

# BROOKFIELD PUBLIC SCHOOL DISTRICT

## Policies, Regulations and Bylaws

### Series 9000 Bylaws of the Brookfield Board of Education Table of Contents

Policy #	Type	Policy Title	Status	Reason	Last Revision
9000	B	Roles of Board Members- Powers, Purpose and Duties	Recommended	Keep with changes	6/19/02
9010	B	Limits of Authority	Recommended	Incorporate BPS language into CAFE's	3/7/90
9011	B	Accountability		Keep BPS version as is	8/16/00
9012	B	Legal Responsibilities of the Board of Education		Keep BPS version as is	1/16/13
9020	B	Public Statements		Keep BPS version as is	2/20/13
9030	B	Commitment to Democratic Principles in Relation to Community, Staff and Students		Replace BPS with CAFE and subcommittee changes	3/7/90
9100	B	Number of Members, Terms of Office and Filling Vacancies	Recommended	Keep BPS version as is	8/19/97
9110	B	Officers and Duties	Recommended	Keep BPS version as is	2/20/13
9114	B	Clerk		Keep BPS version as is	3/7/90
9115	B	Attorney(s)		Delete BPS and adopt CAFE's with changes per legal counsel.	3/7/90
9120	B	Committees	Recommended	Keep BPS version as is	11/6/13
9130	B	Board Consultants		Replace BPS with CAFE	3/7/90
9160	B	Student Representation on the Board of Education	Recommended	Keep BPS version with revisions	5/3/00
9200	B	Qualifications of Members		Replace BPS with CAFE	3/7/90

9211	B	Resignation/Removal from Office			Keep BPS version with revisions	2/20/13
9212	B	Oath of Office			Keep BPS version with revisions	3/7/90
9220	B	Orientation			Keep BPS version with revisions	3/7/90
<b>9221</b>	<b>B</b>	<b>Filling Vacancies</b>		<b>Recommended</b>	<b>New Bylaw for Brookfield to adopt</b>	
9230	B	Development in Service			Keep with changes	8/19/97
9240	B	Board Member Protection		<b>Recommended</b>	Keep BPS version as is	3/7/90
9250	B	Conflict of Interest		<b>Recommended</b>	Delete BPS and adopt CABE's	3/7/90
9251	B	Code of Ethics		<b>Recommended</b>	Delete BPS and adopt CABE's with language from BPS #4	8/19/97
<b>9252</b>	<b>B</b>	<b>Remuneration and Reimbursement</b>		<b>Recommended</b>	<b>New Bylaw for Brookfield to adopt</b>	
<b>9300</b>	<b>B</b>	<b>Methods of Operation</b>			<b>New Bylaw for Brookfield to adopt</b>	
9310	B	Development, Distribution, Maintenance of Manual Policies, Regulations and Bylaws		<b>Recommended</b>	Keep BPS version as is	2/20/13
9311	B	Formulation, Adoption and Amendment of Policies		<b>Recommended</b>	Delete BPS and adopt CABE's with changes	4/1/92
9312	B	Formulation, Adoption and Amendment of Regulations		<b>Recommended</b>	Keep BPS version with revisions	2/20/13
9313	B	Formulation, Adoption and Amendment of Administrative Regulations		<b>Recommended</b>	Keep BPS version as is	1/21/15
9314	B	Suspension of Policies, Bylaws and Regulations		<b>Recommended</b>	Delete BPS and adopt CABE's	10/3/90
9320	B	Meetings			Keep BPS version as is	6/19/02
9321	B	Time, Place and Notification of Meetings			Keep BPS version with revisions	4/6/11
9322	B	Public and Executive Sessions			Keep BPS version with revisions	10/3/90
9323	B	Agenda Construction			Keep BPS version with revisions	10/3/90
9324	B	Meeting Purpose and Parliamentary Procedure		<b>Recommended</b>	Keep BPS version as is	2/20/13

9325	B	Meeting Conduct	Recommended	Keep BPS version as is	2/20/13
9325.1	B	Quorum		Delete BPS and adopt CABE's	4/6/11
9325.2	B	Order of Business		Keep BPS version as is	2/20/13
9325.4	B	Voting Method	Recommended	Delete BPS and adopt CABE's	4/6/11
9325.43	B	Electronic Participation	Recommended	Keep BPS version as is	4/6/11
9325.5	B	Requests for Information by Board Members		Keep BPS version as is	5/15/13
9326	B	Minutes/Taping	Recommended	Delete BPS and adopt CABE's	9/4/02
9327	B	Electronic Communication Among Board Members	Recommended	Keep BPS version as is	4/6/11
9330	B	Board/School System Records		DELETE	9/4/02
9350	B	Hearings		DELETE	10/3/90
9360	B	Legislative Program		Delete BPS and adopt CABE's	10/3/90
9400	B	Monitoring Products and Processes	Recommended	Delete BPS and adopt CABE's	2/20/13

Please note there are 3 brand new Bylaws and 2 recommended for deletion. The rest are either replacing our with CABE's version, keeping our Bylaw as is, or keeping our Bylaw but with revisions.

Bylaws of the BoardRole of Board Members (Powers, Purposes, Duties)

The Board of Education is a legal body created by the statutes of the State of Connecticut. As an agency of the state with powers delegated to it by the legislature and the State Board of Education, the Brookfield Board of Education is responsible to carry out mandatory laws, and to consider and accept or reject the provisions of all permissive laws. In those cases where the state laws do not provide or prohibit, the Board shall consider itself the agent in establishing and appraising the educational activities of the district.

The Brookfield Board of Education views its required functions in these broad areas:

1. Legislative and policymaking. The Board is responsible for the development of policy as guides for administrative action and for employing a superintendent to implement its policies.
2. Appraisal. The Board is responsible for evaluating the effectiveness of its policies and their implementation. It shall evaluate how policies have been executed by the school staff, and weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of policies.
3. Provision of financial resources. The Board is responsible for adoption of a budget which will enable the school system to carry out the Board's policies.
4. Public relations. The Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The Board is responsible for establishing educational goals which will guide both the board and the staff in working together toward the continuing improvement of the educational program. It is responsible for the approval of student standards which relate directly to the goals which identify specific expectations for students in terms of skills, knowledge and competence. It is responsible for providing for the ongoing evaluation of the school program against the curriculum goals and standards set forth by the Board and by the State Board of Education.
6. Superintendent. The Board is responsible for the hiring, supervision, evaluation and/or termination of the superintendent.
7. Personnel. The Board delegates to the superintendent the responsibility for the hiring of all non-certified staff and all certified staff with the exception of administrators. The superintendent is responsible for accepting staff resignations and initiating termination proceedings, if necessary. The Board is responsible for approving resignations and for acting on terminations.

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

8. **School Facilities/Transportation.** The Board is responsible for **working with the Superintendent to properly maintain** maintaining good public elementary and secondary facilities. It is responsible for providing for the transportation of children to schools within Brookfield and to those schools outside of Brookfield required by law.
9. **Pupil Identification.** The Board is responsible for determining the number, age and qualification of the pupils to be admitted into each school and to designate the schools which are to be attended by the various children within the district. It is responsible for requiring each child five to eighteen years of age, living in the school district, to attend school unless parents/guardians of five to six-year-old students choose not to send their children to school or parents/guardians of sixteen and seventeen-year-old students consent to withdraw their children from school.
10. **Cooperative Arrangements.** The Board is responsible for establishing cooperative relationships with other educational agencies and institutions, including the sharing or exchange of services or the instruction of students.
11. **Board-Superintendent Relations**

Delegation of executive powers by the Board provides freedom for the Superintendent to manage the schools within the Board's established policies. The Superintendent shall be responsible to the Board for the outcomes of these delegated responsibilities.  
(cf. 5111 – Admission/Placement)

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 revised  
 by the Board: 3/7/90  
 Revised: 8/19/97  
 Adopted: 6/19/02

BROOKFIELD PUBLIC SCHOOLS  
 Brookfield, Connecticut

**REVIEWED/REVISED:**

**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.

Because all powers of the Board of Education lie in its action as committee of the whole, individual Board members exercise their authority over district affairs only as they vote to take action at a legal meeting of the Board.

An individual board member, including the chairperson, shall have power only when the Board, by vote, has delegated authority to him or her.

Only the Board has authority to take official action.

Commented [g1]: Added all language from BPS Bylaw into CABE's Bylaw

**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 readopted  
by the board: 3/7/90  
**REVIEWED/REVISED**

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

By-Laws of the Board

Accountability

The public is accountable for:

- Maintaining a vigorous interest in, concern for, and constructive criticism of the schools;
- Electing the most able men and women available to represent them on the Board of Education;
- Providing the resources necessary for the Board and staff to accomplish publicly endorsed goals and objectives of the school district.

The Board is accountable for:

- Being responsive to the community's desires and concerns regarding the quality and performance of the school system;
- Carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives;
- Requesting the resources necessary for the achievement of the goals and objectives through the budget process;
- Evaluating the degree to which the goals and objectives are accomplished;
- Selecting and evaluating the Superintendent of Schools;

The Superintendent is accountable for:

- Providing creative professional leadership, counsel and management in all aspects of the school district programs;
- Being responsive to the Board of Education's desires and concerns regarding the quality and performance of the school district;
- Effecting the policies, goals and objectives established by the Board of Education;

By-Laws of the Board

Accountability (Continued)

The Superintendent is accountable for:

- Providing fiscal leadership in the implementation of the budget process;
- Selecting and evaluating all professional staff.

The administration, the teachers and other employees are accountable for:

- Achieving the goals and objectives related to their stated job responsibilities;
- Being responsive to the Superintendent of School's desires and concerns regarding the quality and performance of their job responsibilities.
- Maintaining communications with students, parents and the community regarding their stated job responsibilities;
- Conforming to the policies established by the Board of Education.

The parents are accountable for:

- Providing an atmosphere that supports the education of their child;
- Maintaining close communication with the school.

The students are accountable for:

- Diligently pursuing their own learning;
- Following the rules of the school and district.

Legal Reference:            Connecticut General Statutes  
   10-220 - Duties of Board of Education

Section of Policy Removed from  
0000 Series to 9000 Series  
8/16/2000

**REVIEWED/REVISED:**

**BROOKFIELD PUBLIC SCHOOLS**  
Brookfield, Connecticut

## 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 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. To 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 hire and/or retain 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 the process for 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;

## Bylaws of the Board

### Legal Responsibilities of Board of Education (continued)

- (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.
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)

Revised: 1/16/13

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:**

## Bylaws of the Board

### Public Statements

The Board believes that it is important to keep the public informed and, in turn, that the community should have the opportunity to provide input. The Board of Education instructs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at Board meetings as part of its ongoing effort to keep staff and public fully informed concerning its affairs and actions.

The Superintendent will work to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at Board meetings. Releases to the press and brief summaries of board meeting actions prepared for distribution to staff members and parents, as a hard copy and/or electronically, are regarded as appropriate media for meeting the requirements of this bylaw. Formal press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. 1100 - Communication with the Public)

(cf. 1120 - Board of Education Meetings)

Bylaw revised  
by the Board: 3/7/90  
Revised: 2/20/13

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:**

**Bylaws of the Board**

9030(a)

**Commitment to Democratic Principles in Relation to Community, Staff, Students**

**Board-Staff Communications**

The Board of Education recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas – administration, policy and philosophy. While the Board recognizes the necessity for Board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

**1. Staff Communications to the Board**

All formal reports to the Board or any Board committee from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. (cf. 4135.4 and 4235.4 re Complaints/Grievances)

Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate first hand the Board's deliberations on problems of staff concern.

**2. Board Communication to Staff**

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions. (cf. 9020 - Public Statements)

**3. Visits to Schools**

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.

**Bylaws of the Board**

**Commitment to Democratic Principles in Relation to Community, Staff, Students (continued)**

**4. Social Interaction**

Staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education members are expected to avoid discussion of:

- A. Matters that are, or have the potential of becoming, the subject of an executive session;
- B. Information and data contained in personnel records protected by the privacy act.

**5. Student-Board Involvement**

The Board of Education recognizes the need for establishing and maintaining a frank and open dialogue with students. The board of education may conduct open discussion sessions with representatives from the student body. The discussion sessions may be held at such times as both parties feel necessary.

These meetings are designed to promote better understanding between students and the Board. They are not designed to replace the specific complaint and grievance procedure established in Policy 5145:6 of this manual.

Commented [g1]: This is language from the BPS Bylaw which was incorporated into CAGE's

(cf. 5145 - Civil and Legal rights & Responsibilities)  
(cf. 9132/9133 - Committees and Advisory Committees)

Legal Reference: Connecticut General Statutes  
10-220 Duties of Boards of Education.

Bylaw adopted by the Board: 3/7/90

**BROOKFIELD PUBLIC SCHOOLS**  
Brookfield, Connecticut

**REVIEWED/REVISED:**

## Bylaws of the Board

### Organization

#### Number of Members, Terms of Office, Filling Vacancies

The Brookfield Board of Education shall have seven members who are elected at the town's biennial elections, three in one election year and four in the next. The term of office shall be four years. No more than a bare majority of the members of the Board of Education need to be of the same political party.

The board shall elect, by majority vote from its membership, a chairperson, vice-chairperson and secretary on a biennial basis.

If a vacancy occurs on the board of education, it shall be filled by the remaining members of said board until the next regular town election, at which a successor shall be elected for the unexpired portion of the term, the official ballot specifying the vacancy to be filled. If the vacancy is not filled within sixty days from the time that the office became vacant, the board of selectmen, within thirty addition days, shall fill the vacancy by appointment.

Legal Reference: Connecticut General Statutes  
 9-206a Optional number of members and terms of boards of education  
 10-218 Officers, Meetings  
 9-204 Minority representation on board of education)  
 9-414  
 10-219 Vacancy  
 Brookfield Town Charter - Section 206B

Bylaw revised  
 by the board: 3/7/90  
 revised: 8/19/97  
**REVIEWED/REVISED:**

BROOKFIELD PUBLIC SCHOOLS  
 Brookfield, Connecticut

## Bylaws of the Board

### Officers and Duties

#### Officers

A chairperson, a vice-chairperson and a secretary shall be elected by secret ballot of Board members at the next regular meeting after the first Monday in December following a Board of Education election. In case of failure to elect, the Board of Selectmen shall choose Board of Education officers from the elected Board of Education.

#### Duties

##### Chairperson

The board chairperson shall preside at all meetings and shall appoint all committees unless otherwise directed by the board. He/she shall have the right, as other members, to offer resolutions, to discuss questions, and to vote thereon. The chairperson shall perform all duties imposed by law or properly requested by the board.

##### Vice-Chairperson

The vice-chairperson shall perform all duties of the chairperson in the latter's absence.

##### Secretary of the Board

The secretary of the board shall be responsible for certifying the minutes of meetings, for signing documents needing such signatures and shall act as chairperson of meetings for which the chairperson and vice-chairperson may be absent. The secretary performs such other duties as are required by General Statutes.

In the absence of the chairperson, vice-chairperson and the secretary, at a regular or special meeting, the superintendent shall call the meeting to order and the board may choose from its membership, by a majority vote, a chairperson pro tempore to preside at the meeting. The chairperson pro tempore shall act in the capacity of the chairperson only for that meeting with all the rights, powers and duties of the chairperson as set forth in the bylaws of the Board of Education.

##### Replacement of Board Officers

Should an officer of the Board vacate his seat, the remaining members shall elect a replacement within 30 days after the regular board meeting during which the vacancy occurred. Should the newly elected individual hold another office of the Board, additional elections by the Board shall be conducted until all three office positions are filled.

Bylaws of the Board

Officers and Duties(cont'd)

Legal Reference:            Connecticut General Statutes  
                                 10-218 Officers. Meetings  
                                 10-224 Duties of the secretary

Bylaw revised  
by the Board: 3/7/90  
Revised:        5/18/94  
Revised:        4/9/97  
Revised:        8/19/97

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:**

## Bylaws of the Board

### Clerk

A clerk shall be appointed by the board of education, and shall assume the responsibility of keeping accurate records of the proceedings of the board. The clerk shall further be responsible for the preservation of committee reports and communications addressed to the board, reports of the chairman of the board, reports of the superintendent of schools, and all other records of the board of education, under the direction of the secretary of the board.

Bylaw adopted  
by the board: 3/7/90

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:**

## **Bylaws of the Board**

### **Attorney**

The attorney of the Brookfield 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 an hourly 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 Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the Brookfield Board of Education or the Superintendent.
3. At the request of the Superintendent or the Board of Education, the attorney shall attend 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 Brookfield Board of Education may assign.

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

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

The performance of the school attorney(s) shall be subject to annual evaluation by the Brookfield Board of Education and the Superintendent. Such evaluation shall include the areas of efficiency and adequacy of advice; results obtained for the District; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community.

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

Bylaw adopted by the Board: 3/7/90

**BROOKFIELD PUBLIC SCHOOLS**  
Brookfield, Connecticut

REVIEWED/REVISED:

## Bylaws of the Board

### Attorney(s)

~~The board of education and the superintendent of schools may seek legal assistance in solving questions related to their official duties.~~

~~The services of the town counsel will normally be sought by the board of education and the superintendent of schools in issues involving relationships between the school and the town.~~

~~However, whenever interpretations or rulings requiring immediate action are unattainable through the town counsel due to his/her absence or excessive work load, or whenever the special problems of the school district require the assistance of attorneys with wide experience in educational issues, the board of education and/or the superintendent of schools may retain the services of one or several attorneys in order to tap particular areas of expertise.~~

Bylaw readopted \_\_\_\_\_ BROOKFIELD PUBLIC SCHOOLS  
by the board: 3/7/90 \_\_\_\_\_ Brookfield, Connecticut

**Bylaws of the Board****Committees**

Committees of the Board of Education shall be established at the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board with up to three Board members on each. Duties of each committee shall be determined as a committee is formed. By doing exploratory, fact-finding and preliminary work, the committees facilitate the effective and efficient completion of Board business.

Permanent committees are established to last indefinitely to deal with the ongoing, long term business of the BOE. The Board may also create ad hoc committees from time to time to address special topics and circumstances. Ad hoc committees have a limited lifespan and end when their work is concluded.

Both permanent and ad hoc committees are exclusively advisory and have no power to take action or to commit the Board or district to any course of action, except as specifically directed by the Board.

With the exception of the Negotiations committee, it shall be the duty of the Chairperson of the Board to appoint members of the committees, except when the Board itself may decide otherwise. In matters concerning negotiations of the teacher's contract, the Negotiations committee will be made up of the Board chairperson, Vice Chairperson and one other member to be chosen by the Board chairperson. Each other negotiation shall have a unique committee appointed by the Board chair. When establishing the composition of subcommittees, the Board Chairperson and/or Board shall make these determinations in the spirit of diverse representation.

Each committee will elect its chairperson. It shall be the duty of the committee chairperson to convene the committee meeting and either take the minutes, or arrange for another member to do so. Each committee will make a report through its chairperson or designee at each a regular meeting of the Board of Education.

No announcement may be made by any committee or its members to the public or press until such release has been cleared with the Board Chairperson or his/her designee.

All committee meetings, other than negotiations, must be public, as provided by law.

Legal Reference:

Connecticut General Statutes 1-200  
Definitions

I-225 Meetings of government agencies to be public 10-220  
Duties of boards of education

Bylaw revised by the board: 3/7/90

Reviewed: 2/13/02, 3/14/02

Policy Approved: 3/20/02

Reviewed and Approved: 11/17/10

Revised: 11/6/13

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

## Bylaws of the Board

### Board Consultants

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

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

~~Before engaging any consultant, the board will 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~~

- ~~— the specific objectives to be accomplished by the consultant;~~
- ~~— the specific tasks to be performed;~~
- ~~— the procedures to be used in carrying out the tasks;~~
- ~~— the target dates for completion of tasks; and~~
- ~~— the method to be used to report results to the board and/or to deliver any "product" (e.g., long range plan, codified policy manual, etc.) to the board.~~

~~All proposals will be submitted to the school attorney for review before a contract is let. The superintendent will establish procedures necessary to effect an efficient working relationship between the consultant and the board and/or staff members.~~

## **Bylaws of the Board**

### **Board Consultants**

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

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

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

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

Bylaw adopted by the Board: 3/7/90

**BROOKFIELD PUBLIC SCHOOLS**  
Brookfield, Connecticut

**REVIEWED/REVISED:**

Bylaws of the BoardStudent Representation on the Board of Education

The Board of Education shall provide the opportunity for one student representative and one alternate from Brookfield High School to participate as ex-officio members on the Board of Education in a non-voting capacity at all public Board of Education meetings. At any given meeting, either the student representative or alternate may be seated with the Board. The seated student's opinion shall be considered to give an added dimension to the decision-making process of the Board of Education.

The Superintendent or designee shall coordinate attendance and flow of information between the student representative and the alternate.

The student representative and/or alternate shall not attend executive sessions of the Board of Education nor sit with the Board at public hearings regarding personnel or student matters, nor have access to associated back-up material **or any confidential/privelaged information.**

The Board reserves the right to dismiss, by a two-thirds vote, the student representative and/or alternate due to poor performance and call for the election of new members. Properly expressed opinions which may be contrary to those of Board members shall not constitute poor performance.

Connecticut General Statues:

9-203 - Number and term of members of Board of Education

Policy Adopted: 5/3/2000

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:**

~~Bylaws of the Board~~

~~Qualifications of Members~~

~~A person is legally qualified to become a member of the board who is a United States citizen and a qualified voter of the school district who can read and write the English language.~~

~~Employees of the school district are precluded from serving on the board, by reason of statute.~~

~~Legal Reference: Connecticut General Statutes~~

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

~~Bylaw revised~~ \_\_\_\_\_ ~~BROOKFIELD PUBLIC SCHOOLS~~  
~~by the board: 3/7/90~~ \_\_\_\_\_ ~~Brookfield, Connecticut~~

**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 revised  
by the board: 3/7/90**

**BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut**

**REVIEWED/REVISED:**

**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 decides to terminate service, the Board requests earliest possible notification of intent to resign so that the board may make appropriate plans. A letter of resignation must be submitted to the Town Clerk with a copy to the Chairperson and the Superintendent at least one week prior to the member's final Board meeting designating the specific date of resignation. **All letters of resignation shall be submitted in accordance with the more restrictive Town Charter and additionally, said policy shall require that a copy be given to the Board Chairperson and Superintendent.**

**Removal as Officer of the Board**

Any Board officer may be removed from his/her position as Chairperson, Vice Chairperson, or Secretary of the Board 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. Censure has no legal effect.

Legal Reference:       Connecticut General Statutes  
                              7-103 Resignation of Municipal Officers

Approved: 11/15/06

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

Revised: 2/20/13

**REVIEWED/REVISED:**

Bylaws of the Board

Oath of Office

Board of education members, before taking office, shall take ~~the following~~ oath or affirmation in accordance with **Town Charter and/or applicable State law.:**

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Connecticut and that I will honestly, faithfully, and impartially discharge my duties as a school board member to the best of my ability."

Legal Reference:     Connecticut General Statutes  
                          10-218a Oath of office  
                          1-25   Forms of oaths

Bylaw revised  
by the board: 3/7/90

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:**

## Bylaws of the Board

### Orientation

Incumbent board members and staff shall help new board members become fully informed about the board's functions, policies, procedures, and problems.

Specific phases of the new board member's orientation program shall include the following:

1. In the interim between appointment and actual assumption of office, the new member will be invited to attend all meetings and functions of the board, and ~~will receive~~ **are eligible to receive** all reports and communications normally sent to board members.
2. In the interim between appointment and actual assumption of office, the new member will be furnished with selected materials dealing with information about the district, state education laws and regulations, and local policies and regulations. Such materials shall include:
  - Board policy manual
  - District annual report
  - Connecticut general school laws
  - Access to board meeting minutes for the prior years
  - Financial report
  - Copy of the school budget
3. An orientation meeting will be convened for the primary purpose of orienting the new member to his/her responsibilities, to the board's method of operating, and to school district policies and problems.
4. A schedule of appointments with selected administrative personnel shall be arranged by the superintendent to afford an opportunity for the new member to discuss specific functions and concerns at different levels of operation.

Bylaw revised  
by the board: 3/7/90

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:**

## **Bylaws of the Board**

### **Filling Vacancies**

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

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

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

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

**Legal Reference:**            **Connecticut General Statutes**

**7-107 Vacancy appointments by selectmen.**

**9-204 Minority representation on boards of education.**

**10-219 Procedure for filling vacancy on board of education.**

**10-156e Employees of boards of education permitted to serve as elected officials; exception.**

**10-232 Restriction on employment of members of the board of education.**

**NEW Bylaw adopted by the Board:**

**BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut**

## Bylaws of the Board

### Development in Service

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

Funds shall ~~may~~ be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket costs incurred through participation in approved activities. The board as a whole shall retain the authority to approve or disapprove of the participation of members in planned activities. The public shall ~~may~~ be kept informed through the news media about the continuing in-service education and about the programs anticipated for short and long-range benefits to our schools.

The board regards the following as the kinds of activities and services appropriate for implementing this bylaw:

1. — Participation in school board conferences, workshops and conventions held by the state and national school boards associations
2. — District sponsored training sessions for board members
3. — Subscriptions to publications addressed to the concerns of board members

### School Board Conferences, Conventions and Workshops

In keeping with its stated position on the need for continuing in-service training and development for its members, the board encourages the participation of all members at appropriate school board conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this bylaw, the board establishes these principles and procedures for its guidance:

~~Development in Service (continued)~~

~~School Board Conferences, Conventions and Workshops (continued)~~

- ~~1. A calendar of school board conferences, conventions and workshops shall be maintained by the superintendent's secretary. The board will decide periodically which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.~~
- ~~2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.~~
- ~~3. Reimbursement to board members for their travel expenses will be in accord with the travel expense policy for staff members.~~
- ~~4. When a conference, convention or workshop is not attended by the full board, those who do participate will be required to share information, recommendations, and materials acquired at the meeting.~~
- ~~5. To provide such development, the Board shall strive to annually provide membership in the Connecticut Association of Boards of Education.~~
- ~~6. The clerk to the Board shall prepare an annual summary report of Board members participation in professional development activities.~~

~~(cf. 1100 - Communication with the Public)~~

~~(cf. 4133 - Travel; Reimbursement)~~

Bylaw readopted

by the board: 3/7/90

revised: 8/19/97

BROOKFIELD PUBLIC SCHOOLS

Brookfield, Connecticut

Bylaws of the Board

Board Member Protection

The Brookfield 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 revised  
by the board: 3/7/90

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:**

## Bylaws of the Board

### Conflict of Interest

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

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

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

### Nepotism

~~The board of education will not employ anyone in a certified position if such staff employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the superintendent or any member of the board.~~

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

~~(cf. 4112.8/4212.8 - Nepotism; Husband/Wife Employment)~~

Bylaw adopted \_\_\_\_\_ BROOKFIELD PUBLIC SCHOOLS  
by the board: 3/7/90 \_\_\_\_\_ Brookfield, Connecticut

## **Bylaws of the Board**

### **Conflict of Interest**

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

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

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

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

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

**Legal Reference:** Connecticut General Statutes

7-479 Conflict of interest.

10-156e Employees of boards of education permitted to serve as elected officials; exception

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

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

**Bylaw adopted by the Board: 3/7/90**  
**REVIEWED/REVISED:**

**BROOKFIELD PUBLIC SCHOOLS**  
**Brookfield, Connecticut**

## Bylaws of the Board

## Code of Ethics

- I. ~~As a member of Brookfield Board of Education, Representing all the citizens of the school district, I recognize~~
- ~~1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.~~
  - ~~2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.~~
  - ~~3. That the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.~~
  - ~~4. That my fellow board members and I must take the initiative in helping all the people of this community to have all the facts all of the time about their schools, to the end that they will readily provide adequate school program, school staff, and school facilities to meet the educational needs of the students.~~
  - ~~5. That the authority of the board and its officers is derived from the State of Connecticut. The State of Connecticut controls the organization and operation of the school district and which determines the degree of discretionary power left with the board and the people of Brookfield for the exercise of local autonomy.~~
  - ~~6. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.~~
- II. ~~In view of the foregoing consideration, it shall be my constant endeavor~~
- ~~1. To devote time, thought and study to the duties and responsibilities of a school board member so that I may render effective and creditable service.~~
  - ~~2. To work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.~~

## Code of Ethics (continued)

- ~~3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the board.~~
- ~~4. To act and speak at all times with the knowledge that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the school staff, and local citizenry, and news media on the basis of this fact.~~
- ~~5. To resist every temptation and outside pressure to use my position as a school board member to benefit either myself or any other individual or agency apart from the total interest of the school district.~~
- ~~6. To recognize that it is as important for the board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.~~
- ~~7. To act and speak at all times with the knowledge that the primary function of the board is to establish the policies by which the schools are to be administered, and that the administration of the educational program and the conduct of school business shall be left to the employed superintendent of schools and his professional and non-professional staff.~~
- ~~8. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.~~
- ~~9. Finally, to strive step by step toward ideal conditions for most effective school board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.~~

Bylaw readopted \_\_\_\_\_ BROOKFIELD PUBLIC SCHOOLS  
by the board: 3/7/90 \_\_\_\_\_ Brookfield, Connecticut  
revised: 8/19/97

## Bylaws of the Board

### Code of Ethics

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

- Boards members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the fundamental goal of all decision-making and actions.
- Board members and Superintendents are staunch advocates of high quality free public education for all Connecticut children.
- Board members and Superintendents respect 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.
- To act and speak at all times with the knowledge that as an individual I have no authority outside the meetings of the board, and to conduct my relationships with the school staff, and local citizenry, and news media on the basis of this fact.

(cf. 2000.1 - Board-Superintendent Relationship)  
 (cf. 2300 - Statement of Ethics for Administrators)

Bylaw readopted  
 by the board: 3/7/90  
 revised: 8/19/97  
 REVIEWED/REVISED:

**BROOKFIELD PUBLIC SCHOOLS**  
 Brookfield, Connecticut

**Bylaws of the Board**

**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.**

**NEW Bylaw adopted by the Board:**

**BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut**

Bylaws of the Board

Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws

Policy Dissemination

The Superintendent of Schools is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board of Education and the administrative rules and regulations needed to put them into effect.

All current policies, regulations and bylaws are accessible on line on the District website. New and revised policies, regulations and bylaws are updated on the website within two (2) business days of passage by the Board of Education.

The Board of Education office and each school office maintains a hard copy of all policies, regulations and bylaws in the District Policy Manual which is available for review to all employees of the school District and all members of the general public.

A hard copy of the policy manual is available to each Board member while he/she is serving in that capacity. All policy manuals shall remain the property of the Brookfield Board of Education. Policy Manuals are subject to recall at any time deemed necessary by the Superintendent of Schools.

The Board of Education office, each school office and other District offices holding copies of Policy Manuals will receive hard-copy updates of all new and revised policies, regulations and bylaws within two (2) business days of passage by the Board of Education.

(cf. 9400 - Monitoring Products and Processes)

Bylaw adopted  
by the board: 10/3/90  
revised: 8/19/97  
Revised: 2/20/13

BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut

**REVIEWED/REVISED:**

Bylaws of the Board

Formulation, Adoption, Amendment of Policies

Formulation

~~It is the responsibility of the Brookfield Board of Education to provide written policies which may serve as guidelines for the successful and efficient functioning of the Brookfield Public Schools.~~

~~The policies of the Brookfield Board of Education shall be in conformity with Connecticut laws, rules and regulations of the State Board of Education, and all other regulatory agencies within our local, county, state and federal levels of government. The policies shall be developed in conformity to those objectives, procedures and practices accepted as authoritative in the field of public education.~~

~~While reserving onto itself the responsibility and authority to determine district policies, the board is earnest in its desire to seek out the judgment and counsel of citizens, students, and staff members in the developmental process prior to final adoption.~~

~~Any student or student organization, staff member or employee organization or citizen or group in Brookfield may submit proposals for new policies or changes in existing policies. All such proposals must be submitted in writing to the Superintendent of Schools and will follow the "Policy Route" contained herein.~~

~~Action on such proposals will be taken by the policy committee of the board of education. The development of the policy statement shall be the responsibility of the policy manager with final adoption in accordance with this bylaw.~~

~~When in the opinion of the superintendent of schools or the board of education, there is a question about a policy's conforming to the law, the counsel of the school attorney shall be sought.~~

Policy Route

~~Policies will follow the route outlined herein.~~

Formulation, Adoption, Amendment of Policies (continued)

Adoption

Except for policy actions to be taken in emergencies, the adoption of board policies shall follow this sequence which will take place at least at two regular or special meetings of the board:

- ~~1. Announcement and distribution of proposed new or revised policies as an item of information in the board of education agenda providing opportunity to concerned groups or individuals to react to policy proposals at the time of the first reading at the upcoming board of education meeting.~~
  - ~~2. At least four weeks after the meeting, at which policy proposals are first placed on the agenda, final action by the Board may be taken.~~
- ~~Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the board policy manual.~~
- ~~Insofar as possible, each policy statement shall be limited to one subject.~~
- ~~Policies and amendments adopted by the board shall be attached to and made a part of the minutes of the meeting at which they are adopted unless a specific effective date is provided in the adopted resolution.~~

Emergency Procedure

~~On matters of unusual urgency, the board may waive the four-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the superintendent shall inform concerned groups or individuals about the reasons for this necessity prior to the meeting.~~

~~(cf. 9030—Commitment to Democratic Principles in Relation to Community, Staff, Students)  
(cf. 9400—Monitoring Products and Processes)~~

**Policies**

**Introduction**

Board of Education policies translate beliefs and desires of elected officials into action through the Superintendent of Schools 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 administrative "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 of Schools 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 of Schools regulations, and Board of Education bylaws:

1. Policies are guides for discretionary action by the Superintendent of Schools 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 of Schools 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 of Schools;
2. 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;
3. 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;
4. Policy and regulatory effectiveness shall be monitored regularly by the Board of Education, the Superintendent of Schools, and by other staff members;
5. Board members and administrators shall guard against intrinsic problems of policies and regulations. (*rigidity and inflexibility, bureaucratic or insensitive administration of policy, etc.*)

**Policies**

**Development of Board Policies (continued)**

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 in writing for review. 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 of Schools;
  - 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.
3. The Board shall act on proposed policies at regular meetings 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.

**Bylaws of the Board**

**9311(c)**

**Policies**

**Development of Board Policies (continued)**

**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 Revised  
by the Board: 10/3/90  
Revised: 2/20/13**

**BROOKFIELD PUBLIC SCHOOLS  
Brookfield, Connecticut**

**REVIEWED/REVISED:**