardians or other connected outside providers may wish to formally observe a specific student in a classroom. As assigned by the Superintendent of Schools, each principal shall be responsible for and have authority over the actions of students, professional and support staff, visitors, and other persons hired to perform specific tasks. To ensure a successful observation, a set of regulations that permit formal observations shall be developed by the Superintendent of Schools or his/her designee.

Guiding Principles

The Board expects that:

1. A process be developed to receive and respond to observation requests in a timely manner. Such process shall include the method of response and person responsible for responding.
2. Requests be reviewed with parents/guardians, and independent evaluators to determine purpose, questions to be addressed, location and length of observation, date and time.
3. After reviewing the request the administration shall determine a reasonable amount of time for an in-school observation. Some observations may require more time than others depending upon the purpose and the complexity of the student's programming. These issues should be addressed and resolved in discussions with the parents/guardians.
4. The District will not arbitrarily limit in-school observations to only one type of setting (e.g., academic classroom). In some cases, it may be appropriate for the observation of the student to occur in a variety of settings (e.g., classroom, lunchroom, recess, etc.). Conversely, it may not be appropriate for the observations to occur in certain settings, such as during individual or group counseling sessions.

Community Relations

Visits to the Schools

Classroom Observations

Guiding Principles (continued)

The Board expects that:

5. The District must balance its obligation to operate and maintain a safe school environment that fosters learning, with the importance of meaningful parental participation. Therefore, the District may place appropriate conditions on observations, such as the examples provided below. These decisions should be made carefully and on an individual basis.
 - a. Schools are responsible for maintaining a safe school environment for students, staff, and visitors. A school building administrator may determine it is necessary to restrict an observation due to safety concerns. If it is decided to restrict an observation, the decision is to be clearly communicated to the parents/guardians with a detailed explanation regarding the reasoning behind the decision. The school staff should work with parents to develop possible solutions to address any issues of concern.
 - i. The District must protect the privacy of student education records and protecting the confidentiality of personally identifiable information collected, maintained, or used pursuant to the IDEA. A school building administrator may determine it is necessary to condition or restrict an observation to protect disclosure by the parents/guardians of confidential or personally identifiable information about other students they may obtain while observing a classroom or program. (School staff can limit exposure to other student's education records by removing such records from view.)
 - ii. It is reasonable to ask parents/guardians to sign a statement that they will not disclose personally identifiable or confidential information about other students who are not the subject of the observation.
 - iii. It is not reasonable for school staff to deny an observation because other students would be present during the observation, or to require a parent/guardian to obtain permission from the parents/guardians of other students in the classroom or program prior to conducting the observation.
 - b. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. However, it is inappropriate for school staff to cite FERPA as the sole reason for denying an otherwise reasonable observation request.

Community Relations

Visits to the Schools

Classroom Observations

Guiding Principles (continued)

The Board expects that:

6. The learning environment have limited distractions and disruptions. Any visitor can change the dynamics within a school or classroom whether it be another teacher, the principal, or a parent. The school administrator may determine that it is necessary to condition or restrict an observation based upon a variety of factors including but not limited to: classroom schedules; assessment schedules; and teacher/staff/administrator availability.
7. School administrators work with the classroom teacher(s) and the parents/guardians on how to avoid or minimize disruptions to instructional time and the students' routines. Additionally, school administrators should make parents aware of any additional policies that might apply to the observation as well, such as visitor policies and/or protocols.
8. This observation policy and its administrative regulations/procedures be consistently implemented across all schools within the District.
9. This policy and its administrative regulations/procedures be applied in the same way for students with disabilities, as well as for students without disabilities.
10. When observations requests are declined or restricted, school administrators should provide a detailed explanation to the parents/guardians explaining the reason for the decision and work to develop alternative ways for the parents to obtain the information they are seeking.

(cf. 1110.1 – Parental Involvement)

(cf. 1250 – Visits to the Schools)

(cf. 6159 – Individualized Education Program/Special Education Program)

(cf. 6171 – Special Education)

Legal Reference: Connecticut General Statutes

10-76a Definitions (as amended by PA 06-18)

10-76b State supervision of special education programs and services. Regulations. (as amended by PA 12-173)

10-76d Duties and powers of Boards of Education to provide special education programs and services.

10-76ff Procedures for determining if a child requires special education

Community Relations

Visits to the Schools

Classroom Observations

Legal Reference (continued)

State Board of Education Regulations

34 C.F.R. 300 et seq. Assistance to States for Education of Handicapped Children.

300.14 Special education definitions.

300.340-349 Individualized education programs.

300.502 Independent educational evaluation

300.503 Independent educational assessment.

300.533 Placement procedures.

300.550-556 Least restrictive environment.

P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations” issued by the Connecticut State Department of Education, March 27, 2018.

Policy adopted: March 7, 2019
Policy revised: August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut
*Suspension of Policy until such time as
Policy C-19-1250 is no longer in effect.*

This regulation has been temporarily suspended, effective August 19, 2021, until such time as Policy C-19-1250 is no longer in effect.

Community Relations

Visits to the Schools

Classroom Observations

These regulations apply to observation access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility of such services, an independent educational evaluator, a qualified professional retained by or on behalf of a parent/guardian or child or from parents/guardians of a child presently not receiving any special education services.

1. Parents/guardian's request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the building Principal or designee or Special Education Director or designee, as applicable.
2. Reasonable access will be provided to a parent/guardian for the purpose of observing his/her child in the child's current educational placement, services or program; or to visit an educational placement or program proposed by the PPT/IEP Team.
3. If the observer is an independent educational evaluator or a professional retained by or on behalf of a parent/guardian or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child.
4. The building Principal or designee or the Special Education Director or designee, as applicable, shall contact the parent/guardian(s) for an initial scheduling conversation within five (5) days of receipt of the parents'/guardians' request.
5. The building Principal or designee and/or the Special Education Director or designee, as applicable, will work with the classroom teacher and the observer to establish the specifics of the observation, including, but not limited to, scheduling and placement of the observer in the classroom.
6. The number, frequency, and duration of observation periods will be determined on an individual basis in accordance with federal and state law and regulation. The start and end time of observation periods and a schedule of observation periods will be determined in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
7. If the observer is not the parent/guardian, the parent/guardian must sign a release for the individual to observe.
8. If the visitor/observer is a professional retained by the parent/guardian, such individual must provide identification and credentials to a school administrator before the scheduled observation visit.

Community Relations

Visits to the Schools

Classroom Observations (continued)

9. Parent/guardians or outside providers that disagree with the decision of the building Principal or designee pertaining to the requested observation have the right to challenge the decision with the Superintendent of Schools. The decision of the Superintendent shall be final, subject only to raise an issue in open meeting at a regular session of the Board of Education.
10. The number of observers at any one time may be limited by the building Principal or designee or the Director of Special Education or designee.
11. Observers, as visitors, must comply with:
 - a. School safety, security, and school visitation policies at all times.
 - b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act (FERPA).
 - c. Board Policy #1250, Visits to the Schools.
12. The observer is to be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will/may be asked to leave. This notice is particularly important, since the presence of parents/guardians can influence both the performance of their child(ren) and others.
13. The observer, in a special education situation, will be asked to submit his/her report of the observation in advance of any follow-up PPT or related meeting.
14. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his/her contractual job duties.
15. The observer is to be instructed regarding the disclosure of confidential or personally identifiable information related to other children. The observer must acknowledge, before the visit, that he/she is obligated to honor students' confidentiality rights and refrain from any disclosure of such records. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible, the observer may be asked to sign a non-disclosure agreement.
16. A school administrator, or his/her designee, is to also observe at the same time and take notes as to what is observed, paying particular attention to anything that is non-typical concerning the observation period. This observation summary will be placed in the student's file and provided to the parent/guardian(s) prior to any follow up PPT or related meeting.
17. Formal observation does not include times when parents/guardians are invited to a classroom for a special event or presentation, serve as a volunteer with a teacher, or to have lunch with their student.

Community Relations

Visits to the Schools

Classroom Observations (continued)

18. The school Principal or designee reserves the right to decline any request for a classroom observation if it is determined that such an observation would cause undue disruption of the educational process.
19. Out of respect for the teaching environment, parents/guardians shall not bring younger siblings or children while observing in the classroom or utilize any electronic equipment such as cell phones while in the classroom. (See #20 below)
20. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled to answer questions or concerns. Recordings of the observation shall not be permitted absent specific approval by the building Principal or designee.
21. During the observation the building Principal or designee and/or the Director of Special Education or designee may/will be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
22. A building Principal or designee may deny visitation/observation privileges to any parent/guardian who had previously disrupted class activities or cannot justify a useful purpose of repeated classroom observations.

In-School Observations Conducted by an Independent Evaluator

Note: This section applies only to in-school observations conducted by an independent evaluator as part of a parent/guardian request for an independent educational evaluation (IEE) at public expense.

1. For most evaluations, it is important for the independent evaluator to understand the student within the context of his or her classroom, and the student's general presentation in school. Some observations conducted by independent evaluators may require more time than others depending upon the purpose and the complexity of the student's programming.
2. When determining the scope of the observation, all parties should be clear about the specific questions that the independent evaluation is attempting to address.
3. The District will not arbitrarily limit in-school observations to only one type of setting (e.g., academic classroom). In some cases, it may be reasonable for an independent evaluator to observe a student in a variety of settings (e.g., classroom, lunchroom, recess, etc.), given his or her IEP goals and objectives. These parameters should be addressed and resolved in discussions with the parents/guardians and the independent evaluator.
4. The District acknowledges that the Office of Special Education Programs (OSEP) has provided guidance stating that any policy limiting the length of observations conducted by independent evaluators would also have to apply to district personnel and independent evaluators hired by the school district in order for it to be consistent with the IDEA.

Community Relations

Visits to the Schools

Classroom Observations (continued)

Note: *The IDEA and its implementing regulations do not provide a general entitlement for parents, or third parties, including attorneys or educational advocates, to observe students in their current classrooms or observe proposed educational placements in a public school district. However, the Bureau of Special Education encourages school districts to adopt policies and procedures that allow parents of observe their children in school and proposed placement options.*

Regulation approved:
Regulation revised:

March 7, 2019
August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut
*Suspension of Regulation until such time as
Policy C-19-1250 is no longer in effect.*

Parent/Provider Request for Classroom Observation

The New Fairfield School District welcomes visits to our schools and classrooms by parents/guardians, community members, and other interested educators. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedures governing classroom observations.

Parents/guardians or providers will make a written request to the Principal at least **five days** in advance of a requested observation. An administrator or other school staff member (e.g., special educator, team leader, etc.) may accompany the observer for the duration of the observation. Unless there are special circumstances, observations will be limited to one person, one observation per child per month for a period of up to 60 minutes.

Date: _____

Person Making Request: _____

Student: _____ School: _____ Grade: _____

Requested Location and Date of Observation: _____

Reason for Observation (*What specifically would you like to observe?*)

For Outside Agency Providers Only:

Name of Agency: _____

Purpose of the Observation: _____

(Must provide proof of release of information signed by parent within past 12 months)

For School District Personnel:

Date of Pre-Conference: _____

Conference Facilitator: _____

Date of Scheduled Observation: _____

Observer Assigned: _____

Date of Post-Conference: _____

Conference Facilitator: _____

Concerns and/or Main Points Discussed? _____

If disapproved, please state reason(s): _____

**Request to Access Classroom(s) or Personnel for Special Education
Evaluation and/or Observation Purposes**

Student Name: _____ DOB: _____

School Attending: _____ Grade: _____

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview District personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the Building Principal or Program Director where the student is enrolled. He or she will contact you to coordinate your visit:

Parent/Guardian *(Complete this section if the person making the request is the parent/guardian.)*

Name: _____ Title: _____ Phone: _____

Address: _____

I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: _____
for the purpose of: _____

I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: _____

for the purpose of: _____

Parent's Independent Evaluator or Other Qualified Professional *(Complete this section if the person making the request is not the parent/guardian.)*

Name: _____ Agency/Company: _____

Phone: _____ Email Address: _____

Address: _____

My professional training and/or licensure or certification, if applicable, is (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Teacher, certified in the areas of: _____ | Connecticut certified? <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Clinical Psychologist | <input type="checkbox"/> School Psychologist |
| <input type="checkbox"/> Licensed Clinical Social Worker | <input type="checkbox"/> Licensed Social Worker |
| <input type="checkbox"/> School Social Worker | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Speech/Language Pathologist |
| <input type="checkbox"/> Audiologist | <input type="checkbox"/> Psychiatrist |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified School Nurse |
| <input type="checkbox"/> Other qualified Professional (list credentials): _____ | |

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of: _____

1250.1
Form B
(continued)

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

- Observation of student in the following classroom(s)/setting(s): _____
_____ Duration: _____
- Opportunity to interview the following personnel believed to work with the student: _____
_____ Duration: _____
- Opportunity to interview the student.
- Student records, as noted in the attached, signed Authorization to Release Student Record Information.

Acknowledgement *(To be completed by the person making the access request.)*

I understand that the School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of Policy #1250.1 and its accompanying Administrative Regulation, and agree to comply with its terms and conditions. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

Individual Requesting Access Signature

Date

Parent/Guardian Verification *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, _____, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

Parent/Guardian Signature

Date

This policy has been temporarily suspended, effective August 19, 2021, until such time as Policy C-19-1250 is no longer in effect.

Business/Non-Instructional Operations

Site Access/Closed Campus

While school is in session, access to the buildings and grounds of the campuses of the New Fairfield Public Schools must be limited to protect the students and staff. Therefore, signs will be posted on all campuses indicating that access to the schools and grounds is restricted during the school day to students, staff, vendors conducting business authorized by the New Fairfield Public Schools, and approved parent/guardian visitors (as defined below). To ensure student and staff safety, all parents and individuals conducting business (including drop off and pick up) are required to leave school property once business is complete. All others on campus will be asked to leave.

The only exceptions to this policy are open access to: the dog park, the adjacent children's playground/basketball courts/bocce courts, Komlo Field, Cashman Field, and the immediately adjacent parking spaces located in the lower lot on the middle school/high school campus.

Signs will be posted on all school campuses indicating the following:

- School hours for each campus.
- Access to school buildings and grounds is restricted during the school day to students, school staff, those conducting business authorized by the New Fairfield Public Schools and approved visitors.
- Unauthorized people in school buildings or on school grounds will be asked to leave.

Approved Visitors

All visitors must sign in and receive a **VISITOR BADGE** from the main office of the campus they are visiting.

- Some examples of Approved Visitors are classroom volunteers, a parent/guardian who wants to have lunch with their child or drop off a lunch, and/or those meeting with a staff member.

Restricted Access to Track & Fields during Scheduled Events

For safety reasons, to prevent injury to spectators, and/or to inhibit interference from non-participants, the administration reserves the right to deny access to the track, courts and athletic fields during scheduled events.

Policy adopted: June 5, 2014
Policy revised: September 6, 2018
Policy revised: August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut
*Suspension of Policy until such time as
Policy C-19-1250 is no longer in effect.*

This policy has been temporarily suspended, effective August 19, 2021, until such time as Policy C-19-1250 is no longer in effect.

Instruction

School Volunteers

Volunteers will work under the supervision of staff, assisting with tasks which may include the following: chaperoning field trips, coaching, clerical support, mentoring and other appropriate assignments.

In our continued effort to maintain a safe learning environment, all school visitors, including volunteers, must register upon entering any school. A sign-in/sign-out log will be maintained in each school office. Volunteers must present a valid state-issued ID (driver’s license, identification card, work VISA or green card), record both arrival and departure times, and indicate the purpose of their visit. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit.

All volunteers are expected to exhibit standards of conduct equal to those of the school staff and to observe all Board of Education policies. This includes, but is not limited to use of appropriate language, maintaining confidentiality, wearing appropriate attire, and exercising good judgment.

The school volunteer is a non-paid person who helps in the school under the direction of the school Principal or his/her designee.

The building Principal or his/her designee is responsible for conveying the contents of this policy to all school volunteers.

(cf. 1212 – School Volunteers)

Policy adopted: January 5, 2006
Policy revised: June 4, 2015
Policy revised: August 19, 2021

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut
*Suspension of Policy until such time as
Policy C-19-1250 is no longer in effect.*

Bylaws of the Board

Meetings

Electronic Communications Among Board Members

The Board of Education recognizes that electronic communication among Board members and between Board members, District administration, and members of the public is an efficient and convenient way to communicate and expedite the exchange of information and to help keep the community informed about the goals, programs, and achievements of the District and its schools.

Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting.

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board.

Examples of permissible electronic communications concerning District business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate District process. As appropriate, communication received from the press shall be forwarded to the designated District spokesperson.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board:

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Electronic Participation Among Board Members

(Background information for Policy Committee)

The Freedom of Information Act was passed by the Connecticut General Assembly in 1975 to provide for more open government. This statute defines all local and regional boards of education as public agencies. Therefore, they must comply with the provisions of the Act.

The Freedom of Information Act requires that the meeting of public bodies such as school boards be open to the public. In addition, public records, with few exceptions, must be made available for public inspection or be given to individuals and organizations who request copies. Further, the statute requires that regular, special and emergency meetings of school boards must be open to the public. Any hearing or other proceedings of the board, any convening of a quorum of a multi-member agency, and any communication to or by a quorum of a multi-member public agency to discuss or act upon a matter over which the public agency has supervisory control, jurisdiction, or advisory power is defined as a “meeting” under the Act.

This statutory definition includes committee as well as telephone and electronic meetings. A voice mail message or an answering machine message can create a ‘record’ subject to the Freedom of Information laws. The Public Records Administrator in a *Management and Retention Guide for Electronic and Voice Mail* indicated that voice mail and answering machine messages are considered “transitory in nature and may be deleted at will.” However, there may be times when certain messages could later be used as evidence and should be retained for the same period that would apply to a written record of the same nature.

In addressing the issue of email retention, the Public Records Administrator found the boards of education are responsible for establishing guidelines for which of the three categories email messages fall into. The federal Rules of Civil Procedure address electronically stored information also. The federal rules do not mean that every last bit of electronic information must be retained. School districts need policies that make clear what documents must be saved and when they can safely be discarded. This has been addressed in CABE’s policy #3543.31, “Electronic Communications Use and Retention,” with an accompanying administrative regulation. This policy is considered a recommended “good practice” policy for inclusion in a district’s policy manual. It is available upon request from CABE’s Policy Department.

As stated, the board is authorized to discuss district business only at a properly noticed board meeting. Other than during a board meeting, a majority or more of a board quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss district business.

Electronic communication among board members and with the administration can be an efficient and convenient way to exchange information. However, it must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, board members and administrators need to exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. It must be understood that at times these communications may be considered school district records subject to public disclosure.

Electronic Participation Among Board Members

(continued)

Electronic messaging communications should also conform to the same standards of judgment, propriety and ethics as other forms of board-related communication. When communicating electronically, board members and its administrators should adhere to the following guidelines:

1. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at board meetings. (A board member may discuss district business in person or by electronic means with less than a quorum of other board members at a time. However, a board member should not facilitate interactive communication by discussing district business in a series of visits with, or use of emails or telephone calls to, board members individually.)
2. Board members shall be aware that email and email attachments received or prepared for use in board business may be considered public records that may be open to public disclosure, upon request.
3. Board members shall avoid reference to confidential information about employees, students, or to others in email communications because of the risk of improper disclosure.
4. Board members shall adhere to the district's "acceptable use" policy in all email communications and refrain from sending inappropriate, profane, harassing or abusive emails.
5. The Superintendent or designee is permitted to email information to board members. This can include board meeting agendas and supporting information. When responding to a single board member's request, the Superintendent should copy all other board members and include a "do not reply/forward" alert to the group, such as "*BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.*"
6. Board members are permitted to provide information to each other, whether in person or by electronic means, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
7. A board member should include a "do not reply/forward" alert when emailing a message concerning district business to more than one other Board member. The following is an example of such an alert: "*BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.*"
8. Board members are permitted to discuss any matter except district business with each other, whether in person or by electronic means, regardless of the number of members participating in the discussion. (For example, they may discuss league sports, work, current events, etc.)

Electronic Participation Among Board Members

(continued)

9. IF BOARD MEMBERS ARE NETWORKED TO THE DISTRICT SYSTEM, THE FOLLOWING MAY BE APPROPRIATE:

Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent of Schools immediately.

Many boards are now using paperless board meetings (**CABE BoardBook**) which is a type of electronic communication among its members and the administration that is an efficient and convenient way to exchange information pertaining to the meeting of the board, but it must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, board members and administrators need to exercise caution when communicating between and among themselves via electronic messaging services including but not limited to surveying, email, internet web forums and internet chat rooms.

The following guidelines should be considered regarding the conducting of a survey on an issue among board members using electronic means:

1. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at board meetings.
2. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
3. The district will avoid the appearance of conducting board discussion or actions, in which opinions are exchanged among a quorum of board members through repeated survey questions and answers, outside an open public meeting.

It is also recommended that the board annually review its electronic communication policy and practices with the board attorney.

Policy Implications: Policy #9327, "Electronic Communications Among Board Members" pertains to this issue. An existing model follows for your consideration. In addition, a new version has been developed and is also presented for your consideration.

Suggested bylaw to consider.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members

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 (email) is to expedite the passage of information. Email gives Board members quick access to one another. Communication among Board members via email 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, email is an effective communications tool and can provide a formal record.

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

Guidelines for Board Email 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 email 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 email by Board members when communicating with other Board members.

1. Email, 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 email as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. Email should be used to pass along factual information.
4. Security of email 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 email is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

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

Bylaws of the Board

Meetings

Electronic Communications Among Board Members (continued)

Accessing Email

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

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board:

rev 11/10

A new bylaw to consider.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members

The Board of Education believes that electronic communication among its members and the administration is an efficient and convenient way to disseminate information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, Board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communication (committee meetings, telephone calls, etc.). Board members shall adhere to the following guidelines when communicating electronically:

1. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at Board meetings. (A Board member may discuss District business in person or by electronic means with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or use of emails or telephone calls to, Board members individually.)
2. Board members shall be aware that email and email attachments received or prepared for use in Board business may be considered public records that may be open to public disclosure, upon request.
3. Board members shall avoid reference to confidential information about employees, students, or to others in email communications because of the risk of improper disclosure.
4. Board members shall adhere to the District's "acceptable use" policy in all email communications and refrain from sending inappropriate, profane, harassing or abusive emails.
5. The Superintendent or designee is permitted to email information to Board members. This can include Board meeting agendas and supporting information. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "do not reply/forward" alert to the group, such as "*BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.*"
6. Board members are permitted to provide information to each other, whether in person or by electronic means, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members (continued)

7. A Board member should include a “do not reply/forward” alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: *“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.”*
8. Board members are permitted to discuss any matter except District business with each other, whether in person or by electronic means, regardless of the number of members participating in the discussion. (For example, they may discuss league sports, work, current events, etc.)
9. IF BOARD MEMBERS ARE NETWORKED TO THE DISTRICT SYSTEM, THE FOLLOWING MAY BE APPROPRIATE:

Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any Board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent of Schools immediately.
10. In the use of paperless Board meetings (**CABE BoardBook**), a type of electronic communication among its members and the administration that is an efficient and convenient way to exchange information pertaining to the meeting of the Board, care must be exercised to not misuse the process to deliberate issues that are appropriately discussed only in a public meeting.

The following guidelines should be considered regarding the conducting of a survey on an issue among Board members using electronic means:

1. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at Board meetings.
2. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
3. The district will avoid the appearance of conducting Board discussion or actions, in which opinions are exchanged among a quorum of Board members through repeated survey questions and answers, outside an open public meeting.

The Board shall annually review its electronic communication policy and practices with the Board attorney.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members (continued)

Some additional language to consider included in the policy:

1. If the Board decides to conduct a meeting utilizing some form of instantaneous electronic communication, the meeting shall be posted along with the means by which members of the general public may access the meeting. At a minimum, this access shall include providing access to a computer or computer monitor to view the meeting as it is conducted.
2. The Board shall have no expectation of privacy for any messages sent, stored, or received electronically. Messages that have been deleted may still be accessible on a District storage device. Messages deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.
3. District email addresses of all Board members who choose to have an account shall be published on the District website. Board members who choose not to forward and reply to messages via the District email system accept personal responsibility for compliance with the Freedom of Information Act.
4. All emails received or sent from a personal email address that pertains to Board business shall be immediately forwarded to a designated District account for archiving purposes.
5. Members of the Board shall not communicate among themselves by the use of any form of communication (*e.g.*, personal intermediaries, email, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.

Legal Reference: Connecticut General Statutes
 The Freedom of Information Act.
 1-200 Definitions.
 1-210 Access to public records. Exempt records.
 1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board:

cps 11/10

Two concise versions of this bylaw to consider.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members

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Examples of permissible electronic communications concerning District business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate District process. As appropriate, communication received from the press shall be forwarded to the designated District spokesperson.

Another version to consider:

Electronic mail used by a majority of a quorum of the members of the Board or any of its subcommittees for the purpose of discussing public business constitutes a meeting under the *Freedom of Information Act* and is illegal unless held in compliance with the requirements of the Act. Email from a Board member to another member or members of the Board, in his/her capacity as Board members, shall not be used for the purpose of discussing District business in violation of the *Freedom of Information Act* restrictions. Email between or among Board members shall be limited to: 1) disseminating information, 2) messages not involving deliberation, debate, or decision-making; and 3) discussion of District business by less than a majority of a quorum of the Board or any of its subcommittees.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board:

cps 11/10