

**GROTON BOARD OF EDUCATION
SPECIAL MEETING
OCTOBER 16, 2023 @ 7:30 P.M.
CENTRAL OFFICE, ROOM 11**

Mission Statement: Our mission is teaching and learning.

Board Goals: In a richness of cultures and with a respect for all, (1) Provide Dynamic Rigorous Curriculum, (2) Ensure Effective and Engaging Instruction, and (3) Embrace Excellent Learning Environment.

AGENDA

- I. Call to Order
- II. Discussion and possible action regarding a first reading of the Board of Education's 9000 Series (Bylaws) ([Attachment #1](#))

MOTION: To approve the Board of Education's 9000 Series (Bylaws) as a first reading.

- III. Adjournment

GROTON BOARD OF EDUCATION AD HOC 9000 SERIES COMMITTEE (BYLAWS)

Green = New Language

Red w/Strikethrough = Deleted Language

The Board of Education bylaws are subject to federal and state laws which govern education, as well as the town of Groton Charter.

BYLAW NUMBER	NAME OF BYLAW
9000	Role of Board and Members (Powers, Purposes, Duties)
9121	Board of Education Officers
9125	Attorney
9130	Committees
9132/9133	Committees and Advisory Committees
9140	Board Representatives
9150	Board Consultants
9160	Student Liaison
9210	Qualifications of Members
9214	Election of Members
9221	Filling Vacancies
9222	Resignation/Removal from Office/Censure
9230	Orientation of Board Members
9240	Board Member Development
9250	Remuneration and Reimbursement
9260	Board Member Protection
9270	Conflict of Interest
9271	Code of Ethics
9272	Code of Conduct on Data Use
9273	Civility Code
9321	Time, Place, Notification of Meetings
9321.2	Time, Place, Notification of Meetings - Electronic Board of Education Meetings
9323	Agenda Construction/Meeting Materials
9324	Meeting Conduct & Parliamentary Procedures
9325	Meeting Conduct
9325.1	Quorum
9325.2	Order of Business
9325.21	Order of Business - Consent Agenda
9325.3	Parliamentary Procedures
9325.4	Vote Recording
9325.5	Requests for Information by Board Members
9326	Minutes
9327	Meetings - Electronic Mail Communications
9327.1	Meetings - Board Member Use of Internet Social Networks
9327.1 App	Social Media Etiquette
9330	Board/School District Records
9350	Board of Education Hearings
9360	School Board Legislative Program
9400	Monitoring Products and Processes
9400 App	Board of Education Self-Evaluation

Bylaws of the Board

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

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

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

Bylaw adopted by the Board:

Bylaws of the Board

Board of Education Officers

Election of Officers

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

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

The officers of the Board of Education shall be the Chairperson and Vice Chairperson. They shall be elected by the members of the Board abiding by the Town Charter

Chairperson

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

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

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

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

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

Vice-Chairperson

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

Secretary

JOYCE what is the legality meaning of the Secretary and do we need to include this

The Secretary of the Board of Education shall:

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

(cf. [9324](#) Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes
 [10-218](#) Officers. Meetings.
 [10-224](#) Duties of the secretary.
 [10-225](#) Salaries of secretary and attendance officers.

Bylaw adopted by the Board:

Bylaws of the Board

Attorney

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

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

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

~~**Alternate language:** To ensure the prudent and cost-effective use of legal services, the District will limit and designate the persons with the authority to request services or advice from contracted legal counsel. [The persons authorized to confer with and/or seek the legal advice of the Board attorney include the Superintendent or his/her designee, Business Manager, Special Education Director, and Chairperson of the Board.] The Board may authorize a specific member to confer with legal counsel on its behalf. Legal counsel will not be used unnecessarily to make management decisions or to obtain readily available information such as district policies.~~

The attorney shall:

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

~~**Alternate language:**~~

~~Legal services required by the District may include, but not be limited to:~~

- ~~1. Providing general legal advice to the Board and/or administration;~~
- ~~2. Assisting with labor negotiations;~~
- ~~3. Assisting with personnel matters;~~
- ~~4. Assisting with expulsions and other disciplinary matters;~~
- ~~5. Conduct and/or assist with pending or actual litigation involving the District;~~
- ~~6. Other specialized legal services; and~~
- ~~7. Attendance at Board meetings or other activities as appropriate.~~

~~The performance of the school attorney(s) shall be subject to annual evaluation by the _____ Board of Education and the Superintendent. Such evaluation shall include the areas of efficiency and~~

~~adequacy of advice; results obtained for the District; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community.~~

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

Bylaw adopted by the Board:

Bylaws of the Board

Committees

~~Committees of the _____ Board of Education shall be established at the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board.~~

Duties of each committee shall be determined as a committee is formed.

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

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

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

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

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

Bylaw adopted by the Board:

Bylaws of the Board

Committees and Advisory Committees

Standing Committees

There shall be the following standing committees of the Board, which shall function under the direction of the Board, in cooperation with the administration and in accordance with Robert Rules of Order:

- A. Committee of the Whole - The Committee of the Whole is established to consider questions, topics or concerns that merit full Board discussion. Actions or resolutions posed by the Committee of the Whole shall be forwarded to the full Board for formal action at a scheduled meeting.
- B. Policy - The Policy Committee shall recommend new and revised policies to the Board and shall, at least biennially, cause the review of all Board policies.
- C. Finance/Facilities - The Finance/Facilities Committee shall monitor the fiscal activity of the school district, including reviewing the monthly financial statement and annual end-of-year transfer report. It shall review and make recommendations concerning the annual audit and recommend annual budget guidelines and priorities. The Committee shall also review issues relating to the condition of the district's physical plant and operations related thereto. The committee shall report to the Board of Education, when appropriate, on matters of concern relating to facilities, and shall review the proposed budget for Buildings and Grounds, and advise the Board of Education
- D. Negotiations - The Negotiations Committee shall represent the Board of Education in the collective bargaining process. It shall prepare and recommend guidelines and proposals to the Board prior to opening negotiations with any bargaining unit. It shall keep the Board informed throughout all negotiations. The committee may make tentative agreements with bargaining units and may adjust approved proposals within the parameters established by the Board. It must recommend Board action on a tentative agreement but may take no action to bind the Board without either formal vote of the Board, or express written delegation of authority by vote of the Board.
- E. Curriculum - The Curriculum Committee shall review proposals concerning student courses, ensure the Board's familiarity with district educational programs, monitor achievements and cause the evaluation of education programs.
- G. Communications - The Communications Committee shall represent the Board of Education in all areas of Board concern. The committee shall be responsible for increasing and improving community awareness of education issues facing the Groton Public Schools.

The Chairperson of the Board shall assign members of the Board to such committees, according to Board members' stated preferences, if possible, and shall designate the Chairperson of each committee. All such appointments shall be recorded in the Board minutes and published in the town registry by the Town Clerk. Committee appointments shall be reviewed annually.

Board committees shall be composed of three voting Board members as appointed by the Chair. Every member of the Board shall serve on at least one standing committee. A quorum of a committee shall consist of two (2) members. The Board Chair may serve as a voting member of all committees when an additional member is needed to constitute a quorum. All members may attend and observe any committee meeting, except the Negotiations Committee.

~~As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment~~

~~and function of such committees which shall:~~

- ~~1. be established through action of the Board of Education;~~
- ~~2. have their members appointed by the Board Chairperson~~
- ~~3. be informed in writing at the time of committee formation of committee purpose, functions, and duties;~~
- ~~4. make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;~~
- ~~5. be dissolved at the end of the Board's year or at any time by a vote of the Board.~~

~~The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all standing committees.~~

Ad Hoc Committees

Ad hoc committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved immediately upon completion of an assignment. The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all ad hoc committees.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

Advisory Committees

Advisory committees may be established by the Board, from time to time, for such specific purposes as the Board shall prescribe. Such committees may include representatives of the community, staff and student body. The functions of such committees shall be fact-finding, deliberative and advisory. Final action on the committee recommendation rests with the Board.

When an advisory committee is established, the board shall provide guidelines for memberships, a specific charge for committee action, and due date for the Board to receive a written report. The written report shall be presented to the Board at a public meeting.

The Board Chairperson shall assign committee members and, unless the Board otherwise directs the committee to elect its own presiding officer, shall designate the Chairperson.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

Committees as Public Entities

~~All Board of Education committee meetings are public meetings unless the committee is composed entirely of non-Board members and the Board successfully has petitioned the Freedom of Information Commission prior to the committee formation for such committee to be exempt from this requirement.~~

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

(cf. [9130](#) - Committees)

(cf. [9131](#) - Committees of the Whole)

(cf. [9121](#) - Boards of Education Officers)

Legal Reference: Connecticut General Statutes
[1](#)-200 through 1-241 Freedom of Information Act.

Bylaw adopted by the Board:

Bylaws of the Board

Board Representatives

Appointments to Town Boards, Committees and/or Commissions

The Chairperson shall appoint representatives of the Board of Education to Town Boards, Committees or Commissions. Such appointments shall be for one year or until the discharge of the assigned function of said Board, Committee or Commission.

Bylaw adopted by the Board:

Bylaws of the Board

Board Consultants

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

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

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

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

Bylaw adopted by the Board:

Bylaws of the Board

Student ~~Representatives on the Board of Education~~ Liaison

Each year two students, a Junior and a Senior, will be selected by the Board of Education to serve as Student Liaison Representatives to the Board of Education. The Junior will be selected prior to the beginning of his/her junior year, and the Senior will be reappointed or selected prior to the beginning of his/her senior year. Students interested in serving as Student Liaison Representatives to the Board of Education will be asked to submit a letter of interest to the Board of Education via their building principal and superintendent stating why they are interested in serving on the Board of Education. The Student Liaison Representatives will be asked to attend the third meeting of the Board of Education each month and invited to the Committee of the Whole meetings where they are encouraged to participate. Students can also request that items be added to the Board of Education agendas. The students cannot vote but will be asked to sit at the Board of Education table and discuss program initiatives and activities occurring at Fitch High School. The students may also be asked to comment on relevant Board of Education agenda items when called upon by the Board Chairperson.

- ~~1. To ensure greater student voice and Board awareness on matters concerning students, the Board of Education shall seat an 11th and 12th grade member of the student body. The 11th grade student will serve in his/her current academic year and as a 12th grade student as well.~~
- ~~2. No later than January 15th, the high school administration will inform all sophomore students of the opportunity to apply to be considered for appointment as an 11th grade student representative to the Board.~~
- ~~3. Students who wish to be considered are expected to turn in a letter of intent to the high school principal no later than February 1st.~~
- ~~4. In addition to submitting a letter of intent, students wishing to be considered are expected to have attended at least one Board of Education meeting by April 15th.~~
- ~~5. All students fulfilling these requirements will be interviewed by the Superintendent and high school principal prior to April 15th.~~
- ~~6. The Superintendent will make a recommendation to the Board of Education at its scheduled May meeting where the Board will take a vote of the majority.~~
- ~~7. The student elected to be Student Representative to the Board of Education will be seated at the Board's first meeting of the new school year.~~
- ~~8. The student serving as student representative in his/her 11th grade year will continue to serve as a 12th grader.~~
- ~~9. The Board of Education reserves the right to dismiss a student representative due to poor attendance and other performance concerns. Such removal shall require an affirmative two-thirds vote by the Board of Education. If a student is removed by the Board, the Chairperson will request that the Superintendent select a candidate from the list of students who have fulfilled the application criteria during the previous selection process.~~

~~Privileges and Responsibilities~~

- ~~1. Following her/his selection, the student representative shall attend an orientation session provided by the Superintendent and at least two members of the Board of Education. This session shall be held prior to the student representative's first Board of Education meeting. The orientation process shall include standards for student representation/participation to the Board of Education.~~
- ~~2. Student representatives will attend and sit on all regular meetings of the Board of Education and may be~~

~~appointed to Board committees at the discretion of the Chairperson.~~

~~3. Student representatives will receive all regular meeting agendas, minutes, and other pertinent information, excluding executive minutes/correspondence.~~

~~4. Student representatives will not participate in meetings from which the general public is excluded, including executive sessions, negotiation sessions, or personnel portions of regular meetings of the Board of Education unless otherwise invited by the Chairperson to participate.~~

~~5. Student representatives will be provided an opportunity to speak during the portion of the agenda devoted to committee reports and at any other time.~~

~~6. The Superintendent shall notify the student representatives one week prior to a meeting if she/he wishes to have input given to a specific agenda item.~~

~~7. The student representatives will coordinate with the high school administration on the most effective ways to gather input and/or share information related to their role as student representative to the Board of Education.~~

~~8. Student representatives will be expected to complete and submit a written self-evaluation related to their term on the Board of Education.~~

Legal Reference: Connecticut General Statutes
 9-203 Number and term of members of the board of education

Bylaw adopted by the Board:

Bylaws of the Board

Qualifications of Members

A Board of Education member must be a resident elector of the district. Therefore, he/she must be at least eighteen (18) years of age and a citizen of the United States.

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

(cf. 9270 Conflict of Interest)

Bylaw adopted by the Board:

Bylaws of the Board

Election of Members

~~Number of Members and Elections~~

~~The Board of Education will consist of (number) members elected in accordance with (town charter provisions)(state statutes) for (number) year terms. Terms of newly elected Board members shall commence on (date— example, "the second Tuesday after said election") after said election.~~

Oath of Office

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

Optional

~~Student Members of the Board of Education~~

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

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

Bylaw adopted by the Board:

Bylaws of the Board

Filling Vacancies

Any vacancy occurring on the Board, unless otherwise provided by charter or special act, shall be filled by a vote of the remaining members of the Board until the next regular election.

State law requires that a vacancy be filled with a member of the same political party when the Board has already achieved maximum "majority" representation and then only when the vacating member is of the minority party. A town, by charter, could mandate that a vacancy be filled by a person of the same political party as the former member.

Such vacancies will be formally announced to the Board at one of its regularly scheduled meetings. The next regularly scheduled meeting at which time the vacancy will be filled by majority vote of all members of the Board of Education and the action shall be recorded in the minutes of that meeting.

The Board is permitted to interview the candidate(s) for a vacancy and the subsequent deliberations by the Board, subject to the right of a candidate to insist that the portions of the interviews and discussions dealing with his/her candidacy be in public. The vote by the Board must take place in public.

Legal Reference: Connecticut General Statutes
 7-107 Vacancy appointments by selectmen.
 9 204 Minority representation on boards of education.
 10 219 Procedure for filling vacancy on board of education.
 10 156e Employees of boards of education permitted to serve as elected officials;
 exception.
 10 232 Restriction on employment of members of the board of education.

Bylaw adopted by the Board:

Bylaws of the Board

Resignation/Removal from Office/Censure

Resignation

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

When a member of a Board of Education shall cease to be a bona fide resident of the Town, membership in the Board shall immediately cease.

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

Removal from Office

Any Board officer may be removed from office by a two thirds majority vote of the membership of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

1. Specifically relates to and affects the administration of the office in a manner deemed 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.

Procedure 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.

Standard for Removal

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally-protected right to continue in that position. A decision that there is cause for removal shall be made by two-thirds of the entire Board.

Censure

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

If the Board is considering adoption of this language pertaining to censure, keep in mind that censure has no legal effect and that the legal question regarding the potential violation of an individual's First Amendment rights is still unanswered. *Consult your Board's attorney for further advice.*

(cf. 9120 Officers and Auxiliary Personnel)

(cf. 9221 Filling Vacancies)

Legal Reference: Connecticut General Statutes
 7-103 Resignation of municipal officers
 10.218.1.1 Officers. Meetings
 10-220.1 Duties of boards of education

Bylaw adopted by the Board:

Bylaws of the Board

Orientation of Board Members

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

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

~~Alternate language:~~

3. The Superintendent shall arrange a meeting of the Board Chairperson, the Superintendent and the new member for the purpose of answering questions and acquainting the member with the 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, Board minutes for the past year and other helpful information explaining the Board's roles and responsibilities.
5. The Board Chairperson or designee shall arrange a meeting with new Board member(s) for the purpose of explaining and answering questions about Board processes and procedures.
6. The Board Chairperson may request a veteran Board member to mentor a new member.
7. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

Candidates

The Superintendent or ~~his/her~~ designee shall invite all current candidates for the office of Board of Education member to attend (1) Board meetings, except that this invitation shall not extend to any executive sessions, and (2) pre-election workshops for candidates.

Bylaw adopted by the Board:

Bylaws of the Board

Board Member Development

Version 1

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

~~or~~

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

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

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

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

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

Bylaws of the Board

Board Member Development

Version 2

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational

~~program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's school facility. It is right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.~~

~~The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of the local schools; and to deepen their insights into the nature of leadership in a modern democratic society.~~

~~Funds may/shall be budgeted annually to support the program. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the Board's continuing in-service education and about the program's anticipated short and long range benefits to our schools.~~

~~The Board regards the following as kinds of activities and services appropriate for implementing this policy:~~

- ~~1. Participation in school board conferences, workshops and conventions held by CAFE and NSBA.~~
- ~~2. District-sponsored training sessions for Board members.~~
- ~~3. Subscriptions to publications addressed to the concerns of Board members.~~

~~In order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:~~

- ~~1. The Superintendent shall maintain a calendar of school board conferences, conventions and workshops. The Board will periodically decide which meetings appear to be most promising in terms of producing benefits to the District.~~
- ~~2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.~~
- ~~3. Board members will be reimbursed for their travel expenses.~~
- ~~4. When a convention, conference or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.~~
- ~~5. To provide such development, the Board shall annually provide membership in the Connecticut Association of Boards of Education.~~

~~Board members are encouraged to attend workshops presented by CAFE and NSBA.~~

~~Professional journals and books in school professional libraries shall be made available to all Board members.~~

(cf. 1100 - Communication with the Public)

(cf. [4133](#) - Travel Reimbursement)

Bylaw adopted by the Board:

Suggested bylaw:

Bylaws of the Board

Remuneration and Reimbursement

Remuneration

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

Reimbursement

~~1. Out of State Travel~~

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

~~2. In State Travel~~

~~Board members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures incurred in connection with the performance of their official Board duties.~~

~~Alternate language to consider:~~

~~Board member normally attend workshops, training institutes, and conferences at both the state and national levels. The District will pay all legitimate costs for Board members to attend out of District meetings, at established rates for reimbursement set by the District:~~

- ~~1. Transportation as approved by the Board;~~
- ~~2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car;~~
- ~~3. Hotel or motel costs for Board member as necessary;~~
- ~~4. Food costs as necessary;~~
- ~~5. Telephone services for necessary communications with business or family, resulting from the Board member being away from _____;~~
- ~~6. Incidental expenditures for tips and other necessary costs attributable to the Board member's attendance at a meeting; however, the District will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.~~

Legal Reference: Connecticut General Statutes
 [10](#) 225 Salaries of secretary and attendance officers.
 [10](#) 232 Restrictions on employment of members of board of education.

Bylaw adopted by the Board:

Bylaws of the Board

Board Member Protection

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

Legal Reference: Connecticut General Statutes
[10-235](#) Indemnification of teachers, board members and employees in damage suits;
expenses of litigation.
[10-236](#) Liability insurance.
[10-236a](#) Indemnification of educational personnel assaulted in the line of duty.

Bylaw adopted by the Board:

Bylaws of the Board

Conflict of Interest #1

A Board member shall not have any direct pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the district.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the school district, the Board member shall declare his interest and refrain from debating or voting upon the question of contracting with the Company.

It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

The Board will not employ or accept application from any teacher or other employee on a permanent basis if such teacher or other employee is a member of the Board or is the father, mother, brother, sister, wife, husband, domestic partner of a civil union, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or of any member of the Board.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy or a Board member's election.

Legal Reference: Connecticut General Statutes
 7 479 Conflict of interest.
 10-156e Employees of boards of education permitted to serve as elected officials;
 exception
 10-232 Restrictions on employment of members of the board of education
 P.A. 05-10 An Act Concerning Civil Unions
 Kerrigan v. Commissioner of Public Health, 289 Conn 135, 957 A. 2d 407 (2008)
 Obergefell v. Hodges, 576 U.S. - (2015)

Bylaw adopted by the Board:

Bylaws of the Board

Conflict of Interest #2

~~Board members shall comply with laws regarding conflict of interest and attempt to avoid situations which might have even the appearance of a conflict. Two areas of Board operations must be approached with particular care to prevent any real or seeming conflict of interest — purchasing and personnel hiring. Therefore:~~

- ~~1. No member of the Board shall have any direct monetary interest in contracts with the school district, nor shall he/she furnish directly any labor, equipment, or supplies to the district. However, the district may contract with corporations or businesses in which a Board member is an employee. In such instances the member must declare his/her association with the firm and refrain from debating or voting on any related votes.~~
- ~~2. The following rule shall govern conflict of interest in the employment of staff and members of the Board of~~

~~Education: a spouse, minor child, Board of Education member dependent, or persons related otherwise by blood or marriage to a Board of Education member must be appointed by the Board of Education and may be employed only following full disclosure of the relationship by the Board of Education member in a public meeting and sufficient vote of appointment without counting the vote of the related Board of Education member.~~

~~Legal Reference: Connecticut General Statutes~~

~~7-479 Conflict of interest.~~

~~10-225 Salaries of secretary and attendance officers.~~

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

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

~~Kerrigan v. Commissioner of Public Health, 289 Conn 135, 957 A.2d 407 (2008)~~

~~Obergefell v. Hodges, 576 U.S. — (2015)~~

~~**Bylaw adopted by the Board:**~~

*~~This Code of Ethics was adopted by the CAFE Board of Directors
on April 17, 1997 as a model for school Boards.~~*

Bylaws of the Board

Code of Ethics

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

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

(cf. 2000.1 - Board-Superintendent Relationship)

(cf. 2300 - Statement of Ethics for Administrators)

Bylaws of the Board

Code of Conduct on Data Use

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

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

Bylaw adopted by the Board:

Bylaws of the Board

Civility Code

As a member of the Groton Board of Education, I will strive to improve student achievement in public education, and to that end I will:

- Attend ~~all~~ Board meetings ~~insofar as possible~~, review relevant information and become informed concerning the issues to be considered at those meetings;
- Recognize my responsibility as an agent of the State to seek the improvement of education throughout the State;
- Focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation;
- Ensure that all sides have a fair opportunity to present their respective positions;
- Recognize that a board member has no authority as an individual, and that decisions can only be made by a majority vote at a board meeting;
- Ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person when advocating for a belief or position;
- Arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in a meeting;
- Respect the opinions of others, and abide by each decision of the Board as a whole, regardless of my personal vote;
- Listen respectfully to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community;
- Strive for a positive working relationship with the superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district;
- Recognize the importance of an effective governance team;
- Respect the rights of the minority while working toward the will of the majority, and recognize the importance of achieving consensus as an important tool in community- building;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the superintendent;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff by appropriate supervisors;
- Conduct all business in an open and transparent manner, consistent with the intent and spirit of the open meeting law requirements;
- Respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in executive session;
- Model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all board members and engaging in respectful dialogue with fellow board members on matters being considered by the board.
- Present personal criticism of district operations or of any employee directly to the Superintendent;
- Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from actions that could compromise my ability to act if the issue rises to the board level;
- Take no private action that will compromise the Board and administration;
- Refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety;
- Be informed about the duties of school board members and current educational issues through

professional development, such as programs sponsored by my state and national school boards associations;

- Remember always that my first and greatest concern must be the educational welfare of the students attending the Groton Public Schools.

Sources:

CABE Model Policy

Virginia School Boards Association Code of Conduct for School Board Members

Texas Association of School Boards Ethics for Board Members

North Carolina School Boards Association Code of Ethics

Illinois Association of School Boards Code of Conduct

Hamden and Norwalk Board of Education Code of Ethics

(cf. 9005 - Statement of Integrity)

(cf. [9270](#) - Conflict of Interest)

(cf. [9271](#) - Code of Ethics)

Bylaw adopted by the Board:

Bylaws of the Board

Time, Place, Notification of Meetings

Regular Meetings

The Board of Education shall file with the Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, and shall post the schedule on the District's Internet website. No meeting shall be held sooner than thirty days after such filing.

Special Meetings

Notice of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the Town Clerk and be posted in the Office of the Clerk giving the time and place of the special meeting and the business to be transacted. The special meeting shall also be posted on the District's Internet Website. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the Clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24 hour notification by a written waiver of notice or a telegram to the purpose.

Notice of Meetings

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

~~Electronic Participation (Optional) CABE does not recommend such participation. However, it is permitted under the law. Therefore this language is provided for consideration and possible inclusion in this bylaw.~~

The Board of Education allows electronic participation whenever there is communication by or to a quorum of the Board, whether the communication is in person or by means of electronic equipment. Meetings in which some Board members participate electronically are subject to the requirements of the Freedom of Information Act.

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

When a Board member participates electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board Secretary will document it in the Minutes when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. (Each part of the telephone conference call meeting shall be audible to the public at the location specified in the notice for the meeting. The location designated in

the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call and the identification of each party to the telephone conference call shall be clearly stated prior to the meeting.) The Superintendent will take measures to verify the identity of any remotely located participants.

Electronic Participation (Alternate Version #1)

~~Recognizing the inherent responsibility and statutory duties of Board of Education members, the Board of Education (Board) strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting in which members are attending by teleconference shall be taken by roll call. Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.~~

Electronic Participation (Alternate Version #2)

~~The Board of Education authorizes that the Board Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good cause why the Board members cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be set up. Members who participate in a Board meeting through electronic means may be counted in the quorum. The location of the meeting must be in the normal location at _____ to allow the public to adequately monitor the meeting. Due to security concerns, electronic participation in closed executive sessions will not be permitted.~~

(cf. [9327](#) – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes
 [1](#)-200 (2) Definitions. “Meeting”
 [1](#)-206 Denial of access to public records or meetings.
 [1](#)-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3
 [1](#)-227 Mailing of notice of meetings to persons filing written request.
 [1](#)-228 Adjournment of meetings. Notice.
 [1](#)-229 Continued hearings. Notice.
 [1](#)-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
 [10](#)-218 Officers. Meetings

Bylaw adopted by the Board:

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Board of Education Meetings

Definitions

"Meeting" is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advisory power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act. This definition includes hybrid, remote and in-person meetings.

"Public Notice" Each Board member and each person who has duly requested such notification shall be notified no later than twenty-four hours in advance of the meeting of the time, date, location, and the agenda of any regular or special meeting. The twenty-four hour notice shall also be posted in the Board office, delivered to newspapers designated by the Board, and filed with the Town Clerk, except that such notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board and filed with the Town Clerk not later than January 31 of each year in accordance with law. The meeting agenda must be filed at least twenty-four hours before the meeting convenes. (In an emergency meeting, the Board may proceed to conduct business if and to the extent required by the emergency.) The expectation shall also be adhered to in the event of a Board meeting held through electronic means as described in this bylaw. When hybrid in-person meetings are held, the meeting notice should suggest that the public participate by remote means in order to avoid a situation where demand for space at the meeting by the public exceeds the in-person capacity limit.

"Voting" All Board actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted. Voice voting must occur in the event of a BOE meeting held through electronic means as described in this bylaw. Votes will be verbalized into the record by the Board Secretary. Abstentions shall not be counted as votes but shall be recorded.

"Internet (Chat) Discussions" In the event of a Board meeting held through electronic means as described in this bylaw, under no circumstances are members of the Board to have private chats while engaged in the public session of the meeting. All comments, inquiries, and votes must occur in the public forum for all to hear. All Board member(s) are expected to comply with the guidance of this bylaw.

Policy Statement

The Board of Education may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting.

In accordance with Connecticut's Freedom of Information Act (FOIA) the following provisions will be implemented so that a remote or "hybrid" meeting can occur:

1. Board of Education members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, for each other and members of the public. The Board of

Education will accomplish this through use of an electronic videoconferencing program, such as, but not limited to, ZOOM, GoToMeeting, WebEx, OnBoard, where members of the public can call and/or submit comments or questions electronically.

2. Notice of the Board meeting's virtual or in-person location, when a hybrid approach is utilized, shall be published through the traditional means and outlets as well as being noticed on the District website and in the Board of Education Office no less than 48 hours in advance.
3. The District shall post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will also be posted on the District website. Such notice and agenda shall include instructions for the public, to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person.
4. When the Board conducts a meeting, other than an executive session or special meeting, solely by means of electronic equipment, it shall (1) provide any member of the public (A) upon a written request submitted not less than twenty-four hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and (B) the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person; (2) ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is an executive session, and such transcription or recording is posted on the Board's Internet website and made available to the public to view, listen to and copy in the Board's office or regular place of business not later than seven days after the meeting and for not less than forty-five days thereafter; and (3) if a quorum of the members of the Board attend a meeting by means of electronic equipment from the same physical location, permit members of the public to attend such meeting in such physical location.
5. The Board, when conducting hybrid meetings, will make provisions to allow at least some members of the public and press to attend in the same location as the Board members conducting the meeting in a manner consistent with any public health guidance. The number of the public allowed to attend the in-person or hybrid meeting will be limited to capacity limits put in place consistent with public health and social distancing guidance, determined by local health officials.
6. If the Board conducts a special meeting it shall include in the notice of such meeting whether the meeting will be conducted solely or in part by means of electronic equipment and, not less than twenty-four hours prior to such meeting, shall post such notice and an agenda of the meeting. If such special meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting.
7. Any vote taken at a meeting during which any member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous. The minutes of the meeting shall record a list of members that attended such meeting in person and a list of members that attended such meeting by means of electronic equipment.
8. Any member of the Board or the public who participates orally in a meeting of the Board conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable at the outset of each occasion that such member participates orally.
9. Executive session will be held, when necessary and for the statutorily allowed reasons, in a second videoconferencing meeting open only to Board of Education members, and those individuals determined by the Board to be necessary to participate in such executive session.

10. Pursuant to PA 22-3 a Board member shall not be denied the opportunity to participate and vote in any meeting or proceeding using remote technology if such member requests to do so.

~~When public health conditions improve, the Board may initiate a return to in-person meetings, or in the alternative, hybrid in-person meetings in which Board members may either attend in person or participate remotely. In hybrid meetings, members of the public and the press will be allowed to attend, up to the capacity limits in place to comply with social distancing guidance and local public health department determination. Options and instructions on how to access Board of Education virtual meetings will be posted on the District's website. A recording of Board meetings shall be made available within seven (7) days on the Board's Website. and/or _____.~~

(cf. [1120](#) - Public Participation at Board of Education Meeting)
(cf. [9321](#) - Time, Place, Notification of Meetings)
(cf. [9322](#) - Public and Executive Sessions)
(cf. [9323](#) - Construction of the Agenda)
(cf. [9324](#) - Advance Delivery of Meeting Materials)
(cf. [9325](#) - Meeting Conduct)
(cf. [9325.1](#) - Quorum)
(cf. [9325.2](#) - Order of Business)
(cf. [9325.4](#) - Vote Recording)
(cf. 9325.43 - Attendance at Meetings via Electronic Communications)
(cf. [9326](#) - Minutes/Taping/Broadcasting)
(cf. 9326.1 - Taping/Recording Board Meetings)
(cf. [9327](#) - Electronic Mail Communications)
(cf. [9327.1](#) - Board Member Use of Social Networks)

Legal Reference: Connecticut General Statutes
[1-200](#) (2) Definitions. "Meeting."
[1-206](#) Denial of access to public records or meetings.
[1-225](#) Meetings of government agencies to be public.
[1-226](#) Broadcasting or photographing meetings.
[1-227](#) Mailing of notice of meetings to persons filing written request.
[1-228](#) Adjournment of meetings. Notice.
[1-229](#) Continued hearings. Notice.
[1-230](#) Regular meetings to be held pursuant to regulation, ordinance or resolution.
[1-232](#) Conduct of meetings.
[10-218](#) Officers. Meetings.
[10-238](#) Petition for hearing by board of education.
PA 22-3 An Act Concerning Public Meetings Pursuant to the Freedom of Information Act.

Bylaw adopted by the Board:

Bylaws of the Board

Agenda Construction/Meeting Materials

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

The Board will establish and maintain a referral list of items for future Committee or Board of Education discussion/action. All topics of items referred to a Committee or Board for future discussion/action should be submitted in writing to the Board Chairperson to be reviewed and distributed to all Board members. Items added to the referral list will be discussed at a time to be determined or dropped by consensus of the Board of Education.

The agenda and supporting materials shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, posted on the District's Internet website, and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

To facilitate advanced planning by the Board, the Superintendent of Schools, in cooperation with the Chairperson of the Board, shall prepare and submit to the Board an annual calendar of anticipated agenda items for the upcoming fiscal year, which shall be reviewed and updated quarterly. The annual Board calendar shall include such items as: mandated state reports, the Superintendent's annual "State of the Schools" report, contract negotiations, monthly and annual financial reports, the superintendent's annual evaluation, the establishment of budget guidelines and priorities, and other anticipated or regularly recurring items.

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

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (subsection (a) re agenda), (as amended by June 11 Special Session, PA 08-3)

Bylaw adopted by the Board:

Bylaws of the Board

Meeting Conduct & Parliamentary Procedures

Meeting Protocol

To ensure that the Board's meetings are conducted with maximum effectiveness and efficiency, members will:

- come to meetings adequately prepared;
- identify issues of concern before the meeting, whenever possible;
- circulate proposed motions and amendments, whenever possible, at least 48 hours before meeting;
- speak only when recognized;
- not interrupt each other during debate;
- not engage in disruptive and disrespectful side conversations;
- minimize unnecessary repetition;
- not monopolize the discussion;
- address the merits of the issue being discussed without appealing to the biases, prejudices and emotions of the audience;
- support the chair of the meeting's efforts to facilitate an orderly meeting;
- communicate openly and actively in discussion and dialog to avoid surprises;
- value equal participation of all members;
- practice respectful body language;
- listen actively when other members speak; and
- not surprise or embarrass each other or members of the staff.

Legal Notice

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

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

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

Recording, Broadcasting, or Photographing Meetings

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

Conduct of Meetings

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

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

Voting Method

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

~~Except as provided by law, Board Policy, Board Bylaws, or any other binding agreements on the Board, a majority vote of members present and voting shall be sufficient to pass a motion. Abstentions shall not be counted as votes.~~

Voting at Board meetings shall be conducted in accordance with state statute and Robert's Rules of Order, newly revised.

Parliamentary Procedures

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

(cf. [9321](#) Time, Place, Notification for Meetings)

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

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

Bylaw adopted by the Board:

Bylaws of the Board

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 and the provisions of the Freedom of Information Act.

All Board meetings shall commence at or as close as practicable to, the stated time provided there is a quorum, and shall be guided by an agenda which has 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 of students or of 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. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter with prerogative of Board Chairperson to extend the time as appropriate. The Board may modify these limitations at the beginning of the meeting if the number of persons wishing to speak makes it advisable to do so.
2. No boisterous conduct (*alternate – inappropriate or disrespectful conduct*) shall be permitted at any Board of Education meeting. Persistence in such conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address. If necessary, the Chairperson may clear the room so that the Board can continue the meeting.
3. 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. The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however, the Board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the Board meeting.
4. 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 under the law of defamation or invasion of privacy, the speaker may be held legally responsible. Speakers unsure of the legal ramification of what they are about to say are urged to consult first with their legal advisor.

The Board of Education may adjourn any regular or special meeting to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

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 General Assembly of the Board's position on a proposed law, or commending staff members or other agencies for work well done.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided in Bylaw 9326, minutes.

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

(cf. 1312 - Public Complaints)

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

(cf. 9322 - Public and Executive Sessions)

(cf. 9323 - Construction/Posting of Agenda)

(cf. 9325.43 – Attendance at Meetings via Electronic Communications)

Legal Reference: Connecticut General Statutes
 1-200 Definitions
 1-206 Denial of access of public records or meetings. Notice. Appeal
 1-210 Access to public records
 1-225 Meetings of government agencies to be public
 1-226 Recording, broadcasting or photographing meetings
 19a-342 Smoking prohibited in certain places. Sign required. Penalty
 1-231 Executive sessions
 1-232 Conduct of meetings (re disturbances)
 10-224 Duties of the Secretary

Bylaw adopted by the Board:

9325

~~Bylaws of the Board~~

~~Meeting Conduct~~

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

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

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

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

~~1. A 3 minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item of the Agenda.~~

~~2. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room may be cleared except for non-participating representatives of the press.~~

~~3. The Board may, by a majority vote, decide to cancel or extend the 20 minutes allotted per item of the Agenda.~~

~~4. Questions which can be answered during the meeting may be answered at the option of the Board. Other inquiries which may require analysis/investigation will, at the option of the Board, be answered at a future specified date.~~

~~5. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual Board member or individual employee of the Board of Education, whether named or not. All~~

~~such charges or complaints concerning individual Board members or the Superintendent should be sent to the Chairperson of the Board and to such other Members as deemed appropriate. All such charges or complaints concerning individual deemed appropriate. All such charges or complaints concerning individual employees of the Board should be sent to the immediate superior of the person to whom the complaint relates. If a satisfactory answer is not received, then a written appeal may be filed with the next higher authority.~~

~~Bylaw adopted by the Board:~~

9325

A version from Madison.

Bylaws of the Board

Public Participation At Board Meetings

~~All regular and special meetings of the Board will be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it will schedule one or more periods during each meeting for public participation. It may set a time limit on the length of this period and/or a time limit for individual speakers.~~

~~Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting.~~

~~The Board Chairperson will be responsible for recognizing all speakers. To maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves. Questions asked by the public will, when possible, be answered immediately by the Chairperson or referred to staff members present for appropriate reply. Questions requiring investigation will be referred to the Superintendent for consideration and later response.~~

~~Members of the public will only be recognized by the Chairperson as the Board conducts its official business at the discretion of the Board.~~

~~(cf. 1120 — Board of Education Meetings re Public Participation)~~

~~(cf. 1312 — Public Complaints)~~

~~(cf. 9321 — Time, Place, Notification of Meetings)~~

~~(cf. 9322 — Public and Executive Sessions)~~

~~(cf. 9323 — Construction/Posting of Agenda)~~

~~Legal Reference: Connecticut General Statutes~~

~~1-200 Definitions~~

~~1-206 Denial of access of public records or meetings. Notice. Appeal 1-210 Access to public records~~

~~1-225 Meetings of government agencies to be public~~

~~1-226 Recording, broadcasting or photographing meetings~~

~~19a-342 Smoking prohibited in certain places. Sign required. Penalty~~

~~1-231 Executive sessions~~

~~1-232 Conduct of meetings (re disturbances)~~

~~10-224 Duties of the Secretary~~

~~Bylaw adopted by the Board:~~

Bylaws of the Board

Quorum

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

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

Five (5) members of the Board of Education shall constitute a quorum for any regular, special or emergency meeting. In the absence of a quorum, the meeting shall be declared adjourned to a future date. Prior to adjourning for lack of a quorum, the Chairperson may declare a recess for a period not to exceed thirty (30) minutes to obtain a quorum. In the absence of both the Chairperson and Secretary, the Superintendent shall call the Board to order and call for and declare the election of Chairperson Pro-Tem during absence of the Chairperson.

(cf. [9324](#) Meeting Conduct & Parliamentary Procedures)

(cf. [9314](#) Suspension of Policies, Bylaws, Regulations)

Legal Reference: Connecticut General Statutes
[1](#)-200 Definitions.

Bylaw adopted by the Board:

Bylaws of the Board

Order of Business

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

- ~~1. Call to Order~~
- ~~2. Pledge of Allegiance~~
- ~~3. Requests from Citizens~~
- ~~4. Approval of the Minutes~~
- ~~5. Disbursement Journal~~
- ~~6. Budget Update~~
- ~~7. Committee Reports~~
- ~~8. Communication/Correspondence~~
- ~~9. Report of the Superintendent~~
- ~~10. Information Items~~
- ~~11. Action Items~~
- ~~12. Discussion Items~~
- ~~13. Adjournment~~

1. **Agenda, Minutes and Reports** - The Board may dispense with the reading of the minutes of the previous meetings. Copies of the minutes, the posted agenda and the written report of the Superintendent shall be delivered to each member at least four (4) calendar days prior to each regular meeting. In addition, a detailed financial statement shall be provided to each member at least four (4) days preceding the first regular meeting of each month. The minutes of preceding meetings shall be presented for approval by the Board and signed by the Secretary at each regular meeting. The minutes shall be bound and kept in the office of the Superintendent of Schools, who shall serve as custodian of all minutes and records of the Board.
2. **Regular Meetings** - The regular business of the Board of Education will be transacted in the order outlined below:
 - I. Call to Order
 - A. Pledge of Allegiance
 - II. Recognition and Participation of Visitors and Delegations
 - III. Comments from Citizens: This is the portion of the agenda where the Board welcomes comments from citizens. Each presentation should be limited to five minutes or less, and citizens should, if possible, submit written comments. Presentations should be related to matters pertinent to Groton. Board members will only ask questions in order to clarify the speaker's presentation and cannot respond during Comments from Citizens' portion of the Board meeting. Citizens should make their presentations from the podium and state their names and addresses for the record.

- IV. Response to Comments from Citizens
- V. Student Representative Report
- VI. Superintendent and Administration Reports
 - A. Superintendent & Assistant Superintendent
 - B. Reports and Information from the Staff
- VII. Committee Reports
- VIII. Action Items
 - A. Consent Agenda - All matters listed under Item V.A (Consent Agenda) are considered to be routine and will be enacted by one motion. Points of clarification will be allowed.
 - 1. Approval of Minutes
 - 2. Approval of Gifts
 - B. Old Business
 - C. New Business
- IX. Information and Proposals (non-action items)
 - A. Letters, Communications and Comments by Board Members on Meeting Items and Any Other Items in Their Jurisdiction
- X. Advance Planning
 - A. Future Meeting Dates and Calendar Items for Board Attention
 - B. Suggested Agenda Items
- XI. Adjournment

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

Bylaw adopted by the Board:

Bylaws of the Board

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.~~

~~Routine, standard, non-controversial, and self-explanatory items are those that will be placed on the consent agenda. Examples include:~~

- ~~• Committee and previous Board meeting minutes~~
- ~~• Office reports~~
- ~~• Routine correspondence~~
- ~~• Minor changes in a procedure (i.e., e-mail added as method of communication to announce a change in a meeting schedule)~~
- ~~• Routine revisions of a policy (changes in dates, dollar amounts due to changes in law or regulation, changes to legal references)~~
- ~~• Standard contracts used regularly (i.e., confirmation of using the traditional in-house contract with a new vendor)~~
- ~~• Confirmation of conventional actions required in the bylaws (Signatory authority for a bank account, acceptance of gifts)~~

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, manuals, gifts, routine leaves of absences, calendars) 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.

Points of clarification will be allowed prior to action on the consent agenda. 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 in one motion.

Bylaw adopted by the Board:

Bylaws of the Board

Parliamentary Procedures

Rules of Order

The current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board of Education except when in conflict with Board policy.

In voting, the yeas and nays will be taken and recorded. The Chairperson, as a member of the Board, shall be entitled to one vote on all questions.

Bylaw adopted by the Board:

Bylaws of the Board

Vote Recording

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

Motions or resolutions shall be recorded as having passed or failed, and individual votes will be recorded. All motions or resolutions shall be catalogued for each fiscal year beginning July 1st.

Minutes

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

The Clerk of the Board of Education shall keep minutes of all meetings of the Board, and the Vice Chairperson of the Board shall certify the same. Minutes shall be reduced to writing, recorded in the minutes book and made available to the public for inspection in accordance with state statute.

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

Bylaw adopted by the Board:

Bylaws of the Board

Requests for Information by Board Members

Board of Education (Board) members represent the public and are entitled to information regarding District performance that will assist them in governance. All Board member requests for documents or information should be made directly to the Superintendent or his/her designee.

Documents subject to Connecticut's Freedom of Information law will be provided, as they are provided to all citizens under Board policy.

Should requests be for information that already exists or data that can be easily gathered and analyzed (provided the request is not for privileged management information, as outlined below), the Superintendent will, in a timely manner provide the information in its most accessible format, to the requesting Board member, with copies to all Board members.

Should the information not exist and/or be difficult to obtain, and should the Superintendent determine that the value of the information to the District be insufficient to justify the time or cost of obtaining it, he/she shall bring the request to the Board, with an estimate of the time/cost of responding to the Board member's request. By Board action, the Board will direct the Superintendent to provide, or not provide, the requested information.

The Board, by this policy, wishes to distinguish between District performance information and privileged management information. Performance information is normally data based on numerical measures of results, District operations or practice patterns. Documents or other management information relating to individuals, contracts, meetings, or events of any ongoing management process, unless under the purview of the Freedom of Information Act, are considered privileged management information and not within the purview of the Board.

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

(cf. 9322 - Public and Executive Sessions)

Legal Reference: Connecticut General Statutes
 1-200 Definitions
 1-206 Denial of access of public records or meetings. Notice. Appeal
 1-210 to 1-213 Access to public records (as amended by PA 02-113)
 1-211 Access to computer stored records.
 1-214 Public contracts as part of public records.
 1-225 to 1-240 Meetings of government agencies to be public

Bylaw adopted by the Board:

Bylaws of the Board

Minutes

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

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

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

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

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

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

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

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

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

Bylaw adopted by the Board:

Bylaws of the Board

Meetings

Electronic Mail Communications

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

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

Guidelines for Board E-Mail Usage

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

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

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

Accessing E-Mail

In an effort to encourage all Board members to access E-mail, while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a modem, computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated

with E-mail usage. In the event a Board member elects not to access E-mail, a hard copy of all E-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes
 The Freedom of Information Act.
 [1-200](#) Definitions.
 [1-210](#) Access to public records. Exempt records.
 [1-211](#) Disclosure of computer-stored public records.

Bylaw adopted by the Board:

Bylaws of the Board

Meetings

Board Member Use of Internet Social Networks

The Board of Education (Board) recognizes that reliance on social media as a means of communication is rapidly becoming the norm for school districts. Many school board members are active users of social media, including, but not limited to, such online platforms as Facebook and Twitter, as well as other media such as blogs and personal websites. The Board understands that social media can be a positive tool for fostering community engagement with the school district. However, Board members need to operate with appropriate guidelines when they are communicating online about school district business.

While social networking sites can be an effective and efficient means of communication, Board members need to be aware of the obligations and requirements that arise when using this form of communication. Board members' personal use of social networking sites may be limited or prohibited because of the need to comply with Connecticut statutes pertaining to public records and open meetings as described in the Freedom of Information Act.

Compliance with Public Records Law

Any recorded data or information relating to the conduct of public's business prepared, owned, received, or retained by the Board or the school district, whether handwritten, typed, tape-recorded, printed, photo-stated, photographed or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. This includes communication that school board members and district employees send or receive relating to the affairs of the school district and the official acts of school officials and employees. Electronically stored information generally constitutes a "record" within the meaning of the public records law provided such recorded information is created or kept in connection with school business. The substance of the information, not the format, controls whether it is a public record. As an elected official, a school board member's information contained on a social networking site or a blog, that is created or kept by the Board member regarding the affairs of the district is likely to be considered a public record.

Compliance with the Freedom of Information Act

Board members must be mindful of the Connecticut Freedom of Information Act (FOIA) when using social networking sites. The FOIA defines a "meeting" as any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advisory power (C.G.S. [1-200\(2\)](#)).

Board member use of a social networking site may be susceptible to violations of the FOIA due to the ease with which Board members can discuss school business in a manner that may determine the Board's course of action. An online discussion by Board members can result in agreement, tacitly or explicitly to act in a certain manner in number sufficient to reach a quorum.

OR

~~Board members using social networking sites may inadvertently violate the FOIA if they are not vigilant about~~

~~the content and subject matter posted on the site and aware of the users of the site. Online posting by Board members can result in a meeting of the Board if the postings discuss school district business and a sufficient number of school board members are involved on the site to determine the course of action that will be taken by the Board.~~

~~Board members will not have online conversations that violate or to seek to circumvent the FOIA. Board members may not use online websites to communicate with one another about official Board business.~~

Social Networking Websites

Board members need to periodically review the importance of maintaining proper decorum in the online digital world as well as in person. This review is to give special emphasis to Board member use of Facebook, Twitter and other social media.

Code of Ethics

Use of social media sites by Board members shall be consistent with the Board's Code of Ethics (Bylaw #[9270](#)).

Board members will refrain from inappropriate conduct in making public statements on Facebook and other social networking sites, and will refrain from any disparagement of fellow Board members or others on a personal, social, racial, or religious basis. Board members shall not send messages that contain material that may be defined by a reasonable person as profane or obscene; messages that are racist, sexist or promote illicit, illegal or unethical activity.

Board members will recognize that authority rests with the Board of Education and will make no personal promises on social media sites nor take any private action which may compromise the Board.

Maintaining Confidentiality

Board members will exercise care not to divulge confidential information about students, school employees, or Board business on social media sites. Board members who have access to student information, like District employees, are prohibited from disclosing that information without the consent of the adult student or parent/guardian of a minor. In general, all records related to the individual student maintained by a school constitute confidential student records.

Board members are not to expect that their online conversations will remain private. Discussion of investigations into school issues will not be conducted online. Extreme care must be taken not to disclose confidential information related to students or employees while interacting online.

Social Media Guidelines for Board Members

The following guidelines are for Board members to consider when using social media in their role as public officials. In using social media to communicate about school district activities, a Board member shall:

1. Clarify that the communication is as an individual member of the Board and not in the role of an official District spokesperson.
2. Avoid deliberating school district business with a quorum of the Board.
3. Direct complaints or concerns presented online from other individuals to the appropriate administrator.
4. Avoid posting content that indicated the reaching of an opinion on pending matters.

5. Ask for community input through appropriate channels, but will not allow the social network site to direct decisions as a Board member.
6. Post only content that the District has already released to the public.
7. Clarify, when attempting to restate what happened at a previous Board meeting, that the posing on the social media site is not an official record of such meeting. Share information only from the open portions of the meeting.
8. Conduct himself/herself online in a manner that reflects well on the District; avoid posting information that has not been verified and made public by the District; and never post anonymously about school business.
9. Report immediately harassing or defamatory communications to the Superintendent if they involve school officials, staff, students or District business.
10. Retain electronic records, including the Board member's own posts and content others post to the Board members account, when required to do so by the District's retention policy.
11. Report immediately to the District any potential security breaches if the Board member loses control or possession of a District-issued or personal electronic device on which confidential District records could be accessed.
12. Comply with the District's acceptable use policy when using District-issued devices or technology resources, including District Internet access on a personal device.

(cf. 1100 - Communications with the Public)
 (cf. 1114 - District-Sponsored Social Media)
 (cf. [3543.31](#) - Electronic Communication Use and Retention)
 (cf. [4118.5/4218.5](#) - Staff Acceptable Computer Use)
 (cf. [4118.51/4218.51](#) - Social Networking)
 (cf. [5125](#) - Student Records)
 (cf. [6141.321](#) - Acceptable Computer Use)
 (cf. 6141.324 - Posting of Student Work/Photographs)
 (cf. [6141.326](#) - Online Social Networking)
 (cf. [9271](#) - Board Code of Ethics)
 (cf. [9327](#) - Electronic Mail Communications)
 (cf. [9330](#) - Board/School District Records)

Legal Reference: Connecticut General Statutes
 The Freedom of Information Act.
[1](#)-200 Definitions.
[10](#)-209 Records not to be public.
[1](#)-210 Access to public records. Exempt records.
 Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.
 Federal Family Educational Rights and Privacy Act of 1974
 Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/9

Bylaw adopted by the Board:

Social Media Etiquette

As use of blogs, micro blogs, Twitter, Facebook, and cell phone message texting has become more commonplace, it is important for Board members, as elected officials, to make sure there is a clear definition between the school district's and board member's own accounts.

Board members need to keep both communication etiquette and legal restraints in mind when writing in their personal accounts. Remember:

1. The printed word, even if it is written and distributed via the Internet, is 'discoverable', meaning it can be retrieved and used as evidence in lawsuits.
2. Don't assume that you can post any opinion you want citing 'freedom of speech'. More and more headlines are reporting defamation suits filed as the result of those postings.
3. Lawsuits are also being filed against social media users who have not obtained copyright permission prior to posting copyrighted materials (articles and photos). Make sure you have written permission for reproducing information and that you follow a publication's reprint/use guidelines, even if you are using only a small portion of a lengthy article about school improvement or other education-related topic from a publication.
4. Follow district guidelines and state and national privacy laws concerning the release of student information (including use of photos) if you post anything about school district events on a social media outlet. Obtain written permission from parents or guardians prior to posting photos or other identifying information on your personal accounts even if the school district has permission forms on file. Parents may not feel that a Board member's personal account is a place to display their children's information.
5. Don't solicit discussion among fellow Board members on any school district business using social media. While discussion of certain topics may be permitted, err on the side of caution so that you don't find yourself violating legal requirements for open meetings.
6. Even if you are posting to your personal websites, such as Facebook and Twitter accounts, remember that nothing is really personal on the Internet. People have a way of accessing the information, forwarding, copying and pasting and possibly distorting what you have written. Even though you use a personal page 2 account, as long as you are on the school board you are a 'public face' of the district and your comments could be misconstrued as reflecting views of the district.
 - a. Include a statement or disclaimer on your account that the opinions you post are yours as an individual.
 - b. Avoid posting your opinions about school district business or Board actions.
 - c. At a Board meeting, discuss with the district's legal counsel the legalities regarding use of a personal social media account while serving as an elected official.
7. If you have a reason to post information about the district, double check to make sure the information is correct. It is easy to transpose numbers, get a date or time incorrect even on the most well-intentioned post, blog entry, or tweet.
 - a. Once an error is discovered, make the correction and then note the date/time of the correction at the top of the post or blog. If you've sent an incorrect Tweet, send a new one with 'Correction' at the lead.

- b. To avoid putting incorrect information on your personal blogs, use links to the school district's home page or blog directing readers/followers to get information from the 'official' source.
8. Commenting on school district business while using one's own computer can put you in a precarious position if a public records request is made of all communications concerning a particular topic. Your personal computer and hard drive, and other data memory equipment could be subpoenaed as part of a lawsuit discovery process.
9. Remember that once a thought, idea, claim, or suggestion has been distributed via social media, it takes on a life of its own. Think twice when writing anything. Ask yourself if you would want your comments to appear on the front page of the morning paper or as a lead item on the television news.
10. Don't continue school board discussions or debates using your social media as a vehicle for voicing your dissent or approval of an issue. The Boardroom is the place for discussion and decision, not the Internet.
11. If you want public comment on a particular issue with which the school board is dealing, don't ask readers/followers to comment on your own message boards or comment sections. Instead, tell readers/followers how to contact the district through e-mail or phone calls that will allow comments to be forwarded to all board members. Be sure to include information on deadlines for submitting comments.
12. Refrain from using your personal social media account to inflame or incite a public outcry on a topic that is being discussed by the board.
13. Never post any information gleaned during an executive session, such as that related to personnel, business negotiations, and employee contract negotiations.
14. If you post to other sites and social media outlets - not under your control - make sure those site's topics and photos are considered to be politically correct as well as socially acceptable for readers of all ages.

Bylaws of the Board

Board/School District Records

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

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

1. Preliminary drafts or notes provided the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney client relationship.
9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.
10. Records including engineering and architectural drawings; security systems' operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.

11. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.
12. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.
13. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

Availability of Records

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

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

An individual may use a "hand-held" scanner* to copy a public record. The Board establishes a fee structure not to exceed twenty dollars (\$20) for an individual to pay each time the individual copies records at the Board offices with a hand held scanner.

*A hand-held scanner is defined by C.G.S. 1-212(g) as a battery-operated electronic scanning device the use of which (1) leaves no mark or impression on the public record, and (2) does not unreasonably interfere with the operation of the public agency.

The Board considers the use of a "smartphone" as analogous to a hand-held scanner and therefore, subject to a twenty dollar (\$20) flat fee.

~~(Alternate position): The Board considers cell phones with camera capability not a hand-held scanner. Such phone cannot be used to take pictures of any records. The school district will make copies of the requested permissible records at the rate of fifty cents per page.~~

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

~~Designation of Records Access Officer (optional)~~

- ~~1. The Superintendent of Schools is designated as Records Access Officer of the School District, who shall have the duty of coordinating the School District's response to public requests for access to records, in accordance with Connecticut Freedom of Information Commission rules and regulations.~~
- ~~2. The Records Access Officer is responsible for assuring that District personnel:~~
 - ~~a. Assist the requester in identifying requested records, if necessary.~~
 - ~~b. Upon locating the records, take one of the following actions:~~
 - ~~1. Make records promptly available for inspection; or~~
 - ~~2. Deny access to the records in whole or in part and explain the reasons therefore.~~
 - ~~c. Upon the request for copies of records:~~
 - ~~1. Make a copy available upon payment or offer to pay established fees.~~

- ~~d. Upon request, certify that a transcript is a true copy of the records.~~
- ~~e. Upon failure to locate records, certify that:~~
 - ~~1. The District is not the legal custodian for such records.~~
 - ~~2. The records of which the District is a custodian cannot be found after diligent search.~~

Requests for Public Access to Records

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

~~Denial of Access to Records (optional)~~

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

Legal Reference: Connecticut General Statutes
[1-15](#) Application for copies of public records.
[1-200](#) Definitions.
[1-210](#) to [1-213](#) Access to public records. (as amended by PA 02-113)
[1-211](#) Access to computer stored records.
[1-212\(g\)](#) Copies and scanning of public records
[1-214](#) Public contracts as part of public records.
[1-225](#) to [1-240](#) Meetings of public agencies.
Paulsen v. Superintendent of Schools, Bethel Public Schools, #FIC 2015-663 (June 8, 2016)
Federal Rules of Civil Procedure - 2006 Amendments

Bylaw adopted by the Board:

Bylaws of the Board

Board of Education Hearings

The Board of Education (Board) upon written petition signed by one percent of the electors of the municipality or fifty such electors, whichever is greater, the signatures thereon to be verified by the Town/City Clerk, shall hold a public hearing on any question relating to the provision of education offered by the Board-specified in the petition.

Such hearing shall be held at a time and place designated by the Board, not later than three weeks after the Board receives the petition.

All requests for public hearings to come before the Board of Education shall be presented to the Superintendent of Schools and the Chairperson of the Board in writing, stating clearly and definitely the purpose(s) of such requests and the action(s) desired thereon. Failure to adhere to these standards shall be reason for the Board to reject the request for hearing.

Legal Reference: Connecticut General Statutes
 10-288 Petition for hearing by board of education (as amended by PA 21-95 Section 1)

Bylaw adopted by the Board:

Bylaws of the Board

School Board Legislative Program

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

The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.

The Board will work with its state and federal legislative representatives, with the Connecticut Association of Boards of Education, the National School Boards Association, and other concerned groups in developing an annual, as well as long-range, legislative program. The Board will make its position known to the Connecticut Association of Boards of Education and to appropriate legislators. This cooperation is necessary because the Board recognizes the importance of sound and constructive state legislation in establishing the frame work and support for public education.

The Board will annually designate a legislative representative to serve as its liaison with the Connecticut Association of Boards of Education Government Relations Committee and/or Delegate Assembly. This person will be authorized to speak on the Board's behalf with respect to legislation being considered at the state or national level. In all dealings with individual elected representatives, the legislature, or Congress, the Board's representative will be guided by the official positions taken by the Board. The legislative representative will also monitor proposed school legislation and inform the Board of the issues.

Bylaw adopted by the Board:

Bylaws of the Board

Monitoring Products and Processes

Self Evaluation

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

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

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

Policy Review and Evaluation

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

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

Bylaw adopted by the Board:

Board of Education Self-Evaluation

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.

Vision	5	4	3	2	1	Not sure
1. The Board has a vision/mission for the school district with a primary focus on student achievement.						
2. The vision/mission and goals are developed collaboratively with staff and the community.						
3. The Board institutes a process for long-range and strategic planning that aligns with the vision/mission for the district.						
4. The Board uses the district policy manual to create a culture that supports the vision and goals of the district.						
5. The Board expresses in the vision/mission the belief that high quality instruction in every classroom is the foundation for high achievement for all students.						
6. The Board communicates clearly the goals and expectations for the district, staff, and students with an emphasis on high achievement for all students in the district.						
7. The Board develops goals that align with the vision/mission for the district, foster continuous improvement and remain the highest priorities.						
Total Vision						
Community Leadership						
8. The Board communicates and interprets the school district's vision/mission to the public and listens, and incorporates appropriate community perspectives into board actions.						
9. The Board works to promote the accomplishments of the district within the district and community at large.						
10. The Board advocates at the national, state and local levels for students and the school district and promotes the benefits of public education.						
11. The Board collaborates with other school boards, superintendents, agencies, and other bodies to inform federal, state and local policy makers of concerns and issues related to education.						
12. The Board provides community leadership on educational issues by creating strong linkages with appropriate organizations, agencies, and other groups to provide for healthy development and high achievement for all students.						
Total Community Leadership						

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.

Board Operations	5	4	3	2	1	Not sure
13. The Board ensures the District policy manual is up-to-date and comprehensive.						
14. The Board conducts meetings that are efficient, effective and focus primarily on student achievement and other district priorities.						
15. The Board makes decisions based on analysis of relevant research and data.						
16. The Board adopts a fiscally responsible budget based on the district's priorities and regularly monitors the fiscal health of the district.						
17. The Board collectively executes its legal responsibilities and ensures the district adheres to all federal and state laws and board policies.						
18. The Board provides appropriate support (including quality professional development) for programs and initiatives consistent with the vision/mission of the district.						
19. The Board conducts a comprehensive orientation to familiarize new board members with their role on the team.						
20. The Board conducts an effective annual self-evaluation.						
21. The Board participates in professional development specifically regarding its roles and responsibilities and on relevant content areas.						
22. The Board belongs to, actively supports and participates in professional organizations.						
Total – Board Operations						
Board Ethics	5	4	3	2	1	Not sure
23. The Board establishes a <i>Code of Ethics</i> and conducts business in accordance with the code.						
24. The Board members maintain confidentiality regarding sensitive communications.						
25. The Board members honors board decisions even when the vote is not unanimous,						
26. The Board does not let politics interfere with district business.						
27. The Board deals with both internal and external conflicts openly, honestly and respectfully.						
Total Board Ethics						

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate on an item for any reason. A space for comments is also provided on page 11 and 12.

Board Superintendent Team	5	4	3	2	1	Not sure
28. The Board works effectively with the Superintendent as a collaborative leadership team to focus priorities around high achievement for all students in the district.						
29. The Board sets aside time, at least semi-annually, to discuss board/superintendent relations.						
30. The Board demonstrates support and respect for the Superintendent's role as the chief executive officer of the district.						
31. The Board provides direction to the Superintendent as a whole, not from individual Board members.						
32. The Board follows the chain of command as identified by board policy.						
Total – Board Superintendent Team						
Grand Total						
Average						

Please add any additional comments here (comments will be shared with participants):

Vision: _____

Community Leadership: _____

Board Operations: _____

Board Ethics: _____

Board/Superintendent Relations: _____

General Comments: _____
