

*Hampton Board of Education*

BYLAWS OF THE BOARD

9000 SERIES

<u>POLICY</u>		<u>FINAL</u>
9000	ROLE OF THE BOARD AND MEMBERS.....	09/16/2010
9010	LIMITS OF AUTHORITY.....	09/16/2010
9012	LEGAL RESPONSIBILITIES OF THE BOARD.....	02/22/2012
9020	PUBLIC STATEMENTS.....	06/27/2012
9121	ELECTION OF OFFICERS.....	11/28/2012
9125	ATTORNEY.....	10/24/2012
9131	COMMITTEE OF THE WHOLE.....	09/26/2012
9132/		
9133	STANDING COMMITTEES.....	01/23/2013
9133	SPECIAL COMMITTEES/ADVISORY COMMITTEES.....	11/04/1999
9150	BOARD CONSULTANTS.....	09/26/2012
9210	QUALIFICATIONS OF MEMBERS.....	02/22/2012
9214	NUMBER OF MEMBERS AND ELECTIONS.....	03/28/2012
9221	FILLING OF VACANCIES .....	11/04/1999
9222	RESIGNATION/REMOVAL FROM OFFICE/CENSURE.....	09/26/2012
9230	ORIENTATION OF BOARD MEMBERS.....	04/25/2012
9250	REMUNERATION AND REIMBURSEMENT.....	06/22/2011
9260	BOARD MEMBER PROTECTION.....	02/22/2012
9270	CONFLICT OF INTEREST.....	04/25/2012
9271	CODE OF ETHICS.....	10/28/2011
9272	CODE OF CONDUCT ON DATA USE.....	09/16/2010
9300	METHODS OF OPERATION.....	09/16/2010
9311	POLICIES.....	11/28/2012
9312	BYLAWS.....	09/16/2010
9314	SUSPENSION OF POLICIES, BYLAWS AND REGULATIONS.....	09/26/2012
9321	TIME, PLACE, NOTIFICATION OF MEETINGS.....	10/28/2011
9322	PUBLIC AND EXECUTIVE SESSIONS.....	10/28/2011
9323	CONSTRUCTION/POSTING OF AGENDA.....	04/24/2024
9325	MEETING CONDUCT.....	10/28/2011
9325.1	QUORUM.....	10/28/2011
9325.2	ORDER OF BUSINESS.....	02/22/2012
9327	ELECTRONIC MAIL COMMUNICATIONS.....	06/27/2012
9330	BOARD/SCHOOL SYSTEM RECORDS.....	11/28/2012
9350	HEARINGS.....	09/26/2012
9400	MONITORING PRODUCTS AND PROCESS.....	09/16/2010

## *Hampton Board of Education*

9000

### Bylaws of the Board

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

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

Legal Reference: Connecticut General Statutes

1-200 Definitions.

10-186 Duties of local and regional boards of education.

10-220 Duties of boards of education.

10-221 Boards of education to prescribe rules.

10-240 Control of schools.

10-241 Powers of school districts.

Bylaw adopted by the Board: **TENTATIVE APPROVAL: 08/26/2010**  
**FINAL APPROVAL: 09/16/2010**

## *Hampton Board of Education*

9010

Bylaws of the Board

Limits of Authority

General

The Board of Education's statutory authority as spelled out in Board policy 9000 is to be exercised collectively by Board of Education members in public meetings of the Board and in committee meetings. Except for specific responsibilities of the Board officers set forth in Board policy 9121, individual members of the Board have no individual authority in district schools, unless carrying out an assignment specifically authorized at a meeting of the Board, but exercise governance as part of the entire Board of Education or of a specifically authorized committee working under specific committee charges from the Board.

Elected Members of the Board of Education

Members of the Board of Education are expected to represent and balance the educational interests of students in the public schools, district citizens, and the State of Connecticut through:

1. advocacy for appropriate educational opportunities for district students;
2. regular attendance at Board meetings;
3. participation in meeting discussions on issues before the Board;
4. suggesting agenda topics to the Superintendent of Schools or the Board of Education Chairperson;
5. regular attendance and fulfilling responsibilities on committees to which they are appointed;
6. becoming knowledgeable about Board authority, constraints, and procedures;
7. becoming informed about local schools and their educational programs and activities;
8. representing the community as part of a representative democratic governmental body;
9. understanding and following Board of Education policy.

(cf. 1312 Public Complaints)  
(cf. 4118.21 Academic Freedom)  
(cf. 5145.2 Freedom of Speech/Expression)  
(cf. 6144 Controversial Issues)  
(cf. 9000 Role of Board Members)  
(cf. 9121 Duties of Board Officers)

Bylaw adopted by the Board:

**TENTATIVE APPROVAL: 08/26/2010**  
**FINAL APPROVAL: 09/16/2010**

9012

**Bylaws of the Board**

**Legal Responsibilities of Board of Education**

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under the state statute and Town Charter including but not limited to the following:

1. To annually establish, with the Superintendent of Schools, educational priorities for the school district.
2. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
3. To elect a Superintendent of Schools in accordance with state statutes.
4. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
5. To determine the number, classification, duties and remuneration of employees.
6. To establish policy for employment, promotion and dismissal of personnel in accordance with state statutes.
7. To provide for the appraisal of the performance of personnel.
8. To initiate and approve the acquisition and disposition of school sites and to initiate and approve plans for school buildings.
9. To consider any specific recommendations made by the Superintendent of Schools.
10. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
11. To consider, revise and adopt any changes in the curriculum.
12. To take any other actions required or permitted by law.
13. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
  - (a) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
  - (b) the school district shall finance at a reasonable level an educational program designed to achieve this end;
  - (c) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
  - (d) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

*Hampton Board of Education*

14. To maintain a safe school setting and shall, in accordance with the statutes, maintain records of allegations, investigations, and reports that a child has been abused or neglected by a school employee, as defined in C.G.S. 53a-65)

Legal Reference: Connecticut General Statutes

[53a-65](#) Definitions

[10-220](#) Duties of boards of education. (as amended by PA 11-93)

Bylaw adopted by the Board:

**TENTATIVE APPROVAL: 01/25/2012**

**FINAL APPROVAL: 02/22/2012**

**Bylaws of the Board**

**Public Statements**

The Board of Education recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board of Education to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parent/guardians are regarded as appropriate media of information for meeting the requirements of this Bylaw. Press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. [1112](#) - News Media Relationships)

(cf. [1120](#) - Public Participation at Board of Education Meetings)

Bylaw adopted by the Board:

**TENTATIVE APPROVAL: 03/28/2012**

**FINAL APPROVAL: 06/27/2012**

## **Bylaws of the Board**

### **Board of Education Officers**

#### **Election of Officers**

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

Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. A Chairperson, Vice Chairperson and Secretary shall be chosen within one month of the election.

#### **Chairperson**

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

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

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

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.

## *Hampton Board of Education*

7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

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

### **Vice-Chairperson**

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

### **Secretary**

The Secretary of the Board of Education shall:

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

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

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the secretary.

[10-225](#) Salaries of secretary and attendance officers.

Bylaw adopted by the Board: TENTATIVE: 10/24/2012

FINAL: 11/28/2012



## **Bylaws of the Board**

### **Attorney**

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

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

The attorney shall:

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

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

Bylaw adopted by the Board: TENTATIVE: 09/26/2012

FINAL: 10/24/2012

**Bylaws of the Board**

**Committee of the Whole**

The Board of Education shall act as a committee of the whole in final consideration of all matters.

Legal Reference: Connecticut General Statutes

[1](#)-200 Definitions

[1](#)-225 Meetings of government agencies to be public

Bylaw adopted by the Board: TENTATIVE: 08/22/2012

FINAL: 09/26/2012

Bylaws of the Board

Committees and Advisory Committees

Standing Committees

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

1. be established through action of the Board of Education at the organizational meeting following elections.
2. have their members appointed by the Board Chairperson
3. be informed in writing at the time of committee formation of committee purpose, functions, and duties;
4. make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;

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

Ad Hoc Committees

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

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

Committees as Public Entities

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

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



**Bylaws of the Board**

**Board Consultants**

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

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

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

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

Bylaw adopted by the Board: TENTATIVE: 08/22/2012

FINAL: 09/26/2012

**Bylaws of the Board**

**Qualifications of Members**

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

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

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

Bylaw adopted by the Board:

**TENTATIVE APPROVAL: 01/25/2012**

**FINAL APPROVAL: 02/22/2012**

**Bylaws of the Board**

**Election of Members**

**Number of Members and Elections**

The Board of Education will consist of nine members elected in accordance with town ordinance or state statutes for four year terms. Terms of newly-elected Board members shall commence on the second Tuesday after said election.

**Oath of Office**

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

Legal Reference: Connecticut General Statutes

[9-187a](#) Date term to begin.

[9-203](#) Number and term of members of boards of education.

[9-204](#) Minority representation on board of education.

[10-219](#) Procedure for filling vacancy on local board of education.

[1-24](#) Who may administer oaths.

[1-25](#) Forms of oaths.

[10-218a](#) Oath of office.

Bylaw adopted by the Board:

**TENTATIVE APPROVAL: 02/22/20112**

**FINAL APPROVAL: 03/287/2012**

## *Hampton Board of Education*

**9221**

### **Bylaws of the Board**

#### **Filling Vacancies**

#### **Appointments**

If a vacancy occurs in the office of any member of the Board, it shall be filled by the remaining members of the Board until the next regular town election. At that election, a successor shall be elected for the unexpired portion of the term, and the official ballot shall specify the vacancy to be filled.

#### **Oath of Office**

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

Legal Reference: Connecticut General Statutes

[9-187a](#) Date term to begin.

[9-203](#) Number and term of members of boards of education.

[9-204](#) Minority representation on board of education.

[10-219](#) Procedure for filling vacancy on local board of education.

[1-24](#) Who may administer oaths.

[1-25](#) Forms of oaths.

[10-218a](#) Oath of office.

Bylaw adopted by the Board: TENTATIVE: 10/24/2012

FINAL: 11/28/2012



**Bylaws of the Board**

**Resignation/Removal from Office/Censure**

**Resignation**

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

When a member of a Board of Education shall cease to be a bonafide resident of the town membership in the Board shall immediately cease.

**Removal from Office**

Any Board officer may be removed from a position of a Board officer by a two-thirds vote of the membership of the whole Board.

**Censure**

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

(cf. [9221](#) - Filling Vacancies)

(cf. [9121](#) - Officers)

Legal Reference: Connecticut General Statutes

[7-103](#) Resignation of municipal officers

Bylaw adopted by the Board: TENTATIVE: 08/22/2012

FINAL: 09/26/2012

## **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.
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:

**TENTATIVE APROVAL: 03/28/2012**

**FINAL APPROVAL: 04/25/12**

## *Hampton Board of Education*

### Remuneration and Reimbursement

Board members receive no compensation for their services on the Board, but may, upon submitting vouchers and supporting bills, be reimbursed for expenses incurred in attending conferences of school board associations and other professional meetings/visitations when such attendance and expense payment has had prior Board approval.

(cf. 9230 Orientation of Board Members)

(cf. 9270 Conflict of Interest)

Legal Reference: Connecticut General Statutes

10-225 Salaries of secretary and attendance officers.

10-232 Restrictions on employment of members of board of education.

Bylaw adopted by the Board:

TENTATIVE APPROVAL: 05/25/2011

FINAL APPROVAL: 06/22/2011

*Hampton Board of Education*

**Board Member Protection**

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

Legal Reference: Connecticut General Statutes

[10-235](#) Indemnification of teachers, board members and employees in damage suits; expenses of litigation.

[10-236](#) Liability insurance.

[10-236a](#) Indemnification of educational personnel assaulted in the line of duty.

Bylaw adopted by the Board:

**TENTATIVE APPROVAL:           01/25/2012**

**FINAL APPROVAL:               02/22/2012**

**Conflict of Interest**

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

1. No member of the Board shall have any direct monetary interest in contracts with the school district, nor shall he/she furnish directly any labor, equipment, or supplies to the district. However, the district may contract with corporations or businesses in which a Board member is an employee. In such instances the member must declare his/her association with the firm and refrain from debating or voting on any related votes.
  
2. The following rule shall govern conflict of interest in the employment of staff and members of the Board of Education: a spouse, minor child, Board of Education member dependent, or persons related otherwise by blood or marriage to a Board of Education member must be appointed by the Board of Education and may be employed only following full disclosure of the relationship by the Board of Education member in a public meeting and sufficient vote of appointment without counting the vote of the related Board of Education member.

Legal Reference: Connecticut General Statutes

[7-479](#) Conflict of interest.

[10-225](#) Salaries of secretary and attendance officers.

[10-232](#) Restrictions on employment of members of Board of Education.

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

Bylaw adopted by the Board:

**TENTATIVE APPROVAL: 03/28/2012**

**FINAL APPROVAL: 04/25/2012**

# Hampton Board of Education

## Code of Ethics

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

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

(cf. 2000.1 - Board-Superintendent Relationship)

(cf. 2300 - Statement of Ethics for Administrators)

Bylaw adopted by the Board:	TENTATIVE APPROVAL:	09/28/2011
	FINAL APPROVAL:	10/26/2011

## *Hampton Board of Education*

### Code of Conduct on Data Use

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

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

Bylaw adopted by the Board:

**TENTATIVE APPROVAL: 08/26/2010**

**FINAL APPROVAL: 09/16/2010**





# *Hampton Board of Education*

## **Policies**

### **Introduction**

Board of Education policies translate beliefs and desires of elected officials into action through the Superintendent and the school staff. Except for specific meeting decisions, policies are a Boards' best means of shaping district education through specifying in Board policy "what will be done." The Superintendent's administrative regulations provide the "how it will be done" to accompany Board of Education policies

Policies also make it clear, at least by implication, that Superintendents are expected to follow the direction of the entire Board as it is expressed through its policies. On a daily basis, Board policies, except for bylaws, are primarily for the guidance of the Superintendent and his/her staff. It is, however, the Board's responsibility to ensure the Superintendent uses policies in making decisions; it is, similarly, the Superintendent's responsibility to insist that both policies and their amplifying regulations are followed by everyone in the school system

### **Organization and Contents of Policy Manuals**

Policy manuals contain three basic types of entries — Board of Education policies, Superintendent regulations, and Board of Education bylaws:

1. Policies are guides for discretionary action by the Superintendent and staff; not all policies require administrative regulations;
2. Regulations are the Superintendent's amplifications of Board policies into specific staff actions; not all administrative regulations require policies;
3. Bylaws are rules governing Boards of Education's internal operations.

### **Development of Board Policies**

The development of sound educational policies is one of the primary duties of the Board of Education. Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent and his/her staff. Policy development and revision should follow these principles:

1. Policies and regulations shall be given high priorities by the Board and by the Superintendent;
2. Many people at different levels shall be given opportunities to participate in development and review of policies and regulations;
3. Procedures for development and revision of policies and regulations shall be clear and well understood; participants shall know their roles and authority; lines of communication shall be observed;
4. Use of policies and regulations as guides to action shall be stressed at all organizational levels, and policy or regulatory violations shall not be overlooked or condoned;
5. Policy and regulatory effectiveness shall be monitored regularly by the Board of Education, the Superintendent, and by other staff members;
6. Board members and administrators shall guard against intrinsic problems of policies and regulations. (*rigidity and inflexibility, bureaucratic or insensitive administration of policy, etc.*)

## *Hampton Board of Education*

Anyone may propose a new policy or policy changes — members of the community, the staff, students, Superintendent, or Board members. Proposed new policies and policy changes from staff shall be forwarded to the Superintendent for presentation to the Board. Although the Board encourages and welcomes community, staff and student involvement, only the Board may establish policy.

The Superintendent is encouraged to submit written recommendations for new policies and for revision of existing policies as necessary for the effective operation of the public schools.

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official policy manual maintained by the Superintendent. Policy manuals and copies of new and changed policies shall be distributed to all members of the Board of Education and school administrators, and shall be made available to the staff, students, and general public.

### **Adoption and/or Amendment of Board of Education Policies**

Procedure for the adoption of a new policy or the amendment of existing policy shall be:

1. Upon referral to the policy committee, the committee will develop a statement of policy or change of existing policy based on the following:
  - a. Suggestions and requests from Board members;
  - b. Recommendations from the Superintendent;
  - c. Statutory requirements;
  - d. Citizen input.
2. The policy committee shall present a policy statement, or revised policy statement, with its recommendations to the Board at a regular Board meeting. No action shall be taken at this presentation meeting.

*Hampton Board of Education*

3. The Board shall act on proposed policies at a subsequent regular meeting of the Board at which time amendments to the policy proposals may be made and the policies approved if the changes are not a departure from the essence of the policy proposal; if the proposed changes are major, a policy should be brought back for a second review at the next regular meeting with a further recommendation from the Board's policy committee. Proposed policy changes approved by majority vote of the Board shall take immediate effect.

4. For proposed policy statements, new or revised, because of changes or additions to Connecticut General Statutes or State Board of Education Regulations, approval may be given at the initial presentation.

Formal adoption of policies and/or amendments of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of education to prescribe rules, policies, and procedures.

Bylaw adopted by the Board: TENTATIVE: 10/24/2012

FINAL: 11/28/2012



**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 two-thirds 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 adopted by the Board: TENTATIVE: 08/22/2012

FINAL: 09/26/2012

# *Hampton Board of Education*

## **Bylaws of the Board**

### **Time, Place, Notification of Meetings**

#### **Regular Meetings**

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

#### **Special Meetings**

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

#### **Notice of Meetings**

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

#### **Electronic Participation**

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

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

**Bylaws of the Board**

**Time, Place and Notification of Meetings**

**Electronic Participation** (continued)

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

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. (Each part of the telephone conference call meeting shall be audible to the public at the location specified in the notice for the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call and the identification of each party to the telephone conference call shall be clearly stated prior to the meeting.) The Superintendent will take measures to verify the identity of any remotely located participants.

(cf. 9327 – Electronic Mail Communications)

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

Bylaw adopted by the Board:	TENTATIVE APPROVAL:	09/28/2011
	FINAL APPROVAL:	10/26/2011

## **Bylaws of the Board**

### **Public and Executive Sessions**

#### **Public Meetings**

All meetings of the Board of Education, regular, special and emergency shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, a meeting of a personnel search committee for executive level employment candidates, or a discussion of strategy or negotiations with respect to collective bargaining are not defined as "meetings" under the Freedom of Information Act. A meeting is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advocacy power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act.

#### **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 upon a two-thirds vote of the members present and voting taken at a public meeting for only 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 meeting.
2. Strategy and negotiations with respect to pending claims and litigation that the Board or a member of the Board, is party.
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 by a political subdivision of the state 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 Subsection (b) of Section 1-210 of the Connecticut General Statutes.

The motion to go into executive session shall identify the persons, in addition to the Board, who shall be invited to be in attendance in the executive session. The persons invited into executive session shall be limited to persons needed to present testimony or opinion pertinent to matters before the Board and such persons' attendance shall be limited to the time period for which their presence is necessary.

#### **Smoking**

Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting. A request that there be no smoking during the meeting will be made by the Chairperson during the opening ceremonies.



## Bylaws of the Board

### Public and Executive Sessions

#### Non-Meetings

Not every meeting of the Board of Education constitutes a “meeting” under the Freedom of Information Act (FOIA). A meeting does not include:

- Any meeting of a personnel search committee to executive level employment candidates;
- Any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters related to official business;
- Any meeting discussing 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;
- A quorum of the members of the Board who are present at any event which has been noticed and conducted as a meeting of another public agency, in that case, the event shall not be deemed to be a meeting of the Board as a result of their presence at such event. (For example, if the Board of Education is invited to attend a meeting of the Board of Finance, such a meeting does not have to be noticed and posted by the Board of Education.)

There is no specific executive session privilege for the discussion of collective bargaining issues. However, discussion of “records, reports of strategy or negotiations with respect to collective bargaining” is permitted in executive session, provided that such documents exist.

Absent such documents, such strategy discussions and/or negotiations themselves must be held as a “non-meeting.” Collective bargaining is excluded from the definition of a meeting under the Freedom of Information Act (FOIA). Collective bargaining sessions shall be held outside the scope of the FOIA as a “non-meeting.” Such sessions may be held at any time without posting, and related strategy sessions or updates to the Board of Education may be held either before or after the end of a regular or special meeting, without the need to post such meetings.

(cf. 1331 - Smoking in School Facilities)

Legal Reference: Connecticut General Statutes  
1-200 Definitions. (as amended by PA 02-130)  
1-206 Denial of access to public records or meetings.  
1-210 Access to public records.  
1-225 Meetings of government agencies to be public.  
1-226 Recording, broadcasting or photographing meetings.  
1-231 Executive sessions.  
19a-342 Smoking prohibited in certain places.

**Bylaw adopted by the Board: TENTATIVE APPROVAL: 09/28/2011**  
**FINAL APPROVAL: 10/26/2011**

## **Bylaws of the Board**

### **Construction of the Agenda**

The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each regular meeting. Any member of the Board of Education may call the Superintendent or Board Chairperson and request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. Any business not included on the filed agenda for a regular meeting may be added to the agenda, considered, and acted upon if there is an affirmative vote of 2/3 of the members of the Board present and voting.

### **Posting of the Agenda**

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted at the School in a place readily available to parents, teachers and the general public, in the Office of the Town/ Clerk, posted on the District's Internet website, and shall be filed in the Superintendent's office.

In addition to posting Board of Education meeting agendas on its website 24 hours prior to the meeting, any associated documents that may be reviewed by members of the Board at such meeting will be made available on the Board's website prior to the meeting.

Connecticut General Statutes

1-225 Meetings of government agencies to be public. (as amended by PA 07-213)

Public Act 23-160 An Act Concerning Education Mandate Relief and Other Technical and Assorted Revisions and Additions to the Education and Early Childhood Education Statutes

Bylaw adopted by the Board: TENTATIVE APPROVAL: 03/27/24  
FINAL APPROVAL: 04/24/24

## **Bylaws of the Board**

### **Meeting Conduct**

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

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 other designated persons.

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

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

1. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
2. No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address. If necessary, the Chairperson may clear the room so that the Board can continue the meeting.
3. No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provisions of Board of Education policy.

Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle public comment, speakers should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible. Speakers unsure of the legal ramification of what they are about to say are urged to consult first with their legal advisor.

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



**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: TENTATIVE APPROVAL: 09/28/2011  
FINAL APPROVAL: 10/26/2011

**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. Audience for Citizens
3. Communication/Correspondence
4. Approval of the Minutes
5. Report on Disbursement of Funds
6. Budget Update
7. Committee Reports
8. Report of the Superintendent
9. Information Items
10. Action Items
11. Discussion Items
12. Adjournment

Legal Reference: Connecticut General Statutes

[1](#)-232 Conduct of meetings

Bylaw adopted by the Board:

**TENTATIVE APPROVAL: 01/25/2012**

**FINAL APPROVAL: 02/22/2012**

## **Bylaws of the Board**

### **Meetings**

#### **Electronic Mail Communications**

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

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

#### **Guidelines for Board E-Mail Usage**

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

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

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

## *Hampton Board of Education*

### **Accessing E-Mail**

In an effort to encourage all Board members to access E-mail, while maintaining public fiscal responsibility, the Board of Education will loan to any Board member needing access, a modem, computer (when surplus is available), and other hardware peripherals to be returned to the Board office upon leaving office. It will be the individual Board member's responsibility to provide the hook-up and pay all consumable expenses associated with E-mail usage. In the event a Board member elects not to access E-mail, a hard copy of all E-mail directed to "Board" will be placed in the Board packet delivered via courier, and will also be accessible in the Board of Education Office.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

[1-200](#) Definitions.

[1-210](#) Access to public records. Exempt records.

[1-211](#) Disclosure of computer-stored public records.

Bylaw adopted by the Board:

**TENTATIVE APPROVAL: 03/28/2012**

**FINAL APPROVAL: 06/27/2012**



## **Bylaws of the Board**

### **Board/School System Records**

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

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

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

## *Hampton Board of Education*

12. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.

13. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

### **Availability of Records**

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

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

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

#### Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records.

1-200 Definitions.

1-210 to 1-213 Access to public records. (as amended by PA 02-113)

1-211 Access to computer stored records.

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of public agencies.

Federal Rules of Civil Procedure – 2006 Amendments

Bylaw adopted by the Board: TENTATIVE: 10/24/2012

FINAL: 11/28/2012

**Bylaws of the Board**

**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 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 by the Board: TENTATIVE: 08/22/2012

FINAL: 09/26/2012

## *Hampton Board of Education*

9400

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:

**TENTATIVE APPROVAL: 08/26/2010**  
**FINAL APPROVAL: 09/16/2010**