

**BOARD OF EDUCATION
NEWINGTON PUBLIC SCHOOLS
NEWINGTON, CONNECTICUT**

Organizational Meeting

Newington Town Hall
Helen Nelson Meeting Room
Tuesday, November 12, 2019
*Following Swearing-in Ceremony
and Reception (approximately 9:00
p.m.)*

A G E N D A

- A. Call to Order – Superintendent of Schools

Pledge of Allegiance
- B. Presentation of Awards/Proclamations
 - 1. Presentation – Resolution Honoring Custodial/ Maintenance Workers
- C. Public Participation on Any Matter Related to Board Responsibilities
(In Person/Via Telephone: 860-665-8736)
- D. Old Business
None
- E. New Business
 - 1. Action – Election of Officers
 - a. Chairperson
 - b. Secretary
 - 2. Report – Duties/Responsibilities of Members of the Board of Education
- F. Public Participation on Any Matter Related to Board Responsibilities
(In Person/Via Telephone: 860-665-8736)
- G. Remarks by Board Members
- H. Adjournment

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DATE: November 8, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **ELECTION OF OFFICERS**

The Board of Education bylaws indicate:

“The Board of Education, on the first meeting following the biennial Town election, shall elect a chairperson and a secretary. A vice-chairperson may be appointed at the discretion of the chairperson.”

The Superintendent of Schools will call the Board of Education Organizational meeting to order on Tuesday, November 12, 2019. The Superintendent will request a motion to suspend the rules to immediately move to the election of officers then return to the regular agenda. The first item on New Business will be the election of officers. The Superintendent will request nominations for the office of Board of Education Chairperson. In accordance with the bylaws of the Board of Education the function of the presiding officer is as follows:

“The chairperson shall preside at all meetings of the Board. In the absence of the chairperson, the vice-chairperson shall preside. In the absence of both the chairperson and the vice-chairperson, the secretary shall preside. In the absence of the three officers and when a quorum has been assembled, a chairperson pro tem shall be chosen.”

PROCESS - A member of the Board will need to make the following motions:

Motion: Move the Board of Education accept nominations for the position of Chairperson.

A member will second the motion then a vote will be taken.

Board members will nominate candidates “I nominate _____ for Chairperson.”

A member will second each nomination.

Motion: Move the nominations be closed.

A member will second the motion, and then a vote will be taken.

Candidates and other Board of Education members will be given an opportunity to speak.

Election: The election of all officers will be in alphabetical order by roll call.

Superintendent will ask each Board member to state choice.

Superintendent will state for the record the Board members voting for each candidate.

Superintendent will state "Let the record indicate _____ has been elected chairperson of the Newington Board of Education.

The Superintendent will then ask for nominations for the office of secretary. The responsibility of the secretary is as follows:

"The secretary shall be responsible for records of Board meetings. Minutes of the Board meeting shall be furnished to each Board member before final approval for the record."

Motion: Move the Board of Education accept nominations for the position of Secretary.

A member will second the motion then a vote will be taken.

Board members will nominate candidates "I nominate _____ for Secretary."

A member will second each nomination.

Motion: Move the nominations be closed.

A member will second the motion, then a vote will be taken.

Candidates and other Board of Education members will be given an opportunity to speak.

Election: The election of all officers will be in alphabetical order by roll call.

Superintendent will ask each Board member to state choice.

Superintendent will state for the record the Board members voting for each candidate.

Superintendent will state "Let the record indicate _____ has been elected Secretary of the Newington Board of Education.

This will complete the election of officers for the new Board of Education. The chairperson will assume responsibility for the remainder of the meeting.

MLB:skp

NOV 12 2019

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DATE: November 8, 2019
TO: Members of the Board of Education
FROM: Dr. Maureen L. Brummett, Superintendent of Schools
SUBJECT: **REPORT - DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Board of Education are found in the Connecticut General Statutes, Town Charter and adopted policies of the Board. The duties and responsibilities are numerous. We have attached specific policies regarding the functioning of the Board for the immediate review of the membership. The policies attached highlight:

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

- Limits of Authority
- Legal Responsibilities of Boards of Education
- Public Statements
- Advocacy

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

- Board-Staff Communications
- Staff Communications to the Board
- Board Communications to Staff
- Visits to Schools
- Social Interaction
- Board-Related Responsibilities

Organization

- Officers and Auxiliary Personnel
- Election of Officers
- Attorney
- Committees
- Board Representatives
- Board Consultants

Members

- Election
- Qualifications of Members
- Election of Members
- Filling Vacancies
- Resignation
- Removal from Office
- Censure
- Orientation of Board Members
- Board Member Development
- Remuneration and Reimbursement
- Board Member Protection
- Conflict of Interest
- Code of Ethics
- Code of Conduct on Data Use
- Methods of Operation

Board Policy Development

- Internal Board Policies and Bylaws
- Formulation of Bylaws
- Formulation, Adoption, Amendment of Policies
- Bylaws
- Formulation, Adoption, Amendment of Administrative Regulations
- Suspension of Policies, Bylaws, Regulations

Meetings

- Time, Place, Notification of Meetings
- Regular Meetings
- Special Meetings
- Adjourned Meetings
- Executive Meetings
- Study/Work Sessions
- Emergency Meetings

Public Participation Purpose and Scope at Board Meetings

- Public Meetings
- Executive Sessions
- Non-Meetings

Agenda Construction/Meeting Materials

- Agenda Format
- Regular Meeting
- Informational Meeting

Meeting Conduct & Parliamentary Procedures

- Legal Notice
- Recording, Broadcasting, or Photographing Meetings
- Conduct of Meetings
- Voting Method
- Parliamentary Procedures
- Meeting Conduct
- Quorum
- Order of Business
- Voting Method
- Vote Recording
- Minutes
- Reporting Board Meeting Business

The attachments highlight the basic organizational material for member review prior to the Organizational Meeting scheduled on November 12, 2019. A complete set of all Board of Education policies are included in the Policy Manual which can be found on our website. Please contact the Superintendent of Schools' office for further clarification on any of the attached policies.

MLB:skp

Bylaws of the Board

Role of the Board and Member (Powers, Purposes, Duties)

The Board of Education is the governing body of the school district and derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the procedures 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

Bylaw adopted by the Board: January 27, 1999
Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Limits of Authority

General

The Board of Education's statutory authority as spelled out in Board policy 9000 is to be exercised collectively by Board of Education 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 district schools, unless carrying out an assignment specifically authorized at a meeting of the Board, but exercise governance as part of the entire Board of Education 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 of Education are expected to represent and balance the educational interests of students in the public schools, 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 of Schools or the Board of Education 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;
9. Understanding and following Board of Education 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)

Bylaws of the Board

Legal Responsibilities of Board of Education

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and Town Charter including but not limited to the following:

1. Have charge of and maintain good public elementary and secondary schools, implement the educational interests of the state, as defined in section 10-4a, and provide such other educational activities as in its judgment will best serve the interest of the school district.
2. Provide an appropriate learning environment for its students which includes:
 - a. adequate instructional books, supplies, materials, equipment, staffing, facilities, and technology;
 - b. equitable allocation of resources among its schools;
 - c. proper maintenance of facilities, and shall have the care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes and at all times shall insure all such buildings and all capital equipment contained therein against loss; and triennially, shall report to the Commissioner of Administrative Services on the condition of its facilities and the action taken to implement its long-term school building program;
 - d. a safe school setting;
 - e. designating the schools which shall be attended by the various children within the school district and make such provisions as will enable each child of school age residing in the district to attend some public day school for the period required by law and provide for the transportation of children wherever transportation is reasonable and desirable, and for such purpose may make contracts covering periods of not more than five years;
 - f. cause each child five years of age and over and under eighteen years of age who is not a high school graduate and is living in the school district to attend school in accordance with the provisions of section 10-184, and shall perform all acts required of it by the town or necessary to carry into effect the powers and duties imposed by law.
3. To establish, with the Superintendent of Schools, educational priorities for the school district.
4. To elect a Superintendent of Schools in accordance with state statutes.
5. To consider and adopt an annual budget, prepared by the Superintendent of Schools.

Bylaws of the Board

Legal Responsibilities of Board of Education (continued)

6. To initiate and approve the acquisition and disposition of school sites and to initiate and approve plans for school buildings.
7. To consider any specific recommendations made by the Superintendent of Schools.
8. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
9. To take any other actions required or permitted by law.
10. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - a. each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - b. the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - c. the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
 - d. the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.
11. To maintain a safe school setting and shall, in accordance with the statutes, maintain records of allegations, investigations, and reports that a child has been abused or neglected by a school employee, as defined in C.G.S. 53a-65.

Legal Reference: Connecticut General Statutes

53a-65 Definitions

10-220 Duties of boards of education. (as amended by PA 11-93)

Bylaw adopted by the Board: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Public Statements

The Newington Board of Education 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.

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board of Education 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 parent/guardians are regarded as appropriate media of information for meeting the requirements of this bylaw. Press releases relative to Board of Education action shall be released only by the Board chairperson or the delegated agent of the Board.

(cf. 1112.2 – News Media Relationships)

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

Bylaw adopted by the Board: November 18, 1998
Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Public Statements

Advocacy

The Board of Education 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 of Education to publicly state what is needed to achieve effective public education. It is a recognition that the Board of Education has an important message to deliver to all governmental levels, the media and community, that affect educational policy and 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.

Bylaws of the Board

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

Board-Staff Communications

The Board of Education 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

(cf. 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

(cf. 9020 – Public Statements)

3. Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the office of the Superintendent of Schools. 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, and 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 of Education 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.

Bylaws of the Board

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

Board-Staff Communications (continued)

(cf. 5145 – Civil and Legal rights & Responsibilities)

(cf. 9132/9133 – Committees and Advisory Committees)

Legal Reference: Connecticut General Statutes

10-220 Duties of Boards of Education.

Bylaws of the Board

Board-Related Responsibilities

In order to assure that its operations support the schools in providing all students with a high quality education, the Board of Education hereby establishes as its goals:

1. to work closely with the community to ensure that Board actions and performance reflect the concerns and aspirations of the community;
2. to identify the educational needs and aspirations of the community, and to transform such needs and aspirations into policies aimed at stimulating the students and the learning process;
3. to provide leadership in order that the goals and objectives of the school system, as set forth by the Board, can be effectively carried out;
4. to employ a Superintendent capable of ensuring that the district maintains a position to an outstanding school system and that school personnel carry out the policies of the Board with energy and dedication;
5. to formulate Board policies which best serve the educational interests of students and provide the Superintendent with sufficient and adequate guidelines for implementation;
6. to develop and provide data useful to the planning evaluation, organization and execution of Board management functions;
7. to perform all Board functions and operations in conformity with state, federal and local laws, rules, and regulations; and
8. to evaluate the Board's performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation.

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

Bylaw adopted by the Board: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Newington Board of Education Member Profile

Board Member Responsibility

Responsibilities of the Board

The school exists for the student. The Board shall attempt to harmonize all relations between the home and the school.

The Position of a Board Member in Respect to the Community

Board members are representatives of the community, acting under the authority of the state, whose duty it is to foster and protect the welfare of the community through the school. The Board members shall acquaint themselves with the school and use their influence to create public opinion favorable to educational policies. The public is invited and welcomed to all Board meetings. However, affairs that cannot be made public shall be taken up at a special meeting or through a meeting of the Board as a committee of the whole.

The community has a right to expect that each Board member try to:

1. Take the responsibility seriously.
2. Keep in touch with the schools.
3. Spend school funds wisely and make an annual financial report of such disbursements.
4. Regard oneself as a representative of the people and respect their interest.
5. Act broad-mindedly and impartially.

To support Board unity, members should try to:

1. Subordinate personal interests.
2. Adhere to the policy-making and legislative functions of the Board.
3. Accept and support majority decisions of the Board.
4. Identify self with Board policies and actions.
5. Refuse to speak or act on school matters independent of Board actions.

To demonstrate leadership, a member should strive to:

1. Suspend judgment until the facts are available.
2. Make use of pertinent experience.
3. Help identify problems.
4. Have the ability to determine satisfactory solutions to problems.
5. Devote time outside the Board meetings as Board business may require.
6. Be willing to accept ideas from others.
7. Have enthusiastic interest in welfare of the student.
8. Practice active listening.

Newington Board of Education Member Profile

Board Member Responsibility (continued)

To show understanding of the executive function, a member should strive to:

1. Understand the desirability of delegating administrative responsibility.
2. Support the Superintendent and administrators in authorized functions.
3. Encourage teamwork between the Superintendent of Schools and the Board.
4. Recognize problems and conditions that are of executive concern.

To foster good group relationships, a member should strive to:

1. Speak effectively in public.
2. Believe firmly in democratic processes and in the right of all groups to be heard.
3. Work tactfully with teacher groups and committees.
4. Understand how groups think and act.
5. Assist others in working effectively.
6. Have mature social poise.

To maintain effective personal relationships, a member should strive to:

1. Work with fellow Board members in spite of personality differences.
2. Display both tact and firmness in relationships with individuals.
3. Treat parents, teachers and members of the public fairly and ethically.
4. Foster harmonious relationships.

To support courageous action, a member should:

1. Be able to weather criticism.
2. Maintain firm convictions.
3. Be willing to take sides in controversies.
4. Share responsibilities for Board relations.

Request of Public

A Board member shall listen attentively to all requests and suggestions and refer them to the proper administrative authority.

Newington Board of Education Member Profile

Board Member Responsibility (continued)

Interpret the Schools to the Community

Every Board member will keep informed so that he/she can either give accurate answers or assist the community member in obtaining information relative to the actions of the Board or the conduct of the school.

(cf. 9000 - Role of the Board and Members)

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

Newington Board of Education Member Profile

Board Member Orientation/Development Opportunities

Orientation

The magnitude of school Board duties and responsibilities calls for knowledge and understanding of many areas of information.

1. New and Prospective Board Member Orientation Opportunities

Under the guidance of the Superintendent of Schools, opportunities for convenient access to this knowledge and understanding will be offered to new Board members and prospective members through activities such as the following:

- A. Discussions and visits with the Superintendent of Schools and other members of the school staff at a time and place convenient to the parties.
- B. Provision of printed and audiovisual materials on school Board and administrative policies and procedures.

2. Ongoing Orientation Opportunities for all Board Members

Orientation shall be encouraged as an ongoing process for all school Board members through experiences such as the following:

- A. Attendance at school Board and administrative conferences and conventions on a local, area, state and national basis (CREC, CAFE, etc.).

Newington Board of Education Member Profile

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

Board-Staff Communications

The Newington Board of Education 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. (cf. 4135.4 and 4234.4 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. (cf. 9020 - Public Statements)

3. Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. 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.

Newington Board of Education Member Profile

Commitment to Democratic Principles in Relation to Community, Staff, Students (continued)

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, and innovations and general school district problems. Individual Board members have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education 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;
- C. Contested issues that may require final resolution by the Board.

(cf. 2220 - Representative and Deliberative Groups re staff involvement in decision making)

(cf. 5145 - Civil and Legal Rights & Responsibilities)

(cf. 9133 - Special/Advisory Committee re staff advisory committee and student advisory committee)

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

Newington Board of Education Member Profile

Public Statements

Advocacy

The Board of Education 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 of Education to publicly state what is needed to achieve effective public education. It is a recognition that the Board of Education has an important message to deliver to all governmental levels, the media and community, that affect educational policy and 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 should help the Connecticut Association of Boards of Education deliver its message to legislators.

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

Newington Board of Education Member Profile

Student Involvement In Decision Making

The Board acknowledges the value of the insights, opinions and information that can be provided by members of the student body. To this end:

1. The Board encourages students to attend regular Board of Education meetings and will review the order of business to address areas of specific students interest to the earliest possible time whenever a student is in attendance to address a topic.
2. Representative(s) of the Board will be available to meet during the day with the Student Council Presidents and Vice-Presidents at least twice per school year if requested by the respective Student Council. The meetings will be used to discuss areas of common interest. Each meeting will be followed by a report to the Board of Education.
3. The Principal of each school shall make the Board meeting agenda available to students and publicize and the Board's invitation to any student to attend any Board of Education public session and to speak during the public participation period on any matter whether on the agenda for the meeting or not.

Bylaws of the Board

Officers

The Board of Education, on the first meeting following the biennial town election, shall elect a Chairperson and a Secretary. A Vice-Chairperson may be appointed at the discretion of the Chairperson.

Function of Officers

1. **Presiding Officer -** The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and Vice-Chairperson, the Secretary shall preside. In the absence of the three officers and when a quorum has been assembled, a Chairperson pro tem shall be chosen.
2. **Secretary -** The Secretary shall be responsible for records of Board meetings. Minutes of the Board meetings shall be furnished to each Board member before final approval for the record.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings

Bylaw adopted by the Board: November 18, 1998

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Board of Education Officers

Election of Officers

The Board of Education shall elect from its members at the organizational meeting, a Chairperson and a Secretary. A Vice-Chairperson may be appointed at the discretion of the Chairperson. The organizational meeting shall be called to order by the Superintendent who will preside until a new Chairperson and are Secretary elected.

Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting.

Chairperson

The Chairperson shall preside at all meetings of the Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Consult with the Superintendent in the planning of the Board's agendas.
2. Confer with the Superintendent on crucial matters which may occur between Board meetings.
3. Appoint Board committees.
4. Call special meetings of the Board as necessary.
5. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
6. 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.
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.

Bylaws of the Board

Board of Education Officers

Election of Officers

Chairperson (continued)

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 perform the duties of the Chairperson at Board meetings in his/her absence and assist the Chairperson as requested by him or her.

Secretary

The Secretary of the Board of Education 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.

(cf. 9324 – Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

10-224 Duties of the secretary.

10-225 Salaries of secretary and attendance officers.

Bylaws of the Board

Attorney

The attorney of the Newington Board of Education shall be the legal advisor of the Board and its officers in questions related to their official duties. The Board of Education may appoint, either on a full-time or retainer basis, an attorney or attorneys to serve as school attorney. The primary function of the attorney is to provide professional legal counsel and representation for the Board and Superintendent.

The Board recognizes that the increasing complexity for school district operations frequently requires procurement of professional legal services. Therefore, the Board shall designate an attorney and/or law firm to provide such services on an ongoing basis. The school attorney(s) shall be admitted to practice law in Connecticut. The Board reserves the right to obtain legal services outside of its designated attorney/law firm as deemed appropriate.

A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or Board Chairperson in accordance with Board policy and when an obvious need exists. Such services may also be obtained as a consequence of a formal vote of the Board.

The attorney shall:

1. Represent the Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the Newington Board of Education or the Superintendent.
3. Attend Newington Board of Education meetings, conferences and other meetings as requested by the Board or Superintendent.
4. Fulfill such other legal duties as the Newington Board of Education may assign.

The Board retains the right to terminate the service of any attorney.

Bylaws of the Board

Standing Committees

Standing committees are constituted as set forth herein. Members of the standing committees shall be appointed by the Chairperson of the Board. Interim vacancies may be filled by such appointment at any time. The Chairperson of the Board and the Superintendent of Schools shall be ex officio members of all standing committees, and each standing committee shall include at least two additional members of the Board. The Chairperson of each committee shall be a Member of the Board. All standing committees, except the Executive Committee, may have members not only from the Board of Education, but also from other groups as authorized by the Board, such as the faculty, the student body, administrative officers of the District and other interested persons as either voting or ex officio members. The Standing Committee Chairperson or designee shall report to the full Board items requiring official actions.

The Chair of the Board of Education may at any time discontinue any of its committees or specific duty assigned to a committee for such time as may be determined.

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 of Education.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which 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.

(cf. 9132/9133 – Committees and Advisory Committees)

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.

Bylaw adopted by the Board: January 27, 1999
 Bylaw revised: November 28, 2007
 Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
 Newington, Connecticut

BYLAWS OF BOARD

COMMITTEESSTANDING COMMITTEES:

Standing committees are constituted as set forth herein. Members of the standing committees shall be appointed by the Chairperson of the Board. Interim vacancies may be filled by such appointment at any time. The Chairperson of the Board and the Superintendent of Schools shall be ex officio members of all standing committees, and each standing committee shall include at least two additional members of the Board. The Chairperson of each committee shall be a Member of the Board. All standing committees, except the Executive Committee, may have members not only from the Board of Education, but also from other groups as authorized by the Board, such as the faculty, the student body, administrative officers of the District and other interested persons as either voting or ex officio members. The Standing Committee Chairperson or designee shall report to the full Board items requiring official actions.

The Chair of the Board of Education may at any time discontinue any of its committees or specific duty assigned to a committee for such time as may be determined.

SECTION 1: EXECUTIVE, PERSONNEL AND ADMINISTRATIVE COMMITTEE

The Executive Committee shall be composed of the Board of Education Committee Chairperson, Vice-Chairperson, a minority party member. The Chairperson of the Board shall be chairperson of the Executive Committee and shall appoint a secretary. In the interim between Board meetings, the Executive Committee is empowered to transact any business of which the Board is capable, except for those matters that would be in contravention of the laws of the United States. The minutes of the meetings of the Executive Committee shall be distributed promptly after each meeting to every member of the Board. At each meeting of the Board, the proceedings and action taken by the Executive Committee since the last meeting of the Board shall be reported to the Board.

This committee shall advise the school administration on personnel policy development, shall review job descriptions and shall assist the administration when appropriate in interviewing applicants for administrative vacancies.

The specific functions may include:

- Recommends an evaluation system for various categories of personnel;
- Implements the Superintendent's evaluation program;
- Provides the Chairpersons of the negotiating teams;
- Recommends salary annually for the supervisory and confidential personnel;
- Reviews staffing requirements periodically;
- Reviews position descriptions and functional requirements periodically;
- Provides the initial Board contact on all personnel and grievance matters;
- Represents the Board in liaison sessions with the faculty and service units;
- Recommends action to the entire Board that the committee deems appropriate for the Board to consider.

SECTION 2: CURRICULUM COMMITTEE

The chairperson of the Curriculum Standing Committee shall appoint a secretary for the committee. The Curriculum Supervisors shall be ex officio members of this committee. This committee shall consider and make recommendations concerning the District's broad policies of education and research. This committee reviews major areas of curriculum development, regular/special education services, pupil assessment, long-term program review and program revisions. Committee members consider the Board's priorities in curriculum areas. The Committee reports its findings to the Board and suggests programs and policy modifications that may be appropriate in curriculum and program areas. New program activities undertaken by the district, the implementation of new curricula, or the piloting of new programs would be topics of particular interest. The Committee shall review research on the curriculum and program changes and report its recommendations to the Board. The committee shall review proposals concerning student courses, ensure the Board's familiarity with district educational programs, monitor achievements and cause the evaluation of education programs.

Specific responsibilities may include:

- Conduct or coordinates curriculum studies undertaken by the Board;
- Periodically reports to the Board on the status of the curriculum and suggests area in need of study;
- Periodically studies and reports on student progress and on standardized test results;
- Studies and recommends textbook usage;
- Evaluates curriculum in view of school population trends;
- Recommends budget changes in view of curriculum developments;
- Assumes like responsibilities for extra-curricular and co-curricular activities.

SECTION 3: STUDENT POLICY COMMITTEE

The chairperson of the Student Policy Standing Committee shall appoint a secretary for the committee. The Director of Transportation and High School Principal shall be ex officio members of this committee.

This committee shall review matters affecting students of the District, normally those not relating to the academic program, consider proposals on such matters, report and provide recommendations thereon to the Board as may be required.

Specific responsibilities may include:

- Reviewing Fundraising Policies;
- Reviewing Public Relation Policies;
- Reviewing the Transportation Policies;
- Hearing appeals concerning school transportation and making recommendations to the entire Board for their official action;
- Recommending action to the entire Board that the committee deems appropriate for the Board to consider.

SECTION 4: FINANCE AND BUDGET COMMITTEE

The chairperson of the Finance and Budget Committee shall appoint a secretary for the committee. The Business Manager of the District shall be a member of this committee. This committee shall be concerned with the preparation of the budget and periodic reviews of the actual expenditures as compared to the budget. The Committee works with the Superintendent of Schools in developing a recommended budget for the Board. As such the Committee reviews the budget development process, analyzes the budget document and makes public presentations as necessary. The Committee shall offer recommendations regarding accounting procedures and alternative expense saving suggestions. The Committee will insure an audit annually and report to the Board of Education when it is completed. The committee shall monitor the fiscal activities of the school district, including reviewing the monthly financial statement and annual end of year transfer report, and shall review and make recommendations concerning the annual audit and recommend annual budget guidelines and priorities.

Specific functions may include:

- Recommends special internal audit needs;
- Reviews and reports on accounting and purchasing procedures;
- Recommends the annual budget schedule and parameters;
- Represents the Board during various budget preparation stages;
- Recommends the design and content of the budget document;
- Conducts budget analysis and cost studies;
- Monitors the cafeteria program.

SECTION 5: FACILITIES COMMITTEE

The Chairperson of the Facilities Committee shall appoint a secretary for the committee. The Supervisor of Custodial & Maintenance Operations shall be an ex officio member of this committee. This committee shall be concerned with the maintenance and operation of all land, buildings, facilities and equipment owned by the District. This committee shall tour the plants annually and report its findings to the Board. The committee shall review issues relating to the condition of the districts physical plant and operations related thereto. This committee shall submit its budget priorities to the Finance and Budget Committee before the budget preparation begins. A complete list of proposed alterations and repairs for the coming school year as well as a five-year capital improvement budget shall be presented to the Board. This committee reviews all physical plant needs including those funded by the Board's operating budget and those funded through the capital improvement budget. The committee advises the Board on building related issues, ongoing maintenance and planning for long-term improvements. This committee may be asked to consider Board policies related to building issues.

Specific responsibilities may include:

- Develops and recommends a maintenance and replacement schedule for buildings and grounds;
- Conducts periodic inspection of school facilities and reports to the Board at least annually;
- Planning for new construction, major renovations, or major improvements of school buildings and grounds;
- Serving as the liaison to the Town building committee as required;
- Recommends additions, deletions or changes to facilities needed to support school programs;
- Conducts studies and provides Board liaison to administration on matters pertaining to security, space and community use of facilities.

Policy Adopted: February 9, 2000

Bylaws of the Board

Board Representatives

Appointments to Town Boards, Committees, Organizations and/or Commissions

The Chairperson shall appoint representatives of the Board of Education to Town Boards, Committees or Commissions. The Chairperson shall appoint Board members as representatives, alternates and representatives to organizations, such as CABA and CREC. Additional appointments as required shall be made by the Chairperson. (cf. 9121 - Chairperson) The Chairperson shall report to the Board members about existing vacancies and ask for volunteers. When vacancies are filled by the Chairperson, the full Board will be notified.

Bylaws of the Board

Board Consultants

The Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services requiring special expertise;
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any "product" (e.g., long-range plans, codified policy manual, etc.) to the Board; and
6. Costs.

Bylaws of the Board

Qualifications of Members

A Board of Education member must be a resident elector of the district. Therefore, he/she must be at least eighteen (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, his/her position on the Board shall become vacant.

(cf. 9270 – Conflict of Interest)

Bylaws of the Board

Election of Members

Number of Members and Elections

The Board of Education will consist of nine members elected in accordance with the Newington Town Charter for two year terms. Terms of newly-elected Board members shall commence on the first regularly scheduled meeting following their election.

Oath of Office

Elected Board of Education members shall, before entering upon their official duties, take the oath of office and be sworn in by the Town Clerk.

Student Members of the Board of Education

Student members are non-voting members of the Board of Education. Student members shall be chosen annually by the Superintendent, after consultation with the high school Principal, from among applicants from the junior and senior classes who submit resumes and reasons for wishing to serve as student representatives to the Board.

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 Forms of oaths.
10-218a Oath of office.

Bylaws of the Board

Filling Vacancies

Board Member Vacancies

Any vacancy occurring on the Newington Board of Education shall be filled as provided by the Charter.

The vacancy will be filled by majority vote of all members of the Board of Education and the action shall be recorded in the minutes of that meeting.

Board Officer Vacancies

Whenever there is a vacancy in the office of chairperson or secretary, the Board shall elect a new officer to fill the vacancy for the unexpired term of office, no earlier than the next regular meeting.

If the resignation of the officer includes a resignation from the Board, the new officer should not be elected until the next regularly scheduled meeting or a special meeting not to be held for at least two weeks after the vacancy has been filled.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference: Connecticut General Statutes

9-204 Minority representation on boards of education.

10-219 Procedure for filling vacancy on board of education.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-232 Restriction on employment of members of the board of education.

Bylaw adopted by the Board: November 18, 1998

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

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 bona fide resident of the town membership in the Board shall immediately cease.

State law provides that municipal officers seeking to resign from office must submit a written resignation to the municipal clerk. The resignation takes effect upon the date specified in the resignation or, if no date is specified, upon the date of its submission to the clerk.

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.

(cf. 9221 – Filling Vacancies)

(cf. 9121 – Officers)

Legal Reference: Connecticut General Statutes

7-103 Resignation of municipal officers

Bylaws of the Board

Orientation of Board Members

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board of Education's functions, policies and procedures and operation of the school district before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected materials on the function of the Board of Education and the school district.
2. The incoming member shall be invited to attend Board meetings and functions and to participate in its discussions.
3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board and the school district.

Bylaws of the Board

Board Member Development

The Board of Education desires that its individual members learn, understand and practice effective governance principles. The Board is responsible for member orientation and development. Board members have an equal opportunity to attend state and national meetings designed to familiarize members with public school issues, governance and legislation.

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:

- In-service activities planned by the Board and by the administration for staff members, as appropriate;
- Participation in conferences, workshops and conventions held by State and National School Boards Associations and other educational organizations;
- Subscriptions to publications addressing Board member concerns.

Recognizing the need for continuing training and development of its members, the Board of Education 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:

- The Superintendent of Schools 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;
- 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;
- If authorized to attend, and reimbursement is approved by the entire Board, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;
- 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.

Bylaws of the Board

Remuneration and Reimbursement

Remuneration

Board of Education members shall receive no compensation for their services.

Reimbursement

- **Out of State Travel**

Board members authorized to attend educational conferences out of state shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures, transportation costs to and from the destination and registration fees. Board members must have approval in advance from the Board of Education.

Bylaws of the Board

Board Member Protection

The Newington Public Schools shall maintain adequate insurance to protect the district and its Board of Education against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the school district, and save harmless its Board and staff while acting in behalf of the school district.

Legal Reference: Connecticut General Statutes

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

10-236 Liability insurance.

10-236a Indemnification of educational personnel assaulted in the line of duty.

Bylaw adopted by the Board: January 27, 1999
Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Conflict of Interest

Board members shall comply with laws regarding conflict of interest and attempt to avoid situations which might have even the appearance of a conflict.

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.

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.

P.A. 05-10 An Act Concerning Civil Unions

Bylaws of the Board

Code of Ethics

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Boards members and Superintendents ensure the opportunity for high quality education for every student and make the well-being of students the **fundamental goal** of all decision-making and actions.
- Board members and Superintendents are **staunch advocates** of high quality free public education for **all** Connecticut children.
- Board members and Superintendents **honor all** national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that **clear and appropriate communications** are key to the successful operation of the school district.
- Board members and Superintendents will always carry out their respective roles with the highest levels of **professionalism, honesty and integrity**.
- Board members recognize that they represent the **entire** community and that they must ensure that **the** community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of education's **agent** and will, in that role, **faithfully apply** the policies and contracts adopted by the Board.
- Board members adhere to the principle that they shall confine the Board's role to **policy-making, planning and appraisal** while the Superintendent shall **implement** the Board's policies.
- Board members and Superintendents both recognize that they serve as a part of an educational team with **mutual respect, trust, civility and regard** for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the **educational leader** of the school district.
- Board members and Superintendents practice and promote **ethical behavior** in the **Boardroom** as a **model** for all district employees.
- Board members and Superintendents consider and decide all issues **fairly** and **without bias**.

(cf. 2000.1 – Board-Superintendent Relationship)

(cf. 2300 – Statement of Ethics for Administrators)

Bylaw adopted by the Board: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

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.

Bylaws of the Board

Methods of Operation

The Newington Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent of Schools 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.

Bylaws of the Board

Board Policy Development

Internal Board Policies and Bylaws

The Board believes that policy positions about its own operations as included in this series are needed for at least the following reasons:

1. To acquaint the residents of our school district, school district employees, and students with the role and purpose of the Board as defined by law, the state Board of Education, and the Board's own intent.
2. To point out the opportunities which it enjoys and the constraints which it accepts in serving the cause of education in this school district.
3. To encourage thoughtful and considerate support from residents, employees and students for the often complex problems which the Board faces.

Inasmuch as the organization, management and control of the school district is vested by law in the Board, the Board hereby establishes and will continue to maintain policies, amending them as needed, to guide its internal operations.

Those policies shall always be drafted, adopted and amended with full consideration for the goals for public education in Newington.

Formulation of Bylaws

The Board's bylaws are rules designed to organize and control its internal operations. Some bylaws are set by statute. Others may be formulated and adopted at its option by the Board itself, as long as they are in harmony with the intent and specifics of the statutes.

In its deliberations leading to the establishment or amendment of its bylaws, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks.

The Board will formulate and adopt a bylaw safeguarding the right of Board members to be informed of and to participate fully in the discussion of each proposed new or amended bylaw. The Board will also provide in its bylaws for the adoption or amendment of its bylaws only after at least two opportunities to read and discuss the proposal in successive regular meetings.

Bylaw adopted by the Board: November 18, 1998

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Formulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments to, deletions of, or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments or revisions thereof shall be read and discussed.

Policies will, unless by vote of two-thirds of the members present of the Board of Education, be adopted or amended after consideration at two regular meetings of the Board of Education. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by two-thirds vote of all members present of the Board of Education and the action shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Reference: Robert's Rules of Order, Newly Revised

Bylaws of the Board

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 of Education at regular Board meetings, not less than (4) weeks apart, in the calls for which 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.

Bylaws of the Board

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Superintendent is responsible for the formulation, issuance, amendment and deletion of administrative regulations to implement the policies of the Board. The Superintendent shall determine the need to bring to the attention of the Board any new, revised or deleted administrative regulations.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education. If the Board directs the Superintendent to issue, 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.

Bylaws of the Board

Suspension of Policies, Bylaws and Regulations

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

Reference: Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board: January 27, 1999

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Board Meetings

Time, Place and Notification of Meetings

Board members, individually and collectively, act as representatives of the residents of the school district in maintaining and promoting schools. Members seek to move toward decisions and actions which will best serve the educational needs of students.

The only mechanism for official action by Board members is a duly called and legally conducted meeting as defined by law and these policies. Consequently, preparation for, conduct of, and action following Board meetings become matters of crucial concern for the welfare of our schools.

The meetings of the Board of Education are basic to the operation of the Board. All official action of the Board shall be taken only when the Board is in formal session. Notices and agenda of all meetings shall be sent to all newspapers carrying Newington news, the Town Clerk, each school and the head town librarian.

The members of the Board are unable to function officially as individuals. The Board meeting presents an opportunity for the school program to be discussed and appraised by the Board and for individual opinions of Board members to be aired as the Board works toward consensus decisions. In addition, the meeting provides an appropriate time and place for the citizens of the community to be heard on educational matters of interest or concern to them.

Types: Meetings

1. The Board shall usually hold two regular meetings per month. The regular meetings shall be held on the second and fourth Wednesdays of each month at 7:00 p.m. in the Helen Nelson Meeting Room unless otherwise determined by the Board. The Board may, at its discretion, discontinue its sessions during the months of July and August. No new item listed on the agenda will be taken up after 10:00 p.m., except by a majority vote of Board members present.

2. Special Meetings

A special meeting may be called by the Chairperson of the Board, or by any three members collectively upon due notice as specified in the bylaws. Ordinarily, no business shall be transacted except that for which the meeting is called.

Bylaws of the Board

Board Meetings (continued)

3. Adjourned Meetings

Such meetings shall serve as a continuation of a regular meeting, and not as a special or called meeting.

4. Executive Meetings

The Board may meet in Executive Session within the constraints of state law. A meeting may be adjourned to Executive Session by two-thirds vote of the Board members present and voting. The motion to adjourn to Executive Session shall contain the reason therefore and the Session shall be limited thereto. No votes shall be taken in Executive Session except a vote to adjourn or extend the session. Such sessions shall be closed to the public and press.

5. Study/Work Sessions

The Board may meet for study or work sessions to exchange information and develop understanding. The public will be welcome to attend.

6. Emergency Meetings

Emergency meetings may be called to cope with special emergencies where the situation is such that it would be imprudent to wait for a regular or special meeting to take Board action. The Board must file minutes and state the nature of the emergency within seventy-two hours of the meeting.

Legal Reference: Connecticut General Statutes
1-21 Meetings of government agencies to be public
1-21c Mailing of notice of meetings to persons filing written request
1-21d Adjournment of meetings. Notice.
1-21e Continued hearings. Notice
1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution.
1-21i Denial of access to public records or meetings.
10-218 Officers. Meetings

Bylaws of the Board

Public Participation Purpose and Scope at Board Meetings

The purposes of public participation at Board of Education meetings are to:

1. Make inquiries for clarification purposes
2. Make a request for additional information
3. Explain briefly an opinion

Requests to respond verbally may be made to the Chairperson by any member of the Board, the Superintendent or other appropriate administrator present, or the presenter of the report in question.

Under normal circumstances, a member of the public may speak only one (1) time during each public participation session.

It is expected that members of the public shall show proper respect during public participation, and that their questions or comments shall be constructive and positive. Personal attacks on Board members, administrators, or presenters will **NOT** be tolerated.

Public Meetings

All meetings of the Board of Education shall be open to the public with the exception of executive sessions. (cf. 9320 - Meetings)

Public and Executive Sessions

Public Meetings

All meetings of the Board of Education, regular, special and emergency shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, a meeting of a personnel search committee for executive level employment candidates, or a discussion of strategy or negotiations with respect to collective bargaining are not defined as "meetings" under the Freedom of Information Act. A meeting is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advocacy power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act.

Bylaws of the Board

Public Participation Purpose and Scope at Board Meetings

Public and Executive Sessions (continued)

Executive Sessions

The public may be excluded from meetings of the Board of Education 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, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation that the Board or a member of the Board, is party.
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 a political subdivision of the state 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 which would result in the disclosure of public records or the information contained therein described in Subsection (b) of Section 1-210 of the Connecticut General Statutes.

The motion to go into executive session shall identify the persons, in addition to the Board, who shall be invited to be in attendance in the executive session. The persons invited into executive session shall be limited to persons needed to present testimony or opinion pertinent to matters before the Board and such persons' attendance shall be limited to the time period for which their presence is necessary.

Smoking

Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.

Non-Meetings

Not every meeting of the Board of Education constitutes a "meeting" under the Freedom of Information Act (FOIA). A meeting does not include:

Bylaws of the Board

Public Participation Purpose and Scope at Board Meetings

Non-Meetings (continued)

- Any meeting of a personnel search committee to executive level employment candidates;
- Any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters related to official business;
- Any meeting discussing 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;
- A quorum of the members of the Board who are present at any event which has been noticed and conducted as a meeting of another public agency, in that case, the event shall not be deemed to be a member of the Board as a result of their presence at such event. (For example, if the Board of Education is invited to attend a meeting of the Board of Finance, such a meeting does not have to be noticed and posted by the Board of Education.)

There is no specific executive session privilege for the discussion of collective bargaining issues. However, discussion of "records, reports of strategy or negotiations with respect to collective bargaining" is permitted in executive session, provided that such documents exist.

Absent such documents, such strategy discussions and/or negotiations themselves must be held as a "non-meeting." Collective bargaining is excluded from the definition of a meeting under the Freedom of Information Act (FOIA). Collective bargaining sessions shall be held outside the scope of the FOIA as a "non-meeting." Such sessions may be held at any time without posting, and related strategy sessions or updates to the Board of Education may be held either before or after the end of a regular or special meeting, without the need to post such meetings.

(cf. 1331 - Smoking in School Facilities)

Legal Reference: Connecticut General Statutes
 1-200 Definitions. (as amended by PA 02-130)
 1-206 Denial of access to public records or meetings.
 1-210 Access to public records.
 1-225 Meetings of government agencies to be public.
 1-226 Recording, broadcasting or photographing meetings.
 1-231 Executive sessions.
 19a-342 Smoking prohibited in certain places.

Bylaw adopted by the Board: January 27, 1999
 Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
 Newington, Connecticut

Bylaws of the Board

Agenda Construction/Meeting Materials

The Superintendent of Schools 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 for his or her decision 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 of Education meetings shall be available to the public in the Superintendent of School's office, posted on the District's website, 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.

- (cf. 1120 - Public Participation at Board Meetings)
- (cf. 1331 - Smoke Free Environment)
- (cf. 9121 - Board Officers)
- (cf. 9321 - Time, Place, Notification for Meetings)
- (cf. 9324 - Meeting Conduct & Parliamentary Procedures)
- (cf. 9325.1 - Quorum)
- (cf. 9325.2 - Order of Business)
- (cf. 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), (as amended by June 11
 Special Session, PA 08-3)

Bylaw originally adopted:	December 12, 1973	NEWINGTON PUBLIC SCHOOLS
Amended:	March 5, 1980	Newington, Connecticut
Amended:	January 24, 1990	
Amended:	October 10, 1990	
Amended:	January 12, 1994	
Amended:	September 25, 1996	
Amended:	November 18, 1998	
Amended:	February 9, 2000	
Amended:	January 25, 2017	

Bylaws of the Board

Agenda Format

Regular Meeting

To expedite the business of the Board, the Superintendent in cooperation with the Board Chairperson shall prepare an agenda outlining the matters to be brought to the Board's attention.

The Board's business will be transacted in the order outlined below:

- A. Call to Order
- B. Presentations of Awards/Proclamations
- C. Public Participation on Presentations (Limited to 2 minutes per person)
- D. Approval of Minutes
- E. Superintendent of Schools' Report
- F. Public Participation on any Matter Related to Board Responsibilities (Limited to 3 minutes per person)
- G. Old Business
 - Standing Committee Information/Action Items
 - Other Old Business
- H. New Business
 - Standing Committee Information/Action Items
 - Other New Business
- I. Public Participation on Any Matter Related to Board Responsibilities
- J. Remarks by Board Members
- K. Executive Session (If Necessary)
- L. Adjournment

The order of business may be altered or suspended at any meeting by a majority vote of those Board members present.

Bylaws of the Board

Agenda Format

Informational Meeting

The Board's Business will be transacted in the order outlined below:

- A. Call to Order
- B. Public Participation on Any Matter Related to Board Responsibilities (Limited to 3 minutes per person)
- C. Standing Committee Information Items
- D. Other Business Information Items
- E. Communications from Board Members Serving as a Liaison to Agencies/Committees
- F. Public Participation on Any Matter Related to Board Responsibilities (Limited to 3 minutes per person)
- G. Remarks by Board Members
- H. Adjournment

The order of business may be altered or suspended at any meeting by a majority vote of those Board members present.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meeting. Executive sessions. (subsection (a) re agenda)

Bylaw originally adopted: December 12, 1973
 Amended: March 5, 1980
 Amended: January 24, 1990
 Amended: October 10, 1990
 Amended: January 12, 1994
 Amended: September 25, 1996
 Amended: November 18, 1998
 Amended: February 9, 2000

NEWINGTON PUBLIC SCHOOLS
 Newington, Connecticut

Bylaws of the Board

Meeting Conduct & Parliamentary Procedures

Legal Notice

All Board of Education meetings shall be appropriately posted and conducted as provided by Connecticut General Statutes; under governing statutes, a meeting is any quorum of the Board of Education 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 of Education 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 of Education;
5. communications limited to notice of meetings of the Board of Education or the agendas for such meetings.

Upon written request to the Superintendent of Schools, 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 of Schools 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 of Schools. 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 of Education meeting.

Conduct of Meetings

In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chairman of the Board of Education shall order the meeting room cleared and continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner.

After time has passed, the Chairman, in his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

Bylaws of the Board

Meeting Conduct & Parliamentary Procedures

Voting Method

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

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 of Education operating procedures.

(cf. 9321 - Time, Place, Notification for Meetings)

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.

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

Bylaw adopted by the Board: November 18, 1998
Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chairperson of the Board of Education in a manner consistent with the adopted Bylaws of the Board.

All Board meetings shall commence at the stated time or as soon thereafter as a quorum is present and shall be guided by an agenda which will have been prepared and delivered in advance to all Board Members and other designated persons.

The meetings shall, to the fullest possible extent, enable members to conduct the business of the Board in an orderly, expeditious manner.

Bylaws of the Board

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.

(cf. 9324 - Meeting Conduct & Parliamentary Procedures)

(cf. 9314 - Suspension of Policies, Bylaws, Regulations)

Legal Reference: Connecticut General Statutes

1-200 Definitions.

Bylaw adopted by the Board: November 18, 1998
Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Order of Business

The order of business shall be at the discretion of the Chairperson may include the following items:

- A. Call to Order
- B. Presentations of Awards/Proclamations
- C. Public Participation on Any Matter Related to Board Responsibilities (Limited to 2 minutes per person)
- D. Consent Agenda
- E. Old Business
- F. Standing Committee Information Items
- G. New Business
- H. Superintendent of Schools' Report
- I. Public Participation on Any Matter Related to Board Responsibilities
- J. Remarks by Board Members
- K. Executive Session (If Necessary)
- L. Adjournment

Bylaws of the Board

Voting Method

A show of hands shall be sufficient on all matters unless a roll call is requested. A roll call shall be taken when requested by one member of the Board. The election of all officers will be by roll call. A roll call, when taken, shall be in alphabetical order. The chairperson's name shall be in its proper alphabetical sequence.

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 of Education 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 of Education meetings and the master copy of the policy manual shall be kept in the central 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 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.)

Bylaw adopted by the Board: November 18, 1998
Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Minutes

The Board of Education Recorder/Clerk shall keep the minutes, a record of all Board of Education proceedings as required by statutes which shall be a complete and permanent record of Board of Education meeting action, including resolutions and motions in full. Minutes should always reflect Board of Education action and related discussion rather than attempting to provide a verbatim account of the meeting.

The minutes of the meetings of the Board of Education shall include the following items:

1. The kind of meeting, date and place of meeting.
2. The call to order, stating time, name and title of presiding officer.
3. The names of those members in attendance.
4. A notation of presence or absence of Superintendent of Schools and other staff members.
5. A record of any corrections to the minutes of previous meetings and the actions approving them.
6. A record of all communications presented to the Board of Education.
7. A record of the hearing of all petitions of citizens.
8. A record of any reports of Board of Education members or staff members.
9. The disposition of all matters on which action was recommended.
10. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
11. All decisions concerning future meetings and agendas.
12. By request, a brief statement of a Board member may be included.

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 of Education minutes shall be available in unapproved form, within 72 hours of a Board of Education meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board of Education votes shall be available for public inspection in the Superintendent's Office within 48 hours of a Board of Education meeting excluding Saturdays, Sundays and legal holidays. (In determining the time, herein, any day on which the Board of Education Office is closed shall also be excluded.) Votes taken shall also be reflected in the minutes of each meeting and the minutes shall be available for public inspection and posted on the Board's website. (posting on website is at the discretion of the Board)

Bylaws of the Board

Minutes (continued)

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

Any public meeting of the Board of Education may be photographed, broadcast, or recorded for broadcast providing there is no disruption of the Board's meeting.

The Board of Education Recorder may record Board of Education meetings for the purpose of assisting in the transcription of written minutes. Once the minutes have been approved by the Board of Education, the tapes will be destroyed.

Legal Reference: Connecticut General Statutes
 1-225 Meetings of government agencies
 10-218 Election of officers
 10-224 Duties of the secretary

Bylaw adopted by the Board: November 18, 1998
Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Reporting Board Meeting Business

The post-meeting Board Action Report shall be distributed to:

1. Each member of the Board of Education
2. The Mayor and each member of the Town Council
3. Each Newington Public School Administrator
4. The Newington Town Manager
5. The Head Librarian

All unresolved questions raised by members of the public during public participation shall be responded to in writing by the Superintendent of Schools or Board of Education Chairperson within three business days. In those situations where additional time is required to perform the necessary investigations, a letter of acknowledgment shall be sent within three business days, with the final response due within a reasonable amount of time. All members of the Board of Education shall be copied on all such correspondence.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-18a Definitions.

1-19 Access to public records. Exempt records.

1-19a Disclosure of computer-stored public records.

Bylaws of the Board

Electronic Mail Communications

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (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.

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

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 of Education 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 uses intended to be made of E-mail by Board members when communicating with other Board members.

1. 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.
2. 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.
3. E-mail should be used to pass along factual information.
4. 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, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

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

Bylaws of the Board

Electronic Mail Communications (continued)

Accessing E-Mail

In an effort to encourage all Board members to access E-mail, while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a tablet or device (when available), 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 access E-mail, a hard copy of all E-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

Bylaws of the Board

Board/School District Records

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the school district, whether handwritten, typed, recorded, printed, photostated, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (i.e., audiotapes, videotapes, micro-fiche, computer disk) material. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian of all public records of the district.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes provided the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contests of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.

Bylaws of the Board

Board/School District Records (continued)

9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.
10. Records including engineering and architectural drawings; security systems' 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.
11. 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.
12. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.
13. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

Availability of Records

Any person shall receive promptly on request, a plain or certified copy of any public record except those which access is not permitted under law, at a cost not to exceed fifty cents per page. If any copy requested required a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the school district. The district will require prepayment of the fee if the fee is estimated to be two dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, or if, in the judgment of the custodian of records, compliance with the request benefits the general welfare.

An additional charge of one dollar for the first page and fifty cents for each additional page may be made for certification of any records or of any fact within the record.

The Superintendent, on behalf of the Board of Education, shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

Bylaws of the Board

Board/School District Records (continued)

Designation of Records Access Officer

1. The Superintendent of Schools is designated as Records Access Officer of the School District, who shall have the duty of coordinating the School District's response to public requests for access to records, in accordance with Connecticut Freedom of Information Commission rules and regulations.
2. The Records Access Officer is responsible for assuring that District personnel:
 - a. Assist the requester in identifying requested records, if necessary.
 - b. Upon locating the records, take one of the following actions:
 1. Make records promptly available for inspection; or
 2. Deny access to the records in whole or in part and explain the reasons therefore.
 - c. Upon the request for copies of records:
 1. Make a copy available upon payment or offer to pay established fees.
 - d. Upon request, certify that a transcript is a true copy of the records.
 - e. Upon failure to locate records, certify that:
 1. The District is not the legal custodian for such records.
 2. The records of which the District is a custodian cannot be found after diligent search.

Requests for Public Access to Records

1. Requests for inspection of records shall be made at least four (4) working days in advance to the Records Access Officer.
2. The Records Access Officer shall respond promptly to a request for records. Except under extraordinary circumstances, the District shall make response no more than four (4) working days after receipt of the request.
3. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.
4. If the District does not provide or deny access to the record sought within four (4) business days of receipt of a request, the District shall furnish a written acknowledgment of receipt of the request and statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

Bylaws of the Board

Board/School District Records (continued)

Denial of Access to Records

1. If the District fails to respond to a request within four (4) business days of receipt of a request, such failure shall be deemed a denial of access by the District.
2. Any person denied access to records may appeal to the State Freedom of Information Commission identifying:
 - a. The date and location of a request for records;
 - b. The records that were denied; and
 - c. The name and return address of the appellant.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records.

1-200 Definitions.

1-210 to 1-213 Access to public records.

1-211 Access to computer stored records.

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of public agencies.

Federal Rules of Civil Procedure – 2006 Amendments

Bylaw adopted by the Board: November 18, 1998
Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Board of Education Hearings

The Board of Education 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. Such public hearings must be called for a time and place designated by the Board, not 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.

Bylaw adopted by the Board: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Legislative Program

The Board of Education, 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:

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.

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 frame work and support for public education.

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.

Bylaw adopted by the Board: November 18, 1998
Bylaw revised: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut

Bylaws of the Board

Monitoring Products and Processes

Self-Evaluation

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

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

Annually the Board will schedule dates to conduct its self-evaluation. The evaluation will include, but not be limited to, the following leadership areas: community leadership of education, influencing educational policy, community involvement, communicating with the public, the decision making process, planning and setting goals, allocating resources, developing Board policy, policy oversight, selecting and evaluating the Superintendent, working with the Superintendent, promoting good employee relations, setting expectations for Board member conduct, conducting the work of the Board, Board member development.

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 which it has adopted.

Legal Reference: Connecticut General Statutes
 10-220 Duties of boards of education.

Bylaw adopted by the Board: January 25, 2017

NEWINGTON PUBLIC SCHOOLS
Newington, Connecticut