

Bylaws of the Board

Formulation, Adoption, Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revisions of existing bylaws may be adopted by majority vote of a quorum of the Board of Education at regular Board meetings, not less than (4) weeks apart, in the calls for which meeting the proposed additions, amendments, or revisions shall have been described in writing. Distribution shall be made both electronically and in hard copy **as requested** as in Bylaw #9311, Formulation, Adoption, Amendment of Policies.

(cf 9311- Formulation, Adoption, Amendment of Policies)

(cf 9313- Formulation, Adoption, Amendment of Administrative Regulations)

Legal reference: *Robert's Rules of Order, Newly Revised*

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

Bylaw Adopted: 2/20/13

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED:

Bylaws of the Board

Formulation, Adoption, Amendment of Administrative Regulations

The Board shall formulate and adopt administrative regulations only when specified by law or upon recommendation by the Superintendent of schools. The Board reserves the right to review and direct revisions of administrative regulations, should they, in the Board's judgment, be inconsistent with the policies adopted by the Board. Any Board action directing such revisions shall require a majority vote of the entire Board.

The Board of Education delegates to the Superintendent of Schools the function of specifying required actions and designing the detailed arrangements under which the school system will be operated. These detailed arrangements shall constitute the administrative regulations governing the schools. They shall be defined in written form, organized by subject, and filed in the policy manual and on the district's policy web page. When both policy and regulations (rules) exist on any given topic, the regulation will be attached to the end of the accompanying policy. Make-up and distribution should facilitate easy filing and proper use. Distribution shall be made both electronically and in hard copy as detailed in Bylaw# 9311, Formulation, Adoption, Amendment of Policies include the members of the board. The administrative regulations must be consistent with policies of the Board.

(cf 9311- Formulation, Adoption, Amendment of Policies)

(cf 9312- Formulation, Adoption, Amendment of Bylaws)

Bylaw adopted
by the Board: 10/3/90
Revised: 2/20/13
Revised: 1/21/15

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED:

~~Bylaws of the Board~~

~~Suspension of Policies, Bylaws, Regulations~~

~~The Board of Education reserves the right to suspend its own policies (not established by law or contract) for limited, specified times in an extreme emergency. This action will take place by a majority vote of the entire board or two thirds vote of those present at a regular or special meeting.~~

~~Bylaw adopted _____ BROOKFIELD PUBLIC SCHOOLS
by the board: 10/3/90 _____ Brookfield, Connecticut~~

Bylaws of the Board

Suspension of Policies, Bylaws, and Regulations

Policies, bylaws, and regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting in the call for which the proposed suspension has been described in writing, or upon a three-quarters vote of all members of the Board when no such written notice has been given.

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

Connecticut General Statutes

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

**Bylaw revised
by the board: 10/3/90
REVIEWED/REVISED:**

**BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut**

Bylaws of the Board**Meetings**

The Board of Education shall officially transact all business at a public, legal meeting of the Board. The Board Chairperson shall start all meetings promptly at the appointed hour. The Board may hold various types of meetings, as listed below:

1. Regular Meeting(s) the official legal action meeting(s) each month.
2. Special Meetings an official legal action meeting called between the regularly scheduled meetings for either of these purposes:
 - to enable the Board to concentrate and take action on a single problem or set of problems; or
 - to enable the Board to take emergency action between regular meetings.

3. Conference Workshop Sessions

background session called to acquaint the Board with information concerning the operations of the school system. No official action can be taken at these sessions.

4. Executive Sessions

The public may be excluded from a school board meeting, upon the vote of 2/3 of the members present and voting, while the board considers matters specifically outlined in the statutes as appropriate for an executive session. Attendance at executive sessions is limited to members of the Board of Education and persons invited by the Board of Education to present testimony or opinion. The vote to go into executive session must take place in public.

The following matters may be considered in executive session:

- Discussion concerning appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.
However, the individual must have the opportunity to request that such discussion be held in a public meeting.

Bylaws of the Board**Meetings**

5. Executive Sessions (Cont'd)
- Strategy and negotiations with respect to pending claims or pending litigation.
 - Matters concerning security.
 - Discussion of site selection or lease, sale or purchase of real estate where publicity may cause an increase in price.
 - Discussion of any matter which would result in disclosure or exempt records (personnel or medical files, juvenile arrest records, test questions, etc.)

The board of education must keep minutes of executive sessions. The names of all those who attend executive sessions, except job applicants, must be included in the minutes of executive session.

Minutes taken at executive sessions shall remain confidential only so long as their publication would defeat the purpose of the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board members and other persons attending the session are honor-bound not to disclose the topic or details of discussion at executive sessions.

If the executive session results in some official action, such action shall be taken and recorded in the minutes of the meeting during which the executive session was held.

5. Work Sessions

The Board may schedule work sessions in order to provide its members and the administrative staff to study and discuss topics without formal action. The topics will be announced publicly, and work sessions will be conducted in accordance with the state law on public meetings.

(cf. 9321 – Time, Place, Notification for Meetings)

Bylaws of the Board

Meetings

Legal References: Connecticut General Statutes

1-200 Definitions

1-225 Meetings of government agencies to be public

1-225 Notice of special meetings

1-225 Executive sessions.

1-231 Attendance at executive sessions

10-218 Boards of Education Meetings

Bylaw adopted: June 19, 2002

Brookfield Public Schools
Brookfield, Connecticut

REVIEWED/REVISED:

Bylaws of the Board

Time, Place, Notification for Meetings

Regular Meetings

The Board of Education must file a schedule of all regular meetings with the Town Clerk, annually by January 31.

Unless otherwise altered by Board action, regular meetings of the Board shall be held on the first and third Wednesday of each month at 7:00:30 p.m., with the exception of the months of April and July when the regular meeting is scheduled for the second Wednesday in the month. In August, one meeting is normally scheduled on the third Wednesday of the month. In instances when the meetings would conflict with other scheduled events or a legal holiday, the regular meeting of the Board shall be held on a mutually agreed upon time during that week. The Superintendent shall ensure that major school events not be scheduled in conflict with regular Board of Education meetings.

Special Meetings

Special meetings may be called by the Board as a whole, by the Board Chairperson, or by the Board Secretary upon the written request of three board members. When possible, they shall be announced in advance at a regular meeting of the Board.

Notification

Whenever possible, all changes of regular meetings from normal dates and locations shall be posted at least two days prior to the date of the meetings unless otherwise prescribed by law.

Notice of any special meetings, except, as provided by law, in the case of an emergency, must be filed with the Town Clerk at least twenty-four (24) hours before it is held. The Clerk shall then post such notice promptly in his/her office. The notice must specify the time and place of a special meeting and list the agenda items. Any matter not appearing on the agenda cannot be taken up at a special meeting. The minutes of a special emergency meeting, stating the nature of the emergency and noting the proceedings, must be filed within 72 hours of such meeting.

Time, Place, Notification for Meetings (continued)Electronic Communication

The Board of Education allows electronic participation by means of two-way audio or audio-visual 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 audio or audio-visual 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 at least 24 hours prior to the meeting **unless unexpected circumstances prevent such advance notice**. The location of the meeting must be in the normal location at Brookfield High School Library/Media Center to allow the public to adequately monitor the meeting. (Each part of the audio or audio-visual connection shall be audible to the public at the location specified in the notice for the meeting. When a regular Board meeting is held in any other location electronic participation will not be permitted. Two-way communication shall be provided during the entire meeting and the identification of each party to the audio or audio-visual connection shall be clearly stated prior to the meeting.)

- (cf. 9320 - Meetings)
- (cf. 9322 - Public and Executive Session)
- (cf. 9327- Electronic Mail Communications)
- (cf. 9325.1 – Quorum)
- (cf. 9325.4 – Voting Method)
- (cf. 9326 – Minutes)
- (cf. 9325.43 – Electronic Participation)

Time, Place, Notification for Meetings (continued)

Legal Reference: Connecticut General Statutes
1-200(2) Definitions. "Meeting"
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
1-227 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
1-206 Denial of access of public records or meetings. Notice. Appeals
10-218 Officers. Meetings

Bylaw adopted
by the board: 10/3/90
revised: 8/19/97
revised: 4/6/11

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED

Bylaws of the Board

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 Board of Education reserves the right, within the constraints of state law, to sit in executive session. Such sessions are called by the board chairperson and approved by an affirmative vote of two-thirds of the members present and voting.

Executive sessions pertain to the discussion of:

1. Individual students
2. Individual staff members
3. Matters of collective negotiations with employees
4. Acquisition of real property
5. Litigation brought by or against the district
6. Other matters where state/federal laws or regulations require a closed session.

Such sessions shall be closed to the public and press. Minutes taken at such meetings shall remain confidential only so long as their publication would defeat the purpose of the executive session. That such a meeting will be or was held shall be recorded in the minutes of the preceding or subsequent regular meeting. Board members and other persons attending the session are honor-bound not to disclose the topic or details of discussion at executive sessions.

The Superintendent, or designated representative shall **may** attend all executive sessions except those which pertain to the Superintendent's employment. The Board may invite staff members or others to attend such sessions at its discretion.

If the executive session results in some official action, such action shall be taken and recorded in the minutes of the meeting during which the executive session was held.

Public and Executive Sessions (continued)

Legal Reference: Connecticut General Statutes
1-18a Definitions (Public agency; Meetings; Person; Public Records or Files; Executive Sessions) (as amended by P.A. 83-372 "Public agency" now includes board committees)
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
1-21a Recording, broadcasting or photographing meetings
1-21i Denial of access of public records or meetings. Notice. Appeals (as amended by P.A. 83-31)
1-21g Executive sessions

Bylaw adopted
by the board: 10/3/90

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED:

Bylaws of the BoardAgenda Construction

The Superintendent shall prepare all agendas for meetings of the Board of Education. In doing so, the Superintendent shall consult with the Board Chairperson and appropriate members of the staff.

Items of business may be suggested by any Board member, staff member, student, or citizen of the district; however, the inclusion of such items shall be at the discretion of the Board Chairperson. The agenda shall ~~always allow suitable time for the remarks of the public who wish to speak briefly before the board.~~ **encompass all bylaws and policies regarding public comment.**

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda of a regularly scheduled meeting may be discussed and acted upon by an affirmative vote of two-thirds of the members present and voting. The Board may not revise board policies, or adopt new ones, unless such action has been scheduled.

Legal Reference: Connecticut General Statutes
1-225 Meetings of government agencies to be public.

Bylaw approved
by the board: 10/3/90

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED:

Bylaws of the Board

Meeting Purpose and Parliamentary Procedures

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.

Recording, Broadcasting, or Photographing Meetings

All meetings will be recorded for broadcast via local education access channel and be presented on a regularly scheduled rotation by said station. Recorded meetings are available to view by anyone at anytime on the Brookfield District website: www.brookfieldps.org.

Bylaws of the Board

Meeting Purpose and Parliamentary Procedures

Legal Notice (continued)

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 interrupting the meeting, the Chairman of the Board of Education shall order the meeting room vacated 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 secret ballot.

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.

Parliamentary Procedures

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

Bylaws of the Board

Meeting Purpose and Parliamentary Procedures

Legal Notice (continued)

(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: 2/20/13

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED:

Bylaws of the Board

Meeting Conduct

The primary purpose of the Board of Education meeting is to conduct the affairs of the school district. Meetings of the Board shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board. All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance, to all Board members and designated persons.

It is the desire of the Board of Education that its meetings be open to free discussion amongst its members to promote group thinking and action and yet maintain the orderly procedure of a business meeting.

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

All 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 comments, 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 in the Board of Education office 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.

Procedural issues shall be resolved with reference to *Robert's Rules of Order Newly Revised* as they relate to proceedings of small deliberative bodies unless otherwise directed by state statute or other Board of Education policy.

Bylaws of the Board

Meeting Conduct (continued)

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided in Bylaw 9326; Minutes/Taping

(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- Agenda Construction)

(cf 9324- Meeting, Purpose and Parliamentary Procedures)

Reference: *Robert's Rules Newly Revised*

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-210 Access to public records

1-225 Meetings of government agencies to be public . . . Executive Sessions

1-226 Recording, broadcasting or photographing meetings

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

1-228 Adjournment of meetings

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

1-206 Denial of access of public records or meetings. Notice. Appeal

10-224 Duties of the Secretary

Bylaw adopted
by the board: 10/3/90
revised: 8/19/97
Reviewed: 5/21/02
Policy approved: 9/4/02
Policy Revised: 2/20/13

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED:

Quorum

~~A quorum shall be four members of the Board of Education. Any member who is participating electronically from a remote location for a valid reason shall be counted for the purpose of establishing a quorum. In the absence of a quorum, the only official action that the board may take is to adjourn the meeting to another time and/or date.~~

- ~~(cf. 9320—Meetings)~~
- ~~(cf. 9321—Time, Place and Notification of Meetings)~~
- ~~(cf. 9322—Public and Executive Session)~~
- ~~(cf. 9327—Electronic Mail Communications)~~
- ~~(cf. 9325.4—Voting Method)~~
- ~~(cf. 9326—Minutes)~~
- ~~(cf. 9325.43—Electronic Participation)~~

~~Legal Reference: Connecticut General Statutes
1-21d—Adjournment of meetings. Notice~~

~~Bylaw adopted _____ BROOKFIELD PUBLIC SCHOOLS
by the board: 10/3/90 _____ Brookfield, Connecticut
Revised: 4/6/11~~

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.

**(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: 10/3/90
Revised: 4/6/11**

**BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut**

REVIEWED/REVISED:

Bylaws of the Board

Order of Business

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment
5. Student Representative Report
6. Written Correspondence
7. Approval of Minutes
8. Superintendent's Update
9. Consent Agenda
10. Old Business
11. New Business
12. Adjournment

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

Bylaw Adopted: 2/20/13

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED:

Voting Method

~~Votes on all motions and resolutions shall be by "ayes" and "noes." No secret ballots shall be used except during the election of officers.~~

~~At the discretion of the Board Chairperson, or on the request of a member, a show of hands vote shall be made except in the case when a Board member or members are participating electronically from a remote location. In such case, all votes shall be made by voice. All votes of each member whether by voice or by hand shall be recorded in the minutes and made available for public inspection within 48 hours (excluding Saturday, Sunday or legal holidays for votes or minutes of special meetings).~~

~~All motions shall be carried by a majority of the members present, or as otherwise required by law.~~

~~(cf. 9326 Minutes)~~

~~(cf. 9330 Board/School System Records re availability of the vote of each member to public)~~

~~(cf. 9320 Meetings)~~

~~(cf. 9322 Public and Executive Session)~~

~~(cf. 9327 Electronic Mail Communications)~~

~~(cf. 9325.1 Quorum)~~

~~(cf. 9326 Minutes)~~

~~(cf. 9325.43 Electronic Participation)~~

~~Legal Reference: Connecticut General Statutes~~

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

~~Reviewed: 5/21/02 Brookfield Public Schools~~

~~Policy approved: 9/4/02 BROOKFIELD, CONNECTICUT~~

~~Revised: 4/6/11~~

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.

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.

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.)

Reviewed: 5/21/02
Policy approved: 9/4/02
Revised: 4/6/11

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED:

Bylaws of the Board
Electronic Participation

9325.43

A Board member may attend a meeting by audio or audio-visual connection if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment purposes or District business, (3) a family emergency, or (4) other emergency. Therefore, the Board authorizes that the Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good cause why the Board member cannot attend in person and the request is received at least 24 hours in advance to allow a good quality electronic connection to be established. Members who participate in a Board meeting through electronic means shall be counted in the quorum. The location of the meeting must be in the normal location at Brookfield High School Library/Media Center to allow the public to adequately monitor the meeting. When a regular Board meeting is held in any other location electronic participation will not be permitted. Due to security concerns, electronic participation in closed executive sessions will not be permitted.

1. Minutes of all meetings shall specify if a member was physically present or present electronically. Lack of such a specification shall be deemed to indicate that the member in question was physically present.
2. Electronic participation may only occur if the member is prevented from physically attending by (1) personal illness or disability, (2) employment purposes, (3) a family emergency, or (4) another emergency.
3. When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/herself by name and be recognized by the Chairperson before speaking.

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

(cf. 9322 – Public and Executive Sessions)

(cf. 9325.1 – Quorum)

(cf. 9325.4 – Voting Method)

(cf. 9326 – Minutes)

(cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes
1-225 Meetings of government agencies, as amended by June 11
Special Session, PA 08-3

Bylaw adopted by the Board: 4/6/11

Brookfield Public Schools
BROOKFIELD, CONNECTICUT

REVIEWED/REVISED:

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. Information requiring action by the Board of Education must be included in the Board packet prior to the Board meeting requiring such action.

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, 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: 5/15/13

BROOKFIELD PUBLIC SCHOOLS
 Brookfield, Connecticut

REVIEWED/REVISED:

~~Bylaws of the Board~~~~Minutes/Taping~~

- ~~1. The minutes of each meeting shall record the proceedings of the Board of Education and the vote on any issue. The names of members casting positive votes, negative votes, or abstaining, shall be recorded. (cf. 9325.4 Voting Method)~~
- ~~2. Copies of all minutes taken by the Board shall be filed with the Town Clerk and with the First Selectman within seven (7) days of the date on which actions are taken. The Town Clerk shall maintain files of such minutes, which shall be public records.~~
- ~~3. The minutes of a special emergency meeting, stating the nature of the emergency and noting the proceedings, must be filed within seventy two (72) hours of such meeting.~~
- ~~4. The minutes of each meeting shall be approved by the Board at its next meeting and shall be signed by the Secretary of the Board.~~
- ~~5. The Secretary of the Board shall cause a file of the official minutes of the Board to be maintained at the town school office. This file is to be in the custody of the Superintendent of Schools. The minutes may be preserved electronically with a copy placed in a secure location.~~
- ~~6. All minutes of Board actions are public records. They may be inspected or copied during regular office hours. A per page fee as per Freedom of Information regulation may be assessed for requested copies.~~
- ~~7. At the discretion of the Board, a record of the proceedings may be made via video and/or audio tape. These tapes shall be made available for public inspection within 3 business days of the meeting. A per tape fee as per Freedom of Information regulation may be assessed for requested copies.~~

~~(cf. 9330 Board/School System Records)~~

~~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
 1-206 Denial of access of public records or meetings. Notice. Appeals
 10-224 Duties of the secretary~~

~~Bylaws adopted~~ _____ ~~BROOKFIELD PUBLIC SCHOOLS~~
~~by the board: 10/3/90~~ _____ ~~Brookfield, Connecticut~~
~~Reviewed: 5/21/02~~
~~Policy approved: 9/4/02~~

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.

Bylaws of the Board

Minutes (continued)

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

**Bylaws adopted
by the board: 10/3/90
Reviewed: 5/21/02
Policy approved: 9/4/02**

**BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut**

REVIEWED/REVISED:

Meetings

Electronic Communications Among Board Members

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 communication is to expedite the passage of information. Electronic communication gives Board members quick access to one another. Communication among Board members via electronic communication should conform to the same standards as other forms of communication (i.e. committee meetings, etc.) as directed by the Freedom of Information Act.

Guidelines for Board Electronic Communication 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 electronic communication 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 electronic communications by Board members when communicating with other Board members.

1. Electronic communications, 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. The Board shall not use electronic communication as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. Electronic communications should be used to pass along factual information.
4. Security of electronic communication cannot be assured. Board members shall take every precaution to safeguard their electronic communication access. If any Board member has reason to believe their electronic communication has been compromised, he/she shall notify the Superintendent and the Board Chairperson.
5. Personnel issues and other sensitive subjects should never be discussed electronically. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Bylaws of the Board

Meetings

Electronic Communications Among Board Members (continued)

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

(cf. 9322 – Public and Executive Sessions)

(cf. 9325.1 – Quorum)

(cf. 9325.4 – Voting Method)

(cf. 9326 – Minutes)

(cf. 9325.43 – Electronic Participation)

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: 4/6/11

Brookfield Public Schools
BROOKFIELD, CONNECTICUT

REVIEWED/REVISED:

Bylaws of the Board

Board/School System Records

All records which the Board of Education maintains are open to the public with the following exceptions:

- Preliminary drafts or notes if the public interest is clearly best served by non-disclosure
- Records pertaining to strategy and negotiations with respect to pending claims or litigations to which the Board or any Board employee is a party, until such litigation or claim has been finally adjudicated or otherwise settled
- Personnel or medical files and similar files the disclosure of which would constitute an invasion of personal privacy
- Contents of real estate appraisals and engineering or feasibility estimates and evaluation relating to real estate transactions until the property is purchased or the transactions otherwise terminated
- Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations
- Records relating to negotiations and strategy for collective bargaining
- Records which federal or state law exempts from public disclosure or communications privileged by the attorney-client relationship
- Names or addresses of students enrolled in this school system 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.

Any person may inspect or copy permitted public records during business hours. Any request to inspect or copy records must be acknowledged within 48 hours. Access to records must be provided as soon as reasonably possible within the normal work context. Failure to grant such a request within that time will constitute a refusal of access. The Board may make reasonable charges for copying records. Boards must keep records of the proceedings of their meetings, i.e., minutes and records of all votes. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting or an emergency special meeting shall be made available to the public for inspection with seven days after each meeting, excluding any Saturday, Sunday or legal holiday.

9330(b)

~~The votes of each Board member or any issue must be put in writing and made available to the public within 48 hours, excluding weekends and holidays, of the meeting at which the votes were taken.~~

~~Legal Reference: (See next page)~~

Board/School System Records (Continued)

Legal Reference: ~~Connecticut General Statutes~~
~~1-212 Application for copies of public records. Certified copies. Fees~~
~~1-200 Definitions: "Public Records"~~
~~1-210 to 1-19(b) Access to public records. Exempt records~~
~~1-211 Access to computer stored records~~
~~1-211 Agency administration. Disclosure of personnel, birth and tax records. Judicial records and proceedings~~
~~1-214 Public employment contracts as public record~~
~~1-225 to 1-240 Meetings of government agencies to be public Recording of votes.....~~
~~1-206 Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Services of process upon commission.~~
~~10-151c Records of teacher performance and evaluation not public records.~~
~~10-209 Records not to be public~~
~~10-221b Boards of Education to establish written uniform policy re treatment of recruiters (re directory information)~~

Bylaw adopted _____ BROOKFIELD PUBLIC SCHOOLS
by the board: 10/3/90 _____ Brookfield, Connecticut
Policy approved: 9/4/02

Bylaws of the Board

Hearings

~~These rules shall apply to all formal hearings before the Brookfield Board of Education in contested cases. Said rules shall not apply to conferences or other informal investigations or proceedings at or upon which no formal ruling or decision is made, or to any proceeding in a non-contested case.~~

A. ~~Hearings or Appeals~~

~~All requests for hearings or appeals authorized under law, and regulations of the State of Connecticut or as otherwise provided for by resolution of the Board of Education shall be in writing to the Board Chairperson or the Superintendent. Appeals from the decision of the Superintendent shall include the appellant's statement of the issues to be presented in said appeal. All hearings in personnel actions held under B(1) will not be public unless both parties agree. All hearings held under B(2) will be public.~~

B. ~~Notice of Hearing~~

~~(1) In personnel actions, written notice of hearing shall be sent by the Board Chairperson, or his/her designee, by certified mail/return receipt requested, to all interested parties not less than 24 hours prior to the hearing. Such notice shall state the charges and/or issues. It shall also state the date, time and place of the hearing.~~

~~(2) In all other cases involving appeals authorized bylaw, written notice of hearing shall be sent by the Board Chairperson or his/her designee to all interested parties not less than 24 hours prior to the hearing and shall outline a counter statement of charges and/or issues, if any, involved in the proceeding, if the Superintendent shall deem such to be materially and substantially different from those previously raised or decided by said appellant before the Superintendent in the first instance. Any disagreement arising from the above shall be resolved by the Board.~~

C. ~~Parties Representation~~

~~(1) "Party" includes any person or agency named or admitted as a party. Any person or agency may be admitted as a party for limited purposes upon the satisfactory demonstration of the nature and extent of its interest to the Board.~~

~~(2) All parties appearing at formal hearings shall have the right to appear in proper person or with counsel. All such parties shall have the right to be accompanied, represented, and advised by counsel.~~

Hearings (continued)

~~D. Records Transcripts~~

- ~~(1) The Board shall prepare an official record, which shall include all pleadings, testimony, exhibits, and other memoranda or material filed in the proceeding.~~
- ~~(2) A stenographic record of the proceedings shall be made at the expense of the school system and shall be transcribed. Cost of copies of the transcript of any proceedings, or part thereof, shall be paid by the party requesting such copy.~~

~~E. Presiding Officer Duties and Authority~~

~~Each hearing shall be held before not less than a quorum of the board. The Board Chairperson, or in his/her absence the Vice Chairperson, and in the absence of both a member designated by the Chairperson, shall be the presiding officer and shall have charge of the hearing, with authority to permit the examination of witnesses, admit evidence, rule on the admissibility of evidence, and adjourn or recess the hearing from time to time. The presiding officer shall cause an oath to be administered to all witnesses testifying in the proceedings.~~

~~F. Order of Procedure~~

~~The order in which the parties shall present their case shall be determined by the presiding officer except in cases of appeals as follows:~~

- ~~(1) In an appeal on a dismissal or suspension, the superintendent shall proceed first.~~
- ~~(2) In all other appeals, the appellant shall proceed first.~~

~~G. Examination of Witnesses and Introduction of Evidence~~

- ~~(1) The strict judicial rules of evidence shall not be applicable to hearings conducted hereunder, and, in each case, the test of admissibility shall be whether the evidence is reasonably relevant to a material issue and whether it has substantial probative value with respect to such material issue. The presiding officer may limit or refuse to admit cumulative or repetitive evidence, and may curtail redundant questioning. The presiding officer may encourage (but shall in no event coerce) the parties, where possible, to make proffers and stipulations in place of cumulative evidence. All testimony shall be given under oath.~~

Bylaw of the Board

Legislative Program

~~The Board of Education, as an agent of the state, must operate within the bounds of 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:~~

- ~~1. When appropriate, the Board will work for the achievement of common legislative objectives through these associations and with other concerned groups.~~
- ~~2. The Board will also seek both direct and indirect representation of its position on pending legislation with appropriate state and federal legislators and legislative committees.~~

Bylaw adopted _____ BROOKFIELD PUBLIC SCHOOLS
by the board: 10/3/90 _____ Brookfield, Connecticut

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: 10/3/90

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

REVIEWED/REVISED:

Bylaws of the Board

Monitoring Products and Processes

~~Members of the Brookfield Board of Education will periodically evaluate their own effectiveness.~~

~~An effective program of evaluation contains many essential features. The following conditions are crucial to an evaluation that has as its primary purpose the improvement of Board leadership:~~

- ~~1. Board members will have a set of standards against which they will evaluate themselves.~~
- ~~2. The evaluation should be at a scheduled time and place, with no other items on the agenda, at a study or executive session and with all board members present.~~
- ~~3. The evaluation should include a discussion of strengths as well as weaknesses.~~
- ~~4. The evaluation should be at least on an annual basis.~~
- ~~5. The Board should not limit itself to those items which appear on an evaluation form. No form or set of guidelines could encompass the totality of a board's responsibilities.~~
- ~~6. Each judgment should be supported by as much rational and objective evidence as possible.~~

Performance Objective

~~The intent of the performance based objectives is to focus the Board on the process of constant improvement and renewal.~~

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
 _____ 10-14m - 10-14r Education Evaluation and Remedial Assistance
 _____ 10-220 Duties of Boards of Education

Bylaw adopted _____ BROOKFIELD PUBLIC SCHOOLS
 by the board: 10/3/90 _____ Brookfield, Connecticut

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: 10/3/90**

**BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut**

REVIEWED/REVISED:

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:
