

**REGIONAL SCHOOL  
DISTRICT No. 7  
BOARD OF EDUCATION**



**MEMBER HANDBOOK**

## **Preamble**

The Regional School District No. 7 (RSD No.7) Board of Education understands that access to a quality public education is not just a constitutional requirement, but is also a moral imperative to ensure that all individuals have an opportunity to fully develop their talents, moral imagination and essential humanity. Accordingly, all RSD No.7 students are entitled to a quality educational experience that prepares them to be lifelong learners.

In order to provide the necessary and appropriate leadership for the RSD No.7 Public Schools, the Board of Education, both collectively and individually, is committed to governing as a professional board of directors. This means a commitment to the principles and practice of professional governance, the sharing of a common understanding of Board policies, practices, procedures and principles, a focus on continuous learning and improvement, and a willingness to serve as a model of effective moral leadership to students, staff and the community. This handbook is an attempt to set down in writing the Board's procedures and principles for the benefit of current and future members of the RSD No.7 Board of Education.

Note: Policy Manual Documents available at:

[www.nwr7.com](http://www.nwr7.com)

## **Statement of Philosophy**

## **Policy Manual 0000**

We believe that educated persons know how to learn, question constantly and strive to improve. They are self-motivated and hold themselves accountable for their own actions. They recognize and respect the dignity of each individual.

We believe that education is a lifelong process which takes place within the home, within the school and beyond. The school is but one of many institutions which prepare an individual to live in, participate in and contribute to society. We view the world that the school operates in as pluralistic, complex, and continually changing, demanding from people varied skills and attitudes. The school must, therefore, prepare students to deal effectively with such a world.

We believe that individuals are unique and have different needs, abilities, interests, backgrounds and motivations. It is, therefore, the responsibility of the school to recognize the worth of each individual, in the pursuit of excellence, to teach each student to the fullest extent of his/her abilities. To this end, the school should take into consideration the different rates and styles of learning and teaching most beneficial to each student.

We recognize that the school is part of a larger society and that maximum success in reaching educational goals depends on the cooperation of dedicated students, staff, parents and the community. We believe in a strong and academic core and emphasis on high student achievement and development of essential skills.

## **Mission Statement**

## **Policy Manual 0100**

We believe public education is an essential component of a free and democratic society. In a partnership of family, school, community, and local and state government, our mission is to enable all students to meet high standards, make productive choices in their personal lives, contribute to a diverse global society and act as responsible citizens. To accomplish this, we must seek the necessary resources to:

Provide a safe, nurturing and academically challenging learning environment.

Provide students and staff with opportunities to reach their full potential.

Prepare students to become productive, lifelong learners.

Instill in our students a curiosity and love for learning which embraces the arts and the world around them.

Prepare students to become self-reliant, honest, respectful and responsible members of a diverse and global society.

Improve student learning by holding staff accountable for providing the most effective learning environment and using the most effective teaching strategies.

## **Board Goals**

**Reference: BOE Meeting Agenda**

### **Goals for Regional School District No. 7 Board of Education 2012-2013:**

- ❖ To stay abreast of 21<sup>st</sup> Century teaching and learning technologies that will equip students for future success. Including the support of BYOD implementation.
- ❖ To ensure existing programs, staffing needs and resources remain appropriate for Regional School District No. 7.
- ❖ To continually assess Board of Education organization and operations.
- ❖ To continue to expand and enhance communication to the public and community.
- ❖ To continue to pursue advocacy for public education.

## **Core Values**

The Board will:

1. Deliberate in many voices, but govern in one.
2. Be an active part of the school district's leadership team, striving to lead the district through a clear mission statement, an articulated vision for the district, shared and commonly understood goals, broad and clearly written policies, and a continual monitoring of the school and student performance.
3. Vigorously and intelligently advocate for the school district and its students on the local, state and national level.
4. Formally and informally recognize and celebrate school, staff and student success.
5. Always strive to act in the interest of what is best for all students, believing that all students can learn and succeed at a high level.

### **Code of Ethics – RSD No.7 BOE**

**Policy Manual 0050**

This Code of Ethics is based upon "Standards of Leadership for Members of Boards of Education" recommended by the CAFE Board of Directors.

### **Code of Ethics - RSD No.7 BOE and Superintendent**

**Policy Manual 9271**

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations. Board members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the **fundamental goal** of all decision-making and actions.

### **Authority of Individual Board Members**

**Policy Manual 9000**

The Board of Education is ultimately responsible for ensuring that RSD No.7 residents have access to a free, quality education through high school. Connecticut law imbues the Board with specific and often broad authority over the administration of RSD No.7 schools. For example, the Board of Education exercises control over school buildings and property, employs and supervises the superintendent of schools, adopts a budget, and approves textbooks. A lengthier and more specific listing of the Board's authority can be found in Chapter 10 of the Connecticut General Statutes.

## **Authority of Individual Board Members (continued...)**

While the Board has broad authority over the RSD No.7 schools, much of this authority is delegated to the superintendent of schools and other district employees. The Board of Education functions, not as management responsible for the administration of the school district, but as a board of directors responsible for establishing a vision for RSD No.7 schools, and monitoring its progress in reaching that vision.

## **Election of Board of Education Members**

**Policy Manual 9110**

The Regional School District No. 7 Board of Education is an eight member, non-partisan Board with two members from each of the four towns comprising the District. Board members serve four-year terms, with two members up for election each election cycle.

Board of Education (BOE) Members are elected by their respective towns. Members are sworn in by their respective town clerks. The town clerk's certification to the BOE Chair and Superintendent of schools is required prior to the elected member being seated.

## **Board Member Qualifications**

Individuals must be registered voters in their respective towns in order to serve on the Board of Education. Employees of the Board of Education may not serve on the Board.

Beyond the minimum statutory requirements for Board service, it is expected that Board of Education members will share a commitment to providing an exceptional educational experience for each student, a willingness to work and study to become well-versed in public education and RSD No.7 schools, and a sincere desire to be part of a high-functioning governing body that takes the responsibilities of public service seriously.

## **Resignation of Board Members**

**Town Policy**

Board members who wish to resign from the Board of Education must submit a letter of resignation to the Superintendent of RSD No.7. The Superintendent will advise the First Selectman of the respective town. The respective town will hold a special election or make an appointment, depending on the town's policy, to fill the vacancy on the board.

## **Conflict of Interest**

**Policy Manual 9270**

Board members shall comply with laws regarding conflict of interest and attempt to avoid situations that might have even the appearance of a conflict. Two areas of Board operations must be approached with particular care to prevent any real or seeming conflict of interest – purchasing and personnel hiring. Therefore:

## **Conflict of Interest (continued)**

1. No member of the Board shall have any direct monetary interest in contracts with the school district, nor shall he/she furnish directly any labor, equipment, or supplies to the district. However, the district may contract with the corporations or businesses in which a Board member is an employee. In such instances the member must declare his/her association with the firm and refrain from debating or voting on any related votes.
2. The following rule shall govern conflict of interest in the employment of staff and members of the Board of Education: a spouse, minor child, Board of Education member dependent, or persons related otherwise by blood or marriage to a Board of Education member must be appointed by the Board of Education and may be employed only following full disclosure of the relationship by the Board of Education member in a public meeting and sufficient vote of appointment without counting the vote of the related Board of Education member.

## **Board Member Orientation**

This handbook serves as Board member orientation, along with conversations with Chairperson and/or Superintendent and a tour of facilities.

## **Board Member Professional Development**

The Board is committed, both individually and as an organization, to the principles of continuous improvement and ongoing education, and understands that in order to perform as a high-functioning professional organization its members must be well educated about the RSD No.7 schools, board governance and educational best practices. The Board will look to identify and provide professional development opportunities for Board members, and Board members will be encouraged to participate in these learning opportunities. The Board will reimburse members for reasonable, pre-approved (by Chairperson and/or Superintendent) expenses for professional development.

Examples of these professional development opportunities, but by no means the only opportunities, are the CABE/CAPSS Annual Convention, as well as seminars conducted by the Connecticut Association of Boards of Education.

Board members are also expected to read the same professional articles that are utilized by school administrators, as well as share and exchange professional articles among themselves.

## **Board Officers**

## **Policy Manual 9120 (9121)**

The school board shall at its annual organizational meeting in December each year, and as its first order of business, elect its Chair, Vice Chair and Secretary/Treasurer from its membership. Each officer shall serve until the next annual organizational meeting. Method of election is as follows:

Unless changed by a two-thirds vote of those present, the order of business for each annual organizational meeting shall be as follows:

The Superintendent or designated agent shall serve as moderator for the election of new Board of Education officers.

Election of officers from its membership by public ballot with weighted vote. The Superintendent shall conduct the meeting for the election of the chair. At the conclusion of the election for chair, the newly elected chair will then conduct the elections for the remaining offices.

Elections to be held in the following order: Chair, Vice Chair and Secretary/Treasurer  
Elections shall be by paper ballot if so voted by the board.

Balloting shall continue until a clear majority of those present is received. The new officers will take office immediately upon completion of all elections.

## **Board Policies**

## **Policy Manual 2210**

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

The superintendent takes the primary initiative in the policy-making process by recognizing the need for specific policies and giving the Board and/or the policy subcommittee of the Board of Education, proposed policy statements for consideration, modification and adoption. The superintendent shall develop a regulation specifying the procedures by which policies will be developed and presented to the Board.

## **Board Hearings**

## **Examples; Policy Manual 5114, 5118, 5145**

One of the responsibilities of the Board of Education is to conduct hearings. For many of these hearings, such as student expulsion hearings, school accommodation hearings, teacher termination hearings, the board serves as an impartial hearing board. In these instances, board members who serve on the panel must make their decision based only on the evidence and information presented at the hearing.

## **Search, Selection and Appointment of Superintendent**

**Policy Manual 2000.1 / 9000**

### **Summary**

The Board of Education is responsible for the appointment of the superintendent of schools. When conducting a search for a superintendent, the board may vote itself as the personnel search committee. If so, it may meet as the personnel search committee without public notice of its meetings or a requirement to allow the public to attend.

The search for, and selection of superintendent schools is one of the most important decisions that a board of education can make. Accordingly, this process should be thoughtful and informed, and with a clear understanding of the needs of the school district and the corresponding characteristics of an ideal superintendent, as well as, an awareness of the availability of potential candidates. Although each search process is unique, generally the board would be well advised to consult with the public and other informed individuals, both in and outside the district, when conducting a superintendent search.

## **Board Role in Hiring Process**

**Policy Manual 4110/4111/4211**

Generally speaking, the Board does not have the primary role in the hiring process, except for the superintendent of schools. It is Board policy to authorize the superintendent of schools to hire teachers and other personnel without direct involvement of the part of the Board.

When hiring school administrators, the Board has a more direct role. Board members can participate in the interview process. A subcommittee is formed by the Board to assist in the interview process and recommended finalists are presented to the Board for approval. The Board's role is one of approval of the superintendent's and the Board committee's selected candidates; it cannot hire certified personnel without the prior recommendations of the superintendent of schools and the Board committee.

## **Budget Process**

**Policy Manual 3110**

The Superintendent of Schools shall work in conjunction with the Board of Education in the preparation of an annual operating budget for the school district. It is the Superintendent's responsibility to prepare a district budget in consultation with the administration, various school departments and community representatives, consistent with provisions of state statutes and appropriate, timelines, including those that apply to regional school districts.

## **Superintendent Evaluation**

**Policy Manual 2400**

Section 10-157 of the Connecticut General Statutes requires that the Board of Education evaluate the performance of the Superintendent at least once per year, in accordance with mutually agreed upon guidelines and criteria. The Board believes that a good working relationship between the Board and the Superintendent is essential to the successful operation of the school district.



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

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

**Board Members Visiting Schools**

Board members are encouraged to be informed about the RSD No. 7 Schools and visits can be part of that process. Any board member that would like to visit RSD No. 7 should contact the superintendent as a courtesy prior to the visit. When visiting, the Board members must be mindful that they do not serve in an administrative function and should not attempt to direct, criticize or discipline staff members.

**Board Member Request for Information**

It is important for the Board members to be informed about the school district and the performance of our students. The superintendent of schools and school administrators regularly provide Board members with data and information. Board members are encouraged to work through the Board meetings to obtain this information or coordinate their information requests with the Board chairperson.

**Student Information**

Except for statutorily mandated exceptions, such as expulsion and residency hearings, Board members do not get involved with individual student matters. Individual student information is confidential and board members only have access to this information when that information is necessary for Board members to perform a function in their official capacity.

**Indemnification of Board Members****Reference: CGS 10-235**

Connecticut law provides that the school district must indemnify and hold school employees, volunteers and board members harmless for any claim, demand or judgment from negligence in the performance of their duties and responsibilities. This protection includes legal fees expenses and other costs.

## **Board Meetings**

### **Meeting Schedule**

**Policy Manual 9321**

The Board of Education establishes its annual meeting schedule at its annual meeting in December.

The Board of Education shall meet on the second and fourth Wednesdays of each month, except for the months of July, August and December. Regular meetings during these months shall be the second Wednesday in July, the fourth Wednesday in August and the second Wednesday in December.

If any meeting date falls on a legal holiday, it will be scheduled for the next day (Thursday). Changes in this schedule can be made at a regular meeting. Meeting times, places, and dates may be eliminated or rescheduled.

### **Regular Meeting**

**Policy Manual 9321**

Regular meetings of the Board of Education are those listed on its annual schedule of meetings. Board meetings start at 6 p.m. and are generally held in the Roger Newberry Media Center.

### **Special Meetings**

**Policy Manual 9321**

Special meetings can be called by the Board of Education at a regular meeting by the request of two Board members or by the Board Chair. Members shall have forty-eight (48) hours notice prior to a special meeting. At a special meeting, the Board cannot add items to the meeting agenda for discussion or action.

### **Adjourned Meetings**

**Policy Manual 9321**

Adjourned meetings occur when a quorum is not present or at a regular meeting where items on the agenda could not be completed due to time consideration. Rescheduled meetings will consist of completing the agenda.

### **Meeting Agendas**

**Policy Manual 9321**

The Superintendent in cooperation with the Chair of the Regional School District No. 7 Board of Education shall prepare an agenda for each regular meeting. Any member of the Board of Education may call the Superintendent and request an item to be placed on the agenda no later than four (4) days prior to the legally required public posting of the agenda.

At the Board of Education meeting, new items for the agenda may be included by a 2/3 of weighted vote of the members present and voting. It is urged that Board members use discretion when asking to add an agenda item at the meeting.

Meeting agendas, along with necessary documents and materials, are distributed to Board members prior to the meeting. Board agendas are designed to minimize votes and discussion on matters that are unnecessary, trivial, or are best addressed at the non-board level. Ideally, Board agendas are designed so that meeting time is dedicated to a focused, informed discussion on student achievement and educational priorities.

**Parliamentary Procedure**

**Policy Manual 9321**

Unless otherwise provided in the Board’s By-Laws, the Board shall conduct all its meetings in accordance with Robert’s Rules of Order, Revised.

**Board Quorum**

**Policy Manual 9321**

A quorum shall consist of four members representing three towns, representing at least 50% of the weighted vote, who shall be qualified to transact all business except such as requires prior notice of the approval of more than four members according to law or the By-Laws. \*If a Board member is unable to attend a meeting, he/she may elect to participate through electronic means for part of or the entire meeting.

**Board Votes**

**Policy Manual 9325, 9110**

The Board of Education is a collective body and, as such, can only act via a vote by its members. Board votes must be in public at a properly noticed meeting of the Board and recorded in writing. Pursuant to Robert’s Rules, all motions must be made by one board member and seconded by another. Members may vote in favor, against or abstain from voting. Members may explain their vote, but are not required to explain it.

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

Except as provided by law, Board policy, Board Bylaws, or any other binding agreement on the Board, a majority vote of members present and voting shall be sufficient to pass a motion.

Abstentions shall not be counted as votes.

The Board of Education shall continue to consist of eight members, two from each of the four towns comprising the District. The present Board shall continue to serve until the end of their respective terms.

The weight of voting power shall be determined as follows:

Each town shall have a voting power based on the proportion of 8.0 votes that its population is to the total District population. Voting power shall be rounded to the nearest thousandth of a vote.

The voting power of each town shall be divided equally between the members of said town. Only the respective member may exercise the vote of each member.

The voting power to take effect immediately based on the most recent census (2010) shall be:

Barkhamsted	1.090
Colebrook	0.425
New Hartford	1.995
Norfolk	0.490

## **Board Member Attendance**

Board members are expected to attend meetings of the Board, including meetings of any assigned committee. While it is almost inevitable that, on occasion, an individual member will have a personal or professional conflict that prevents him/her from attending a meeting, ideally this is a rare and unavoidable circumstance. Service on the Board of Education is a public trust on behalf of the community and children and it is expected that Board members will make this service a priority. The Board of Education functions best when all eight members devote the time, energy, preparation and seriousness of purpose necessary to accomplish exceptional work and that is called for by public service.

## **Meeting Minutes**

**CGS Section 1-225**

Pursuant to the Freedom of Information Act (FOIA), minutes must be taken at all meetings of the Board of Education. These minutes must be available within seven days of the meeting, but all votes of the Board must be reduced to writing and available within forty-eight hours. The FOIA requires that minutes must contain the recording of votes and the names of those members in attendance. These requirements apply to meetings of Board committees as well.

In order to appropriately apprise the public of the Board's work, Board minutes should contain the time of the meeting; members in attendance; a brief description of any business transacted by the Board, along with any Board action; the recording of Board member votes; and a description of any executive session held, along with the names of all individuals present for the executive session.

## **Executive Session**

**Policy Manual 9322**

Although, as a public agency, the Board must meet and conduct its business in public, under certain narrowly-defined exceptions, the Board may exclude the public from a portion of its meeting by calling an executive session. The Freedom of Information Act provides that a board of education may hold an executive session by a two-thirds vote of those members in attendance and voting. Although the law allows for discussion in executive session, any action by the Board must be taken in open session.

The permissible reasons for holding an executive session are limited and, when in doubt, the Board should consult with its counsel. Some reasons are to discuss documents with respect to collective bargaining, personnel matters (with the permission of the individual who is the subject of the discussion), pending claims and litigation, confidential documents and student matters. Executive sessions shall be closed to the public and media. Attendance shall be limited to members of the Board and such other individuals as are invited to give testimony or opinions. Such persons' attendance shall be limited to the period for which their presence is actually necessary. The minutes of the executive session shall record the names of all persons in attendance.

Members and any persons attending the session are duty-bound not to disclose details of discussion at executive sessions.

## **Notice of Meetings**

## **Policy Manual 9321**

The regular schedule of Board meetings, established at the Board's annual meeting, is forwarded to the town clerks. All Board meetings must be posted at least twenty-four hours prior to a meeting, except in emergency circumstances. Board members are to receive meeting agendas and relevant documents and materials prior to meetings.

## **Public Comment at Meetings**

## **Policy Manual 9321, Page 2, Item II**

### **II. PUBLIC PORTION:**

#### **A. Opportunity for Public to Speak on Agenda Items**

Members of the public who wish to address the Board on Agenda Items may do so during this portion of the meeting. Time may be limited to 30 minutes.

Questions which may arise concerning agenda items during the course of the meeting may be asked for a period of 10 minutes at the close of the meeting but before adjournment. This does not preclude the Board from opening the meeting to the public from time to time. The Board may limit the time for discussion.

## **Policy Manual 9325, Page 1-2, Conduct of Meeting**

In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chairperson of the Board of Education shall order the meeting room cleared and continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner. After time has passed, the Chairperson, in his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

## **Meeting Norms**

It is the expectation that the Board of Education is a professional organization whose meetings model appropriate behavior for the school district. Members will be prepared for meetings and arrive on time, with those individuals who cannot timely attend giving prior notice to the Board Chair or Superintendent. Board members will be dressed professionally for all public meetings. Board meetings will be conducted via understood and established procedures as set forth in Board policy and bylaws.

In order to ensure that meetings of the Board are as effective and useful as possible, members will avoid surprises by articulating specific concerns in advance. The Board believes that informed, respectful discussion and debate is the best means of arriving at good decisions for the

## **Meeting Norms (continued...)**

school district. Accordingly, during discussion Board members will listen attentively, consider all points of view, support their positions with facts when possible, be prepared to answer questions from other Board members, focus on the issue at hand, avoid negative and personal comments, and be prepared to compromise, understanding that the goal of debate among Board members is not to prevail but to arrive at the best possible decision for the school district.

## **Annual Meeting**

**Policy Manual 9120**

The school board shall at its annual organizational meeting in December each year, and as its first order of business, elect its Chair, Vice Chair and Secretary/Treasurer from its membership. Each officer shall serve until the next annual organizational meeting.

## **Electronic Participation at Meetings**

**Policy Manual 9321**

Board members may participate in meetings telephonically, with any Board member participating telephonically counted for the purpose of constituting a quorum. When a Board member is participating in a meeting telephonically, the meeting chair shall take the necessary steps to ensure that all those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes. In addition, the chair shall take the necessary steps to ensure that a Board member participating telephonically has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

## **Curriculum Policy**

**Policy Manual 6140/6141/6180**

The Board of Education of Regional School District No. 7 schools is committed to a comprehensive process of curriculum planning and assessment that fosters continuous improvement of student performance measured by the highest local, regional, state, national, and international standards of excellence. Curriculum includes the scope and sequence of content, concepts, and skills taught in a particular discipline (or combination of disciplines, for interdisciplinary curricula); textbooks and other core materials; identified measurable student learning objectives; and the methods of assessing student performance of learning objectives.

## **Goal for Student Performance in the Twenty-First Century**

**Policy Manual 0200**

The goal of the Regional School District No. 7 Schools is to provide students with sufficient content information and skills from the various curriculum areas so that they will be knowledgeable and informed citizens who can utilize their public school education in the global economy of the twenty- first century. Note: Detailed System Wide Skills and Goals for Student performance are contained in:

Policy Manual 0200, System Wide Skills 1 -10, and Goals 1 – 8

## **Parent Involvement**

**Policy Manual 1110.1**

The Board of Education believes that the education of children is a cooperative effort among the parents, school, and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

We believe, as research demonstrates, that increased parent involvement improves student achievement. Parent involvement initiatives in the school system will be flexible and creative, promote effective two- way communication, and offer opportunities for all parents to participate.

## **Evaluation of the Instructional Program**

**Policy Manual 6180**

The Board of Education recognizes that education is a continuous process that cannot be satisfactorily achieved without the coordination and cooperation of all components of the entire system. To achieve the highest quality of education on all levels, a critical appraisal of the program as it operates in each school and at each level is essential.

## **Acronyms**

AYP – Adequate Yearly Progress

ADM – Average Daily Membership

CABE – Connecticut Association of Boards of Education

CAPSS – Connecticut Association of Public School Superintendents

CAPT – Connecticut Academic Performance Test

CAS – Connecticut Association of Schools

CEA – Connecticut Education Association

CCSS – Common Core State Standards

CHRO – Commission on Human Rights and Opportunities

CIAC – Connecticut Interscholastic Athletic Conference

CMT – Connecticut Mastery Test

DRG – District Reference Group

DSAP – Durational Shortage Area Permit

ECS – Educational Cost Sharing

ELL – English Language Learners

ESL – English as a Second Language

ESOL – English for Speakers of Other Languages

FERPA – Family Educational Rights and Privacy Act

FOIA – Freedom of Information Act

FOIC – Freedom of Information Commission

GED – General Educational Development

IDEA – Individuals with Disabilities Education Act

IDT – Interdisciplinary Team

IEP – Individualized Education Program

MER – Minimum Expenditure Requirement

MERA – Municipal Employee Relations Act

NCEP – Net Current Expenditures per Pupil

NCLB – No Child Left Behind Act

NEASC – New England Association of Schools and Colleges

NESDEC – New England School Development Council



NSBA – National School Board Association

OCR – Office of Civil Rights

PPT – Planning and Placement Team

RESC – Regional Educational Service Center

RTI – Response to Intervention

SEED – System for Educator Evaluation and Development

SRBI – Scientific Research-Based Intervention

TEAM – Teacher Education and Mentoring Program

TNA – Teacher Negotiations Act

TRB – Teacher Retirement Board

## **Resources**

Robert’s Rules of Order, 11<sup>th</sup> Edition

A Practical Guide to Connecticut School Law, Thomas B. Mooney, 6<sup>th</sup> Edition

See You in Court – the Annals of the Nutmeg Board of Education, Thomas B. Mooney

“CABE/CAPSS Governance Statement,” February 2004

“School Boards and Student Achievement,” Iowa Association of School Boards

“The Lighthouse Inquiry,” Iowa Association of School Boards

Becoming a Better Board Member, National Association of School Boards

[www.cabe.org](http://www.cabe.org)

[www.nsba.org](http://www.nsba.org)

[www.sde.ct.gov](http://www.sde.ct.gov)