

**Community Relations**

**School-Sponsored Publications**

Newsletters, Bulletins

The Superintendent of Schools may, at various times during the school year, publish and distribute to parents or to the general public, newsletters or bulletins concerning any phase of the operation of the schools. A brief outline describing the curriculum to be covered in a given grade or class shall be made available to all parents at the beginning of the year.

Superintendent's Annual Report

The Superintendent of Schools shall prepare and have published on or before November first of each year an annual report with respect to the progress, the conditions, and the needs of the schools, with recommendations as to plans for future development and continuous progress.

A written record of Board votes shall be available for public inspection within 48 hours of a Board meeting, excluding Saturdays, Sundays, and legal holidays. Board minutes shall be available in unapproved form within seven days of a Board meeting, excluding Saturdays, Sundays, and legal holidays.

Board minutes are unofficial until approved by the Board of Education.

Legal Reference:        Connecticut General Statutes:  
                                 1-13 Making of reproductions  
                                 1-14 "Certified copy" defined. Evidence.  
                                 1-16 Reproductions.  
                                 1-17 Reproductions to serve purposes of originals.  
                                 1-212 Copies of public records. Fees.  
                                 1-225 Meetings of government agencies to be public. Recording of  
                                 votes. Schedule and agenda of meetings to be filed and posted  
                                 on websites. Notice of special meetings. Executive sessions.  
                                 10-220 Duties of Boards of Education.

Adopted: October 19, 1987  
Reviewed: December 5, 2006  
Reviewed: February 6, 2018