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## **ROLE OF BOARD AND MEMBERS**

### **General Duties**

- A. The Regional School District 17 Board of Education represents the residents of Haddam and Killingworth in carrying out the mandates of the Connecticut General Statutes pertaining to education.
- B. The Board of Education shall determine all questions of general policy to be employed in the conduct of the schools. It shall concern itself with only broad questions of policy and not with administrative details. The Board shall rely on the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board.
- C. In determining school policy it shall:
  - (1) hear and consider facts and recommendations,
  - (2) adopt a plan, policy or course of action, and
  - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

### **Specific Powers and Duties**

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

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

- F. To provide for the appraisal of the efficiency of personnel.
- G. To initiate and approve the acquisition and disposition of school sites, to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of the purposes, values, conditions and needs of public education in Haddam and Killingworth.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State of Connecticut, as defined by law, so that:
  - i. 1. each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences.
  - ii. 2. Regional School District 17 shall finance at a reasonable level an educational program designed to achieve this end.
  - iii. 3. RSD 17 shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds.
  - iv. 4. the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

1-200	Definitions (public agency)
10-4a	Educational interest of the State identified
10-4b	Failure of local or regional board to implement educational interests
10-220	Duties of Boards of Education
10-221	Board of education to prescribe rules
10-222	
10-223	10-241 Powers of school district

## **STATEMENT OF INTEGRITY**

The Regional School District 17 Board of Education will carry out its responsibilities with integrity, working effectively together to improve and enhance the education of children. We are committed to the highest ethical and legal standards essential in governing a school system. To that end, the Board shall:

1. Be responsible for becoming informed on any and all issues that come before the Board and be prepared to fairly assess and knowledgeably discuss and/or act on all agenda items.
2. Conduct its meetings and foster an environment where all elements of the community can express their views.
3. Refrain from using a position on the Board for personal or partisan gain.
4. Refrain from doing business with Regional School District 17 and from having any significant personal or financial interest in business transacted with District 17.
5. Understand that members have no authority beyond that which is exercised at Board meetings and will not speak on the Board's behalf unless that authority has been so delegated.
6. Refer complaints to the proper school authorities and abstain from any individual counsel or action.
7. Insure regular and impartial evaluation of all staff and conduct its own yearly self-evaluation.
8. Support decisions by the Board to the community once such a decision has been reached.

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### **TRANSACTION OF BUSINESS**

- A. The Regional School District 17 Board of Education shall transact all business only at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that standing or special committees, created in accordance with these bylaws, shall advise the Board on matters before said committees, in conformity with the committee's purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.

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## **NUMBER OF MEMBERS, OATH OF OFFICE, TERMS OF OFFICE**

### **Number of Members/Oath of Office**

The Regional School District 17 Board of Education consists of eleven (11) members, with six (6) from the Town of Haddam and five (5) from the Town of Killingworth. Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

### **Terms of Office**

The term of office for a Board of Education member shall be four years. Members shall take office at the first regularly scheduled meeting in December.

Legal Reference:

Connecticut General Statutes  
10-218a Oath of Office

## OFFICERS

1. The Board shall, not later than one month following the date on which newly elected members take office, elect from its membership a Chairperson, a Vice Chairperson, a Secretary and a Treasurer, and may prescribe their duties.
2. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, and shall be recorded in the minutes of the meeting at which taken, which minutes shall be available for public inspection at all reasonable times.
3. Officers shall hold their respective offices for **(two)** years, and until their successors are duly elected, except in case of removal as provided in Section 9222. **(Chairmanship Haddam/Killingworth. Term limits)**
4. Should a vacancy arise in an office of the Board, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.

Legal Reference:

Connecticut General Statutes 10-218, 10-46(d)

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### OFFICIAL DUTIES - CHAIRPERSON

1. The Chairperson shall preside at all meetings of the RSD 17 Board of Education and perform all duties imposed by Connecticut General Statute 10-218 and those prescribed by Board policies, rules and regulations. The Chairperson will be responsible for the orderly conduct of all Board meetings.
2. The Chairperson may call special meetings as deemed necessary or upon receiving a written request to do so by three members of the Board. All requests for information or data outside of a regularly scheduled Board or sub-committee meeting shall be coordinated through the Board Chair.
3. The Chairperson shall serve as the Board's spokesperson, except as this responsibility is specifically delegated to others.
4. The Chairperson shall appoint the chair and members of all special and standing committees.
5. The Chairperson shall serve ex-officio as a **non-voting** member of all committees.
6. The Chairperson shall act as the Board's representative for the purposes of consultation with Board legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when appropriate.
7. The Chairperson shall keep the Vice Chairperson duly informed on all pertinent matters in the event of an absence by the Chairperson.
8. The Chairperson shall act as a resource to the Superintendent on decisions which may require further consideration between Board meetings.
9. The Chairperson's signature shall be an alternate signature on all legal documents requiring the signature of the Board Secretary.
10. The Chairperson shall perform such other duties as may be delegated to him or her by the Board.

Legal Reference: Connecticut General Statutes 10-218 Officers. Meetings.

### OFFICIAL DUTIES – VICE CHAIRPERSON

1. In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson, and will preside at all meetings of the Board. The Vice Chairperson shall not fill vacancies required to be filled by the Chairperson, but may serve as an ex-officio **non-voting** member of Board standing committees during the Chairperson's absence.
2. The Vice Chairperson shall work with the Chairperson and Superintendent to become informed of Board business, and shall, in the absence of the Chairperson, act as a resource to the Superintendent on matters that may require further consideration between Board meetings.
3. In the absence of the Chairperson, the Vice Chairperson shall act as spokesperson for the Board, except as this responsibility is specifically delegated to others.
4. In the absence of the Chairperson, the Vice-Chairperson's signature shall be an alternate signature on all legal documents requiring the signature of the Board Secretary.



### OFFICIAL DUTIES - SECRETARY

1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board. The Secretary shall assure the accuracy of said minutes and assure the preservation of reports of committees and communications addressed to the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Central Office and posted on the Board's website, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified by the Board Clerk of all regular and special meetings.

#### 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. |
| 7-3    | Warning of Town and other meetings   |
| 7-4    | Record of warning  |
| 10-224 | Duties of the Secretary  |

**OFFICIAL DUTIES - TREASURER**

1. The Treasurer of the Regional School District 17 Board of Education, elected by the Board in accordance with Section 10-46 of the Connecticut General Statutes, shall exercise the statutory responsibilities of the Treasurer, which shall include the signing of any notes or obligations of the District, in accordance with Section 10-56 of the Connecticut General Statutes. The Treasurer also may exercise such other duties as the Board may delegate and which the Treasurer may accept. In addition, the Treasurer **shall maintain oversight over the Director of Fiscal Operations**, as designated by the Board. The Superintendent shall be the official custodian of all approved operating budget funds of Regional School District 17, and shall be responsible for the safeguarding of all such funds.
  
2. For each fiscal year commencing July 1, the **Treasurer of the Board shall be bonded for the faithful performance of his or her duties**, said bond to be written by an insurer licensed to do business in the State of Connecticut and in an amount to be determined by the Board, the cost of which shall be borne by the District. At the meeting of the reorganization of the Board, the Board shall indemnify and hold the Treasurer harmless against any liability imposed as a result of his or her actions as Treasurer, except for his or her own willful misconduct. The Board also shall hold the Treasurer harmless as provided by Section 10-235 of the Connecticut General Statutes.
  
4. The Board of Education shall, by vote, establish procedures for the deposit or temporary investment of any funds not needed immediately for the operation of the school system in any manner permitted by school districts. Any income derived from such deposits or investments shall be used to reduce the net expenses of the school district. The Treasurer shall pay out and/or authorize the payment of monies of the regional school district as may be directed by the Board. The Treasurer's signature shall be an alternate signature of all legal documents requiring the signature of the Board Secretary.
  
5. The Treasurer shall perform such other duties as may be authorized by the Board.

Legal Reference:

Connecticut General Statutes

- 10-46(d) Regional board of education (required officers).
- 10-56 Corporate powers. Bond issues.
- 10-235 Indemnification of teachers, board members, employees and certain volunteers.

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## COMMITTEES

1. The Board shall act as a committee of the whole on all matters coming before it except that standing committees for the consideration of certain matters, or for the performance of certain Board functions, may be created by vote of the Board. In addition, temporary special committees may be created for a specific purpose. Such committees shall terminate upon completing their assignment, or may be terminated by a majority vote of the Board. **Any Board member not appointed as a regular member of any standing or special committee shall be permitted to attend meetings of said committee, but may not participate in its votes.**
  - A. Both standing committees and special committees shall submit their reports at such regular meetings of the Board as may be determined.
  - B. All committee reports affecting Board policy shall be submitted in writing.
  - C. A committee's only authority is to make recommendations to the Board regarding matters that that have been referred to it, unless the Board specifically authorizes otherwise.
2. Meetings of all committees shall be posted in accordance with the Freedom of Information Act. Minutes shall be maintained by the chairperson of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Board Clerk shall notify all Board members of committee meetings.

### **(Creation of Executive Committee)**

Legal Reference:

Connecticut General Statutes 1-225.

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## **Orientation of New Board Members**

Not more than sixty (60) days after an election of new RSD 17 Board of Education members, the Superintendent, current Board members, Administrative Staff and the Board Attorney shall lead an orientation session for newly-elected members. In an effort to assist new members in understanding Board and District functions, policies and procedures, as well as relevant state law, the following methods will be employed:

1. A special meeting of the Board for the sole purpose of new member orientation.
2. Provision of explanatory printed and/or audio-visual materials including, but not limited to, Board policies, by-laws, Robert's Rules of Order and Connecticut General Statutes, with special emphasis on the Freedom of Information Act, provided by the Board Attorney.
3. A tour of all District 17 school facilities, guided by the building administrator and/or the Director of Operations.
4. A presentation by the Director of Fiscal Operations on District finances.

**FILLING VACANCIES ON THE BOARD**

1. If a vacancy occurs on the RSD 17 Board of Education, the vacancy shall be filled by the respective town.
2. Any vacancy to be filled by the respective town shall be filled in accordance with either of the following procedures, as determined by the legislative body of the respective town under Section 10-46(a) of the Connecticut General Statutes.
  - a) Election by Town Meeting (Conn. Gen. Stat. § 10-46(b))  
The town affected, at a town meeting called within thirty (30) days from the beginning of such vacancy, shall nominate and elect a successor to serve for the unexpired portion of the term.
  - b) Election by the Town Legislative Body (Conn. Gen. Stat. § 10-46(c))  
The legislative body of the town affected shall elect a successor to serve until the next general election, at which time a successor shall be elected to serve any unexpired portion of such term.
3. The town shall certify all results of the meeting to the Secretary of the State.
4. A member resigning from the Board of Education should present, or have presented, a letter of resignation to the Board of Education at a regular meeting.

Legal Reference:

Connecticut General

Statutes

10-46            Regional Board of Education

## **RESIGNATION OF MEMBERS/REMOVAL OF OFFICERS**

### **Resignation of a Board Member**

Service as a member of the Regional School District 17 Board of Education is a privilege, not a right. Board members, however, cannot be removed from their town-elected position on the Board. If, for reasons of health, change in residency or any other compelling reason a member decides to terminate his or her Board service, the Board requests a “notification of intent to resign” as early as practicable so that it may plan appropriately.

When a Board member shall cease to be a legal resident of Haddam or Killingworth, his or her membership on the Board shall immediately cease.

### **Removal of a Board Officer**

It is the policy of the Regional School District 17 Board of Education that an officer of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner; and
3. carry out the duties of his or her respective office in accordance with the law.

An officer of the Board shall have no legally protected right to continue in that position and may be removed for cause by a **two-thirds majority vote** of the entire Board. A decision that there is cause for removal shall be made by a majority of Board members present and voting, provided that no less than a majority of the board membership as a whole shall be required for removal.

A vote to remove a Board officer shall take place only at a regular meeting or a special meeting called for that purpose. “Cause” includes, but is not limited to, any conduct that:

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

## **Procedures for Removal**

Prior to any vote to remove a Board officer for cause:

- 1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action;
- 2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board);
- 3) Upon the written request of the Board officer within seven (7) days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal;
- 4) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

### Legal References:

Connecticut General  
Statutes

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

Lapointe v. Winchester Board of Education, CV040093257S, 2004 Conn. Super. LEXIS 2574 (Sept. 14, 2004).



**REMUNERATION AND REIMBURSEMENT OF BOARD  
MEMBER EXPENSES**

**Remuneration**

Members of the Regional School District 17 Board of Education shall receive no compensation for their service in carrying out Board duties.

**Reimbursement**

- A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable expenditures, transportation costs and registration fees. Board members must have approval in advance from the Board to be eligible for reimbursement.
- B. Each Board member who receives prior authorization for reimbursement of a Board of Education expense is expected to account for all expenditures incurred in connection with the performance of his/her Board duties.
- C. Receipts in general are required for:
  - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
  - (2) Meals -- Reasonable expenditures are allowed for meals. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
  - (3) Taxi or Bus Fare
  - (4) Parking Fees or Toll Charges (when applicable)
  - (5) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

## **Board Member Protection**

The District shall maintain adequate insurance to protect the District and the 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 District and shall hold harmless the Board and District staff while they are carrying out their duties on behalf of RSD 17.

### Legal Reference

#### Conn. Gen. Stat.

10-232 Restrictions on employment of members of Board of Education

10-235 Indemnification of teachers, Board members,

10-236 Liability Insurance

10-236a Indemnification of education personnel

### **CONFLICT OF INTEREST**

1. No member of the Regional School District 17 Board of Education shall be employed by the Board in any position within the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, the office to which he or she was elected or appointed shall become vacant.
3. No member of the Board shall have any direct financial interest in a contract with District 17, nor shall he or she furnish directly any labor, equipment or supplies to the District. It is not the intent of this by-law to prevent the District from contracting with corporations or businesses because a Board member is an employee of said firm. However, in such instances, the member shall declare his or her association with the firm and refrain from debating or voting on the question.
4. If a member of the immediate family of a Board member---specifically a parent/guardian, spouse, domestic partner, child or grandchild----is being considered for employment with the District, that member shall disqualify himself or herself from participation in discussion or vote on the matter. **(Bargaining Unit Contracts)**

#### Legal Reference:

##### Connecticut General Statutes

10-232    Restrictions on employment of members of  
          the Board of Education

10-156e   Employees of Board of Education exception

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### **Student Representation on the Board of Education**

It will be the policy of the Board of Education to seat two students from Haddam-Killingworth High School in a non-voting capacity as student representatives to the Board. They will present their report at the first regular Board meeting of each month. The students will not attend executive sessions of the Board, nor will they have access to associated back-up material.

The Student Representatives will be recommended by the Student Council, subject to the approval of the Principal and the Superintendent. It is suggested that one student should be a member of the junior class and the other from the senior class. Their term in office shall be for one school year.

The Board reserves the right to dismiss a student representative for poor attendance and to call for the selection of a new member. A student representative may be removed from his or her position by an affirmative vote of two-thirds of the Board of Education.

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

It is the policy of the Regional School District 17 Board of Education that a member of the Board will:

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

E-mail communication among Board members shall conform to the same standards as other forms of communication as directed by the Freedom of Information Act. Email shall not be used in such a manner as to deprive the public of the rights provided to it by the Freedom of Information Act. The confidentiality of employee data, student data and other sensitive subjects must always be maintained.

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

### **CENSURE**

The Board may vote to censure or reprimand a member or officer by a **two-thirds majority vote** of the membership of the whole Board, and only after an agreed-upon procedure and reasons for such action are specified in writing and distributed among all members (**existing language**).

Prior to any vote to censure a Board member for cause:

- 1) The Board may review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member) prior to taking any formal action;

- 2) If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider possible censure, such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board.
- 3) A vote to censure a Board member shall take place only at a regular meeting or at a special meeting called for that purpose;
- 4) Such censure may be enacted for cause by a two-thirds majority vote of all Board members.

#### Legal References:

##### Connecticut General Statutes

- 1-200 Definitions
- 1-210 Access to public records. Exempt records
- 1-211 Disclosure of computer-stored public records
- 10-220 Duties of boards of education.

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

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

9. The formal adoption or deletion of policies and the adoption of policy changes shall be by **majority** vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
  
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board. Such policies, once approved, shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. The version contained in the official policy manual shall be regarded as authoritative.



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## **FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BY-LAWS**

By-law proposals and suggested amendments to, revisions of, or deletions of existing by-laws shall be formulated by the Board's Policy Sub-committee in collaboration with the Superintendent. Following Committee review, said proposals or amendments shall then be presented in writing to all members of the Board of Education prior to a regular Board of Education meeting, during which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

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

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

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

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

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board.
2. The Superintendent shall bring to the attention of, first, the Board's Policy Subcommittee, then to the full the Board, all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon **majority vote** of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

**SUSPENSION OF POLICIES, BYLAWS OR  
ADMINISTRATIVE REGULATIONS**

1. Policies and bylaws of the Regional School District 17 Board of Education shall be subject to suspension for a specified purpose and limited time by:
  - A. A majority vote of all members of the Board in attendance at a meeting, and
  - B. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a two-thirds vote of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
  - A. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
  - B. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension 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.

## **TIME, PLACE AND NOTICE OF MEETINGS**

### **Regular Meetings**

- A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in December.
- B. In compliance with the General Statutes of the State of Connecticut, the Chairperson shall authorize the Board Clerk to file this calendar with the Town Clerk of each of its member towns, and post this calendar on the Board's website, no later than January 31.
- C. Normally, the Board shall schedule regular meetings on the first and third Tuesdays of each month of the year.
- D. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

### **Special Meetings**

- E. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.
- F. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerk, and has been posted on the Board's website, if available, twenty- four (24) hours before the time stated for the meeting to convene.
- G. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the

Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

### **Meeting Time and Place**

- H. All regular meetings of the Board shall begin at **7:00pm/6:30pm** or as soon thereafter as a quorum is present. All meetings of the Board shall be held in the Central Office Board Room or the IS/MS Media Center, unless otherwise ordered by the Board Chair.
  
- I. The Board may schedule special meetings for the purpose of conducting work sessions to provide members with an opportunity for planning and thoughtful discussion. Topics for work session discussion will be announced publicly and such work sessions shall be conducted in accordance with state law on public meetings.

### **Legal References:**

#### **Connecticut General Statutes**

- 1-225 Meetings of government agencies to be public.  
Recording of votes. Schedule of agenda of meetings to be filed. Notice of special meetings Executive session.
- 1-228 Adjournment of meetings. Notice. 1-  
229 Continued hearings. Notice.
- 1-230 Regular meetings to be held pursuant to regulation,  
ordinance or resolution.
- 7-3 Warning of Town and other meetings.
- 7-4 Record of warning.
- 10-218 Officers. Meetings.

## **PUBLIC MEETINGS AND EXECUTIVE SESSION**

### **Public Meetings**

- A. All meetings of the Regional School District 17 Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified below under “Executive Session.”
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

### **Executive Session**

- C. The public may be excluded from meetings of the Board of Education which are declared to be executive sessions.
- D. Executive sessions may be held on a two-thirds vote of the members present and voting, taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
  - (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.

- (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would 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 Connecticut General Statutes Section 1-210(b).

Legal References:

Connecticut General Statutes

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|-------|--|
| 1-200 | Definitions (Public Agency; Meetings; Person; Public Record; Executive Session)  |
| 1-210 | Access to public record. Exempt records.   |
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. |
| 1-231 | Executive sessions.  |

## CONSTRUCTION AND POSTING OF AGENDA

### Construction of Agenda

- A. The Chairperson of the Board, in collaboration with the Superintendent, shall prepare an agenda for each meeting.
- B. A Consent Agenda including, but not limited to, routine, standard, non-controversial and/or self-explanatory items, also may be prepared by the Superintendent in consultation with the Board Chair. If any Board member believes an item on the Consent Agenda requires further discussion, the Board member may move to have the item removed. Once seconded and approved by Board vote, the exempted item shall move to the regular agenda and the Board may take action as it deems appropriate.
- C. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
  - 1) This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.
  - 2) At least three Board members must agree to the additional agenda item before it will be placed on the agenda. If there is such agreement, the item will be placed on the agenda.
- D. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:
  - 1. Make their request in writing to the Chairperson and Secretary of the Board, with a copy of the request to the Superintendent.
  - 2. The Secretary of the Board will present the written request to the Board at its next regular meeting.
  - 3. If at least three Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.
  - 4. The Board of Education will decide at which future regular meeting date the item will appear on the agenda.]



### **Posting of Agenda**

- A. No later than twenty-four (24) hours prior to the time of a regular or special meeting, an agenda will be posted by the Board Clerk for the Board of Education.
- B. An agenda will be posted at the Haddam and Killingworth Town Halls and at the Administrative Offices of the Board of Education. It will also be sent to each Administrator and to the leaders of each bargaining unit as well as to the Presidents of all PTOs.
- C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.
- D. Board meeting materials shall be disseminated as follows: the complete agenda and the available appropriate materials pertaining thereto shall be provided to each Board member, Board Clerk and student representatives no later than 3:00pm on the Friday preceding each regularly scheduled Board 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.

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## **QUORUM AND VOTING PROCEDURES**

### **Quorum**

A minimum of six members of the Board shall constitute a quorum of any regular or special meeting of the Board. In the absence of a quorum, the Board may not take action except for the Clerk to adjourn to another date. A majority of the votes of those present shall be required to pass any motion.

### **Voting Procedures**

- A. No member may vote on a question in which he/she has a direct personal or financial interest.
- B. 9325(b) The Board of Education shall not adopt resolutions, except where such adoption is required by law, or where the intent of the Board is to publish a status position of the Board as in advising the Connecticut General Assembly on proposed legislation, or commending staff members or other agencies for work well done.
- C. Members may vote for themselves for any office or other position.
- D. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
- E. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
- F. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
- G. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

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## **MEETING CONDUCT**

### **Meeting Conduct**

- A.** Meetings of the RSD 17 Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted by-laws of the Board. Robert’s Rules of Order shall govern the proceedings of the Board, except as otherwise provided by these by-laws. Amendments, alterations, corrections or repeal of the rules of order may be made or their operation may be suspended for the meeting at any regular or special meeting of the Board of Education by a vote of a majority of all members of the Board.
- B.** All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C.** All regular and special Board meetings shall be guided by an agenda, which will have been prepared and delivered in advance to all Board members and other designated persons. No action may be taken unless the subject acted upon was listed in the agenda published for that meeting. An item of business not included on the agenda of a regular meeting may be considered and acted upon after a majority vote of the members present to add business to the agenda.
- D.** Notice of any special meeting of the Board shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings. Written notice of such special meeting shall be prepared and delivered in advance to all Board members and other designated persons.
- E.** The Board may cancel any regular or special meeting to a specified time and place. If a quorum of the Board is not present, the Clerk may adjourn the meeting. A copy of the notice of cancellation shall be conspicuously displayed near the meeting room door within 24 hours of cancellation or adjournment.

- F.** Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, or during the time immediately prior to the meeting.
- G.** A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

### **Procedures for Participation By Means of Electronic Equipment**

Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

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

## **Public Address**

The Board may permit any individual to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

- (1) Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
- (2) A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
- (3) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- (4) All speakers must identify themselves by name and address.
- (5) The use of any recording device at public meetings of the Board of Education is permitted, provided the device is unobtrusive and does not distract from the deliberative process of the Board. The Board Chair or Committee Chair shall be informed prior to the meeting that such recording is being made.

### Legal References: Connecticut

#### General Statutes

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|-------|--|
| 1-200 | Definitions  |
| 1-206 | Denial of access of public records or meeting. Notice. Appeal. |
| 1-225 | Meetings of government agencies to be public.                  |
| 1-232 | Conduct of meetings. (re: disturbances)                        |

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

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## **MINUTES**

1. In compliance with legal requirements, a complete and accurate set of minutes of each Board meeting shall be kept. The Board Secretary shall assure the accuracy of said minutes and their proper maintenance, as well as the posting of said minutes to the Regional School District 17 website.
2. Minutes shall be maintained at the RSD17 Central Office in an official record book designated for said purpose.
3. The minutes shall constitute the official record of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
  - A. The time, place and date of each meeting.
  - B. The names of those members in attendance and those absent. Arrival of tardy members by name and time. Departure of members prior to adjournment or if absent when any agenda items are acted upon.
  - C. The Call to Order and disposition of all matters on which action was recommended.
  - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
  - E. All decisions concerning future meetings and agendas.
  - F. By request, a brief statement of a Board member may be included.
5. **A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken.** Votes taken shall be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board's website not later than seven (7) days after the date of the meeting to which they refer; **however, the Board shall not be required by law to post such minutes on an Internet website. Should the Board decide to make minutes available on the Board's website, it shall do so at the sole discretion of the Board.**

Legal Reference:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.  
Recording of votes.