

Community Relations

Board of Education Meetings

The Board of Education shall hold two kinds of meetings: regular meetings and special meetings. All meetings of the Board of Education are open to the public except for executive sessions held in accordance with statutory guidelines.

Agendas for all Board of Education meetings shall be available to the public at the Superintendent's office and in the main office of Marlborough Elementary School. In addition, any person who has filed a written request with the Superintendent and who has paid a reasonable fee determined by the Superintendent, payable to the Town of Marlborough, shall be mailed agendas for all meetings. Such request shall be valid for one year from the date on which it was filed.

Regular Meetings

Regular meetings of the Board of Education shall be held at the Marlborough Elementary School in the library. The Board of Education shall establish annually the date for each regular meeting and file a schedule of such meetings with the Town Clerk prior to December 1. Any change in such schedule shall be provided in writing to the Town Clerk as far in advance of the original date as is practical and not later than 24 hours prior to the date of the meeting as rescheduled.

Special Meetings

Special meetings of the Board of Education shall be called by the Chairperson, if he/she considers it necessary, or upon written request from three or more members of the Board of Education or the Superintendent. Notification in writing of special meetings shall be given five (5) days prior to the meeting, if possible, to the members of the Board of Education, to the Town Clerk, and except for emergencies shall be given at least twenty-four (24) hours prior to the meeting.

Special meeting notices shall specify the time and place of the special meeting and the business to be transacted. No other business shall be transacted excepted that specified.

In the event of an emergency meeting with less than twenty-four (24) hours notification:

1. There shall be a written notice of the meeting delivered to each Board of Education member's home and to the Town Clerk.
2. Unapproved minutes which adequately set forth the nature of the emergency and the proceedings of the meeting shall be filed by the Board of Education Clerk within seventy-two (72) hours of the meeting with the Town Clerk.

Community Relations

Board of Education Meetings

Citizen Participation at Board of Education Meetings

School district citizens who wish to speak with the Board of Education about a particular subject or concern shall be recognized at the appropriate point in the agenda of the regular monthly Board of Education meeting. In unusual circumstances and with the approval of the Board of Education this courtesy may be extended to special meetings of the Board of Education. Written communications from citizens requesting permission to speak with the Board of Education are encouraged but not required.

The Chairperson may, if necessary or required, restrict the amount of time allowed for citizen presentation. Visitor participation in Board of Education meetings shall only be at the designated place on the agenda or upon Board of Education request.

The public is advised that any discussion of specific Board employees will not be allowed at meetings and should be addressed to that employee's immediate supervisor. The Board agenda provides opportunities for comments and questions from persons attending the meeting. Persons wishing to address the Board should give their names and addresses.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

1-226 Broadcasting or photographing meetings.

19a-342 Smoking in public meetings in rooms of public building prohibited.

1-227 Mailing of notice of meetings to persons filing written request. Fees.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

1-232 Conduct of meetings.

1-206 Denial of access to public records or meetings.

10-218 Officers. Meetings

10-238 Petition for hearing by board of education.

Policy adopted: December 16, 1999

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut