

- O. Role of the Board and Members (Powers, Purposes, Duties) ..... 9000**
  - A. Limits of Authority ..... [9010](#)
- 1. Organization**
  - A. Temporary Committees ..... [9133](#)
- 2. Members**
  - A. Filling Vacancies ..... [9221](#)
  - B. Orientation of Board Members/Seating of Board Members ..... [9230](#)
  - C. Conflict of Interest ..... [9270](#)
  - D. Code of Ethics ..... [9271](#)
- 3. Methods of Operation**
  - A. Periodic Review of Policies and Bylaws ..... [9310](#)
  - B. Formulation, Adoption, Amendment of Policies and Bylaws ..... [9311](#)
  - C. Board Responsibilities – UNDER REVIEW ..... [9312](#)
  - D. Formulation, Adoption, Amendment of Administrative Regulations ..... [9313](#)
  - E. Meetings
    - 1. Time, Place, Notification of Meetings ..... [9321](#)
    - 2. Public and Executive Sessions ..... [9322](#)
    - 3. Construction/Posting of Agenda ..... [9323](#)
    - 4. Meeting Conduct ..... [9325](#)
    - 5. Actions by Board – UNDER REVIEW ..... [9325.4](#)
    - 6. Minutes – UNDER REVIEW ..... [9326](#)
  - G. Board/School District Records ..... [9330](#)
  - H. Philosophy and Bylaws – UNDER CONSTRUCTION ..... [9500](#)

## **INTERNAL BOARD OPERATIONS**

**#9000**

### **ROLE OF THE BOARD AND MEMBERS (POWERS, PURPOSES, DUTIES)**

The Board of Education is the governing body of this school district and derives its power and exists under the Constitution and Acts of the Legislature of the State of Connecticut and the procedures of the Connecticut State Board of Education.

The Board of Education has the power and responsibility to discharge any duty imposed upon it by law.

#### Legal Reference:

Connecticut General Statutes  
10-241 Powers of school districts  
1-18a Definitions  
10-220 Duties of Boards of Education

Bylaw Adopted: December 6, 1983

Bylaw Revised: April 27, 1999

[Return to Section Index](#)

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

**LIMITS OF AUTHORITY**

The Board of Education is the unit of authority. Apart from the normal function as part of the unit, the Board member has no individual authority. Individually, the Board members cannot do business with the district served, nor should the Board member have an interest in any contract with the school district in general. The Board member does not represent any one segment of the community, but is rather a part of the body which represents and acts for the community as a whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the service of any school employee.

No members of the Board of Education shall be asked to perform any routine or clerical duties which may be assigned to an employee.

Notwithstanding the above, Board members, as elected public officials, can be most effective in apprising the Superintendent of politically sensitive issues without assuming an administrative role.

In addition, Board members acting as members of committees of the Board, can contribute in formulating policy, studying issues and developing approaches to problems when working in concert with the Superintendent of Schools.

Bylaw Adopted: December 6, 1983

Bylaw Reviewed: April 27, 1999

[Return to Section Index](#)

**ORGANIZATION**

**TEMPORARY COMMITTEES**

The Chairman shall appoint such temporary and special committees as may be deemed necessary or advisable by the Board of Education, and the Chairman shall be, ex officio, a member of each committee. The 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.

Bylaw Adopted: December 6, 1983

Bylaw Reviewed: April 27, 1999

[Return to Section Index](#)

**MEMBERS**

**FILLING VACANCIES**

Any vacancy occurring in the office of any member of the Board shall be filled by a vote of the remaining members of the Board until the next regular election, when the newly-elected members shall be seated immediately.

Such vacancies will be formally announced to the Board at one of its regularly scheduled meetings and no action will be taken until the next regularly scheduled meeting. Since the Board will fill vacancies with special attention paid to the Statutes relating to minority representation of Boards and to party representation within the class in which the recently retired Board members was elected, the Board shall first seek suggestions to fill such a vacancy from the town committee of the political party of the retired Board members.

At the next regularly scheduled meeting of the Board, the vacancy will be filled by a majority vote of all members of the Board of Education and the action shall be recorded in the minutes of that meeting.

Legal Reference:

Connecticut General Statutes  
10-219 Vacancy

P.A. 81-257 An Act Concerning the Powers, Duties and Terms of Local and Regional Boards of Education

Bylaw Adopted: December 6, 1983  
Bylaw Revised: April 27, 1999

[Return to Section Index](#)

## **MEMBERS**

### **ORIENTATION OF BOARD MEMBERS**

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

1. The incoming member shall be given selected material on the function of the Board of Education and the school system.
2. The incoming member shall be invited to attend Board meetings and to participate in its discussions.
3. The incoming member shall be invited to meet with the Superintendent of Schools and other administrative personnel to discuss services they perform for the Board.
4. The incoming member shall be provided with a copy of the Board's Policies and Bylaws, Administrative Regulations and copies of pertinent materials developed by the state school board association.
5. The incoming member shall attend, with other Board members, an orientation session provided by legal counsel.
6. The incoming member may attend, at district expense, workshops for newly-elected members as approved by the Board of Education.

### **SEATING OF BOARD MEMBERS**

Newly elected Board members are legally seated fourteen days after their successful election to office, except that a person shall take office as soon as elected when elected to complete an unfinished term.

Legal Reference:

Connecticut General Statutes  
Section 9-187a.

Bylaw Adopted: December 6, 1983

Bylaw Revised: April 27, 1999

[Return to Section Index](#)

**MEMBERS****CONFLICT OF INTEREST**

The Board desires its members not only to adhere to all laws and statutes regarding conflicts of interest, but to be continually aware of situations which have the appearance of conflict of interest and to avoid actions that might embarrass themselves or the Board.

1. No member of the Board shall have any direct pecuniary interest in a contract with the school district, nor shall he/she furnish any labor, equipment, or supplies to the district for compensation. It is not the intent of this bylaw to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. However, in such instances, the member will be expected to declare his/her association with the firm and will refrain from debating or voting on the issue.
2. Pursuant to Connecticut General Statute 10-232, Board members may not be employed by the Board or school district. Further, any Board member who has an immediate family member (as defined below) who is employed by, enrolled in the Litchfield chapter of a school union or negotiating body that has a contract with the Board, will refrain from debating or voting on issues that directly apply to said family member.
3. (a.) The Board will always seek to avoid appointing its members' relatives by blood or marriage (as defined below) to a position within the school district. If the Superintendent recommends a Board member's relative for appointment, then the member must fully disclose that relationship in a public meeting and withdraw from debating or voting on the issue.  
  
(b.) Employees whose service predates the election of a relative to the Board or adoption of this policy are exempt from section number 3 of this policy.
4. Revolving Door: The Board shall not employ, or hire as an independent contractor, any individual who has previously served on the board until as least six months has elapsed since completion of service on the Board. Current Board members will follow Town of Litchfield's Code of Ethics policy regarding employment, contracting with company's that have contracts with the Board.

Note: As used in this policy, the term "immediate family" shall mean spouse, guardian, domestic partner, civil union partner, parent, child, sibling – including step or half, grandparent, grandchild, aunt, uncle, niece, nephew, cousin and in-laws – including son, daughter, sister, brother, father, mother.

\* Interest shall mean pecuniary or material interest.

## **INTERNAL BOARD OPERATIONS**

9270(b)

### Legal Reference:

Connecticut General Statutes

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

7-479 Conflicts of Interest

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

Code of Ethics for Public Officials

Sec. 1-84b. Certain activities restricted after leaving public office or employment

Bylaw Adopted: December 6, 1983

Bylaw Revised: May 25, 1999

Bylaw Revised: April 19, 2006

[Return to Section Index](#)

**MEMBERS****CODE OF ETHICS**

This Code of Ethics is based upon “Standards of Leadership for Members of Boards of Education” recommended by the CABA Board of Directors in 1977.

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

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

Bylaw Adopted: December 6, 1983

Bylaw Revised: April 27, 1999

[Return to Section Index](#)

**METHODS OF OPERATION**

**PERIODIC REVIEW OF POLICIES AND BYLAWS**

Board of Education Policies and Bylaws will be subjected to a periodic review for purposes of revision or addition at intervals not greater than six years.

Annually in the fall, the Chair of the Board of Education, the Chair of the Policy Committee and the Superintendent of Schools shall review the minutes and legislative action of the previous year to update the policy manual.

Bylaw Adopted: December 6, 1983

Bylaw Revised: May 11, 1999

[Return to Section Index](#)

**METHODS OF OPERATION**

**FORMULATION, ADOPTION, AMENDMENT OF POLICIES AND BYLAWS**

Individual Board members or committees of the Board can suggest new policies, amendments or revisions of existing Policies and Bylaws to the Board Chairman and Superintendent, who shall then submit the proposals to the Policy Committee. That committee shall include the suggestions on its agenda and shall present its recommendations to the full Board of Education.

Policies and Bylaws will, barring emergencies, be adopted or amended after consideration at two **meetings** of the Board of Education. The agenda shall reflect the inclusion of policy matters, specifying the title and number and, when practical, the proposed policy shall be read aloud for the benefit of the public.

The formal adoption of policies shall be by a two-thirds vote of all members of the Board of Education and the action shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Reference:

Robert's Rules of Order, newly revised

Bylaw Adopted: December 6, 1983

Bylaw Revised: May 25, 1999

[Return to Section Index](#)

THIS BYLAW IS CURRENTLY UNDER REVIEW

**INTERNAL BOARD OPERATIONS**

#9312

**METHODS OF OPERATION**

**BOARD RESPONSIBILITIES**

**METHODS OF OPERATIONS**

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

The Board of Education reviews, but does not adopt, Administrative Regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education-adopted regulations shall be by the same procedure as that specified for Policies at #9311.

The Board of Education reserves the right to review and direct revisions of Administrative Regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education.

Bylaw Adopted: December 6, 1983

Bylaw Revised: May 11, 1999

[Return to Section Index](#)

**METHODS OF OPERATION**

**TIME, PLACE, NOTIFICATION OF MEETINGS**

**Regular Meetings**

The Board of Education shall file with the Town Clerk not later than December 1 of each year the schedule of the regular meetings of the Board of Education for the ensuing year.

**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 for posting, giving the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified of the special meeting with a written notice delivered to his/her abode before the meeting, unless the member waives such notice or actually attends the meeting.

In the posting of such meetings of the Board of Education, it shall be the practice to announce, when appropriate, possible executive session with the proper reason stated.

Legal Reference:

Connecticut General Statutes

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

Bylaw Adopted: December 6, 1983

Bylaw Revised: May 11, 1999

[Return to Section Index](#)

**METHODS OF OPERATION**

**PUBLIC AND EXECUTIVE SESSIONS**

**Public Meetings**

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

**Executive Sessions**

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held on a two-thirds vote of the members present and voting at a public meeting for one or more of the following reasons and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such 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 therein described in C.G.S. section 1-19(b).

Legal Reference:

Connecticut General Statutes

1-18a Definitions (Public agency; Meetings; Person; Public Record; Executive Session

1-19 Access to public record.

.

1-21 Meeting of government agencies to be public. Recording of votes. Schedule of meetings to be filed. Notice of special meetings. Executive sessions exempt.

1-21g Executive session

Bylaw Adopted: December 6, 1983

Bylaw Revised: May 11, 1999

[Return to Section Index](#)

**METHODS OF OPERATION**

**CONSTRUCTION/POSTING OF AGENDA**

**Construction of Agenda**

The Superintendent, in cooperation with the Chair of the Board of Education, shall prepare an agenda for each meeting of the Board. Any member of the Board of Education may call the Chair and request any item to be placed on the agenda of a regular meeting no later than seventy-two hours prior to the legally required public posting of the agenda.

**Usual Order of Business**

- ◆ Call to Order
- ◆ Approval of Minutes
- ◆ Communications
- ◆ Public Participation
- ◆ Special Presentations
- ◆ Personnel
- ◆ Policy Reviews
- ◆ Communications to the Board
- ◆ Committee Reports
- ◆ Superintendent's Report
- ◆ Unfinished Business
- ◆ New Business
- ◆ Executive Session
- ◆ Adjournment

Items not included on the agenda of a regular meeting can only be added to the agenda upon approval by a two-thirds vote.

**Posting of Agenda**

1. Regular Meetings

At least twenty-four hours prior to the time of a regular meeting, the items on which action may be taken shall be included in an agenda which shall be posted in the Town Clerk's Office and the Superintendent's Office. A regular meeting date can only be changed with a minimum fourteen-day notice to members, or it must be called as a special meeting with the usual limitation of agenda items.

2. Special Meetings

Notice of each special meeting of the Board of Education shall be given not less than twenty-four hours prior to the time of the meeting by posting a notice of the time and place of the

meeting in the Town Clerk's Office and the Superintendent's Office, and the notice shall include the business to be transacted.

3. Emergency Meetings

In case of emergency, the notice may be waived for a special meeting, but a copy of the minutes of every such emergency meeting shall be filed in the Town Clerk's Office and in the Office of the Superintendent within seventy-two hours of such meeting, adequately setting forth the nature of the emergency and the proceedings occurring at such meeting.

In addition to posting, such written notice shall be delivered to the usual place of abode of each member of the Board of Education so that the notice is received prior to the special meeting, but this may be waived under provisions of Section 1-21I(d) of the Connecticut General Statutes.

Legal Reference:

Connecticut General Statutes

1-18a Definitions

1-19 Access to public records. Exempt records.

1-21 Meetings of government agencies to be public. Recording of votes; schedule of meetings to be filed. Notice of special meetings. Executive sessions exempt.

Bylaw Adopted: December 6, 1983

Bylaw Revised: May 11, 1999

[Return to Section Index](#)

**METHODS OF OPERATION**

**MEETING CONDUCT**

Meetings of the Board of Education shall be conducted by the Chair in a manner consistent with the adopted Policies and Bylaws of the Board, and in accordance with all applicable laws.

All Board meetings shall commence at the stated time and shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.

A majority of the full membership of the Board will constitute a quorum for the transaction of business.

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

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

1. The individual or group may address the Board during the Public Participation agenda item.
2. In the event of disruptive conduct at Board meetings, the Chair may declare a recess and may clear the room so that the Board may continue the meeting, subject to the provisions of the Freedom of Information Act.

(cf. 1110.1 Individual Student/Educational Concerns)(cf. 1220 Board of Education Meetings re public participation)(cf. 9321 Time, Place, Notification of Meeting)(cf. 9322 Public and Executive Sessions)(cf. 9323 Agenda Construction)

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.
- 1-226 Recording, broadcasting or photographing meetings.
- 19a-342 Smoking prohibited in certain places. Signs required. Penalties.
- 1-231 Executive Sessions.
- 1-232 Conduct of meetings. (re: disturbances)
- 1-206 Denial of access of public records or meeting.  
Notice. Appeal.

Bylaw Adopted: December 6, 1983  
Bylaw Revised: May 11, 1999  
Bylaw Revised: August 24, 2004

[Return to Section Index](#)

**LITCHFIELD PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**PUBLIC COMMENT PROCEDURE AND FOLLOW-UP REQUEST FORM**

All regular and special meetings of the Litchfield Board of Education are open to the public with the exception of discussions conducted in executive session. Because the Board desires to hear the viewpoints of citizens and groups throughout the district, it will schedule at least one period during each regular meeting for public participation.

The Board Chairperson or other presiding officer will be responsible for recognizing all speakers. In order to maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves. All issues raised by the public relating to the operation of the school district will be considered by the Board and may be scheduled as agenda items for future meetings. Questions asked by the public will typically be referred to the Superintendent for investigation and later response. *A request for a future agenda item must be made in writing to the Chairperson or Superintendent no less than one week prior to a regular meeting date.* Eventual placement on an agenda is the sole discretion of the Board Chairperson. The Chairperson or Superintendent will respond to all agenda item requests. It must be noted that individual board members cannot respond for the Board as a whole, and will refer suggestions, compliments and concerns regarding educational and operational matters to the Superintendent for appropriate consideration. Thank you for your cooperation.

While you do not have to fill out this form to be recognized to speak, if you want to be sure that there is a follow-up to your issue, please complete the following:

TEAR ALONG THIS LINE AND SUBMIT

---

If you want follow-up to your issue, please complete the following form:

Date of Meeting: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Brief outline of comment, question or concern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Regulation Reviewed: June 8, 2004

Regulation Reviewed: November 5, 2008

[Return to Section Index](#)

THIS BYLAW IS CURRENTLY UNDER REVIEW

**INTERNAL BOARD OPERATIONS**

#9325.4

**METHODS OF OPERATION**

**ACTIONS BY THE BOARD**

THIS BYLAW IS CURRENTLY UNDER REVIEW

**INTERNAL BOARD OPERATIONS**

#9326

**METHODS OF OPERATION**

**MINUTES**

**METHODS OF OPERATION****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 may be granted to any citizen. All such records shall be maintained at the Office of the Superintendent of Schools, who shall be the custodian for 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, as defined in C.G.S. 1-19 (b) (5).
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The content 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.

**Availability of Records**

Any person shall receive promptly on request, a plain or certified copy of any public record except those to which access is not permitted under law, at a cost not to exceed twenty-five cents per page. If any copy requested requires 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 ten 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 may be made for certification of any records, or of any fact within the record, as permitted under CGS 1-15.

Legal Reference:

Connecticut General Statutes

1-15 Application for copies of public records. Certified copies. Fees.

1-18a Definitions: "public records"

1-19 to 19(b) Access to public records

1-21 to 1-21k Meetings of public agencies

Bylaw Adopted: December 6, 1983

Bylaw Revised: May 11, 1999

[Return to Section Index](#)

THIS BYLAW IS CURRENTLY UNDER REVIEW

PHILOSOPHY AND BYLAWS OF THE BOARD OF EDUCATION

#9550