

Series 9000

Bylaws

9230

Orientation of Board Members

Experienced Board of Education members and the administrative staff shall assist each new member-elect to understand the Board functions, policies, procedures, and the operation of the school system through the following:

1. New members shall be given selected materials on the responsibilities and authorities of the Board and the Superintendent of Schools;
2. New members shall be invited to attend Board meetings between election and officially taking office and to participate in discussions at such meetings;
3. New members shall be invited to meet with the Superintendent, Chairperson, and other Board of Education members to discuss their duties and responsibilities and be provided a tour of the school building; continuing Board members shall be notified of and invited to such meetings;
4. New members shall be provided with a link to the Board policies and bylaws, Superintendent's administrative regulations and pertinent materials developed by the Connecticut Association of Boards of Education (CABE);
5. New members shall be encouraged to attend new member workshops approved by the Board of Education.

(cf. Board of Education Policies 0000-9000)

Bylaw adopted: 3/12/98

Revised: 5/12/16

Eastford Board of Education

Suggested bylaw. Another version to consider follows.

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: 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:

cps rev.4/02

cps rev 2/06

Bylaw to consider.

Bylaws of the Board

New Board Member Orientation

Because the Board, as the policy making authority of the _____ Public Schools, is responsible to the public for the success of all educational services offered by the school system, and because that success is directly dependent upon each Board member's ability to participate meaningfully in the decision-making process that governs this system, it shall be the policy of the Board to provide, as soon as practicable, for the orientation of new members. The purpose of the orientation is to help new members become quickly acquainted with their Board duties and responsibilities.

Orientation of new Board members will begin at the outset of their candidacy and follow through each step of the election process. Prior to elections, beginning as soon as the individual's candidacy is known, the candidates will receive from the Board, a brief overview of the _____ Public School System. The candidates will be placed on a mailing list to receive notices of Board and other meetings and summary reports of Board action. Candidates also will be informed that additional information pertinent to each Board agenda item is available to them through the Central Office.

After the general election in November, and prior to the new members officially assuming the position in December, the new members will be invited to meet with the Superintendent and other administrative personnel to discuss services to be performed for the Board, and to give them the opportunity to request any other information they may deem desirable. Each new member will also receive an orientation packet from the Superintendent's office and will be notified of and given the opportunity to attend sessions of the Connecticut Association of Boards of Education or similar new Board member orientation.

The packet will include:

1. A copy of the Board's policies, rules, and regulations.
2. A copy of the current school budget and the latest financial statement.
3. A new Board Member packet from CABE.
4. Any other materials relevant to duties and responsibilities as members of the _____ Public Schools.

Bylaw adopted by the Board:

Series 9000

Bylaws

Formulation, Adoption, Amendment Or Deletion Of Administrative Regulations

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

Reference:

10-221 Boards of Education to prescribe rules, policies, and procedures.

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education



**Series 9000
Bylaws**

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

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the _____ Board of Education (the "Board") and/or as necessary to promote the orderly operation of the _____ Public Schools in compliance with applicable law.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED: _____
REVISED: _____

10/20/2021

Series 9000

Bylaws

Suspension of Policies, Bylaws, and Regulations

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

10-221 Boards of Education to prescribe rules, policies, and procedures.

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education

**Series 9000
Bylaws**

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

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

ADOPTED: _____
REVISED: _____

10/20/2021

Series 9000

Bylaws

Public and Executive Session

1. Public Meetings

- A. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-225.
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from meetings of the Board of Education which are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
 - (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.
 - (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education

Series 9000

Bylaws

Public and Executive Session

- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

Legal References:

Connecticut General Statutes

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

Bylaw adopted: 2/12/98

Revised: 02/11/2016

Eastford Board of Education

PUBLIC MEETINGS AND EXECUTIVE SESSION

1. Public Meetings

- A. All meetings of the _____ Board of Education (the "Board") for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §§ 1-225 and 1-200(6).
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

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

- (2) Strategy and negotiations with respect to pending claims or pending litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
- (4) Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- (5) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

Legal References:

Connecticut General Statutes

- | | |
|-------|---|
| 1-200 | Definitions (Public Agency; Meeting; Caucus; Person; Public Records or Files; Executive Sessions) |
| 1-210 | Access to public records. Exempt records |
| 1-225 | Meetings of government agencies to be public.
Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites.
Notice of special meetings. Executive sessions |
| 1-231 | Executive sessions |

ADOPTED: _____

REVISED: _____

10/20/2021

Bylaws

Board/School System Records

School district records shall be available to the public except that the following categories of records shall not be disclosed:

1. Preliminary drafts or notes from staff, administration, and Board of Education provided the public interest in withholding such documents clearly outweigh the public interest in disclosure; not exempted are any interagency or interagency memoranda or letters, advisory opinions, recommendations or any report comprising part of the process by which district decisions and policies are formulated unless such documents are still subject to revision prior to submission to or discussion among District personnel or the Board of Education;
2. Personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy;
3. Records of law enforcement agencies not otherwise available to the public if the records were compiled in connection with the detection or investigation of crime and if such disclosure would result in:
 - a. the identity of informants not otherwise known;
 - b. information to be used in a prospective law enforcement action if prejudicial to such action;
 - c. investigator techniques not otherwise known to the general public;
 - d. arrest records of a juvenile;
 - e. the name and address of a victim of sexual assault or of an attempt thereof;
 - f. uncorroborated allegations subject to later destruction.
4. Records pertaining to strategy and negotiations with respect to pending claims or pending litigation;
5. Trade secrets, which are defined as unpatented, secret, commercially valuable plans, applicants, formulas, or processes, which are used for the making, preparing, compounding, treating or processing of articles or materials which are trade commodities obtained from a person and which are recognized by law as confidential, and commercial or financial information given in confidence, not required by law obtained from the public;
6. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations;

Bylaw adopted: 2/12/98

Eastford Board of Education

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9330(b)

Bylaws

Board/School System Records (continued)

7. Contents of real estate appraisals, engineering or feasibility estimates and evaluations made for or by an agency relative to the acquisition of property or to prospective public supply and construction contracts, until the property has been acquired or all proceedings or transactions have been terminated or abandoned; the law of eminent domain shall not be affected by this provision;
8. Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with such licensing agency to establish his/her personal qualification for the license, certificate, or permit applied for;
9. Records, reports and statement of strategy or negotiations on collective bargaining;
10. Records, tax returns, reports, and statements exempted by federal law or state statutes or communications privileged by attorney-client relationship;
11. Names or addresses of students enrolled in any public school or college without the consent of each student whose name or address is to be disclosed who is 18 years of age or older and a parent or guardian of each student who is younger than 18 year of age, provided this shall not be construed as prohibiting the disclosure of the names or addresses of students enrolled in any public school wherein the student resides for the purpose of verifying tuition payments made to such schools.
12. Information obtained by illegal means;
13. Records of an investigation or the name of an employee providing information under CGS 4-61dd ("*whistleblower*" statute);
14. Adoption records and information;
15. Any page of a primary petition, nominating petition, referendum petition, or petition for a town meeting until required processing of such page has been completed by the officials responsible, after which disclosure of such page shall be required.

Records other than those outlined in 1-15 above shall be available for prompt public inspection during regular office or business hours at regular offices and business places.

Any person applying in writing shall receive promptly a plain or certified copy of any public record, including those non-exempt records on computer disks or tapes, at a cost to be determined by the superintendent of schools in accordance with provisions of CGS 1-15.

Bylaw adopted: 2/12/98

Eastford Board of Education

Series 9000

9330 (c)

Bylaws

Board/School System Records (continued)

If a request is for a record deemed not to be a public record (those excluded by this policy), the person requesting such record shall be notified in writing by the Superintendent or designee that the request is denied with the reason for the denial.

(cf. 4115, 4215 Personnel Records)

(cf. 5125 Student Records; Confidentiality)

Legal Reference: Connecticut General Statutes

- 1-15 Application for copies of public records; Certified copies. Fees.
- 1-18a Definitions.
- 1-19 Access to public records. Exempt records.
- 1-19a Disclosure of computer-stored public records...
- 1-19b Agency Administration. Disclosure of personnel, birth, and tax records. Judicial records and proceedings.
- 1-20a Public Employment contracts as public record. Objection to disclosure of personnel or medical files.
- 1-20b Record of an arrest as public record.
- 1-21c Mailing of notice of meetings to persons filing written request. Fees.
- 1-21i Denial of access of public records of meetings. Appeals. Notice. Orders. Civil Penalty. Service of process upon commission. Frivolous appeals.
- 10-15b Access of parent or guardians to student's records. Inspection and subpoena of school or student records.
- 10-154a Professional communication between teacher/ nurse & student. Surrender of physical evidence obtained from students.
- 10-209 Records not to be public. (medical or psychological examination records)

Bylaw adopted: 2/12/98

Eastford Board of Education

Series 9000

9350

Bylaws

Board of Education Hearings

The Board of Education shall hold a public hearing when so petitioned by one percent of the electors of the district, or fifty such electors, whichever is greater, with signatures of the electors verified by the town clerk. Such public hearings must be called for a time and place designated by the Board, not later than three weeks after receipt by the Board of such petition.

Legal Reference: Connecticut General Statutes

10-238 Petition for hearing by board of education.

Bylaw adopted: 2/12/98

Eastford Board of Education

Bylaws

Order of Business

The order of business on the agenda for the first regular meeting of the Board of Education each month shall normally be as follows:

- I. Call to Order
- II. Pledge of Allegiance
- III. Student of the Month
- IV. Citizen Participation
- V. Approval of Minutes
- VI. Correspondence, Communications
- VII. Committee Reports
- VIII. Superintendent Report/Recommendations
- IX. Principal Report
- X. Director of Special Education Report
- XI. Unfinished Business
- XII. New Business
- XIII. Additional Agenda Items
- XIV. Financial Reports
- XV. Citizen Participation
- XVI. Executive Session
- XVII Adjournment

Legal Reference: Connecticut General Statutes

1-21h Conduct of meetings

Bylaw adopted: 2/12/98

Bylaw revised: