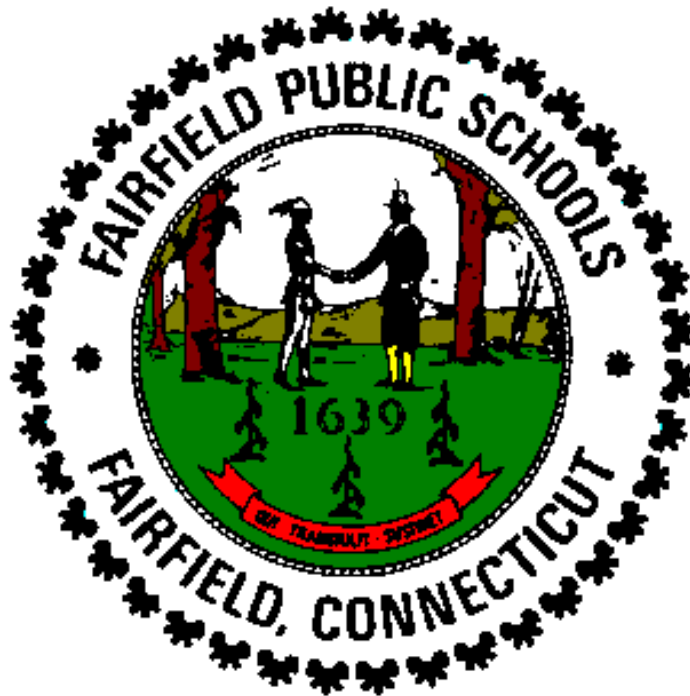


Board of Education Handbook

Approved
June 26, 2012



This handbook summarizes various policies, protocols and practices of the Board of Education to aid its members and the general public in understanding the operating principles of the Board.

I. Introductory Letter from Board Chair and Superintendent

II. Fairfield Public Schools Mission, Beliefs and Goals

III. Board of Education Meetings

- A. Master Calendar
- B. Meetings
- C. Agenda
- D. Minutes
- E. Decision-Making Process
- F. Public Comment on Agenda Items
- G. Public Comment on Non-Agenda Items
- H. Superintendent's Report
- I. Robert's Rules of Order
- J. Open Board Comment During Meetings
- K. Executive Session

IV. Board of Education Committee and Liaison Responsibilities

- A. Board Authority and Responsibility
- B. Election of Board of Education Members
- C. Committee of the Whole
- D. Appointments
- E. Reports
- F. Policy Standing Committee
- G. Transportation Safety Advisors
- H. Liaison Responsibilities
 - 1. Town of Fairfield Charter Positions
 - a. Fairfield Board of Health
 - b. Fairfield Parks and Recreation Commission
 - 2. Board of Education By-laws
 - a. Cooperative Educational Services
 - b. Building Committees
 - c. Representative Town Meeting
 - d. Board of Finance
 - e. PTA Council
 - 3. Ad Hoc and Standing Building Committees
 - a. Special Projects Standing Building Committee
 - b. Building Projects Review Committee
 - c. SEPTA
- I. Meeting Schedule of Other Town Bodies

V. Standards of Conduct

- A. Discussion Among Members Outside of Meetings
- B. Public Comment by Board of Education Members
- C. Town of Fairfield Charter – Standards of Conduct
- D. Fairfield Board of Education – Standards of Conduct

VI. Annual Budget Process

- A. Board of Education Staff and Board Roles and Responsibilities
- B. Timetable
- C. Advocacy of and Support for Board of Education Initiatives
- D. Attendance and Support at Board of Selectmen, Board of Finance and RTM Town Meetings

VII. Evaluation, Public Complaints, Staff Grievances and Discipline Responsibilities

- A. Procedures for Public Suggestions and Complaints
- B. Group Board of Education Email Address
- C. Employee Grievance and Discipline Hearings
- D. Employee Contract Negotiations
- E. Student Expulsion Hearings
- F. Student Residency Hearings
- G. Superintendent's Annual Evaluation/Contract

VIII. Administrative Matters

- A. By-laws
- B. Board of Education Annual Self-Evaluation
- C. Attendance at School Events
- D. Conference Attendance
- E. Information Requests from Board of Education Members
- F. Fairfield Public Schools' Website
- G. Friday Packets
- H. Board of Education Meeting Agenda Packets
- I. Recycling of Board of Education Materials
- J. Use of ID Badge While Visiting School Facilities
- K. Individual Board of Education Email Addresses
- L. Parking and Other Services at Board of Education Headquarters

IX. Definitions and Acronyms

Disclaimer Statement

This Board of Education Handbook contains general information drawn from the following source documents: the Town of Fairfield Charter, Board of Education By-laws, Board of Education Policies, Administrative Regulations and Fairfield Public Schools' Business Practices. It also contains information from *Twenty Guidelines for Board Members* written by the Connecticut Association of Boards of Education (CABE) and *A Practical Guide to Connecticut School Law* by Thomas B. Mooney, 7th edition.

This Handbook is only intended to summarize and bring together in a single location, certain information, policies and practices helpful to members of the Board of Education and the general public in understanding the organizing principles, authority and operation of the Board of Education and Fairfield Public Schools.

The information in this Handbook should not be relied upon as an alternative to reviewing the full and complete source documents on the topic.

This Handbook is not intended to, and does not change, modify or supersede any existing Board of Education Policy, Administrative Regulation or practice. This Handbook does not create any new or additional obligation or requirement on the Board of Education, administration or Fairfield Public School District and is to be used solely for information purposes.

I. Introductory Letter

FAIRFIELD PUBLIC SCHOOLS



Board of Education

To: Citizens of the Town of Fairfield

The Board of Education is committed to governing the Fairfield Public Schools in a professional and responsible manner. This means providing leadership to students, staff and the larger community, effective communication and having a common understanding of Board By-Laws, policies, practices and procedures.

Our hope is to serve as a model of democratic debate, in which issues are raised, debated in a passionate but collegial atmosphere, and decided in a responsible manner.

This handbook is intended to serve as a guide for citizens, Board members and prospective Board candidates in the operations of the Board of Education. It is intended only to summarize, and bring together in a single location, certain information, policies and practices helpful in understanding the organizing principles of the Board of Education.

We encourage parents, students and the general public to become involved in the Fairfield Public Schools. Our long-term goal is to inspire students, provide a comprehensive, rigorous education program and ensure our school district ranks with the best in the nation.

Sincerely,

Pamela Iacono
Chair, Board of Education

Sincerely,

David G. Title
Superintendent of Schools

II. Fairfield Public Schools Mission, Beliefs and Goals

The Board of Education has adopted a series of policies outlining the Mission, Beliefs and Goals of the Fairfield Public Schools. The long-term goal is to sustain the continuing improvement of the Fairfield Public Schools so that they will continue to rank with the best in the nation. (Policy 0110, Approved 8/27/04)

A. Mission – The mission of the Fairfield Public Schools is to inspire students to acquire the knowledge and skills needed to be life-long learners, responsible citizens and successful participants in an ever-changing global society by providing, in partnership with families and community, a comprehensive, rigorous educational program. (Policy 0100, Revised and Approved 9/23/08)

B. Beliefs – (Policy 0100, Revised and Approved 9/23/08)

- We believe all individuals can learn.
- We believe high expectations drive high achievement.
- We believe family and community, in partnership, play an essential role in the development and education of a child.
- We believe kindness, respect and compassion enhance life and improve performance.
- We believe that growth occurs when independent thinking, creativity and appropriate risk-taking are encouraged.
- We believe valuing and nurturing diversity promotes learning.
- We believe everyone has the ability and responsibility to make a positive difference.
- We believe that positive self-image is built through high expectations, honesty and accomplishments.
- We believe that knowledge and skills acquired should be relevant and adaptable for life-long learning.
- We believe that all students should have equitable access to educational opportunities.
- We believe in promoting a healthy life.
- We believe that collaboration and commitment promote the common good.

C. Student Goals – The ultimate goal of a school system is to promote the positive development of students. The Fairfield Public Schools has adopted five student-focused goals: 1) Motivation to Learn, 2) Mastery of the Basic Skills, 3) Acquisition of Knowledge, 4) Competence in Life Skills and 5) Understanding Society's Values. (Policy 0200, Approved 8/27/04)

III. Board of Education Meetings

A. Master Calendar – The Board of Education shall hold at least ten regular scheduled meetings a year and shall give annual notice of such meetings. (Town of Fairfield Charter Article VIII, Section 8.1, B.1) Currently, the Board of Education holds fourteen Regular Meetings a year and the agenda for each meeting, as described in the Board of Education By-laws Article V, Section 4A, is established between the Superintendent and the Board Chair. While individual action items on a variety of topics can be scheduled for any meeting, currently the work of the Board of Education follows a familiar pattern (subject to change) as described below:

1. January – Two regular meetings and two budget review meetings are scheduled and a proposed budget is adopted at the last regular meeting in January to meet the Town of Fairfield Charter requirement of submitting a budget request by January 31st.
2. February – One regular meeting is scheduled, which allows for attendance by Board of Education members at various budget review sessions conducted by the Board of Selectmen, Board of Finance and RTM.
3. March – One regular meeting is scheduled, which allows for attendance by Board of Education members at various budget review sessions conducted by the Board of Selectmen, Board of Finance and RTM.
4. April – One regular meeting is scheduled. The Board sets the graduation dates for both high schools in April. In addition, the Board meets to conduct its annual self-evaluation in this month at a Special Meeting.
5. May – Two regular meetings are scheduled, including one at which budget adjustments are reviewed and approved, if required, based on changes in total funding granted and approved by the RTM. In addition, student awards are presented in May.
6. June – Two regular meetings are scheduled. Budget transfers, if necessary for the current fiscal year, are done. The school lunch program, lunch prices, lunch program employee wage increases, as well as participation in the Healthy Food Certification program are reviewed and approved. The Board of Education reflects on improvements to the budget presentation documents. An evaluation of the Superintendent of Schools is conducted, and an extension of his/her contract is acted upon.
7. July – No regular meetings are scheduled.
8. August – One regular meeting is scheduled on the 4th Tuesday of the month. The Board holds a discussion on the initiatives of the Fairfield Public Schools for the next year. It also holds a general discussion regarding next year's capital and operating budgets. The Board of Education discusses its own goals, including how best to present the needs of students to insure the proposed Board of Education budget is approved by other Town bodies.
9. September – Two regular meetings are scheduled. The Board gets a presentation on the capital improvements budget. The Board of Education approves its own goals.

10. October – One regular meeting is scheduled. The Board approves the proposed capital improvements budget. The school calendar for the following year is adopted.
11. November – One regular meeting is scheduled with the primary purpose to hold the annual organizational meeting at which officers are elected and the By-laws are reviewed and other organizational matters which may come before the Board of Education.
12. December – One regular meeting is scheduled. The Board of Education meeting calendar for the following year is issued at this meeting. By-law changes proposed in November are adopted. The proposed budget calendar for the Board of Education, Board of Selectmen, Board of Finance and the RTM is reviewed.

B. Meetings – The Board of Education conducts its meetings under the laws and provisions of the Freedom of Information Act (FOIA) based on a schedule published in December for the following year. The Board of Education can cancel Regular Meetings when there is no business that cannot wait until the next Regular Meeting. The Board of Education can also schedule Special Meetings if matters arise requiring action that cannot wait until the next Regular Meeting. There are three types of meetings under the FOIA as follows: (As outlined in *A Practical Guide to Connecticut School Law*, by Thomas B. Mooney, 7th edition, pages 44-64)

1. **Regular Meeting** – which has been included in the listing of Regular Meetings which has been filed by January 31st of each year. By Fairfield Board of Education practice, the list of scheduled Regular Meetings is published at the December Regular Meeting and submitted to the Town Clerk.
2. **Special Meeting** – which must be noticed twenty-four hours in advance of the meeting including the time, place and business to be transacted. The most significant difference from a Regular Meeting is that items cannot be added to the agenda, and only such business as is included on the notice of the meeting can be addressed.
3. **Emergency Meeting** – which is similar to a Special Meeting but is exempt from the twenty-four hour notice provisions. The minutes shall include a statement of the nature of the emergency and any decisions made, and those minutes must be filed with the Town Clerk within seventy-two hours.
4. **Non-Meeting** – Certain meetings are excluded from the definition of “meeting” under the FOIA. Any meetings of a personnel search committee; a chance meeting or social gathering, even if a quorum of the Board shows up at the event, provided the Board does not discuss business; a caucus of members of a single political party; and strategy or negotiations with respect to collective bargaining are among those topics that can be discussed in a non-meeting.

- C. Agenda** – The agenda is established in discussions between the Superintendent of Schools and the Chair of the Board of Education. Individual Board of Education members may ask for items to be placed on the agenda. Requests will be reasonably accepted and placed on the agenda as time allows. (Board Practice) The Board shall have the agenda with its materials and enclosures at least five days prior to the meeting. (By-laws Article V, Section 3A) The agenda is designed for the guidance and information of the Board and to inform the public of items of business to come before the Board. Additional items, not included in the filed agenda, may be considered and acted upon at Regular Meetings upon the affirmative vote of two-thirds (2/3) of the members of the Board present and voting. (By-laws Article V, Section 3C)
- D. Minutes** – Minutes are maintained in accordance with State law and the Town of Fairfield Charter. All meetings are recorded, and the audio/videotape and all records are retained in accordance with the State Statutes on records retention. The Administrative Assistant to the Superintendent reviews his/her notes from the meeting and listens to the audio/videotape of the meeting and constructs a draft set of minutes. The draft minutes are reviewed by the elected Secretary of the Board of Education. After a draft set of minutes is finalized, they are included in the Board agenda for review and approval by the full Board. (Board Practice)
- E. Decision-Making Process** – Except in emergencies, the Board shall not attempt to decide upon any question submitted for consideration by any person or persons until the Board has examined and evaluated all information. (By-laws Article V, Section 7) Board of Education members will do their homework by reading and studying the agenda and all backup information in advance. (CABE Boardmanship – *Twenty Guidelines for Board Members #16*)
- F. Public Comment on Agenda Items** – The Board of Education will accept public comment on all items placed on the agenda for discussion and action at the time the item appears on the agenda. Public comment is not generally taken on the minutes, election of officers, Board of Education By-laws, presentations and personnel matters. Public comment will follow discussion of the item by the Board of Education and prior to any vote. The standard practice has been to allow each speaker two minutes on a specific business item. Where a number of speakers wish to present on a single topic, the Chair may allow one person to represent the group, in which case additional time, at the discretion of the Chair, can be allowed. The Chair may limit public comment in any manner appropriate to the orderly and efficient conduct of Board meetings. (By-laws Article V, Section 6A)
- G. Public Comment on Non-Agenda Items** – The Board of Education will hear comments and receive petitions from any citizen present at a Regular Meeting. Any single presentation must be limited to two minutes, and audio-visual equipment cannot be used without advance authorization of the Chair. The Board will not hear comment on individual personnel matters or comments addressed to specific member(s) of the Board. Decorum will be maintained. (By-laws Article V, Section 6B)
- H. Superintendent's Report** – At the conclusion of the Superintendent's Report, questions from Board members shall be related only to the topics addressed by the Superintendent. (Board Practice)

- I. Robert's Rules of Order** – The Board of Education has adopted Robert's Rules of Order, Newly Revised 10th Edition, Perseus Publishing, to encourage full, fair and orderly discussion; to maintain order; to respect each member's right to speak and to allow for action by the majority within a practical period of time while protecting the rights of the minority to express their viewpoints. (By-laws Article V, Section 9 and Robert's Rules of Order defined)
- J. Open Board Comment During Meetings** – The Open Board comment period should not be used to surprise the Board or the Superintendent. Board of Education members will make every effort to first talk with the Board Chair or the Superintendent or ask for an item to be placed on the agenda instead of bringing it up unexpectedly at a meeting. (CABE Boardsmanship – *Twenty Guidelines for Board Members* #1 and Chair's email Fall, 2011)
- K. Executive Session** – The public has a right to be at Board of Education meetings and to know when, where and why the Board is meeting. Thus, all Board of Education meetings will begin in public, and the reason for a proposed Executive Session, in as much detail as possible, shall be included on the agenda. A two-thirds (2/3) vote is required to go into Executive Session. The Board of Education shall state, on the record, for which of the approved reasons it is going into Executive Session:
1. Discussion of personnel appointments, evaluation and dismissal (employee must be notified, can be present and/or can require meeting to be in public session).
 2. To discuss strategy and/or negotiations on pending claims and litigation.
 3. Security matters.
 4. Real estate acquisitions, if openness might affect price.
 5. Discussions which might disclose records which are exempt from disclosure under State law.

No votes shall be taken in Executive Session.

(The above statements are summarized from Town Clerk Betsy Browne's memo of November 18, 2011. A more complete discussion of the FOIA can be found in *A Practical Guide to Connecticut School Law* by Thomas B. Mooney, 7th edition, pages 55-64.)

IV. Board of Education Committee and Liaison Responsibilities

- A. Board Authority and Responsibility** – The Fairfield Board of Education is the governing body of the Fairfield Public Schools and derives its power from and exists under, the Constitution and General Statutes of the State of Connecticut. (By-laws Article I) Individual Board members have no authority except when they are meeting as a Board of Education. The Board of Education is a collective body and, by Statute, can only act when a quorum is assembled in a legally constituted meeting. The statements and actions of individual Board members do not bind the Board of Education or the Superintendent, except when that statement or action has been authorized by an official act of the Board.

- B. Election of Board of Education Members** – The Fairfield Board of Education is a nine member, bi-partisan Board. Board members serve four year terms, with four members up for election in one election cycle and five members up for election two years later. By example, in 2011 five members were up for election, and in 2013 four members are up for election.
- C. Committee of the Whole** – The Board of Education, at its November, 2011 Organizational Meeting, decided to maintain a single standing committee to review policy matters. All other business items including, but not limited to, curriculum, special programs, facilities, information technology, long-range planning, finance, budget and community relations shall be reviewed by the Board acting as a committee of the whole at Regular and Special Meetings.
- D. Appointments** – The Chair shall appoint or re-appoint Board of Education members to the various Standing, Advisory and Ad Hoc Committees, as well as maintain Liaison responsibilities to other Town Boards and Commissions, following the annual Organizational Meeting each November. (By-laws Article II, Section 3A, sub-sections 3-8)
- E. Reports** – Liaison and Committee Reports should be sent in advance for distribution in the Friday Packet. Where additional oral reports are needed, points should be made in as few words as possible. Meeting reports, if required, should be no longer than two minutes. (CABE Boardmanship – *Twenty Guidelines for Board Members* #1 and Chair’s email, Fall, 2011)
- F. Policy Standing Committee** – The purpose of this committee is to formulate and recommend written policies by which the Board shall exercise its leadership in the operation of the school district and to study and evaluate administrative regulations and reports concerning the execution of the Board’s written policies in accordance with Article IV, Section 2. (By-laws Article II, Section 4A, sub-sections 1-2)
- G. Transportation Safety Advisors** – The Transportation Safety Advisors are a working group that makes recommendations relative to school transportation safety. The Transportation Safety Advisors are generally comprised of the Transportation Supervisor, a Board of Education member, a representative from the police department and the bus contractor. The primary function of the Transportation Safety Advisors is to review, upon written referral, a transportation decision made by the Transportation Supervisor on a request made by a parent or citizen for a bus route or bus stop change. The decision is reviewed for compliance with Board of Education Transportation Policy and related Administrative Regulations. (Policies 3600 et seq.)
- H. Liaison Responsibilities**
1. Town of Fairfield Charter Positions
 - a. Fairfield Board of Health – In accordance with the Town of Fairfield Charter Article X, Section 10.9, a Board of Education member is designated annually and serves as a voting member of the Board of Health.
 - b. Fairfield Parks and Recreation Commission – In accordance with the Town of Fairfield Charter Article X, Section 10.10, a Board of Education member is designated annually and serves as a voting member of the Parks and Recreation Commission.

2. Board of Education By-laws

- a. Cooperative Educational Services – In accordance with the Charter and By-laws of CES, Fairfield has two seats on the CES Board as voting members of this not-for-profit fiduciary board.
- b. Building Committees – State law requires the establishment of Building Committees to oversee the development of major school construction projects if a district wishes to apply for and receive reimbursement of a portion of the cost of such construction. In accordance with Board of Education By-laws and subject to any approvals required by the Town, the Board of Education Chair appoints a Board member to serve as a voting member of any school building committee. (By-laws Article II, Section 3A, sub-section 3d) The Board of Education creates Educational Specifications for individual projects and requests the First Selectman to appoint such a committee, subject to the approval of the Representative Town Meeting.
- c. Representative Town Meeting – In accordance with Board of Education By-laws, the Board of Education has maintained a liaison relationship with the RTM and the Board of Education Chair annually appoints a Board member to attend meetings for the purpose of developing a closer working relationship and to enhance communications.
- d. Board of Finance – In accordance with Board of Education By-laws, the Board of Education has maintained a liaison relationship with the Board of Finance and the Board of Education Chair annually appoints a Board member to attend meetings for the purpose of developing a closer working relationship and to enhance communications.
- e. PTA Council – In accordance with Board of Education By-laws, the Board of Education has maintained a liaison relationship with the PTA Council and the Board of Education Chair annually appoints a Board member to attend meetings for the purpose of developing a closer working relationship and to enhance communications.

3. Ad Hoc and Standing Building Committees

- a. Special Projects Standing Building Committee – This committee was established to oversee selected projects, as may be assigned to them by the First Selectman. The Board of Education Chair appoints a Board member to serve as a voting member on this committee.
- b. Building Projects Review Committee – This temporary committee has been established by the First Selectman to review the process under which building projects are reviewed, approved and managed. The Board of Education Chair appoints a Board member to serve on this committee, in addition to the Superintendent or designee.
- c. SEPTA – By past practice, the Board of Education has maintained a liaison relationship with the Special Education Parent Teacher Association (SEPTA) and the Board of Education Chair annually appoints a Board member to attend meetings for the purpose of developing a closer working relationship and to enhance communications.

I. Meeting Schedule of Other Town Bodies

1. **Board of Selectmen** – 1st and 3rd Wednesday of the month at Sullivan Independence Hall, 1st floor conference room at 4:30 p.m.
2. **The Board of Finance** – 1st Tuesday of the month at the Board of Education, 2nd floor conference room at 7:30 p.m.
3. **The Representative Town Meeting (“RTM”)** – 4th Monday of the month at the Board of Education, 2nd floor conference room at 8:00 p.m. RTM subcommittees meet as follows (subject to change by the RTM):
 - a. **Legislation and Administration** – 3rd Monday of the month at Sullivan Independence Hall at 7:00 p.m.
 - b. **Finance** – 3rd Monday of the month at Sullivan Independence Hall at 7:30 p.m.
 - c. **Public Works and Planning** – 3rd Monday of the month at Sullivan Independence Hall at 8:00 p.m.
 - d. **Education and Recreation** – 3rd Wednesday of the month at Sullivan Independence Hall at 7:00 p.m.
 - e. **Public Health and Safety** – 3rd Wednesday of the month at Sullivan Independence Hall at 7:30 p.m.
4. Citizens interested in attending meetings of any Town body should check the Town website at www.fairfieldct.org to confirm the meeting schedule and location and to find agendas, minutes and other related documents.
5. All Regular Meetings and some Special Meetings of the Board of Education are videotaped and broadcast by FairTV, generally on Channel 78, on a real time basis. They can also be viewed on line, on demand and are broadcast at other times. Contact FairTV at admin@fairtvonline.org to determine how to watch archived Board of Education meetings.

V. Standards of Conduct

- A. Discussion Among Members Outside of Meetings** – Board of Education members must debate the business and policy of the school district within public view. Thus, group emails regarding issues before the Board of Education or which may reasonably be considered to come before the Board of Education may not be discussed via email. Individual members of the Board of Education may consult with one another on issues, but group emails on such issues are not permitted. (By-laws Article V, Section 10)
- B. Public Comment by Board of Education Members** – Board of Education members can speak to the media, but only the Chair can speak on behalf of the Board. Board of Education members should feel comfortable deferring comment to the Chair or to the Superintendent. (By-laws Article II, Section 3A, sub-section 2 and Policy 1100 Approved 8/27/04)

C. Town of Fairfield Charter – Standards of Conduct – Elected and appointed Town Officers, RTM members, members of Boards, Commissions, Authorities, Committees and all employees of the Town shall demonstrate by their example the highest standards of ethical conduct, to the end that the public may justifiably have trust and confidence in the integrity of government. As agents of public purpose, they shall hold their offices or positions for the benefit of the public, shall recognize that the public interest is their primary concern and shall faithfully discharge the duties of their office regardless of personal considerations. (Town of Fairfield Charter Article XI, Section 11.1)

The above statement of policy is further defined in the Town of Fairfield Charter through:

1. Conflicts of Interest – Article XI, Section 11.2
2. Disclosure of Interest – Article XI, Section 11.3
3. Fair and Equal Treatment – Article XI, Section 11.4
4. Penalties and Disciplinary Action for Violations – Article XI, Section 11.5

D. Fairfield Board of Education – Standards of Conduct – Members of the Board of Education have adopted additional standards of conduct through their By-laws. Board of Education members must:

1. Adhere to the most recent edition of CABE’s Code of Ethics for Boards of Education (By-laws Article III, Section 2)
2. Comply with the Conflicts of Interest Statements (By-laws Article III, Section 6)
3. Follow a Code of Ethics (By-laws Article VII, as further defined in Policy 0050, Approved 8/27/04).

VI. Annual Budget Process

A. Board of Education Staff and Board Roles and Responsibilities – The annual budget preparation process shall include broad-based participation and careful scrutiny of programs and expenditures to help the Board fulfill its responsibilities to the students, staff and Town. The Board shall review projected costs, finalize requirements, establish a desirable budget amount and specify parameters for the Superintendent to use in the development of a proposed budget. (Policy 3100, Approved 8/27/04)

B. Timetable – To facilitate accomplishing this role, an annual operating and capital budget calendar is established to insure the Board of Education can discuss Fairfield Public School initiatives, reflect on the budget presentation process and have adequate time to review and approve the budget.

C. Advocacy of and Support for Board of Education Initiatives – Board members and Superintendents are staunch advocates of high quality, free education for all Connecticut children. (Policy 0050, Approved 8/27/04)

D. Attendance and Support at Board of Selectmen, Board of Finance, RTM Town Meetings – Board of Education members will make every effort to attend the Board of Selectmen, Board of Finance, RTM subcommittee and RTM meetings pertaining to our education budget request and at other times throughout the year as initiatives are presented for Town approval. (Board Practice)

VII. Evaluation, Public Complaints, Staff Grievances and Discipline Responsibilities

- A. Procedures for Public Suggestions and Complaints** – Board members will refer all complaints through the proper “chain of command” within the system and will act on such complaints at public meetings only when administrative solutions fail. (By-laws Article VII, Number 17, Amended and Approved 12/01/11) This By-law is further defined by Board of Education policy: “...If a complaint is made to individual Board members, the person making the complaint shall be referred to the proper administrator and informed that the matter may be referred to the Superintendent if the complainant does not agree with the initial decision. (Policy 1300, Approved 8/27/04) The essence of these By-laws and policies is to not be a “ball carrier” for others. Parents and other citizens should present their own issues, problems or proposals through the chain of command. (CABE Boardsmanship – Twenty Guidelines for Board Members #6)
- B. Group Board of Education Email Address, boemembers@fairfieldschools.org.** – This is the group email distribution for all Board members as well as a member of the administrative staff. If you would like to email the group as a whole rather than typing individual email addresses, you may accomplish this by using the “boemembers” address shown above. Please note that a member of the administrative staff reviews all of the emails that come into this address and will respond accordingly when district requests are made e.g., someone from the public inquiring about a job position. Board of Education members will use their best judgment on whether they respond as an individual member to such emails or allow the Central Office staff to address the issue that was raised. (Board Policy)
- C. Employee Grievance and Discipline Hearings** – The Board will act in accordance with the grievance procedures outlined in the appropriate Collective Bargaining Agreement. (Policy 4260, Approved 8/27/04)
- D. Employee Contract Negotiations** – By past practice, a Negotiating Committee is appointed, comprised of a member from the Board of Education, the Board of Education Director of Human Resources and the Board of Education Attorney. The Negotiating Committees for the Teacher and Administrator contracts also includes a member of the Board of Finance. Negotiations are conducted in accordance with State law governing school district negotiations.
- E. Student Expulsion Hearings** – Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined in the Board of Education Policy Manual. The Superintendent is hereby authorized to retain a Hearing Officer to conduct the hearing. (Policy 5119, Revised and Approved 5/15/12)
- F. Student Residency Hearings** – Any child, parent or guardian may request a hearing before a Hearing Officer, as appointed by the Board of Education, if they believe they have been denied accommodations by the Fairfield Public Schools. (Policy 5125, Approved as Amended 9/14/10)
- G. Superintendent’s Evaluation/Contract** – The Board of Education conducts an annual evaluation in June for the purpose of accountability and for the mutual benefit of the Fairfield Public Schools and the Superintendent. The evaluation is based on performance against job description responsibilities and a review and analysis of approved goals and objectives. Objectives and goals are generally established in September. The Board of Education reviews the Superintendent’s three-year contract and may offer a new three-year contract.

VIII. Administrative Matters

- A. By-laws** – The Board of Education has adopted By-laws, last revised on December 1, 2011. At its annual Organizational Meeting in November of each year, it shall review and revise these By-laws as the Board of Education deems appropriate and approve changes in December. The By-laws may also be revised at any Regular Meeting of the Board of Education as may be properly noticed. (By-laws Article VI)
- B. Board of Education Annual Self-Evaluation** – The Board of Education shall conduct an annual self-evaluation of its policies, practices and internal operating procedures at a Special Meeting prior to May of each year. By practice this is generally done each April. (By-laws Article IV, Section 4)
- C. Attendance at School Events** – Board of Education members are encouraged to attend school events as their schedule permits. Every effort should be made to notify Central Office staff or a building principal in advance of a visit, and Board members should wear their official ID.
- D. Conference Attendance** – There are limited funds available for attending CABA sponsored conferences. Board of Education members interested in attending a conference or class should make that interest known through the Chair to the Superintendent’s office. (Board Practice)
- E. Information Requests From Board of Education Members** – The Superintendent provides study materials and information required to assist the Board of Education in researching and evaluating proposals before the Board of Education. members are welcome to seek additional information to aid in their discussion and final action. The Board of Education, by collective action or the Chair, may request additional information from the Superintendent as may be required. Committee Chairs can request information from the Superintendent or Central Office staff with a copy to the Superintendent, for committee business only. Individual members may seek additional information only from the Superintendent with a copy of all such requests given to the Board of Education Chair. If the information sought by either the Board of Education, the Chair, Committee Chairs or individual members is readily available, every effort will be made to include it in the Friday Packet for Board of Education members, provided it is requested in a timely manner. If the information requested requires staff research time which conflicts with other priorities, the Superintendent will consult with the Board of Education Chair on the appropriateness and timing of the information requested. The essence of these Board practices is three-fold: a) to recognize that individual Board members may not give direction to the Superintendent (only the full Board can), b) to insure information requested does not put an undue burden on staff and c) to encourage Board of Education members to prepare their questions or requests for additional information in advance to allow adequate time for staff to gather the requested information. (Board Practice)
- F. Fairfield Public Schools Website** – The Fairfield Public Schools maintains a website to aid in communicating to parents and citizens, www.fairfieldschools.org. A wealth of information is available and specifically includes, within the Board of Education pages, a list of all scheduled Board of Education meetings, agendas and minutes; a list of members, committee work and adopted policies; a citizen’s guide; the annual budget and various financial reports; the strategic plan and reports on current topics.

- G. Friday Packets** – By practice, Friday Packets containing materials of interest to and for use of Board of Education members are distributed to a variety of individuals and institutional readers as may be requested.
- H. Board of Education Meeting Agenda Packets** – Board meetings are more effective when members read the materials and information within the packet prior to the meeting so it will not need to be presented orally at a Board of Education meeting. Board of Education meeting agenda packets should be distributed five days before a meeting. (By-laws Article V, Section 3A) Packets are distributed electronically on Thursday and sent to Board of Education members by hard copy on Friday prior to each Board meeting.
- I. Recycling of Board of Education Materials** – Empty Friday Packet envelopes and empty Board of Education meeting agenda folders can be left on the back table in the conference room for recycling. (Board Practice)
- J. Use of ID Badge While Visiting School Facilities** – During school hours and office hours, please wear your Board of Education ID badge when visiting school buildings and Central Office. When visiting these locations, you must also sign in at the front office of a school building or at the front desk of Central Office even though you have a badge. (Policy 3564, Approved 8/27/04)
- K. Individual Board of Education Email Addresses** – Each member of the Board of Education will be assigned a district email address and may make use of that or their personal email address. Regardless of which email address that is used, all correspondence, including via email, is subject to the Freedom of Information Act. (Board Practice)
- L. Parking and Other Services at Board of Education Headquarters** – There is covered parking available under the building at the Board of Education offices. There is a vending machine in the Board of Education staff break room outside of the Board room. Both may be used by Board of Education members. (Board Practice)

IX. Definitions and Acronyms (Most definitions were taken from: *"Becoming a Better Board Member, A Guide to Effective School Board Service"* 3rd edition by National School Boards Association or the Berlin, CT BoE Member Handbook, October, 2011)

ADA – Americans with Disabilities Act: A Federal law that prohibits discrimination against disabled individuals in all terms and conditions of employment and requires employers to make "reasonable accommodations" for disabled applicants and employees, unless the employer can demonstrate that doing so would create "undue hardship" for the organization.

AYP – Adequate Yearly Progress: An individual state's measure of annual progress toward achieving state academic standards. School districts and schools are required to meet this minimum standard under the No Child Left Behind Act. According to the law, state standards will be met when all students meet the target for proficiency.

AP – Advanced Placement Programs: A series of courses administered by the College Board that high school students can take to earn college credit. Students must master a generally high level of course work and pass an accompanying test.

CABE – The Connecticut Association of Boards of Education: Serves local and regional boards of education. It is a membership organization made up of Connecticut boards of education, including 151 school districts representing 90% of the state's public school population.

CAPSS – The Connecticut Association of Public School Superintendents: A statewide, non-for-profit, educational administration organization whose membership includes Connecticut public school superintendents, assistant superintendents, central office administrative personnel, State Department of Education officials and college and university professors.

CAPT – The Connecticut Achievement Performance Test: The standard assessment administered to students in grade 10 in March. Students are assessed in content areas of reading, mathematics, writing and science.

CAS – Connecticut Association of Schools: A not-for-profit organization working to strengthen elementary and secondary education in Connecticut. Its mission is to offer exemplary programs and services that promote excellence in education of all children.

CEA – Connecticut Education Association: Is headquartered in Hartford, CT with a membership of more than 41,000. CEA lobbies for pro-education legislation at the state and federal level, advances and protects the rights of teachers at the bargaining table, and works with state policymakers to continue to elevate the teaching profession and promote public education.

CES – Cooperative Educational Services: The local RESC serving the Fairfield Public School District. See RESC for a further definition.

CIAC – Connecticut Interscholastic Athletic Conference: See CAS for definition.

CMT – The Connecticut Mastery Test: The standard assessment administered to students in grades 3 through 8. Students are assessed in the content areas of reading, mathematics, writing and science (grades 5 and 8).

DRG – District Reference Groups: To assist in reporting and analyzing school district data, the State Department of Education developed District Reference Groups, which are designed to compare groups of districts that have similar characteristics. The State's 166 school districts and 3 academies have been divided into 9 groups, based on socioeconomic status, indicators of need and enrollment. The Fairfield School District is in DRG B.

ECS – Education Cost Sharing: The Educational Cost Sharing grant is the largest state funding program for K-12 in Connecticut. The ECS formula – the tool used to allocate ESC funds across school districts – equalizes spending by targeting more money to poorer districts and seeks to improve educational equity by adjusting for differences among school districts in terms of student need and district wealth.

ESL – English as a Second Language: This is also referred to as ELL – English Language Learners or ESOL – English for Speakers of Other Languages.

ETS – Educational Testing Service: Nationwide organization that administers various kinds of educational and psychological tests, such as the Scholastic Aptitude Test (SAT).

FERPA – Family Educational Rights and Privacy Act: A Federal law that gives parents certain rights with respect to their children’s educational records.

FMLA – Family Medical Leave Act: A Federal law requiring employers covered by the act to grant eligible employees up to 12 work weeks of unpaid leave a year for an employee’s own serious health conditions or following the birth or adoption of a child; employees returning from such leave are entitled to be restored to their same position or a similar one.

FOI – Freedom of Information: The Freedom of Information (FOI) Commission publishes rules and regulations to facilitate the informed and efficient exchange of information between governmental bodies and the general public.

HIPAA – Health Insurance Portability and Accountability Act: A Federal health insurance-related act that has privacy rule implications for school districts.

IDEA – Individuals with Disabilities Education Act: A Federal funding statute requiring schools that receive monies under this law to provide a free and appropriate public education in the least-restrictive environment to all eligible children with disabilities.

NAEP – National Assessment of Educational Progress: A national testing program administered by the National Center for Education Statistics of the U.S. Department of Education that tests representative samples of 4th, 8th and 12th grade students in reading, math, science, writing and other subjects. Known as the nation’s report card, NAEP provides data on achievement over time (since 1969) and allows for regional, state-by-state and some district comparisons of student performance.

NEASC – New England Association of Schools and Colleges: NEASC provides accreditation services for more than 2,000 public and private institutions in the six state regions – Pre-K through University.

RESC – Regional Educational Service Center: RESCs were created more than 30 years ago by legislative action to help school districts communicate and collaborate. Their main purpose is to furnish programs and services.