

Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Role of Board and Members (Powers, Purposes, Duties)
Code	9000
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

ROLE OF BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)

Authority Delegated By State

The state legislature turns the management of schools over to the local board of education who become officers of the state government because their powers have been delegated by the general assembly. In exercising its powers, which are largely discretionary, such a committee is not the agent of the town, but of the state.

General Powers

The City of Norwalk Board of Education shall have charge and direction of the public school in said city and of the expenditure of monies appropriated for the support of same. This authority shall not include erection of new schools or addition to the present buildings. Said board shall keep all the school buildings and apparatus used therein in good condition and repair, and shall have the powers and be subject to the general duties and limitations of Boards of Education, school committees and school visitors in this state, so far as the same are consistent with the provisions of this act. It shall make its bylaws, define the duties of its officers and committees and prescribe rules and regulations for discipline in said public schools.

(Special act No. 315, 1931)

Duties

The Board of Education shall exercise all the powers, duties, responsibilities and obligations given to it by law.

Board members are responsible for being informed about schools and educational programs. Membership on the board obligates each member to spend sufficient time to be qualified to make decisions which are so important to the educational welfare of the children of the community.

Specifically, the duties of the Board of Education fall into the following classifications.

1. Employ an able and qualified Superintendent of Schools.
2. Adopt sound policies to govern the operation of the school system.
3. Interpret the education program to the public and enlist the cooperation of the public formulating school policy and programs.
4. Determine the financial needs and the physical and educational equipment necessary for school activities.
5. Direct the expenditure of monies appropriated for the support of the public schools.

6. Employ the necessary personal, prescribe their respective terms of office and duties and appraise their efficiency in terms of the value of their services to the community.

Legal

Connecticut General Statutes 1-18a Definitions

10-157 Superintendents. Relationship to local or regional board of education; written contract of employment; evaluation of superintendent by board of education.

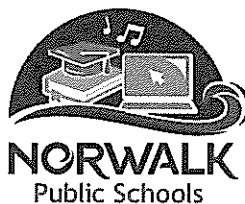
10-186 Duties of local and regional board of education re school attendance. Hearings. Appeals of state board. Establishment of hearing board

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



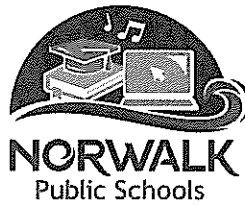
Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Limits of Authority
Code	9010
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

LIMITS OF AUTHORITY

Board members have no authority except at a board meeting or when discharging assignment made by the Board. Motions duly adopted by majority vote become the expressed will of the Board as a whole regardless of the existence of a minority vote.

Confidential Matters

The Board Members shall not discuss confidential school board business outside board meetings.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Election of Board Members
Code	9020
Status	Retired
Adopted	September 10, 1985
Last Revised	June 14, 2005
Last Reviewed	June 3, 1997
Retired	June 14, 2022

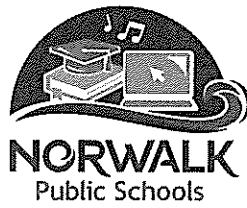
ELECTION OF BOARD MEMBERS

There shall be elected a board of education of nine (9) members who shall be electors of the City of Norwalk.

There shall be one (1) member elected from each of the Council districts as established in Section 1-2.1, and there shall be four (4) members elected at large. All members shall serve for terms of four (4) years. The five (5) members of the Board elected in the general municipal election in 1999 shall serve for a term of four (4) years. At the general municipal election to be held in 2001, four members shall be elected to said Board at large. At the general municipal election held in 2003, five (5) members shall be elected to said Board, one (1) member to be elected from each Council district. Thereafter, alternately at each general municipal election, four (4) or five (5) members, as the case may be, shall be elected to said Board, the four (4) members to be elected at large and the five (5) members to be elected one (1) from each Council district, in the manner set forth above. The maximum number of candidates who may be endorsed by any political party and the maximum number of candidates for which an elector may vote at such general municipal elections shall be four (4) in the years in which four terms expire, and one per Council district in years in which five (5) expire, and the candidates receiving the highest numbers of votes cast shall be elected.

The board of education shall perform the duties and have the powers provided by the statutes for town boards of education.

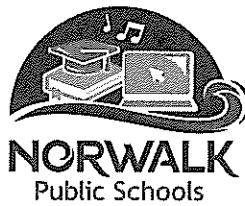
Legal	Norwalk City Charter (Amendment 11-3-7-; effective 7-1-71) Connecticut General Statutes 9-187 Date term to begin 9-206a Optional number of members and terms of boards of education
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Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Public Statement
Code	9020
Status	Retired
Last Revised	June 3, 1997
Retired	June 14, 2022

PUBLIC STATEMENT

Publicity relative to the Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

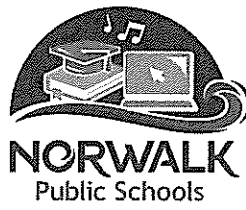


Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Suspension of Policies, Bylaws or Administrative Regulations
Code	9021
Status	Retired
Adopted	June 14, 2022
Retired	June 14, 2022

SUSPENSION OF POLICIES, BYLAWS OR ADMINISTRATIVE REGULATIONS

- I. Policies and bylaws of the Board of Education (the "Board") 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.
- II. Policies of the Board 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.
- III. Bylaws of the Board shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
- IV. 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.

ADOPTED: _____
REVISED: _____



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Board-Related Responsibilities - Citizen Complaint
Code	9040
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

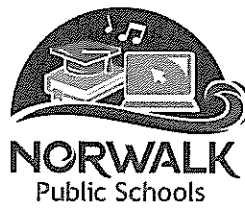
BOARD-RELATED RESPONSIBILITIES

CITIZEN COMPLAINT

A Board member shall advise a person with a grievance to discuss his/her complaint first with the professional staff involved. If unable to reach a satisfactory understanding in this manner, the person may refer his/her complaint to the Board through the Superintendent of Schools. (cf. 1312-Public Complaints)

Unauthorized Staff Request

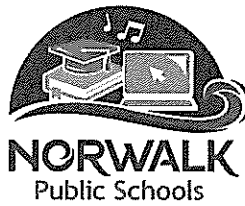
When an individual board member is approached by an employee with a complaint or request, the member shall refer the employee to the administrative staff.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Number of Members; Terms of Office
Code	9110
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

NUMBER OF MEMBERS; TERMS OF OFFICE

The Norwalk Public Schools shall be under the control of nine (9) members known as the Board of Education.



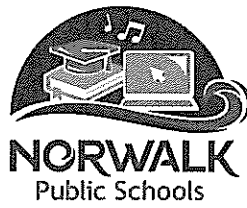
Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Chairperson
Code	9121
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

CHAIRPERSON

The mayor is, ex officio, chairperson of the Board of the Education and may preside at all meetings. The mayor shall have no vote except in case of a tie.

Chairperson Pro Tempore

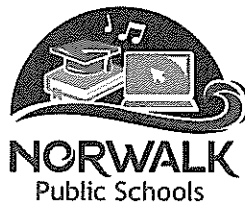
It shall be the duty of the chairperson pro tempore to preside at all meetings in the absence of the mayor. The chairperson pro tempore shall appoint all standing and special committees not otherwise provided for. He/she shall perform all duties imposed by statute and shall sign all papers and documents as required by law or as authorized by action of the Board. The chairperson shall call special meetings of the Board, and must do so upon written request of three members.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Vice-Chairperson
Code	9122
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

VICE-CHAIRPERSON

It shall be the duty of the vice-chairperson to perform all duties of the chairperson pro tempore in his/her absence.



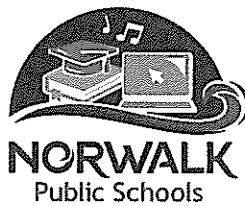
Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Secretary to the Board
Code	9123
Status	Retired
Last Revised	June 3, 1997
Retired	June 14, 2022

SECRETARY TO THE BOARD

It shall be the duty of the secretary to have charge of record of the Board of Education and all papers directed to be placed on file. The Board secretary shall keep full and accurate record of the proceeding of the Board, and an index of the same.

The Board secretary shall notify the members of the Board and the Superintendent of Schools of special and adjourned meetings.

Legal	Connecticut General Statutes 10-224 Duties of the secretary 10-225 Salaries of secretary and attendance Officers
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Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Attorney(s)
Code	9125
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

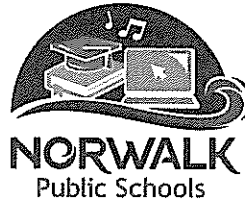
ATTORNEY(S)

The Board of Education and the Superintendent of Schools may seek legal assistance in solving questions related to their official duties.

The services of the Corporation Counsel of the City of Norwalk will normally be sought by the Board of Education and the Superintendent of Schools in issues involving relationship between the schools and the city.

The Board of Education and/or the Superintendent of Schools may retain the services of one or several attorneys in order to tap particular areas of expertise whenever:

1. interpretations or rulings requiring immediate action are unattainable through the Corporation Counsel due to his/her absence or excessive work load, and/or.
2. the special problems of the school system require the assistance of attorneys with wide experience in educational issues.

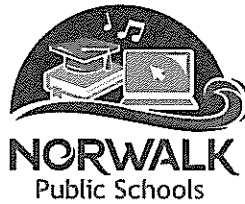


Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Committee Appointments
Code	9130
Status	Retired
Adopted	July 1, 2008
Retired	June 14, 2022

COMMITTEE APPOINTMENTS

The responsibility of the Chairperson of the Board of Education is to appoint members of the Board of Education to serve on Board of Education committees. The Chairperson may also appoint members of the Board to serve as a representative of the Board of Education to other bodies where the Board of Education needs representation such as the Board of Cooperative Educational Service or as a liaison member to the Norwalk Education Foundation. In these cases, the appointment is made at a public meeting and is explicitly stated.

Board of Education members, as active members of the community, may also serve as Board members of other organizations such as NEON, United Way, etc. In these instances, the Board of Education member is serving as a member of the community and not as a representative of the Board of Education. We applaud those members of the Board who are able to provide community service in other arenas, but this participation is not to be construed as representing the Board of Education.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Committees
Code	9130.01
Status	Retired
Adopted	June 17, 2014
Retired	June 14, 2022

COMMITTEES

The following shall be the Standing Committees of the Board of Education: Executive Committee, Curriculum and Instruction Committee, Finance Committee, Negotiations and Personnel Committee, Policy Committee, and School Facilities / Planning Committee. With the exception of the Executive Committee, the members of the Committees shall be appointed by the Board Chairperson, who shall also appoint the Chairperson of each committee.

A. Duties of Standing Committees

The duties of the following committees shall be:

1. Executive Committee

- To choose the time and place of Board meetings and to set the agendas for such meetings. The Executive Committee shall consist of the Board Chairperson, Vice Chairperson, and Secretary.

2. Curriculum and Instruction Committee

- To review all curriculum and instructional programs at all levels of the school system, and to recommend to the Board curriculum enhancements in accordance with state requirements and national best practices
- To serve as the district curriculum committee under C.G.S. Sec. 10-220(e)
- To serve as the district professional development committee under C.G.S. Sec. 10-220a(b)
- To review and recommend approval of textbooks and other curricular materials as specified by law
- To monitor the effectiveness of approved programs

3. Finance Committee

- To work with the Superintendent and Chief Financial Officer to develop (i) rolling three-year proforma budgets and (ii) the official budget for the following fiscal year
- To hold public meetings and recommend changes in the budgets
- To submit the proforma and official budgets to the Board for final approval, briefing the Board on their development and impact on the overall educational program, and on the alignment of the budgets with the goals for the schools approved by the Board

- To keep the Board informed on school financial legislation
- To report to the Board on a regular basis the status of the current fiscal year's budget and projections for year-end results
- To keep the public informed on the budget's status at its monthly meetings and at other times as necessary

4. Negotiations and Personnel Committee

- To negotiate, on behalf of the Board and in collaboration with the Superintendent, all collective bargaining agreements with unions representing Board employees; provided, that all non- arbitrated proposed contract agreements shall be submitted to the full Board for approval, and in the case of negotiations which result in arbitration, that the Committee will make reasonable efforts to communicate with the Board regarding the status of negotiations and arbitration decisions that must be made by the Committee
- To review and make recommendations concerning personnel policies for all employees of the Board
- To review and approve evaluation procedures for employee groups as required by law

5. Policy Committee

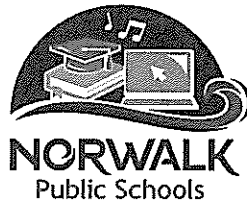
- To review and, when needed, propose revisions to all Board policies, regulations and Bylaws as needed to ensure consistency with the district mission statement, strategic plan, and best practices
- Together with Board counsel and other advisors, to review and, when needed, propose revisions to all Board policies, regulations and Bylaws for compliance with state and federal laws
- To develop new Board policies as appropriate
- To monitor implementation of adopted policies

6. School Facilities / Planning Committee

- To recommend building use policies, including rental rate policy
- To review population trends and the effect on school enrollments
- To review proposals for optimal facility utilization and districting of students
- To review and prepare plans for alterations and renovations to school facilities
- To review and prepare plans for safety and security enhancements to school facilities
- To prepare a five-year capital improvement plan
- To work with the City Facilities Construction Commission regarding school facilities construction projects

B. Other Committees

The Board Chairperson may appoint temporary committees to study special topics or issues from time to time, naming the members and chairpersons of such committees.

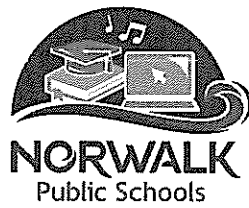


Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Committee of the Whole
Code	9131
Status	Retired
Last Revised	June 3, 1997
Retired	June 14, 2022

COMMITTEE OF THE WHOLE

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

Legal	Connecticut General Statutes 1-18a Definitions 1-21 Meetings of government agencies to be public...
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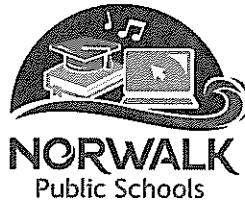


Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Resignation / Removal from Office
Code	9222
Status	Retired
Retired	June 14, 2022

RESIGNATION/REMOVAL FROM OFFICE

Removal from Office

An officer of the Board of Education elected by it may be removed from office by a two-thirds vote of the membership of the Board.

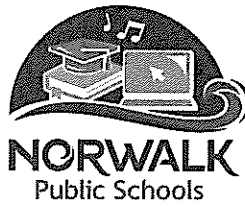


Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Orientation of Board Members
Code	9230
Status	Retired
Adopted	September 10, 1985
Last Revised	January 15, 2002
Last Reviewed	June 3, 1997
Retired	June 14, 2022

ORIENTATION OF BOARD MEMBERS

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

1. The incoming member shall be given selected material on the function of the Board of Education and the school system.
2. The incoming member shall be invited to attend Board meetings and to participate in its discussions.
3. Within thirty (30) days of taking office, new Board member(s) shall meet with the Board chairperson, superintendent, and other appropriate personnel to receive an orientation about matters related to the operation of the Board and the school district.
4. The incoming member shall be provided with a copy of the Board's policies and bylaws, administrative regulations and copies of pertinent materials developed by the state school board association.
5. The incoming member may attend, at school system expenses, workshops for newly elected members as approved by the Board of Education.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Conflict of Interest
Code	9270
Status	Retired
Adopted	September 10, 1985
Last Revised	August 22, 2000
Retired	June 14, 2022

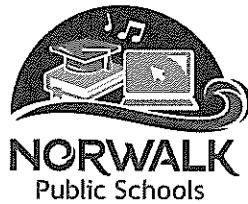
CONFLICT OF INTEREST

If the employment or contract of employment of an individual in a Board member's immediate family is under discussion or is scheduled for a Board vote, or if a collective bargaining agreement affecting the individual's conditions of employment is under discussion or negotiation, or is subject to a Board vote, the Board member shall disqualify himself or herself from participation in such discussion, negotiation or vote. For the purpose of this by-law "immediate family" is defined to include mother, father, husband, wife, son, daughter, sister, brother and in-laws thereof.

A Board member who is employed by or is a member of a Board of Directors of any organization, agency or business to which he or she is not the designated Board liaison shall abstain from Board action regarding such organization, agency or business.

Each member of the Board shall complete a disclosure form annually (copy attached) consistent with the terms of this by-law and within 7 days of any occurrence that would render inaccurate the information previously supplied on the disclosure form.

Legal	Connecticut General Statutes 7-749 Conflicts of Interest
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Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Code of Ethics
Code	9271
Status	Retired
Adopted	September 10, 1985
Last Reviewed	June 3, 1997
Retired	June 14, 2022

CODE OF ETHICS

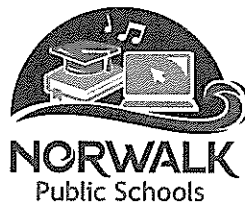
This Code of Ethics is based upon "Standards of Leadership for Member of Boards of Education" recommended by the CAFE Board of Directors in 1977.

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first."
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
3. I will strive to help create public schools which meet the individual educational needs of children regardless of their ability, race, creed, sex, or social standing.
4. I will work unremittingly to help my community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
5. I will join my board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed change in our schools.
6. I will strive to ensure that the community is fully and accurately informed about our schools, and will try to interpret community aspirations to the school staff.
7. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow board members, to see that they are well run through effective policies.
8. I will attempt to confine my board action to policy-making, planning and appraisal, and will help to form policies and plans only after my board has consulted those who will be affected by its actions.
9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow board members in meeting. I will respect the opinions of other, and abide by the principle of majority-rule.
10. I will recognize that authority rests only with the whole board assembled in meeting, and will make no personal promises nor take any private action which may compromise the board.
11. I will acknowledge that the board represents the entire school community, and will refuse to surrender my independent judgment to special interests or partisan political groups. I will never use my position on the board for gain of myself or my friends.

12. I will hold confidential all matters pertaining to schools, which, if disclosed, might needlessly injure individuals or the schools.
13. I will insist that all school business transactions be open and ethical.
14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
15. I will strive to appoint the best trained technical and professional personnel available, upon recommendation by the appropriate administrative officer.
16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.
17. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

Legal

Connecticut General Statutes 10-254 Fraud



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Formulation, Adoption, Amendment of Policies
Code	9311
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

FORMULATION, ADOPTION, AMENDMENT OF POLICIES

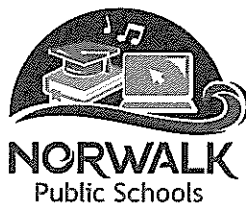
Board of education policy refers to statements of governing principles and are the chief instruments by which a board of education exercises control over the school system. Policy statements determine the limits of administrative discretion. By means of the policies adopted, a board of education explains values, purposes and ends to be sought. Often the superintendent offers recommendations and develops policy proposals. However, in order to be in effect, a policy must be voted by the board.

The board, as the controlling body of the public schools is charged with responsibility of establishing policies for the schools and maintaining the best possible education conditions for Norwalk. The primary function of the board is the determination of general policies for and the exercise of general supervision of the public schools, but the details and administration thereof shall be carried out by its superintendent and professional staff.

The board shall concern itself primarily with broad questions of policy rather than with administrative details. The superintendent shall utilize the best judgment of the professional staff in formulating a sound educational program, shall recommend policies for adoption to the board, and shall administer policies enacted by the board. The adopted policies shall represent a combination of the lay judgment of the members of the board and the professional judgment of the members of the board and the professional judgment of the superintendent and his/her staff, adopted officially as board policy. Having determined its policies, the board shall stand squarely behind these employees whose work it is to put the policies into practice.

In formulating policies, the board shall adopt general principles which provide authorization for the superintendent and professional staff. Such policies shall be broad enough to determine or indicate a line of action to be taken by the superintendent in meeting a number of specific problems and jobs. Application of such policies to individual problems and jobs is an administrative detail to be performed by the superintendent, who shall be held responsible for the effective administration and supervision of the entire system.

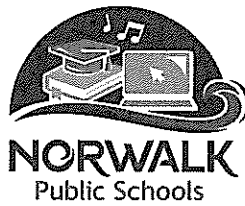
Amendments must be proposed in writing and referred to the next regular meeting of the board. A majority vote of the whole board in favor of the proposed amendment shall be necessary for adoption.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Formulation, Adoption, Amendment of Bylaws
Code	9312
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

FORMULATION, ADOPTION, AMENDMENT OF BYLAWS

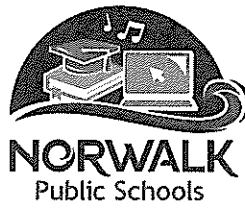
The purpose of these bylaws is to balance sometimes conflicting needs or public participation with the orderly expeditious transition of Board business. It is the intention of these bylaws to provide for participation as hereafter provided. In case of ambiguity or question, these bylaws will be construed in harmony with this general purpose. These bylaws may be amended by a two-thirds vote of the membership of the entire Board of Education.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Formulation, Adoption, Amendment of Administrative Regulations
Code	9313-R
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

FORMULATION, ADOPTION, AMENDMENT OF ADMINISTRATIVE REGULATIONS

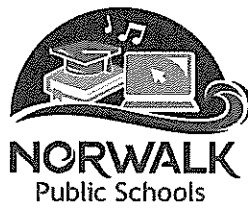
Administrative regulations set forth the actions and procedures which are to be taken in implementing approved policies. Regulations are usually developed by the Superintendent and administrative staff, although the Board may change or require specific regulations.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Suspension of Policies, Bylaws, Regulations
Code	9314
Status	Retired
Adopted	September 10, 1985
Retired	June 14, 2022

SUSPENSION OF POLICIES, BYLAWS, REGULATIONS

There shall be no suspension of policies or Board - adopted regulations unless a majority of the whole Board so rules.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Meetings
Code	9320
Status	Retired
Adopted	September 10, 1985
Last Revised	April 7, 2015
Last Reviewed	June 3, 1997
Retired	June 14, 2022
Prior Revised Dates	06/14/2005; 12/16/2008;

MEETINGS

Regular Meetings

Regular meetings of the Board of Education shall be held at the Board of Education office on the first and third Tuesday of every month at 7:00 pm. If a regular meeting falls on a legal holiday, the meeting shall be held on the next business day. A regular meeting may be canceled by agreement of a majority of the Board.

At least 24 hours prior to the time of the regular meeting, the agenda shall be made available to each school for access by parents, teachers, and the general public, in the Office of the City Clerk, posted on the District's Internet Website, and shall be filed in the Superintendent's Office.

All regular meetings of the Board shall adjourn no later than 11:00 p.m. unless a motion is made and carried to extend the time of adjournment.

Special Meetings

Special meetings shall be called by the chairperson upon a written request of one-third of the members or whenever deemed necessary by the chairperson. Written notice of all special meetings shall be given to each member of the Board at least 24 hours previous to the time stated for the meeting to convene. Said notice shall indicate the purpose of such special meeting.

Notice of each special meeting also shall be given not less than 24 hours prior to the time of such meeting by posting a notice of the time and place in the office of the town clerk. The special meeting shall also be posted on the District's Internet Website.

The Board of Education shall organize at the annual meeting which shall be held the second Tuesday next following the day of the municipal election at which such office is elected. The meeting shall be called to order by the Mayor of the City of Norwalk, who by charter is the Chairperson of the Board of the Board of Education. In the absence of the Mayor, the meeting shall be called to order by the chairperson pro tempore of the preceding year or by the vice-chairperson for the preceding year in that order of priority, provided one of these officers is still a member of the Board. If none of the former officers is a member of the Board and the Mayor is absent, a temporary chairperson shall be selected and the meeting shall be called to order by the temporary chairperson, who shall preside until the new chairperson pro-tempore is elected.

The first order of business of the annual organization meeting shall be the election of the chairperson and vice-chairperson, who shall preside at all meetings of the Board in the absence of the Mayor.

The Board of Education shall also elect from its number a secretary, who shall keep a record of all votes, acts and transactions of the Board and shall perform all duties imposed by the Board and its bylaws.

Legal

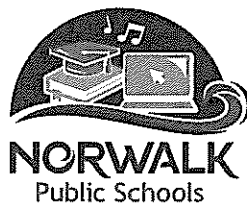
Connecticut General Statutes 1-18a Definitions

1-21 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed, Notice of special meetings. Executive sessions.

1-21d Adjournment of meetings. Notice.

1-21f Regular meetings to be held pursuant to regulations ordinance or resolution.

1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Public Meetings
Code	9322
Status	Retired
Adopted	September 10, 1985
Last Revised	October 20, 1998
Retired	June 14, 2022

PUBLIC MEETINGS

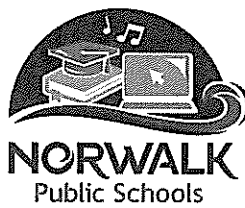
All meetings of the Board of Education shall be open to the public with the exception of the executive sessions.

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 to be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
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 1-19 of the Connecticut General Statutes.

Legal	1-18a Definitions
	1-19 Access to public records
	1-21 Meetings of government agencies to be public.
	1-21a Recording, broadcasting or photographing meetings.
	1-21i Denial or access to public records or meetings.
	1-21g Executive sessions.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Electronic Participation in Board Meetings
Code	9323
Status	Retired
Adopted	December 6, 2016
Retired	June 14, 2022

ELECTRONIC PARTICIPATION IN BOARD MEETINGS

Recognizing the inherent responsibility and statutory duties of Board of Education (BoE) members, the Board strongly encourages Board members to attend and participate at meetings of the Board and its committees. Although great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by conference call or two-way video is authorized when physical presence is not practical, subject to the limitations set forth below. All votes at a meeting in which members are attending by teleconference shall be taken by roll call.

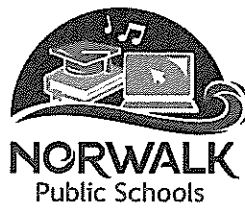
Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. Members of the BoE will be considered "present" for purposes of meetings under Robert's Rules of Order if they are either (i) physically present in the meeting room designated in the official notice and agenda for a Board or committee meeting or (ii) participating by means of electronic communication devices. Members participating electronically shall be counted present for purposes of establishing a quorum. A member may participate as of right in up to three Board meetings per calendar year by electronic means; such a member may only participate in more than three Board meetings with the permission of the Board Chairperson.

If the Chairperson is participating in the meeting by electronic means, he or she may not chair the meeting; another member of the Executive Committee shall chair the meeting in such a circumstance.

For purposes of compliance with the State Freedom of Information Act and Roberts Rules, the following requirements will apply to any meetings at which members are participating by electronic means.

1. Arrangements must be made for those members of the public who wish to attend the meeting to be present at a physical location where the greatest number of participating BoE members are located.
2. If any BoE member in the meeting utilizes physical or demonstrable material in the course of the proceedings, that material, or a copy or facsimile of same, must be present in the place where the public is located. That material also must be available for public observation and inspection unless otherwise exempt from disclosure under the FOI Act.
3. All those in attendance at the meeting must be able to hear and identify adequately all participants in the proceedings, including their individual remarks and votes, and participate by simultaneous aural communication.
4. Participation in such meetings may, but need not, include two-way video.
5. The Chairperson may decide technical questions regarding whether audio only or video technology will be used, call-in numbers to be used, etc. for such electronic participation at particular meetings.
6. All other provisions of Roberts Rules, not inconsistent with this Policy, will remain in effect and shall govern meetings involving electronic participation.

7. Due to security concerns, electronic participation in closed executive sessions will not be permitted.
8. The Superintendent will arrange for any meetings involving electronic participation to take place in a location with the appropriate equipment so that the BoE members participating in the meeting electronically may interact effectively and the public may observe any video and hear any comments made.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Meeting Conduct
Code	9325
Status	Retired
Adopted	September 10, 1985
Last Revised	April 21, 2015
Retired	June 14, 2022
Prior Revised Dates	06/03/1997; 10/17/2000; 01/02/2013;

MEETING CONDUCT

Meetings of the board of education shall be conducted by the chairperson in a manner consistent with the adopted bylaws of the board.

All board meetings shall commence at the stated time 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 conduct of meetings shall, to the fullest possible extent, enable members of the board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment both as to students and as to school system operations.

Provisions for permitting any individual or group to address the board concerning any subject that lies within its jurisdiction shall be as follows:

1. The board chairperson may establish rules limiting the time for speakers and the time for each subject matter.
2. No boisterous conduct shall be permitted at any board of education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the chair, of that person's privilege of address. If necessary, the chairperson may clear the room so that the board may continue the meeting.
3. If a speaker, whether individually or representing a group, wishes to make a complaint concerning individual schools, including a complaint against a Board employee, the Chair shall advise the speaker that complaints should be presented under Board policy 1312 (Public Complaints) and that this policy does not permit the Board to consider complaints presented at a Board meeting. If the speaker insists on presenting the complaint and the complaint is against a Board employee, Board members will refrain from commenting consistent with the employee's due process rights and Board policy 1312. Nothing in the by-law is intended to preclude a member of the public from making a statement or complaint during the time allotted for speakers. The Board of Education will take no immediate action upon the presentation of any such statement or complaint.
4. With the goal of promoting open and honest communication with the public, the Chairperson (in compliance with the applicable rules of order governing the meeting) at the conclusion of comments by a public speaker may answer a general question posed during that speaker's comments (whether directly, or by directing the question to a Board member or member of the District administration) or allow a member a point of personal privilege to respond to a particular comment which was made.

5. Speakers may offer objective criticism of district operations and programs, but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle public comment, speakers should be aware that if their statements violate the rights of others, they may be held liable.

The board may adjourn or recess any regular or special meeting to a specified time and place. Less than a quorum, or the clerk, may do likewise. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four (24) hours of adjournment.

Legal 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 meetings. Executive sessions

1-21a Recording, broadcasting or photographing meetings

1-21b Smoking prohibited in certain places. Signs required.

Penalty 1-21d Adjournment of meetings

1-219 Executive sessions

1-21 h Conduct of meeting (re disturbances)

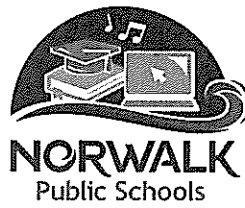
1-21 i Denial of access of public records or meetings. Notice. Appeal .

10-224 Duties of secretary

Cross References [1120 - Public Participation at Board of Education Meetings](#)

[9320 - Meetings](#)

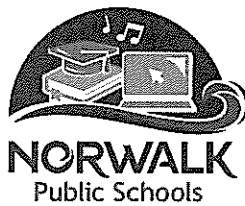
[9322 - Public Meetings](#)



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Quorum
Code	9325.01
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

QUORUM

Five members of the Board of Education shall constitute a quorum for the transaction of business.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Order of Business / Agenda Construction
Code	9325.02
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

ORDER OF BUSINESS / AGENDA CONSTRUCTION

The following format is recommended for board of education meetings. The notations have been added for the purpose of adapting the plan to the local situation:

A. Call to Order

B. Public Comments

C. Recommended Actions

1. Routine Matters

a. Approval of minutes

b. Approval of Financial Statements

2. Old Business

3. New Business

D. Information and Proposals

1. From Questions Asked of, and by Board Members

2. From the Superintendent and Staff

3. From Non-Staff Communications and Reports

E. Future Business

1. Meeting Dates

2. Presentation of Topics for Future Agendas and Referral to Committee

F. Adjournment

Notations

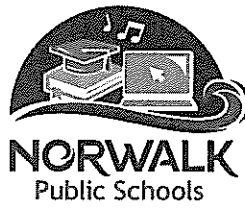
1. Items C, D and E must be submitted one week prior to the meeting date.

2. Items C, D and E of the agenda would be sent out three (3) days before the meeting.

3. Where possible, supplementary material (information, reports, statistics, etc.) would be sent out the balance of the agenda. Agenda items for which supplementary materials are being sent with will be starred.
4. In unusual circumstances, if action is sought on an item not included in the C section of the agenda, consent of (a majority of the whole) board will be necessary to consider action.
5. A copy of the boards' manual of policies, regulations and by-laws should be on hand at each board meeting.
6. Upon the affirmative vote of two-thirds of the members of the board present and voting, any subsequent business not included in the agenda may be considered and acted upon or submitted for board review and action at a subsequent meeting.

Legal

1-21 Meetings of government agencies to public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meeting. Executive session.



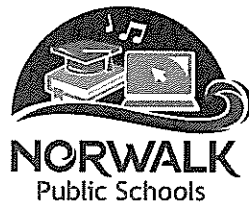
Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Parliamentary Procedure
Code	9325.03
Status	Retired
Adopted	September 10, 1995
Last Revised	June 3, 1997
Retired	June 14, 2022

PARLIAMENTARY PROCEDURE

Rules of Order

"Robert's Rules of Order, Revised" shall govern the proceeding of the Board of Education except when in conflict with the board's bylaws. The elected secretary of the Board shall serve as parliamentarian and rule on all points of order.

Cross References [9325.31 - Parliamentarian](#)



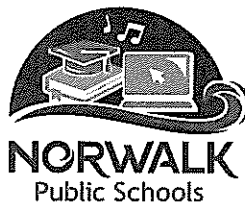
Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Voting Method
Code	9325.04
Status	Retired
Last Revised	June 3, 1997
Retired	June 14, 2022

VOTING METHOD

Unless otherwise specified to the contrary, all votes of the Board of Education will be by majority vote of those present.

Proxy and Absentee Ballots

An absentee ballot or proxy vote is not acceptable at any meeting of the Board of Education.

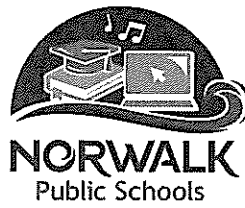


Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Suspension of Rules of Order
Code	9325.05
Status	Retired
Adopted	September 10, 1985
Last Revised	June 3, 1997
Retired	June 14, 2022

SUSPENSION OF RULES OF ORDER

Amendments, alterations, corrections or repeal of the rules of order may be made, or their operations may be suspended for the meeting, at any regular or special meeting of this Board, by a vote of a majority of all members of the Board.

Cross References [9325.03 - Parliamentary Procedure](#)
 [9325.31 - Parliamentarian](#)



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Consent Agenda
Code	9325.21
Status	Retired
Adopted	October 20, 1998
Retired	June 14, 2022

Order of Business

CONSENT AGENDA

To make more efficient use of meeting time, the Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Chairperson of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded and voted upon either in one motion or in several categorical motions without discussion.

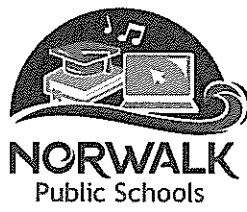


Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Parliamentarian
Code	9325.31
Status	Retired
Last Revised	June 3, 1997
Retired	June 14, 2022

PARLIAMENTARIAN

The secretary of the Board shall serve as parliamentarian and rule on all points of order.

Cross References [9325.03 - Parliamentary Procedure](#)



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Minutes/Taping/Broadcasting
Code	9326
Status	Retired
Adopted	September 10, 1985
Last Revised	January 2, 2013
Last Reviewed	June 3, 1997
Retired	June 14, 2022

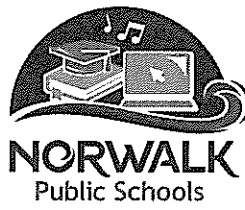
MINUTES/TAPING/BROADCASTING

Minutes of Regular Meeting

All actions of the Board of Education in open session shall be recorded in the minutes book of the Board. The minutes book shall be kept on file as a permanent official record of all Board action, and shall be open to inspection of the public.

The minutes shall summarize points made by speakers, but are not intended to be a verbatim report of the comments made. The minutes which are posted on-line and maintained in the official Board of Education minute books shall include all exhibits and handouts provided at the meeting (with the exception of prior meeting minutes).

Legal	1-19 Access to public records
	1-21 Meetings of government agencies to be public. Recording of votes. Schedules and agenda of meetings to be filed. Notice of special meetings. Executive sessions
	1-21 a Recording, broadcasting or photographic of meetings
	1-21 g Executive sessions
	1-21 i Denial of access to public records or meetings. Appeals Notice. Order. Civil penalty. Service of process upon commission.



Book	Policy Manual
Section	9000 - ByLaws of the Board
Title	Board/School System Records
Code	9330
Status	Retired
Adopted	September 10, 1985
Last Revised	February 4, 2003
Last Reviewed	June 3, 1997
Retired	June 14, 2022

BOARD/SCHOOL SYSTEM RECORDS

The Superintendent of Schools and Board secretary shall make records available for the inspection of the general public except where the law specifically states that a matter is exempt from such disclosure.

Therefore, the Board of Education directs the Superintendent and the board secretary, acting jointly and cooperatively, to make easily available copies of the Board of Education policy manual and the minutes of meetings of the Board of Education and its committees (except as exempt by law). Minutes shall be made available for public inspection within seven days of the session to which they refer.

Policies shall be incorporated into the policy manual within thirty days of adoption.

Legal	1-18a Definitions ("Public records or files")
	1-19 Access to public records. Exempt records (as amended by PA 02-133)
	1-19a Access to computer-stored records
	1-19b Agency administration. Disclosure of personnel, birth and tax records...
	1-20a Public employment contracts as public record
	1-21 Meeting of government agencies to be public. Recording of votes, schedule and agenda of meetings to be filed. Notice of special meetings.
	Executive sessions 1-21a Recording, broadcasting or photographing meetings.
	1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution
	1-21i Denial of access to public records.

Cross References	<u>1340 - Access to School Procedures and Materials</u>
	<u>4112.06 / 4212.06 - Personnel Records</u>
	<u>5125 - Student Records: Confidentiality</u>