

**Role of Board and Members (Powers, Purposes, Duties)**

The Board of Education is the governing body of the school district. It derives its authority from and exists under the Constitution and General Statutes of the State of Connecticut and the regulations of the Connecticut State Board of Education.

**Legal Reference:** Connecticut General Statutes  
1-200 Definitions.  
10-186 Duties of local and regional boards of education.  
10-220 Duties of boards of education.  
10-221 Boards of education to prescribe rules.  
10-240 Control of schools.  
10-241 Powers of school districts.

**Board Adopted: November 13, 2013**

**Limits of Authority**

The Board's statutory authority as spelled out in Board policy 9000 is to be exercised collectively by Board members in public meetings of the Board and in committee meetings. Except for specific responsibilities of the Board officers set forth in Board policy 9121, individual members of the Board have no individual authority in the district school, unless carrying out an assignment specifically authorized at a meeting of the Board. The Board exercises governance as part of the entire Board or of a specifically authorized committee working under specific committee charges from the Board.

**Elected Members of the Board of Education.** Members of the Board are expected to represent and balance the educational interests of students in the public schools, school district citizens and the State of Connecticut through:

1. advocacy for appropriate educational opportunities for district students;
2. regular attendance at Board meetings;
3. participation in meeting discussions on issues before the Board;
4. suggesting agenda topics to the Superintendent or the Board Chairperson;
5. regular attendance and fulfilling responsibilities on committees to which they are appointed;
6. becoming knowledgeable about Board authority, constraints, and procedures;
7. becoming informed about local schools and their educational programs and activities;
8. representing the community as part of a representative democratic governmental body; and
9. understanding and following Board policy.

(cf. 1312 Public Complaints)  
(cf. 4118.21 Academic Freedom)  
(cf. 5145.2 Freedom of Speech/Expression)  
(cf. 6144 Controversial Issues)  
(cf. 9000 Role of Board Members)  
(cf. 9121 Duties of Board Officers)

**Board Adopted: November 13, 2013**

**Public Statements**

The Board recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input to the Board.

Communication will be a concurrent responsibility of the Board and the Superintendent. The Superintendent will work with the members of the Board to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parents/guardians are regarded as appropriate media of information for meeting the requirements of this Bylaw. Press releases relative to Board action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. 1112 - News Media Relationships)

(cf. 1120 - Public Participation at Board of Education Meetings)

**Board Adopted: November 13, 2013**

The Board believes that advocacy is a critical part of its activity and an important responsibility of school Board members. Advocacy is engagement in the political process at local, state and national levels to influence the public policies that affect Boards of education and school children.

Education advocacy requires the Board to publicly state what is needed to achieve effective public education. It is recognized that the Board has an important message to deliver to all governmental levels, the media and the community that affects educational policy and has the power to influence outcomes.

Education must be a priority in local, state and national policy and actions. Advocacy is necessitated by the many laws mandated on the school district by the state and federal government as well as regulations promulgated by state and federal departments of education.

School Board members respected by legislators are powerful advocates, with the responsibility to explain to legislators the local impact of state and federal policy decisions. Local school Board members must help the Connecticut Association of Boards of Education deliver its message to legislators.

In fulfilling its advocacy responsibilities, the Board will cooperate with parent groups, other educators, special interest groups, business and service organizations, other school Boards, CABE and community members to achieve favorable legislation on education issues. Coalition building is critical to effective advocacy.

The Board will develop a plan to fulfill its advocacy responsibilities. To fulfill its advocacy role, the Board of Education will:

1. join a broad advocacy network, including CABE membership, at the state and national levels;
2. nominate, at the annual organizational meeting, a point person to be the conduit for information and action; with the power to write and contact legislators on behalf of the entire Board;
3. schedule time at Board meetings for a report on state and national advocacy issues;
4. recognize the Board Chairperson, or the Chairperson's designee, as the press spokesperson for the Board on state and national educational issues;
5. use varied available means of communication, such as newsletter, general media and public forums to publicize federal and state legislative policy issues being addressed by the Board;
6. agree, as a Board, in its lobbying effort on the particular issues and tactics, to be given priority;

**Public Statements - Advocacy**

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7. cooperate, in a coalition with other Boards of Education, teachers, parents, administrators, local elected officials, business and community leaders on agreed upon education lobbyist issues;
8. use the media as an advocacy tool, meet with the editorial board of newspapers serving the local area, write letters to the editor and talk with reporters on educational legislative issues.

**Board Adopted: November 13, 2013**

**Commitment to Democratic Principles in Relation to Community, Staff, Students**

**Board-Staff Communications.** The Board recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas: administration, policy and philosophy. While the Board recognizes the necessity for Board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

1. **Staff Communications to the Board:** All formal reports to the Board or any Board committee from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. (See 4135.4 and 4235.4 re Complaints/Grievances).

Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate first hand the Board's deliberations on problems of staff concern.

2. **Board Communication to Staff:** All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions. (See 9020 - Public Statements).
3. **Visits to Schools:** Individual Board members interested in visiting the school or classrooms will make arrangements for visitations through the administrator of the school. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.
4. **Social Interaction:** Staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, innovations and general school district problems. Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board members are expected to avoid discussion of:
  - A. Matters that are, or have the potential of becoming, the subject of an executive session;
  - B. Information and data contained in personnel records protected by the privacy act.

**Legal Reference:** Connecticut General Statutes  
10-220 Duties of Boards of Education.

**Board Adopted: November 13, 2013**

**Board-Related Responsibilities**

The Board shall:

1. Employ an able and qualified Superintendent.
2. Adopt policies to govern the operation of the school system.
3. Communicate the educational program to the people of the community.
4. Keep abreast of future educational needs of the Town as well as the present.
5. Adopt an annual budget.
6. Take such specific actions as are required by law.

**Legal Reference:** Connecticut General Statutes  
10-186 Duties of local and regional boards of education.  
10-220 Duties of boards of education.  
10-221 Boards of education to prescribe rules.

**Board Adopted: November 13, 2013**

**Number of Members, Terms of Office, Oath of Office**

The Board shall comprise seven members. No more than five members shall be members of the same political party. In the event of a change in political affiliation, a member shall be considered a member of the party on whose slate he/she was elected only for the duration of that term.

**Terms of Office.** Members are elected to the Board, as Agents of the State, at the biennial town elections held on the first Tuesday after the first Monday of November in odd-numbered years. Membership on the Board shall begin two weeks after election, provided the elected member has taken the Oath of Office. The term of office of a school Board member shall be for four years.

**Oath of Office.** Elected Board members shall, before entering upon their official duties, take the oath of office and be sworn in by the Town Clerk within two (2) weeks following their election.

**Legal Reference:** Connecticut General Statutes  
9-187a Date term to begin.  
9-203 Number and term of members of boards of education.  
9-204 Minority representation on board of education.  
10-219 Procedure for filling vacancy on local board of education.  
1-24 Who may administer oaths.  
1-25 re Oath of office.  
10-218a Oath of office

**Board Adopted: November 13, 2013**



**Board of Education Officers****Page 1**

**Election of Officers.** The Board shall elect from its members at the organizational meeting, a Chairperson, Vice-Chairperson and a Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until his/her successor is chosen. In the absence of the Chairperson, the Vice-Chairperson or Secretary, in that order, shall preside until a new Chairperson is elected.

Election of officers shall be in writing and the vote of each member shall be made available for public inspection within 48 hours and recorded in the minutes of the meeting. If a Chairperson and/or Secretary are not chosen within one month, the Town Selectmen shall choose such officers from the Board membership.

**Chairperson.** The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, State Department of Education regulations and by the Board. The Chairperson has the right to discuss and vote upon any issue before the Board. The Chairperson is an ex-officio member of all Board committees. The Chairperson shall be the public spokesperson for the Board at all times except as the responsibility is specifically delegated to others. In carrying out these responsibilities, the Chairperson shall:

1. Sign instruments, acts and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.

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4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions and to vote.

**Vice-Chairperson.** The Vice-Chairperson shall, in the absence of, or at the direction of the Chairperson, preside at meetings and otherwise perform the duties and assume the obligations of the Chairperson.

**Secretary.** The Secretary of the Board shall:

1. Perform the duties of the Chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson.
2. Maintain a record of all Board proceedings as required by state law; one copy shall be maintained in the office of the Superintendent and one copy in the office of the Town Clerk.
3. Supervise the clerk of the Board's performance of duties.

**Legal Reference:** Connecticut General Statutes  
10-218 Officers. Meetings.  
10-224 Duties of the secretary.  
10-225 Salaries of secretary and attendance officers.

**Board Adopted: November 13, 2013**

**Committees**

Committees of the Board shall be established at the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board. Duties of each committee shall be determined as a committee is formed.

Each committee may make a report through its chairperson at each regular meeting of the Board. Each committee shall make its annual report at the meeting prior to the first regularly scheduled meeting in December.

No committee shall have power other than to make recommendations to the Board unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement that involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

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

**Legal Reference:** Connecticut General Statutes  
1-7 through 1-18 and 1-200 through 1-241 of the Freedom of Information Act.  
1-200 Definitions.  
1-226 Meetings of government agencies to be public.

**Board Adopted: November 13, 2013**

**Committee of the Whole**

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

**Legal Reference:**     Connecticut General Statutes  
                             1-200 Definitions  
                             1-225 Meetings of government agencies to be public

**Board Adopted: November 13, 2013**

**Qualifications of Members**

A Board member must be a resident elector of the district. Therefore, Board members must be at least 18 years of age and a citizen of the United States.

Under state law, no member of the Board shall be employed for compensation in any position in the school system. Should a Board member be subsequently employed in the school system, that member's position on the Board shall become vacant.

**See also 9270 (Conflict of Interest).**

**Board Adopted: November 13, 2013**

**Filling Vacancies**

**Appointments:** If a vacancy occurs in the office of any member of the Board, the vacancy shall be filled by the remaining members of the Board until the next regular election. At that election, a successor shall be elected for the unexpired portion of the term, and the official ballot shall specify the vacancy to be filled.

**Oath of Office:** Appointed Board members shall, before entering upon their official duties, take the oath of office and be sworn in by the Town Clerk.

**Legal Reference:** Connecticut General Statutes  
9-187a Date term to begin.  
9-203 Number and term of members of boards of education.  
9-204 Minority representation on board of education.  
10-219 Procedure for filling vacancy on local board of education.  
1-24 Who may administer oaths.  
1-25 re oath of office.  
10-218a Oath of office.

**Board Adopted: November 13, 2013**

**Resignation/Removal from Office/Censure**

**Resignation.** If for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests as early as possible notification of intent to resign so that the Board may plan appropriately.

When a member of a Board of Education shall cease to be a bonafide resident of the town membership in the Board shall immediately cease.

**Removal from Office.** Any Board officer may be removed from a position of a Board officer by a two-thirds vote of the membership of the whole Board.

**Censure.** The Board may vote to censure or reprimand a member by a two-thirds vote of the membership of the whole Board.

**See also 9221 (Filling Vacancies).**

**Legal Reference:** Connecticut General Statutes  
7-103 Resignation of municipal officers

**Board Adopted: November 13, 2013**

**Board Member Development**

The complexity of Board membership demands opportunities for development, study and training for Board members. The Board places a high priority on the importance of a planned and continuing program of in-service education for its members.

In order to develop leadership capabilities, become informed about current issues in education and improve their skills as members of a policy-making body, Board members will participate in opportunities for development that may include, but not be limited to, the following:

1. In-service activities planned by the Board and by the administration for staff members, as appropriate.
2. Participation in conferences, workshops and conventions held by state and national school boards associations and other educational organizations.
3. Subscriptions to publications addressing Board member concerns.

Recognizing the need for continuing training and development of its members, the Board encourages the participation of all members in appropriate conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The Superintendent will inform Board members, in a timely manner, of upcoming conferences, conventions and workshops. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and the district.
2. Funds for participation at such meetings will be budgeted. When funds are limited, the Board will designate which members would be most appropriate to participate at a given meeting.
3. If attendance and reimbursement were approved by the entire Board, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred.
4. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

**Board Adopted: November 13, 2013**



**Remuneration and Reimbursement**

Board members receive no compensation for their services on the Board, but may, upon submitting vouchers and supporting bills, be reimbursed for expenses incurred in attending conferences of school Board associations and other professional meetings/visitations when such attendance and expense payment has had prior Board approval.

**See also 9230 (Orientation of Board Members), 9270 (Conflict of Interest).**

**Legal Reference:** Connecticut General Statutes  
10-225 Salaries of secretary and attendance officers.  
10-232 Restrictions on employment of members of board of education.

**Board Adopted: November 13, 2013**

**Conflict of Interest**

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:

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 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 rules shall govern conflict of interest in the employment of staff and members of the Board of Education:
  - a. No spouse, minor child or dependent of a Board member shall be appointed to a full-time position in this school district.
  - b. Persons related otherwise by blood or marriage to a Board member may be employed following full disclosure of the relationship by the Board member in a public meeting and sufficient vote of appointment without counting the vote of the related Board member.
3. A spouse or child of a Board member may be employed for limited term or short-term employment on a competitive basis among persons who are eligible.

**Legal Reference:** Connecticut General Statutes  
7-479 Conflict of interest.  
10-225 Salaries of secretary and attendance officers.  
10-232 Restrictions on employment of members of Board of Education.

**Board Adopted: November 13, 2013**

**Code of Ethics**

As a guide to performing their duties, Board members should:

1. Be an advocate of high quality, free, public education for all Connecticut children.
2. As an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools, and bring about any needed change only through legal and ethical means.
3. Help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, gender, physical condition or social standing.
4. Work to help the community to understand the importance of proper support for public education.
5. Become informed about the nature, value and direction of contemporary education and support needed change in the schools.
6. Serve as a communications link between the community and the schools, working to ensure that the community is fully and accurately informed about the schools, and that the school staff understands the aspirations and desires of the community.
7. Recognize that a Board member's responsibility is not to "run the schools," but to see that they are well-run through effective policies.
8. Confine Board action to policymaking, planning and appraisal, and consult with those who will be affected by the Board's actions.
9. Arrive at conclusions after fully discussing the issue at an open meeting, and abide by the principle of majority rule.
10. Recognize that authority rests only with the whole Board assembled in a meeting, and individual Board members should neither make any personal promises nor take any private action that may compromise the Board.
11. Never use the position on the Board for personal gain.
12. Hold confidential all matters pertaining to the schools that, if disclosed, might needlessly injure individuals or the schools.
13. Ensure that all school business transactions be open and ethical.
14. Ensure that the best personnel available are appointed to all positions in the school district.
15. Refer all complaints through the proper "chain of command" within the system, and act on such complaints at public meetings only when administrative solutions fail.

(cf. 2000.1 - Board-Superintendent Relationship)  
(cf. 2300 - Statement of Ethics for Administrators)

**Code of Conduct on Data Use**

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data gathered by district staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data as a Board, not as an individual, unless the information is readily available and will not redirect staff time.
3. Use data to represent all of the Board member's constituents honestly and equally and refuse to surrender the Board member's responsibilities to special interest or partisan political groups.
4. Avoid using the Board position and the information data supplies as a result of Board membership, for personal gain.
5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
6. Respect the confidentiality of privileged information.
7. Abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.

**Board Adopted: November 13, 2013**

**Methods of Operation**

The Board shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.

**Board Adopted: November 13, 2013**

**Formulation, Adoption, Amendment of Policies****Page 1**

Board policies translate beliefs and desires of elected officials into action through the Superintendent and the school staff. Except for specific meeting decisions, policies are the Board's best means of shaping district education through specifying in Board policy "what will be done." The Superintendent's administrative regulations provide the administrative "how it will be done" to accompany Board policies

Policies also make it clear, at least by implication, that the Superintendent is expected to follow the direction of the entire Board as it is expressed through its policies. On a daily basis, Board policies (except for the bylaws), are primarily for the guidance of the Superintendent and the Superintendent's staff. It is, however, the Board's responsibility to ensure the Superintendent uses its policies in making decisions; and it is similarly the Superintendent's responsibility to insist that both policies and their amplifying regulations are followed by everyone in the school system.

**Organization and Contents of Policy Manuals.** Policy manuals contain three basic types of entries: Board policies, Superintendent regulations and Board bylaws.

1. Policies are guides for discretionary action by the Superintendent and staff; not all policies require administrative regulations.
2. Regulations are the Superintendent's amplifications of Board policies into specific staff actions; not all administrative regulations require policies.
3. Bylaws are rules governing the Board's internal operations.

**Development of Board Policies.** The development of sound educational policies is one of the primary duties of the Board. Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent and the Superintendent's staff. Policy development and revision should follow these principles:

1. Policies and regulations shall be given high priority by the Board and by the Superintendent.
2. Many people at different levels shall be given opportunities to participate in the development and review of policies and regulations.
3. Procedures for development and revision of policies and regulations shall be clear and well understood. Participants shall know their roles and authority. Lines of communication shall be observed.
4. Use of policies and regulations as guides to action shall be stressed at all organizational levels, and policy or regulatory violations shall not be overlooked or condoned.

**Formulation, Adoption, Amendment of Policies****Page 2**

5. Policy and regulatory effectiveness shall be monitored regularly by the Board, the Superintendent and by other staff members.
6. Board members and administrators shall guard against intrinsic problems of policies and regulations, including, but not limited to rigidity, inflexibility, bureaucratic or insensitive administration of policy, etc.

Anyone may propose a new policy or policy changes, i.e., members of the community, staff, students, the Superintendent or Board members. Proposed new policies and policy changes from staff shall be forwarded to the Superintendent for presentation to the Board. While the Board encourages and welcomes community, staff and student involvement, only the Board may establish policy.

The Superintendent is encouraged to submit written recommendations for new policies and for revision of existing policies as necessary for the effective operation of the public schools.

Approved policies shall be in writing and coded according to the policy codification system approved by the Board and made part of the official policy manual maintained by the Superintendent. Policy manuals and copies of new and changed policies shall be distributed to all members of the Board of Education and school administrators and shall be made available to the staff, students and the general public.

**Adoption and/or Amendment of Board of Education Policies.** The procedure for the adoption of a new policy or the amendment of existing policy shall be:

1. Upon referral to the Policy Committee, the Policy Committee will develop a statement of policy or change of existing policy based on the following:
  - A. Suggestions and requests from Board members;
  - B. Recommendations from the Superintendent of Schools;
  - C. Statutory requirements;
  - D. Citizen input.
2. The Policy Committee shall present a new policy statement or a revised policy statement along with its recommendations to the Board at a regular Board meeting. No action shall be taken at the presentation meeting except as noted in paragraph 4 below.
3. The Board shall act on proposed policies at regular meetings of the Board, at which time amendments to the policy proposals may be made and policies may be approved if the changes are not a departure from the essence of the policy proposal. If the proposed changes are considered a major departure from the essence of the policy proposal, the policy should be brought back for a second review at the next regular meeting with a further recommendation from the Board's Policy

Committee. Proposed policy changes approved by majority vote of the Board shall take immediate effect.

4. For proposed policy statements, new or revised, because of changes or additions to Connecticut General Statutes or State Board of Education Regulations, approval may be given at the initial presentation meeting.

Formal adoption of policies and/or amendments of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

**Legal Reference:** Connecticut General Statutes  
10-221 Boards of education to prescribe rules, policies, and procedures.

**Board Adopted: November 13, 2013**



## BYLAWS

### Standing Committees/Liaisons/Ad Hoc Committees

#### **Standing Committees.**

The Board Chairperson shall appoint members of standing committees no later than the second regular meeting of the Board after the municipal election. Standing committees may be created or dissolved by majority vote of the Board. Upon motion duly made and seconded, a majority of Board members present and voting at a meeting may remove any member of a standing committee.

The Superintendent and Board Chair shall be ex-officio members of all standing committees. Ex-officio members may attend committee meetings and should receive copies of all committee meeting plans, agendas, and minutes.

Each standing committee shall have at least two members. Board Members are expected to serve on at least two committees and chair one. The Board Chair may serve as a regular member on any committee.

The following are considered Board Standing Committees:

- 1. Curriculum and Technology:** Reviews instructional planning and programming around standards alignment; monitors assessment results and progress toward student achievement goals; and provides feedback on academic reporting.
- 2. Finance:** Monitors operating expenditures (by line item) and reviews monthly expenditure reports from the Chief Financial Officer; reviews all budget transfers between line items and, when required, brings matters to the board for a vote; reviews capital expenditures and proposals for capital projects; together with the Superintendent and the administrative team, develop budget proposals, prepares budget presentations and participate in such presentations as needed; presents budget proposals to the Board of Finance and at Town Meetings; and provides guidance and, when needed, brings to the Board's attention all matters expected to have a financial impact on the District.
- 3. Policy:** Reviews Board policies and proposes revisions to policies and by-laws, as needed, to ensure consistency with the District mission statement and best practices; together with Board counsel and other advisors, ensures Board policies, regulations and bylaws comply with state and federal laws; and develops new Board policies as appropriate.

**4. Personnel and Negotiations:** Participates in negotiations of all contracts, including but not limited to staff and transportation; reviews personnel-related issues and, when appropriate, prepares matters for presentation to the Board; conducts the annual evaluation of the Superintendent, including the preparation of the evaluation tool; and negotiate the Superintendent's contract.

**5. Health and Wellness:** Ensures compliance with the State mandates relative to Health and Wellness.

**6. Communications:** The Communication Committee is concerned with the school's standing and relationships with its public audiences, including the school population, broader town community, and government. It is responsible for oversight from the Board's perspective of the school's initiatives, programs, and resources intended to enhance public understanding and appreciation of the school, to inform stakeholders about the quality and distinctiveness of the school's programs, to communicate the school's perspective and position on issues concerning it and elementary education, and to advocate for the school before all stakeholders.

### **Liaisons.**

One Board member shall act as a liaison and to report to the entire Board on activities and decisions of each of the following organizations:

- 1. Shared Services:** Serves as the Board liaison to Shared Services, reporting on group developments and initiatives
- 2. PTO:** Serves as the Board liaison to the PTO, reporting on group developments and initiatives
- 3. School Safety and Security:** Serves as the Board liaison to ensure compliance with the State mandates relative to school safety and security.
- 4. Board of Finance:** Serves as the Board liaison to the Board of Finance, reporting on group developments and initiatives

### **Ad Hoc Committees.**

The Board Chair may establish, appoint members of and dissolve ad hoc committees. If action other than a recommendation is required of an ad hoc committee, Board approval is required. The Board Chairperson and the Superintendent will be considered ex-officio members of all ad hoc committees.

- 1. Botelle Advisory Group:** Examine issues/explore ideas regarding the success and sustainability of the school in a financially responsible way.

Board Adopted: November 13, 2013  
Revised: March 3, 2020  
Approved: March 3, 2020

**Formulation, Adoption, Amendment Bylaws**

Proposed new bylaws and suggested amendments to or revisions of existing bylaws may be adopted by majority vote of all members of the Board at regular Board meetings not less than four weeks apart. In the calls for any regular Board meeting the proposed additions, amendments or revisions shall have been described in writing.

**Legal Reference:**     *Robert's Rules of Order, Newly Revised*  
10-221 Boards of education to prescribe rules, policies and procedures.

**Board Adopted: November 13, 2013**

**Administrative Regulations**

The Superintendent shall develop administrative regulations to carry out the wishes of the Board as expressed in policy. The Superintendent will provide copies of such administrative regulations to all Board members as well as to other persons having policy manuals.

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

**Legal Reference:**     *Robert's Rules of Order, Newly Revised*  
10-221 Boards of education to prescribe rules, policies and procedures.

**Board Adopted: November 13, 2013**

**Suspension of Policies, Bylaws and Regulations**

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

**Legal Reference:**     *Robert's Rules of Order, Newly Revised*  
10-221 Boards of Education to prescribe rules, policies, and procedures.

**Board Adopted: November 13, 2013**

**Time, Place, Notification of Meetings****Page 1**

**Organizational Meeting.** The Board shall conduct its organizational meeting at its first meeting in December following Board elections, and at this meeting Board officers (Chairperson, Vice-Chairperson and Secretary) shall be elected. The organizational meeting shall be called to order by the current Chairperson who will preside until a successor Chairperson is chosen by a majority vote of the Board. In the absence of the Chairperson, the Vice-Chairperson or Secretary, in that order, shall preside until a new Chairperson is elected.

Election of officers shall be in writing and recorded in the minutes of the meeting. The vote of each member shall be made available for public inspection within 48 hours of the meeting. If a Chairperson and/or a Secretary are not chosen within one month, the Selectmen shall choose such officers from the Board membership.

Upon election, the Chairperson shall assume the chair and proceed with the election of the Board Secretary.

If the office of Chairperson or Secretary becomes vacant between organizational meetings, the vacancy shall be filled by a majority of the members of the Board present at a meeting warned for that purpose until the subsequent organizational meeting.

**Regular Board Meetings.** There shall be a regular meeting of the Board each month unless canceled by special action of the Board. At its regular November meeting, the Board shall set the schedule of regular meetings for the subsequent calendar year; such schedule to be filed with the Town Clerk no later than 30 days prior to the first scheduled meeting of the following January. The schedule will include the date, time and location of each meeting.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

**Special Board Meetings.** The Chairperson of the Board may call a special meeting whenever the Chairperson deems it necessary, and must call a special meeting when requested to do so by three members of the Board. The Secretary shall, in the absence of the Chairperson, or if the Chairperson is unable to act, have the powers of the Chairperson to call special meetings as outlined herein.

Notice of special meetings of the Board shall be given at least 24 hours prior to the meeting by filing a notice of the time and place and the business to be conducted in the office of the Town Clerk. However, in case of emergency, any such special meeting may be held without complying with the foregoing requirement for the filing of notice, provided that a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall

**Time, Place, Notification of Meetings****Page 2**

be filed with the Town Clerk not later than 72 hours following the holding of such meeting. In addition, such written notice delivered to the Town Clerk less than 24 hours in advance of the meeting must also be delivered to the residence of each Board member, unless, at or prior to the time the special meeting convenes, a Board member files with the Town Clerk or Secretary of the Board a written waiver of such notice.

**In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays and any other day when the Town Clerk's office is closed shall be excluded.**

Only business identified on the call of a special meeting shall be discussed or transacted by the Board at such special meeting.

See also 1331 (Smoke Free Environment), 9121 (Board of Education Officers), 9323 (Agenda Construction), 9324 (Meeting Conduct & Parliamentary Procedures), 9325.1 (Quorum), 9325.2 (Order of Business), 9326 (Minutes).

**Legal Reference:** Connecticut General Statutes  
1-200 Definitions. ("Public Agency")  
1-225 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions (as amended by P.A. 83-148 requiring "filing" of notice instead of "posting" with clerk; Saturdays, Sundays, holidays or days when office is closed are excluded from time element)

**Board Adopted: November 13, 2013**

**Public and Executive Sessions****Page 1**

**Public Sessions.** All meetings of the Board, as defined in the Freedom of Information statutes, including regular, special and emergency meetings, shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus or a discussion of strategy or negotiations with respect to collective bargaining are not defined as “meetings” under the Freedom of Information Act.

**Executive Sessions.** The public may be excluded from meetings of the Board which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, unless the public officer or employee has required that the discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims or pending litigation to which the Board, or a member thereof, because of his or her conduct as a member of the Board, is a party until such litigation or claim has been finally adjudicated or settled.
3. Matters concerning security strategy or the deployment of security personnel or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by the Board when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter that would result in the disclosure of public records or the information contained therein described in subsection (b) of Section 1-19 of the Connecticut General Statutes.

At an executive session of the Board, attendance shall be limited to members of the Board and persons invited by the Board to present testimony or opinions pertinent to matters before the Board, provided that such persons' attendance shall be limited to the period for which their presence is necessary to present such testimony or opinion. The minutes of executive sessions shall disclose all persons in attendance with the exception of job applicants who attend the executive session to be interviewed by the Board.

**Smoking.** Smoking will not be permitted in any room in which a meeting of the Board is being conducted or during the time immediately prior to the meeting.



**See also 1330 (Use of School Facilities), 1331 (Smoke Free Environment), 9314 (Suspension of Policies, Bylaws, Regulations), 9321 (Time, Place, and Notification for Meetings), 9323 (Agenda Construction/Advance Delivery of Meeting Materials), 9324 (Meeting Conduct & Parliamentary Procedure), 9325.1 (Quorum), 9325.2 (Order of Business), 9326 (Minutes).**

**Legal Reference:** Connecticut General Statutes  
1-200 Definitions. (Public agency; Meetings; Person; Public Records or Files; Executive sessions) (as amended by P.A. 02-130)  
1-210 Access to public records. Exempt records.  
1-225 Meetings of government agencies to be public. Recording of votes. Schedule of meetings to be filed. Notice of special meetings. Executive session.  
1-226 Recording, broadcasting or photographing meetings.  
19a-342 Smoking prohibited in certain places. Signs required. Penalties.  
1-206 Denial of access of public records or meetings. Appeals. Notice. Orders. Civil Penalty. Service of process upon commission. Frivolous appeals.  
1-231 Executive sessions.

**Board Adopted: November 13, 2013**

**Agenda Construction/Meeting Materials**

The Superintendent shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson and appropriate members of the administrative staff and, as necessary, with the Board Secretary. Any Board member who wishes to have an item included on the agenda should notify the Superintendent in sufficient time for the Superintendent to review the request with the Board Chairperson to decide on agenda placement. The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board.

The agenda and supporting materials shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material. Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators and to others upon request. Agendas for regular Board meetings shall be available to the public in the Superintendent's office, and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

See also 1120 (Public Participation at Board Meetings), 1331 (Smoke Free Environment), 9121 (Board Officers), 9321 (Time, Place, Notification for Meetings), 9324 (Meeting Conduct & Parliamentary Procedures), 9325.1 (Quorum), 9325.2 (Order of Business), 9326 (Minutes).

**Legal Reference:** Connecticut General Statutes  
1-225 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions. (subsection (a) re agenda)

**Board Adopted: November 13, 2013**

**Meeting Conduct & Parliamentary Procedures****Page 1**

**Legal Notice.** All Board meetings shall be appropriately posted and conducted as provided by Connecticut General Statutes. Under governing statutes, a meeting is any quorum of the Board convened in person or electronically to discuss or act upon a Board matter, but meetings shall not include:

1. any meeting of a personnel search committee for executive level positions;
2. any chance meeting or a social meeting neither planned nor intended for discussing Board business;
3. strategy or negotiations with respect to collective bargaining;
4. a caucus of members of a single political party notwithstanding that such members also constitute a quorum of the Board;
5. communications limited to notice of meetings of the Board or the agendas for such meetings.

Upon written request to the Superintendent, any person(s) may receive by mail notice of any Board meeting at least one week prior to the meeting where practical. An annual fee, payable to the school district, shall be made for this service. The amount of the fee shall be determined by the Superintendent and shall be directly related to the cost of providing this service.

**Recording, Broadcasting or Photographing Meetings.** The media may record, photograph, broadcast or record for broadcast by persons, newspapers, radio and television stations with 24 hour advance notification and approval by the Superintendent. Such recording, photographing, broadcasting or recording for broadcasting by persons, newspapers, radio and television stations shall be done as inconspicuously as possible and in such manner as not to disturb the Board meeting.

**Conduct of Meetings.** In the event that a Board 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 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, at the Chairperson's discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

**Voting Method.** Board minutes shall reflect how each member votes on each motion. Board voting shall be by voice votes, with an exception for the election of officers at Board organizational meetings. The election of officers at Board organizational meetings shall be by initialed or signed ballots.

**Meeting Conduct & Parliamentary Procedures****Page 2**

Except as provided by law, Board policy, Board bylaws or any other binding agreements 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.

**Parliamentary Procedures.** Board meetings shall be conducted according to the rules of parliamentary procedure laid down in *Robert's Rules of Order, New Revised*, unless otherwise specified by state law or in written bylaws for Board operating procedures.

**See also 9321 (Time, Place, Notification for Meetings).**

**Reference:** *Robert's Rules of Order, Newly Revised*

**Legal Reference:** Connecticut General Statutes  
1-200 Definitions. ("Public Agency")  
1-225 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions.  
1-226 Recording, broadcasting or photographing meetings.  
1-227 Mailing of notice of meeting to persons filing written request.

**Board Adopted: November 13, 2013**

## **BYLAWS**

**9325.1**

### **Quorum**

A majority of the entire Board membership shall constitute a quorum at any regular or special meeting.

The Board may take no action in the absence of a quorum except to adjourn to another date, unless this bylaw is waived in accordance with Bylaw 9314.

See also 9324 (Meeting Conduct & Parliamentary Procedures), 9314 (Suspension of Policies, Bylaws, Regulations).

**Legal Reference:** Connecticut General Statutes  
1-200 Definitions.

**Board Adopted: November 13, 2013**

**Order of Business**

The order of business on the agenda for the first regular meeting of the Board each month shall normally be as follows:

1. Attendance, Establishment of a Quorum, Call to Order
2. Public Forum for Topics on Agenda
3. Approval of Minutes
4. Correspondence and Communications
5. Superintendent's Report
6. Old Business
7. New Business
8. Public Questions
9. Distributions
10. Date and Time of Next Meeting
11. Adjournment

The order of business on the agenda for a second or for each special meeting of the Board shall normally include items 1, 2, 5, 6, 7, 8, 10 and 11 on the order of business for the first regular monthly meeting.

**Legal Reference:** Connecticut General Statutes  
1-232 Conduct of meetings

**Board Adopted: November 13, 2013**

**Vote Recording**

The votes of each member of the Board upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special and emergency special meetings) and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection as noted below.

**Minutes.** The Secretary of the Board shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board meetings and the master copy of the policy manual shall be kept in the Superintendent's office. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

**Legal Reference:** Connecticut General Statutes  
1-225 (formerly 1-21) Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

**Board Adopted: November 13, 2013**

**Minutes**

The Board Secretary shall keep, or cause to be kept, a record of all Board proceedings as required by statutes, which shall be a complete record of Board meeting action, including resolutions and motions in full. Minutes should always reflect Board action rather than purporting to contain the entire discussion preceding Board action.

One copy of the official minutes shall be maintained in the Office of the Superintendent and one copy in the office of the Town Clerk. They shall be made available to interested citizens upon request.

Board minutes shall be available in unapproved form, within 72 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays. A written record of Board votes shall be available for public inspection in the Superintendent's office within 48 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays. In determining the time herein, any day on which the Board office is closed shall also be excluded.

Copies of the minutes of a meeting shall be sent to all members of the Board before the meeting at which they are to be approved. Permanent minutes shall be signed by the Board Secretary.

**Reference:** *Robert's Rules of Order Newly Revised*

**Legal Reference:** Connecticut General Statutes  
1-210 Access to public records. Exempt records.  
1-225 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions. (subsection (a) re minutes)  
10-224 Duties of the secretary.

**Board Adopted: November 13, 2013**



**Electronic Mail Communications****Page 1**

**Electronic Mail Communications.** The Board believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail ("e-mail") is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication, i.e., committee meetings, etc., as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

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

E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.

Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.

E-mail should be used to pass along factual information.

Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen or that e-mail is being accessed by someone without authorization, that Board member shall notify the Superintendent, who will notify the district's technology specialist.

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.

**Accessing E-Mail.** In an effort to encourage all Board members to access e-mail, while maintaining public fiscal responsibility, the Board 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 e-mail usage. In the event a Board member elects not to

**Electronic Mail Communications****Page 2**

access e-mail, a hard copy of all e-mail directed to the Board will be placed in the Board packet delivered via courier, and will also be accessible in the Superintendent's 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.

**Board Adopted: November 13, 2013**

**Board/School System Records****Page 1**

School district records shall be available to the public except that the following categories of records shall not be disclosed:

1. Preliminary drafts or notes from staff, administration and the Board provided the public interest in withholding such documents clearly outweighs the public interest in disclosure. Not exempted are any interagency memoranda or letters, advisory opinions, recommendations or any report comprising part of the process by which district decisions and policies or formulated unless such documents are still subject to revision prior to submission to or discussion among district personnel or the Board.
2. Personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy.
3. Records of law enforcement agencies not otherwise available to the public if the records were compiled in connection with the detection or investigation of crime and if such disclosure would result in:
  - A. the identity of informants not otherwise known;
  - B. information to be used in a prospective law enforcement action if prejudicial to such action;
  - C. investigatory techniques not otherwise known to the general public;
  - D. arrest records of a juvenile;
  - E. the name and address of a victim of sexual assault or of an attempt thereof; and/or
  - F. uncorroborated allegations subject to later destruction.
4. Records pertaining to strategy and negotiations with respect to pending claims or pending litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
5. Trade secrets, which are defined as unpatented, secret, commercially valuable plans, applicants, formulas, or processes, which are used for the making, preparing, compounding, treating or processing of articles or materials which are trade commodities obtained from a person and which are recognized by law as confidential, and commercial or financial information given in confidence, not required by law obtained from the public.
6. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment, or academic examinations.
7. Contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until the property has been acquired or all proceedings or transactions have been terminated or abandoned. The law of eminent domain shall not be affected by this provision.

**Board/School System Records****Page 2**

8. Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish his/her personal qualification for the license, certificate, or permit applied for.
9. Records, reports and statement of strategy or negotiations on collective bargaining.
10. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by attorney-client relationship.
11. Names or addresses of students enrolled in any public school or college without the consent of each student whose name or address is to be disclosed who is 18 years of age or older and a parent or guardian of each student who is younger than 18 years of age, provided this shall not be construed as prohibiting the disclosure of the names or addresses of students enrolled in any public school wherein the student resides for the purpose of verifying tuition payments made to such schools.
12. Information obtained by illegal means.
13. Records of an investigation or the name of an employee providing information under CGS 4-61dd ("whistleblower" statute).
14. Adoption records and information.
15. Any page of a primary petition, nominating petition, referendum petition, or petition for a town meeting until required processing of such page has been completed by the officials responsible, after which disclosure of such page shall be required.
16. Records including engineering and architectural drawings, security system operational specifications (except a general description, cost and quality of the system), training manuals that describe security procedures, emergency plans or security equipment, internal security audits and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
17. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.

Records other than those outlined above shall be available for prompt public inspection during regular office or business hours at regular offices and business places.

Any person applying in writing shall receive promptly a plain or certified copy of any public record, including those non-exempt records on computer disks or tapes, at a cost to be determined by the Superintendent in accordance with provisions of CGS 1-15.

If a request is received for a record deemed not to be a public record (those excluded by this policy), the person requesting such record shall be notified in writing by the Superintendent or the Superintendent's designee that the request is denied with the reason for the denial.

**See also 4112.6/4212.6 (Personnel Records), 5125 (Student Records; Confidentiality).**

**Legal Reference:** Connecticut General Statutes  
1-212 Application for copies of public records; Certified copies. Fees.  
1-200 Definitions.  
1-210 Access to public records. Exempt records. (as amended by PA 02-113)  
1-211 Disclosure of computer-stored public records...  
1-213 Agency Administration. Disclosure of personnel, birth, and tax records.  
Judicial records and proceedings.  
1-214 Public Employment contracts as public record. Objection to disclosure of personnel or medical files.  
1-215 Record of an arrest as public record.  
1-227 Mailing of notice of meetings to persons filing written request. Fees.  
1-206 Denial of access of public records of meetings. Appeals. Notice. Orders. Civil Penalty. Service of process upon commission. Frivolous appeals.  
10-15b Access of parent or guardians to student's records. Inspection and subpoena of school or student records.  
10-154a Professional communication between teacher/ nurse & student. Surrender of physical evidence obtained from students.  
10-209 Records not to be public (medical or psychological examination records).

**Board Adopted: November 13, 2013**

**Board of Education Hearings**

The Board shall hold a public hearing when so petitioned by one percent of the electors of the district with signatures of the electors verified by the Town Clerk. The requested public hearing must be called for a time and at a place designated by the Board no later than three weeks after receipt by the Board of such petition.

**Legal Reference:** Connecticut General Statutes  
10-238 Petition for hearing by board of education.

**Board Adopted: November 13, 2013**

**Legislative Program**

The Board, as an agent of the state, must operate within the bounds of the state and federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

1. The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Board will work with its state and federal legislative representatives, with the Connecticut Association of Boards of Education, the National School Boards Association and other concerned groups in developing an annual, as well as long-range, legislative program. The Board will make its position known to the Connecticut Association of Boards of Education and to appropriate legislators. This cooperation is necessary because the Board recognizes the importance of sound and constructive state legislation in establishing the framework and support for public education.
3. The Board will annually designate a legislative representative to serve as its liaison with the Connecticut Association of Boards of Education Government Relations Committee and/or Delegate Assembly. This person will be authorized to speak on the Board's behalf with respect to legislation being considered at the state or national level. In all dealings with individual elected representatives, the legislature or Congress, the Board's representative will be guided by the official positions taken by the Board. The legislative representative will also monitor proposed school legislation and inform the Board of the issues.

**Board Adopted: November 13, 2013**

**Public Announcements of Accomplishments**

Members of the Board willingly take on the difficult but crucially important task of grading themselves and the Board on which they serve. An effective program of evaluation contains many essential features. The following conditions are crucial to an evaluation that has as its primary purpose the improvement of Board leadership:

1. Board members should know the standards against which they will evaluate themselves. Better yet, they should be involved in the development of the standards.
2. Evaluation should be at a time and place, with no other items on the agenda, at a study or executive session and with all Board members present.
3. The evaluation should be a composite of the individual Board member's opinion, but the Board as a whole should meet to discuss the results.
4. The evaluation should include a discussion of strengths.
5. The evaluation should be fairly frequent -- at least once a year.
6. The Board should not limit itself to those items that appear on an evaluation form. No form or set of guidelines could encompass the totality of a Board's responsibilities.
7. Each judgment should be supported by as much rational and objective evidence as possible.

**Performance Objective.** When the Board has received the composite profiles from the self-evaluation, the members should then discuss the results in detail and formulate a series of objectives for the ensuing year. These objectives will be stated in the form of performance change or productivity gains. Implied in this approach is an assumption that an individual is capable of improvement. The chances that he or she will improve are enhanced if evaluation is carried out systematically in accordance with good planning, conscientious follow through and careful assessment of results.

**Policy Review and Evaluation.** The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students and the community to provide evidence of the effect of the policies that it has adopted.

**Legal Reference:** Connecticut General Statutes  
10-14m - 10-14r Education evaluation and remedial assistance.  
10-220 Duties of boards of education.

**Board Adopted: November 13, 2013**



**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BYLAWS**

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Norfolk Board of Education (the “Board”) by the Superintendent in writing prior to a regular Board meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

ADOPTED: October 3, 2023

**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF POLICIES**

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the Norfolk Public Schools.
2. Suggestions for either new policies or policy changes normally come to the Norfolk Board of Education (the “Board”) from any of the following:
  - A. Board members
  - B. Superintendent
  - C. Statute
  - D. Matters of law
  - E. Citizens, and/or
  - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and development by the Board.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board by the Superintendent in writing prior to a regular Board meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.
9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.

10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

ADOPTED: October 3, 2023

**FORMULATION, ADOPTION, AMENDMENT OR DELETION  
OF ADMINISTRATIVE REGULATIONS**

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Hartland Board of Education (the “Board”) and/or as necessary to promote the orderly operation of the Norfolk Public Schools in compliance with applicable law.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED: October 3, 2023

## **CODE OF CONDUCT FOR BOARD MEMBERS**

It is the policy of the Norfolk Board of Education (the “Board”) that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

### **Procedures for Censure or Other Disciplinary Action**

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
  - a) reasonable written notice of the Board’s intent to consider censure or other disciplinary action, including the factual basis for the claimed ”cause” for the censure or disciplinary action against the member, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and

- b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

ADOPTED: October 3, 2023

## **COMMITTEES**

1. The Norfolk Board of Education (the “Board”) shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.
  - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
  - B. All special committee reports affecting Board policy shall be submitted in writing.
  - C. A special committee’s only authority is to make recommendations to the Board regarding matters that have been referred to it, unless the Board specifically authorizes otherwise, and such action conforms to the Connecticut General Statutes.
2. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent shall notify all Board members of committee meetings.

### **Legal Reference**

Conn. Gen. Stat. § 10-218    Officers.

Meetings ADOPTED: October 3, 2023

**CONFLICT OF INTEREST**

1. No member of the Norfolk Board of Education (the “Board”) shall be employed for compensation by the Board in any position in the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, the office to which the Board member was elected or appointed shall become vacant.

Legal Reference:

Connecticut General Statutes

10-232 Restrictions on employment of members of board of education

ADOPTED: October 3, 2023



## **CONSTRUCTION AND POSTING OF AGENDA**

### **I. Construction of Agenda**

- A. The Superintendent in cooperation with the Chairperson of the Board of Education (the "Board") shall prepare an agenda for each meeting of the Norfolk Board.
- B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
- C. If at least three Board members request in writing that an additional agenda item be placed on the Board's agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

### **II. Posting of Agenda**

- A. At least twenty-four (24) hours prior to the time of the regular or special meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.
- B. An agenda will be posted at Town Hall, and on the Board's Internet web site.
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.
- D. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference:

Connecticut General Statutes

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

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

10-218 Officers. Meetings

ADOPTED: October 3, 2023

## **MEETING CONDUCT**

### **1. Definitions**

For purposes of this policy:

- A. “Electronic equipment” means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.
- B. “Electronic transmission” means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

### **2. Meeting Conduct**

- A. Meetings of the Norfolk Board of Education (the “Board”) shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of law, including the Freedom of Information Act.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda that will have been prepared and delivered in advance to all Board members and other designated persons and made available to the public in accordance with the Freedom of Information Act.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.
- E. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the Chairperson may order the room cleared and continue in session.
  - 1. Only matters appearing on the agenda may be considered in such a session.

2. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.
3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

3. Smoking

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

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

- A. The Board shall provide Board members the opportunity to participate in meetings by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:
  1. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
  2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the physical location, if any, where the public is located.
  3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
  4. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

5. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board members who attended the meeting by means of electronic equipment.

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

- B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity for participation in Board discussion, including the opportunity to take the floor and make motions.

## 5. Procedures for Public Participation By Means of Electronic Equipment

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

- A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by means of electronic equipment, the Board shall provide direct notification in writing or by electronic transmission to each member of the Board, and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, (a) in the Board's Administrative Offices; (b) in the office of the Town Clerk and (c) on the Board's Internet web site, if any.
- B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the agenda for any such meeting in the same manner as the notice of the meeting as set forth in Section 5.A.
- C. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law. Any such notice and agenda shall be posted in accordance with the provisions of Connecticut General Statutes § 1-225.

- D. If the Board holds a meeting, other than an executive session or special meeting, solely by means of electronic equipment:
1. The Board shall provide any member of the public
    - a. upon a written request submitted not less than twenty-four (24) hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and
    - b. the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person, except that the Board is not required (i) to adjourn or postpone a meeting if a member of the public loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, or (ii) to offer members of the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.
  2. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.
  3. If a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
- E. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.
1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.
  2. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide

comment or otherwise participate in the meeting, as applicable and permitted by law.

- F. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.
- G. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than one (1) hour from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person, or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.
  - 1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
  - 2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.
- H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

#### Legal References:

Connecticut General Statutes

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

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

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

ADOPTED: October 3, 2023



**MINUTES**

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

Legal Reference:

Connecticut General Statutes

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

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

ADOPTED: October 3, 2023

## **OATH OF OFFICE**

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

Connecticut General Statutes

10-218a	Oath of office
1-25	Forms of oaths

ADOPTED: October 3, 2023

**Series 9000**  
**Bylaws 9003**

**OFFICERS**

1. The Norfolk Board of Education (the “Board”) shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson and a Secretary.
2. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.
3. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the selectmen of the town shall choose such officers from the membership of the Board.
4. Officers shall hold their respective offices for 6 years, and until their successors are duly elected.
5. Should a vacancy arise in an office of the Board during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers. Such votes shall be reduced to writing, recorded, and made available for public inspection as described in Section 2, above.

Legal Reference:

Connecticut General Statutes  
10-218 Officers. Meetings.

ADOPTED: October 3, 2023

**OFFICIAL DUTIES - CHAIRPERSON**

1. The Chairperson shall preside at all of the meetings of the Norfolk Board of Education (the “Board”).
2. The Chairperson shall serve as the Board's spokesperson.
3. The Chairperson shall appoint the chair and members of all special committees.
4. The Chairperson shall serve as an ex officio member on all committees.
5. The Chairperson shall act as the Board’s representative for the purposes of consultation with Board legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when appropriate.
6. The Chairperson shall perform such other duties as may be delegated to the Chairperson by the Board.

ADOPTED: October 3, 2023

**OFFICIAL DUTIES - SECRETARY**

1. The Secretary of the Norfolk Board of Education (the “Board”) shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the Connecticut General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board’s Internet web site, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.

Legal Reference:

Connecticut General Statutes

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

ADOPTED: October 3, 2023

**OFFICIAL DUTIES – VICE CHAIRPERSON**

In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

ADOPTED: October 3, 2023

**PUBLIC MEETINGS AND EXECUTIVE SESSION**

1. Public Meetings

- A. All meetings of the Norfolk Board of Education (the "Board") for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §§ 1-225 and 1-200(6).
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from Board meetings that are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
  - (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.
  - (2) Strategy and negotiations with respect to pending claims or pending litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party



until such claims or litigation have been finally adjudicated or otherwise settled.

- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

#### Legal References:

##### Connecticut General Statutes

- 1-200 Definitions (Public Agency; Meeting; Caucus; Person; Public Records or Files; Executive Sessions)
- 1-210 Access to public records. Exempt records
- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-231 Executive sessions

ADOPTED: October 3, 2023

**QUORUM AND VOTING PROCEDURES**

1. Quorum:
  - A. The majority of all members of the Norfolk Board (the “Board”) shall be necessary to constitute a quorum for the transaction of business.
  - B. If, in accordance with applicable law, the Board provides Board members the opportunity to participate in meetings by means of electronic equipment, the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member’s connection by electronic equipment, unless the member’s participation is necessary to form a quorum. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
  - C. If, in accordance with applicable law, the Board holds a meeting solely by means of electronic equipment, and if a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
2. Voting Procedures:
  - A. No member can vote on a question in which the Board member has a direct personal or pecuniary interest.
  - B. Members may vote for themselves for any office or other position.
  - C. While it is the duty of every member who has an opinion on a question to express it by vote, a Board member cannot be compelled to do so.
  - D. A member may abstain from voting (with the knowledge that the effect is the same as if the Board member had voted on the prevailing side).
  - E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
  - F. Board members shall have the opportunity to explain their votes, with the explanation to be recorded in the minutes.

- G. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

Legal References:

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

ADOPTED: October 3, 2023

**REIMBURSEMENT OF BOARD MEMBERS' EXPENSES**

1. Remuneration
  - A. A member of the Norfolk Board of Education (the "Board") shall receive no compensation for carrying out Board services.
2. Reimbursement
  - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable and necessary expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
  - B. All Board members that receive prior authorization for reimbursement of a Board expense are expected to account for all expenditures incurred in connection with the performance of their Board duties.
  - C. Receipts in general are required for:
    - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
    - (2) Meals -- Reasonable expenditures are allowed for meals. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
    - (3) Taxi, Uber/Lyft or Bus Fare
    - (4) Parking Fees or Toll Charges (when applicable)
    - (5) Mileage -- The Board may reimburse for mileage costs incurred for travel for Board business other than for regular and special Board meetings and subcommittee meetings, when approved in advance, and in accordance with IRS standard reimbursement rates.
    - (6) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

## Legal Reference

Conn. Gen. Stat. § 10-225	Salaries of secretary and attendance officers
Conn. Gen. Stat. § 10-232	Restrictions on employment of members of board of education

ADOPTED: October 3, 2023

## **REMOVAL OF BOARD OFFICERS**

It is the policy of the Norfolk Board of Education (the “Board”) that officers of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner; and
3. carry out the duties of their respective offices in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. “Cause,” which means a reasonable ground for removal, includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

### **Procedures for Removal**

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to remove or take other disciplinary action regarding an officer of the Board for cause:

- 1) The Board shall review the performance and/or conduct of an officer of the Board in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to remove or take other disciplinary action regarding a Board officer for cause.
- 2) If the Board determines as a result of such discussion that formal action is necessary, the Board shall provide the Board officer with:
  - a) reasonable written notice of the Board’s intent to consider removal or other disciplinary action, including the factual basis for the claimed “cause” for removal of the officer from office, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and

- b) an informal opportunity to be heard by the Board regarding such possible removal or other disciplinary action, at which the Board officer shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to remove or take other disciplinary action regarding a Board officer for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Service as a Board officer is a privilege, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position.

#### Legal References:

##### Connecticut General Statutes

- 10-218 Officers. Meetings.
- 10-220 Duties of boards of education.

*LaPointe v. Board of Education of the Town of Winchester*, 274 Conn. 806 (2005).

ADOPTED: October 3, 2023

## **ROLE OF BOARD AND MEMBERS**

### 1. General Duties

- A. The Norfolk Board of Education (the “Board”) represents the residents of Norfolk (the “Town”), in carrying out the mandates of the Connecticut General Statutes pertaining to education.
- B. The Board shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy, the Board shall:
  - (1) hear and consider facts and recommendations;
  - (2) adopt a plan, policy or course of action; and
  - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

### 2. Specific Powers and Duties

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

- A. To create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with the Connecticut General Statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the Connecticut General Statutes.
- F. To provide for the appraisal of the efficiency of personnel.



- G. To provide for the proper maintenance of facilities; initiate and approve the acquisition and disposition of school sites; and initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of the purposes, values, conditions and needs of public education in the Town of Hartland.
- J. To take any other actions required or permitted by law.
- K. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
  - (1) each child shall have for the period prescribed in the Connecticut General Statutes equal opportunity to receive a suitable program of educational experiences;
  - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
  - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
  - (4) the mandates in the Connecticut General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

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

ADOPTED: October 3, 2023

**TIME, PLACE AND NOTICE OF MEETINGS**

1. Regular Meetings
  - A. The Norfolk Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
  - B. In compliance with the Connecticut General Statutes, the Chairperson or Secretary shall file this calendar with the Town Clerk and post this calendar on the Board’s Internet web site, if available, by November 30.
  - C. Normally the Board shall schedule regular meetings on the 2<sup>nd</sup> week of each month of the year except July and August, when the Board shall schedule no regular meetings.
  - D. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.
  - E. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the Board, in the office of the Town Clerk, and on the Board’s Internet web site. Such notice shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law.
2. Special Meetings
  - A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or within fourteen (14) days upon written request of three members of the Board.
  - B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town

Clerk, and has been posted on the Board's Internet web site, if available, twenty-four (24) hours before the time stated for the meeting to convene.

1. If, in accordance with applicable law, the Board holds a special meeting conducted solely or in part by means of electronic equipment, notice of such meeting shall include whether the meeting will be conducted solely or in part by means of electronic equipment. If such meeting is to be conducted by means of electronic equipment, such notice shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.
- C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.
3. Meeting Time and Place
  - A. All regular meetings of the Board shall begin at 7:00 p.m. or as soon thereafter as a quorum is present and shall adjourn no later than 8:30 p.m. unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in the Hartland School Library, unless otherwise ordered by the Board.
  - B. Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of meeting.

Legal References:  
Connecticut General Statutes

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

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| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 1-228 | Adjournment of meetings. Notice   |
| 1-229 | Continued hearings. Notice  |
| 1-230 | Regular meetings to be held pursuant to regulation, ordinance or resolution   |

7-3	Warning of town and other meetings
7-4	Record of warning
10-218	Officers. Meetings

ADOPTED: October 3, 2023

**TRANSACTION OF BUSINESS**

- A. The Norfolk Board of Education (the “Board”) shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee’s purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details concerning the Norfolk Public Schools’ operations.

ADOPTED: October 3, 2023