

AMITY REGIONAL SCHOOL DISTRICT NO. 5 PUBLIC SCHOOLS

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**AMITY REGIONAL SCHOOL DISTRICT NO. 5
PUBLIC SCHOOLS**

BYLAWS OF THE BOARD

SERIES 9000

**Bylaw
Number**

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Bylaws of the Board

Public Statements

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. Press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. 1112.2 - School News Releases)

(cf. 1120 - Board of Education Meetings)

Bylaws of the Board

Number of Members, Terms of Office, Oath of Office

The Amity Regional Board of Education consists of thirteen (13) members, apportioned to each town according to its percentage of the total student population.

Terms of the office are four (4) year overlapping terms. Members from Orange shall take office the first of December. Members from Bethany and Woodbridge shall take office on the first day of July. Before entering upon their official duties, members of the Board of Education shall take the oath of office before the Town Clerk or designee of their respective town.

Vacancies shall be filled by each representative town according to its town charter.

Legal Reference: Connecticut General Statutes

10-46 Regional board of education

10-63h Applicability to existing regional school districts

10-218a Oath of office

Bylaws of the Board

Officers

The officers of the Board of Education shall consist of Chairman, Vice-Chairman, Secretary and a Treasurer.

Such Officers shall be elected from the Board membership at its organizational meeting in December, following biennial elections and shall remain in office until new officers are elected at the next organizational meetings, unless such officers cease to be members of the Board of Education or otherwise resign or are removed from office.

If there is a vacancy in any officer position during the course of the year, the Board membership shall act promptly, commencing no later than the next regularly scheduled meeting, to elect a new officer to fill the vacancy. The new officer will take office immediately upon completion of the election.

Board members shall vote by a show of hands, and a majority of the full Board membership shall be required in order to elect an office. If there are more than two nominees and no nominee receives a majority vote of the full board membership, the nominee receiving the lowest number of votes shall be removed from the list of candidates before balloting again. The vote of each members shall be reduced to writing and shall be made available for public inspection within forty-eight hours, excluding Saturday, Sunday and legal holidays.

The results of the election shall also be recorded in the minutes of the meeting, and the minutes shall be available for public inspection at all reasonable times.

Legal Reference: Connecticut General Statutes

10-46 Regional board of education

**Amity Regional School District No. 5
Woodbridge, Connecticut**

Bylaw adopted by the Board: March 10, 2008

Revised & Retyped: 1-20-2010; 2-9-2010

APPROVED: 3-8-2010

Bylaws of the Board

Chairperson

The Board Chairperson shall preside at all meetings of the Board. He or she may call special meetings of the Board when necessary. The Chairperson, with the assistance of the Superintendent, shall prepare an agenda of the items of business to come before the Board at each regular and special meeting.

It is the duty of the Board Chairperson to sign official papers when so authorized by the Board.

Except as otherwise provided in Bylaw 9132, the Board Chairperson shall annually appoint standing committees and appoint chairs of the standing committees.

Ad Hoc committees may be established by the Board Chairperson with the approval of the Board of Education with a fixed objective and for a limited period of time. The Board Chair shall appoint the committee members and chair. The Board shall take formal action to dissolve such committees once the task has been resolved or completed.

The Chairperson may serve as an ex-officio member of any standing or ad hoc committee. As ex-officio, the Board Chairperson can make and second motions and can vote on motions but cannot be counted to comprise a quorum.

Moreover, the Chairperson shall perform all other duties imposed by state statute; and shall perform such other duties as may be prescribed by law or by action of the Board.

(cf. 9132 – Standing Committee)

Legal Reference: Connecticut General Statutes

10-46(d) Region boards of education

Bylaws of the Board

Secretary

1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board, and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed “official minutes” until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provisions that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.

(cf. 9326 - Minutes)

Legal Reference: Connecticut General Statutes

7-3 Warning of town and other meetings

7-4 Recording of warning

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

Bylaws of the Board

Recording Secretary/Clerk

The Board of Education shall be staffed by an individual who will serve as Recording Clerk and be hired by and supervised by the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-218 Officers.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

Bylaws of the Board

Attorney

The Board of Education, by a majority vote, shall appoint an attorney or attorneys to provide professional legal counsel and representation to it and the Superintendent. Only the Superintendent or designee and Board Chair or designee may contact the Board attorney. The attorney shall not direct or supervise staff in the performance of their duties.

Bylaws of the Board

Treasurer

The Treasurer , elected by the Board of Education in accordance with C.G.S. 10-46 shall:

1. Give bond to the Board in an amount determined by the members of the Board, the cost of which shall be borne by the school district.
2. Pay out and/or authorize the payment of monies of the regional school district as may be directed by the Board.
3. Perform such other duties as may be authorized by the Board.
4. For each school year commencing July 1, the Treasurer shall be bonded for the faithful performance of his/her duties, said bond to be written by an insurance company licensed to do business in the State of Connecticut and in an amount to be determined by the Board. The Board shall indemnify and hold the Treasurer harmless against any liability imposed as a result of his or her actions as Treasurer, except for his/her own willful misconduct, and shall also indemnify and hold the Treasurer harmless as provided by Section 10-235 of the Connecticut General Statutes.

Legal Reference: Connecticut General Statutes

10-46 Regional Board of Education [subsection (d)]

10-56 Corporate powers. Bond issues.

Bylaws of the Board

Deputy Treasurer

The Deputy Treasurer elected by the Board of Education in accordance with C.G.S. 10-46 shall:

1. Give bond to the Board in an amount determined by the members of the Board, the cost of which shall be borne by the school district.
2. Pay out and/or authorize the payment of monies of the regional school district as may be directed by the Board and in the absence of the Treasurer.
3. Perform such other duties as may be authorized by the Board or Treasurer.
4. For each school year commencing July 1, the Deputy Treasurer shall be bonded for the faithful performance of his/her duties, said bond to be written by an insurance company licensed to do business in the State of Connecticut and in an amount to be determined by the Board. The Board shall indemnify and hold the Deputy Treasurer harmless against any liability as a result of his/her actions as Treasurer, except for his/her own willful misconduct, and shall also indemnify and hold the Deputy Treasurer harmless as provided by Section 10-235 of the Connecticut General Statutes.

The Deputy Treasurer will execute the role of Treasurer:

1. If the Treasurer is out of state.
2. If the Treasurer is incapacitated or otherwise unable to perform the duties of Treasurer.
3. As directed by the Treasurer.

The Deputy Treasurer serves under the Treasurer and will perform the assigned duties of the Treasurer under the direction of the Treasurer.

Legal Reference: Connecticut General Statutes
 10-46 Regional Board of Education [subsection (d)]
 10-56 Corporate powers. Bond issues.
 Bylaw

Amity Regional School District No. 5
Woodbridge, Connecticut

Typed: 8-10-2011

APPROVED: 9-12-2011

Bylaws of the Board

Committee of the Whole

Transaction of Business

The Board shall transact all business at a legal meeting of the Board, acting as a committee of the whole.

Individual members shall make no commitment for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.

The Board shall concern itself with questions of educational policy, and not with administrative details of the District's operations.

(cf. 9110 – Limits of Authority)

Bylaws of the Board

Committees

The Board shall act as a committee of the whole on all matters coming before it except that committees may be created by vote of the Board for the consideration or investigation of certain matters, or for the performance of certain Board functions.

1. Committees

a. Standing Committees

The Board may create standing committees. Any standing committee shall remain in effect indefinitely or until such time as the committee is abolished by the Board.

b. Ad Hoc Committees

Ad hoc committees may be established by the Board with a fixed objective and for a limited period of time. The Board shall take formal action to dissolve such committees when their stated purposes have been carried out and/or the services of the committee are no longer required.

2. Scope of Authority

A committee's only authority is to make recommendations to the Board regarding matters that have been referred to it, unless the Board specifically authorizes otherwise, however the Board cannot delegate the powers granted it under the State Statutes to such committees.

3. Committee Membership

The Board Chair shall appoint the members of all committees, and the Board Chair shall also appoint a Chairperson for each committee. The Board Chairperson may serve as ex-officio member of any standing or ad hoc committee. As ex-officio, the Chairperson can vote but cannot count as part of a quorum.

4. Meetings and Reports

a. Meetings of committees shall be posted as required by the Freedom of Information Act. Minutes of each posted committee meeting shall be prepared.

b. Committees shall submit their recommendations and/or reports at meetings of the Board.

Bylaws of the Board

Committees

(cf. 9131 – Committee of the Whole)

(cf. 9132.2 – Amity Finance Committee)

Legal Reference: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act.

1-200 Definitions.

1-225 Meetings of government agencies to be public.

Bylaws of the Board

Standing Committees

Policy Committee

A Policy Committee consisting of those members of the Amity Board of Education appointed by its Chairperson shall be a standing committee of the Board.

The Policy Committee shall meet as needed to consider matters pertaining to the creation, deletion, revision or interpretation of Board policies and bylaws and make recommendations for action to the Board of Education as necessary.

Bylaws of the Board

Standing Committees

Curriculum Committee

A Curriculum Committee consisting of those members of the Amity Board of Education appointed by its Chairperson shall be a standing committee of the Board.

- a. The Curriculum Committee shall meet as needed to consider matters pertaining to the development, review and approval of curriculum for the District (including the creation or revision of new courses of study) and the adoption of textbooks. It is the responsibility of the Board of Education to establish and approve curricula for the District.
- b. Other responsibilities of the Curriculum Committee include:
 1. Consideration of matters of instruction that pertain to policies of the Board of Education
 2. Consideration of graduation requirements
 3. Consideration of matters of curriculum and instruction that are referred to it by the Chairperson or the full Board.
- c. The Curriculum Committee shall make recommendations for action to the Board when necessary.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Bylaw adopted by the Board: March 10, 2008

Revised & Retyped: 12-3-2009; 12-7-2009

Approved – BOE 1-11-2010

Bylaws of the Board

Standing Committees

Personnel Committee

A Personnel Committee consisting of those members of the Amity Board of Education appointed by its Chairperson shall be a standing committee of the Board.

- a. The Personnel Committee shall meet as needed to consider matters pertaining to the following:
 1. Negotiations with collective bargaining units.
 - i. The Personnel Committee shall serve as the Board's negotiating team for negotiations with certified employee bargaining units
 2. Consideration of non-unionized salary adjustments
 3. Hearing of employee grievances
 4. Monitoring non-certified bargaining unit contract negotiations
 5. Other matters concerning personnel matters that may be referred to it by the Board Chairperson or the full Board.
- b. The Personnel Committee shall recommend action to the Board as necessary

Bylaws of the Board

Standing Committees

Collective Bargaining

Collective bargaining is overseen by the Personnel Committee of the Board. The Superintendent of Schools or designee represents the Personnel Committee in matters of collective bargaining pertaining to non-certified bargaining units. In such matters the Superintendent of Schools may be assisted by Board of Education counsel.

In matters of collective bargaining with certified bargaining units, the Personnel Committee appoints a subcommittee that represents the Board. The subcommittee (which may be comprised of the entire committee) is assisted by the Superintendent of Schools and Board of Education counsel.

In both certified and non-certified negotiations, the Personnel Committee must recommend collective bargaining agreements to the Board of Education for action.

Bylaws of the Board

Standing Committees

Facilities Committee

A Facilities Committee consisting of those members of the Amity Board of Education appointed by its Chairperson shall be a standing committee of the Board.

- a. The Facilities Committee shall meet as needed to consider matters pertaining to the following:
 1. Creation, revision and monitoring of the district's five-year capital improvement plan
 2. Monitoring of the district's preventative maintenance program
 3. Other matters pertaining to facilities that may be referred to it by the Chairperson of the Board or the full Board
- b. The Facilities Committee will make recommendations for action to the Board as necessary.

Bylaws of the Board

Amity Finance Committee

Recognizing the importance of rigorous financial reporting and scrutiny in the regional school district, the Board hereby establishes the Amity Finance Committee (the “AFC”) with the obligations, rights, and governance as described in this Section, notwithstanding any other provision in Section 9132 to the contrary.

1. The AFC will consist of three members of the Board and one additional member appointed by each of the three Town Boards of Finance, for a total of six voting members on the AFC.
2. Each member of the AFC will have equal voting rights.
3. Each member of the AFC shall be selected by the Chairperson of the Board in accordance with the provisions of Sections 9132. The Chairperson of the Board shall endeavor to appoint such Board members to the AFC on the basis of demonstrated experience or qualifications in financial and/or risk management matters.
4. Four AFC members shall constitute a quorum.

The Chairperson of the Board shall appoint the AFC Chair. The AFC will elect a Vice Chairperson annually. The offices of AFC Chairperson or Vice-Chairperson shall not both be held simultaneously by either Board members of the AFC or by non-Board members of the AFC. The AFC Chairperson shall serve as liaison to the Board. In addition to the six voting members of the AFC, the school district’s Director of Finance and Administration and the Superintendent shall serve as ex-officio non-voting members of the AFC and shall participate in all AFC meetings.

Notwithstanding any other Board bylaw to the contrary, or any provision of Robert’s Rules of Order to the contrary, the Chairperson of the Board may serve as a member of the AFC, and such Board Chairperson shall be counted for quorum purposes and shall have the authority to make, second or vote upon motions at AFC meetings in such case where the Chairperson appoints himself/herself a member of the AFC.

All committees of the Board, including the Board as a whole, the Superintendent, and the Director of Finance shall submit in written form to the AFC any new proposed expenditure which lies outside of the Board’s approved budget and/or budget category, with supporting information regarding financial implications, in order to enable the AFC to make a recommendation to the Board regarding such proposed expenditure.

Bylaws of the Board

Amity Finance Committee (continued)

Amongst its functions, the AFC shall make a recommendation to the Board regarding any requested budget change or substitution or line item transfer. All such requests for budget changes, substitutions or line item transfers shall require approval by the Board prior to implementation.

Notwithstanding the foregoing, in the event of a health or safety emergency necessitating a line item transfer, the Director of Finance with the approval of the Superintendent shall have the authority to make the emergency line item transfer without prior approval of the AFC or the Board, provided that the Superintendent and/or Director of Finance shall promptly inform the Chairperson of the AFC and the Chairperson of the Board of the details of such transfer. In the event of such an emergency line item transfer, the Superintendent and/or the Director of Finance shall request a special AFC meeting to consider recommendation of the emergency line item transfer to the full Board. The AFC shall further report the emergency transfer for consideration and approval at the next regularly scheduled Board meeting.

The Board, Superintendent, or Director of Finance may propose new budget or fiscal policies to the AFC for consideration and its recommendation. Any recommendations by the AFC with respect to such suggestions or proposals shall be presented to the full Board for its final approval.

The AFC shall review compliance with the adopted budget on at least a monthly basis. Such review shall include, but not be limited to, a detailed line item review of the budget. A monthly written report by the Director of Finance detailing and substantiating deviations from the budget and other outstanding financial issues shall be submitted to the AFC for review. Such review may also include consideration, with the Director of Finance and Superintendent, of individual department compliance with the budget through interview and discussion with such individuals or vendors.

The AFC shall review and discuss the Superintendent's proposed annual budget on a timeline proposed by the Superintendent and agreed to by the AFC; provided that the Superintendent, after departmental review, shall provide to the AFC a proposed line item budget no later than January 15. Such review with the AFC will include, but not be limited to, interviews and presentations of each Department Chairperson, with the Superintendent and Director of Finance, to the AFC.

Such presentations shall include a review of accomplishments over the past year and objectives for the subsequent year by each department. Such presentations shall also include an at least three-year plan for most sequential purchases of equipment or textbooks by each department. The AFC shall have the right to request re-interviews or presentations with any such individuals during the budget process.

Bylaws of the Board

Amity Finance Committee (continued)

The Superintendent shall provide to the full Board, and the AFC in particular, an Annual State of the District Report which details both the current accomplishments and going forward objectives and anticipated financial needs of the District in regard to the major academic, facility, and athletic programs and carrying out any other of the District's duties under Connecticut law. Such Report shall be provided to the AFC in concert with the annual budget determination by February first of each school year, or earlier if by mutual agreement between the AFC and the Superintendent.

The budget recommended by the AFC will be forwarded to the Board for its approval no later than March 1. The Board shall deliberate and vote on the proposed Budget no later than March 15. Should the Board not approve such proposal, the revised budget shall be returned to the AFC for further consideration and resubmitted to the Board of its approval. Such process shall continue until both the AFC and the Board have agreed on a budget proposal, provided that should the AFC and the Board not agree on the proposed budget by April 15 then the Board shall recommend its proposal to the district. In such case, the Board will provide public notice in local newspapers that the proposed budget was not recommended by the AFC. In the event that the Board wishes to amend its adopted budget between the time of initial adoption and the District Hearing, the proposed amendment shall be referred to the Amity Finance Committee for consideration before Board action. The Board takes final action on its budget after the District Hearing. Once the Board initially adopts its budget, the superintendent shall present the Board's budget to each town's Board of Finance at a public meeting held in each town.

Board members of the AFC will serve for a term of one year, subject to removal by the Board Chairperson in accordance with the bylaws of the Board. Board members who do not attend 75% of the regular AFC meetings during any one year will not be eligible for re-appointment to the AFC for the following year. Town Boards of Finance are encouraged to follow similar standards for replacement of Board of Finance appointed AFC members.

All AFC meetings shall have minutes duly recorded and available to the public in accordance with the Freedom of Information Act. The AFC will endeavor to provide for public comment at each of its public meetings. Board members are invited to attend AFC meetings. In the event that a quorum of the Board is present at any meeting of the AFC, the meeting shall be conducted as a meeting of the AFC and not as a meeting of the Board.

The AFC may go into executive session pursuant to the requirements of the Freedom of Information Act. The AFC shall report to the Board at each regularly scheduled meeting of the Board any material actions taken by the AFC and/or any motions considered and/or acted upon by the AFC at the preceding meeting of the AFC.

Effective upon the adoption of this bylaw by the Board, the AFC supersedes, and replaces, any Board budget or finance committee.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

ADOPTED: 9-14-2009

Bylaws of the Board

Amity Finance Committee (continued)

Legal Reference: Connecticut General Statutes

- 10-47 Powers of Regional Boards
- 10-51 Fiscal Year, Budget
- 10-56 Corporate Powers, Bond issues
- 10-60 Borrowing in Addition to Bonds
- 10-215 Lunches, breakfast and other feeding programs for public schools
- 10-220 Duties of Boards of Education
- 10-222 Appropriations and budget
- 10-235 Indemnification of teachers, board members, employees
- 10-236 Liability insurance
- 1-200 through 1-241 of the Freedom of Information Act
- 1-225 Meetings of government agencies to be public

Bylaws of the Board

Oath of Office

Board of Education members before taking office shall take the following oath of office:

“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.”

(cf. 9110 – Number of Members Terms of Office, Oath of Office)

Legal Reference: Connecticut General Statutes

10-218a Oath of office

1-25 Form of oaths

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 the Board of Education shall cease to be a bona fide resident of the Town, membership in the Board shall immediately cease.

Removal from Office

Any Board officer (Chair, Vice Chair, Secretary, Treasurer) may be removed from office by a two-thirds majority vote of the membership of the whole Board.

Censure

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

(cf. 9120 – Officers and Auxiliary Personnel)

(cf. 9221 – Filling Vacancies)

Bylaw adopted by the Board: March 10, 2008

AMITY REGIONAL SCHOOL DISTRICT No. 5
Woodbridge, Connecticut

Bylaws of the Board

Orientation of Board Members

The Board of Education and the administrative staff shall assist each new member-elect to understand the Board of Education's functions, policies and procedures and operation of the school 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 system.
2. The incoming Board member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board;
3. The incoming member shall be directed to the district website which contains the Board's policies, bylaws and administrative regulations.
4. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

Bylaws of the Board

Board Member Development/In-Service

Board of Education members are encouraged to participate in meetings and activities of area, State, and National School Boards Associations and to study and examine the materials received from these organizations.

Convention expenses are provided individual members within budgetary limitations to advance their development as Board of Education members.

To help members develop understanding of the educational program, the Superintendent will request members of the professional staff to appear before the Board and present and discuss new developments in various areas of curriculum and instruction.

Bylaws of the Board

Remuneration and Reimbursement

Remuneration

A member of the Board of Education shall receive no compensation for his/her services.

Legal Reference: Connecticut General Statutes

10-225 Salaries of secretary and attendance officers.

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

Bylaws of the Board

Conflict of Interest

No member of the Board of Education, officer, or employee shall have an interest in any contract with the school district, affiliated with the school district unless such interest is specifically permitted by statute.

“Interest” shall mean pecuniary or material benefit accruing to a Board of Education member, officer or employee or their relatives resulting from a contractual relationship with the school system.

No member of the Board of Education shall be employed by the Board in any position within the school system. If any member of the Board is employed for compensation contrary to the provisions of this bylaw, the office to which he or she was elected or appointed shall become vacant.

Legal Reference: Connecticut General Statutes

7-479 Conflict of interest (municipal employees).

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.

Bylaws of the Board

Code of Ethics

The Amity Board of Education believes that each member should help create public schools which meet the individual educational needs of all children regardless of their ability, race, religious affiliation, gender, sexual orientation or disability. Board members recognize that authority rests only with the whole Board assembled in a meeting. Each member understands that they may make no promises nor take any private action that may compromise the Board. Amity Board of Education members never use their positions to actively seek personal or financial benefit. Unsolicited gifts shall follow the guidelines contained in the Code of Ethics for Public Officials and State Employees.

Board members hold confidential all matters pertaining to the schools that, if disclosed might needlessly injure individuals, schools or the district itself. With the exception of those issues legally conducted in executive session, the board ensures that all other board business is transacted in a transparent manner.

Code of Conduct

As a guide to the performance of their duties, Board members should:

1. Be staunch advocates of high quality public education, keeping in mind the best interests of all Connecticut children.
2. Work to help the community to understand the importance of proper support for public education.
3. Become informed about the nature, value and direction of contemporary education and support needed change in the schools.
4. Serve as a communication link between the community and the schools, in keeping with the Board of Education's communication policy.
5. Arrive at conclusions after fully discussing the issue at an open meeting, and abide by the principle of majority rule.
6. Hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
7. Insist that all school business transactions be open and ethical.

Reference: "Connecticut Code of Ethics for Boards of Education", printed in Responsibilities of Board of Education Membership (revised June 1989)

Bylaw adopted by the Board: March 10, 2008 AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Bylaws of the Board

Code of Conduct on Data Use

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

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.

Bylaws of the Board

Formulation, Adoption, Amendment of Policies

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents through the Amity District website.

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens. The Superintendent will prepare a draft policy statement for consideration and development by the Policy Committee subsequently the Board of Education shall act upon the recommended policy.

The Board shall designate one copy of the policy manual as the official policy manual of the District. The official copy shall be kept in the Superintendent's office, and the Superintendent or designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have advance written notice of the proposed change and that it has been placed on the agenda for such meeting. Policies will be adopted or deleted only after consideration at two regular meetings of the Board.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and made available through the website, and placed in other localized policy manuals maintained by the District. If discrepancies occur between the policies on the website and the official policy manual the version contained in the official policy manual shall be regarded as authoritative.

Bylaws of the Board

Formulation, Adoption, Amendment of Policies

Legal Reference: Connecticut General Statutes

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

Bylaws of the Board

Formulation, Adoption, Amendment of Bylaws

Bylaw proposals and suggested amendments to, revisions of or deletions of existing bylaws shall normally be submitted to the Policy Committee and subsequently to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second or subsequent reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposals shall have been given to the Board at the previous regular meeting.

Reference: Robert's Rules of Order

Bylaws of the Board

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Superintendent is responsible for the formulation, issuance, amendment and deletion of administrative regulations to implement the policies of the Board. The Superintendent shall determine the need to bring to the attention of the Board any new, revised or deleted administrative regulations.

The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to issue, amend or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Bylaws of the Board

Suspension of Policies, Bylaws and Regulations

Policies, bylaws and Board of Education adopted 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 of Education when no such written notice has been given.

Reference: Robert's Rules of Order, Newly Revised

Bylaws of the Board

Time, Place and Notification of Meetings

1. Regular Meetings

- A. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in December.
- B. In compliance with the General Statutes of the State of Connecticut, the Chairperson shall file this calendar with the Town Clerk by December 31, and not later than January 31st.
- C. Normally the Board shall schedule regular meetings on the 2nd Monday of each month of the year.
- D. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

2. Special Meetings

- A. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.
- B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the Town Clerks, twenty-four (24) hours before the time stated for the meeting to convene.
- C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such meeting.

Bylaws of the Board

Time, Place and Notification of Meetings (continued)

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.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

7-3 Warning of town and other meetings.

7-4 Record of warning.

10-218 Officers. Meetings

Bylaws of the Board

Public and Executive Sessions

1. Public Meetings

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

2. Executive Sessions

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

Bylaws of the Board

Public and Executive Sessions

2. Executive Sessions (continued)

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

Legal Reference: Connecticut General Statutes

1-200 Definitions. (as amended by PA 02-130)

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.

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 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.

Posting of the Agenda

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the Board room of the district and in each school in a place readily available to parents, teachers and the general public, and shall be filed in the Superintendent's office.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

Bylaws of the Board

Meeting Conduct

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

All Board meetings shall commence at the stated time or as soon thereafter as a quorum is present and shall be guided by an Agenda which will have been prepared and delivered in advance to all Board Members and other designated persons.

The meetings shall, to the fullest possible extent, enable Members to conduct the business of the Board in an orderly, expeditious manner.

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

1. A 3 minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item that appears on the Agenda or falls under the jurisdiction of the Board.
2. 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. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room may be cleared except for non-participating representatives of the press.
3. The Board may, by a majority vote, decide to modify the amount of time allotted per item of the Agenda.
4. Inquiries or questions may be considered and answered at a future date.
5. Speakers may offer objective criticism of district operations and programs, but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command (see ABOE Policy 1312). The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however the Board will not respond with action during public comment but will take comments under advisement.

Legal Reference: Connecticut General Statutes

1-200 Definitions

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

Bylaws of the Board

Meeting Conduct

1-201 Access to public records

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meetings

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

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

Bylaws of the Board

Quorum

1. Quorum

- A. The majority of all members of the Board shall necessary to constitute a quorum for the transaction of business.

2. Voting Procedure

- A. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
- B. Members may vote for themselves for any office or other position.
- C. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
- D. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side.)
- E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
- F. Any Board member shall have the opportunity to explain his/her vote.

(cf. 9270 – Conflict of Interest)

(cf. 9326 – Minutes)

Bylaws of the Board

Minutes/Taping/Broadcasting

All actions of the Board of Education shall be recorded in the minutes book of the Board. The minutes shall include a record of the vote of each member, except in instances of unanimous votes and the election of Board officers.

The minutes book shall be kept on file at the Region's Administrative Offices as a permanent official record of all Board action and shall be open to inspection by the public.

Copies of the minutes of each meeting shall be furnished each Board member before the next regular meeting.

The use of tape recording device at public meetings of the Board of Education or committee appointed thereby is permissible as long as the device is unobtrusive and will not distract from the true deliberative process of the Board. The Board Chairperson or Chairperson of the Committee shall be informed prior to the meeting that such recordings are being made.

The Board permits the broadcasting of public meetings of the Board or any of its committees as long as such broadcasting is done in a manner which is unobtrusive and does not interfere with the deliberative process of the body.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes.
Schedule and agenda of meetings to be filed. Notice of special meetings.
Executive sessions.

Bylaws of the Board

Meetings

Electronic Mail Communications and all Other Forms of Electronic Communication

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.

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 email 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.

Bylaws of the Board

Meetings (continued)

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.

Bylaws of the Board

Board Records

Exceptions and Locations

The Board of Education and the Superintendent shall have the right to exclude from publication personnel records, student records, unofficial correspondence, the minutes of the planning and executive meetings, and other records if publication of such records is considered by them to be inimical to the public interest. Records which are open for inspection shall be available in the office of the Board Secretary.

Public Access to Board Records

The Board of Education accepts its responsibility to conduct its meetings openly and straightforwardly. The Superintendent and the Board Secretary shall make the records of matters considered, and decisions made, available for the inspection of the general public except where the law specifically states that a matter is exempted either temporarily or permanently from such disclosure.

Therefore, the Board of Education directs the Superintendent and the Board Secretary, acting jointly and cooperatively, to make the Board of Education policies and the minutes of meetings of the Board of Education and its committees (except as exempt by law), available on the District website. Minutes shall be made available within seven days of the session to which they refer.

(cf. 1340 – Access to School Procedures and Materials)

(cf. 4112.6 – Personnel Records)

(cf. 5125/5125.1 – Student Records; Confidentiality)

(cf. 9310 – re - Availability of Board Policy Manual)

(cf. 9326 – re- Public Access to Minutes)

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.

Bylaws of the Board

Membership in Associations

The Amity Board of Education encourages cooperation among and between the Bethany, Orange and Woodbridge Boards and Districts for the purpose of forwarding educational programs in all the Districts and coordinating elementary and secondary programs.

Where it is in the best interest of the Board it will participate in associations and organizations.

Bylaws of the Board

Legislative Program

The Board of Education, as an agent of the state, must operate within the bounds of the state and federal law affecting public education.

The Board will be aware of legislation affecting education and will work to support legislation it believes advances the cause of public education in Connecticut.

Bylaws of the Board

Monitoring Products and Processes

Self-Evaluation

The Amity Regional School District No. 5 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 Amity Regional School District No. 5 Board of Education that there shall be an annual program of self evaluation in which each member shall participate.

Annually at its organizational meeting in December, 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.

The Board may, at times, request consultant assistance in carrying out the evaluation of the Board.