

# **BYLAWS OF THE BOARD**

## **ARTICLE 9**

**SERIES 9000**

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## Bylaws of the Board

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

#### Organization

In accordance with the General Statutes and City Charter, the Stamford Board of Education is the agent of the state and the duly constituted authority of the City of Stamford in all matters relating to the organization and administration of the schools. As such, the Board of Education shall perform such duties and have such powers as are imposed or vested by the General Statutes upon boards of education in the several towns.

In carrying out this mandate, the Board of Education shall act as a legislative and appraisal body, delegating executive functions to the Superintendent of Schools and his/her staff. The Board shall concern itself with broad questions of educational policy, and not with administrative details. The Board shall act as a committee of the whole, and individual members shall make no commitments for the Board, except when executing an assignment requested by the Board.

#### Powers and Duties

The Board of Education shall be responsible for the maintenance and operation of the public schools as required by law and by Charter of the City of Stamford. The Board shall be responsible for carrying out the following duties:

- Establish and periodically review appropriate policies for the school system.
- Interpret the needs of the community and the desired educational requirements to its professional organization.
- Appoint and evaluate the Superintendent of Schools.
- Approve the appointment of personnel except as that responsibility has been delegated to the Superintendent.
- Prepare, with the aid of the superintendent, and adopt an annual budget for submission to the city's fiscal boards.
- Provide the applicable City boards with statements of the need for additional school facilities, including proposed additions to or extensions of existing school department buildings, and such statements shall set forth as to each such building or facility or extension or addition complete information concerning the area to be served thereby, the time when, in the opinion of the Board the same shall be needed, the number of pupils to be accommodated, together with such other information as the Board may deem appropriate.
- Approve preliminary and final plans and specifications for all new buildings and additions.

- Evaluate the total program of the schools in Stamford and the performance of the Superintendent.
- Inform the people of Stamford of the goals, values, conditions, and needs of public education in Stamford.
- Meet periodically during each school year with student representatives of all Stamford high schools.
- Consider any other specific actions recommended by the superintendent of schools.
- Exercise any other powers authorized and take any other actions required by law.
- The Board of Education members will use the Standards of Leadership published by Connecticut Association of Boards of Education (CABE) and the Ethics ordinance of the City of Stamford as the guide in the performance of their duties.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardLimits of Authority

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

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

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

No individual members of the Board of Education may give orders, reprimand, threaten or intimidate any school employee. All instructions to employees shall be given by the superintendent or his/her designee.

Bylaw adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardOffices and Auxiliary Personnel

The first meeting of the Board of Education held on or after December 1<sup>st</sup> shall be the annual organizational meeting of the board. At that meeting of the Board of Education a president, vice-president, secretary and assistant secretary shall be elected by the voting members for one year. A majority vote of all nine members eligible to vote shall be necessary for election.

When a Board of Education officer vacates his/her position as a member of the Board, the Board of Education will conduct new elections to fill that office after the Board of Representatives has appointed a new member of the Board.

When a Board of Education member steps down from his/her office, but remains a member of the Board, the Board of Education shall elect an officer to replace him/her at their next regular meeting.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

## Bylaws of the Board

### President

It shall be the duty of the President to preside at all meetings of the Board, to maintain order, enforce the rules of the Board, to sign all legal instruments ordered to be executed by the Board, to appoint all standing board committees and all special board committees unless otherwise ordered by the Board.

The President of the Board of Education shall be ex-officio member of all board committees with voice and vote.

### Absence of President

In the absence of the President or of the Secretary, the Vice-President and the Assistant Secretary shall perform respectively all the duties of the President and the Secretary. In the absence of both the President and the Vice-President, the Secretary shall perform the duties of the President until another provision is made by the Board.

### Between Meetings

The Superintendent of Schools and the President of the Board of Education shall officially represent the Board of Education between meetings.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the Board

Vice-President

In case of the resignation or removal of the president of the Board of Education, the vice-president shall perform the duties of the president until a new president has been elected.

In case of a long absence or disability, the vice-president will perform the duties of the president until the president either returns or resigns.

Bylaw adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the Board

Secretary of the Board

Duties of the Secretary of the Board

The secretary shall sign necessary papers and perform other such duties as are required by General Statutes.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardClerkRecords

The Superintendent shall designate a clerk to assist the Board of Education. Under the supervision of the Board President, such clerk shall keep a complete record of resolutions and other proceedings of the Board and shall have custody of all its correspondence, files, and other records. Such clerk shall comply with the provisions of the law concerning filing of records and public access to public records.

The clerk shall file notice of all Board meetings with the Town Clerk in accordance with the Freedom of Information Act.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

## Bylaws of the Board

### Committees

The Board of Education shall operate as a committee of the whole, except that there shall be such committees as shall be authorized by vote of the Board. Committees shall be appointed by the President subject to the authority of the Board to create or abolish committees. The functions of all committees shall be fact finding, deliberative and advisory.

A majority of any committee shall constitute a quorum.

### Board President Ex-Officio Member

The President of the Board of Education shall be ex-officio member of all committees with voice and vote.

### Committee Meetings

Committee meetings shall be conducted in compliance with the Freedom of Information Act. Meetings shall be open except when executive sessions are authorized in accordance with the Act.

### Notice

The clerk of the Board, after notification by a committee chairman or the President, shall file notice of committee meetings with the Town Clerk in accordance with the Freedom of Information Act.

### Responsibility

No committee may speak or act for the Board of Education unless specifically designated or instructed to do so by the Board of Education.

Bylaws of the BoardBoard Attorney

The President of the Board shall be the liaison between the Board and the Board Attorney. No Board member shall request the services of the Board Attorney without express authorization by the Board President.

If the Board President refuses to convey an inquiry to the Board Attorney or to allow a Board member access to the services of the Board Attorney as to a legal inquiry, a Board member may gain such access by a majority vote by the Board at a meeting of the Board.

All legal opinions written to the President shall be copied and forwarded to all members of the Board.

Bylaw adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

## COMMITTEE FUNCTIONS

To the extent a committee structure is used, for the committees to function well, the following policies and procedures should be followed:

1. The Board will function as a “committee of the whole” as a Steering Committee, approving the monthly agenda for each committee and scheduling committee meetings. The Chair of each committee will attend the Steering Committee each month to lead the discussion of agenda and scheduling for his/her committee. The Steering function for the following month may be included in the monthly Regular Board Meeting.
2. The Chair of a committee works with a designated staff member to set the agenda and chairs the meetings for the committee. All committees function to bring forward agenda items to the full Board at a Regular or Special meeting of the Board. Chairs of committees have no power to take formal actions on any item unless specifically authorized by the Board.
3. Each committee will be assigned a high level administrator to work with in establishing agendas. In most situations that administrator will attend committee meetings and present information. A committee chair may request information from that administrator without going through the Superintendent or Board president. It is critical to the process that each committee chair meet with the assigned administrator at least a week in advance prior to the month’s committee meeting to review the committee agenda, including what will be presented and how long it will take. When the Committee chair communicates with the designated staff member by e-mail the Board president and Superintendent should be copied on the e-mail.
4. It is important for the Chair of each committee to maintain communication with the members of the committee to assure they will attend committee meetings. It is the responsibility of committee members to attend committee meetings regularly, to notify the chair of a committee in advance of potential absence or tardiness, and to become familiar with any items of discussion that take place when the member is absent from a committee meeting.
5. Only genuine emergency situations may bypass committee approval, and go directly to the full Board.
6. Committee chairs should bear in mind the schedule for completion of the committee meeting and review the time allocated for every item on the agenda at the beginning of the meeting. In most cases, a one hour maximum is the goal. In order to achieve that goal, Committee Chairs are urged to maintain control of meetings to avoid unnecessary repetition and topic drift.
7. Committee Chairs should distinguish between substantive discussions about Board policy or fiscal issues, and ministerial functions in which the Board is approving formally a resolution that merely validates a staff decision. Routine approvals, such as leaves of absence, acceptances of grants, or acceptances of capital project completions may be considered for a consent agenda for full Board approval if they are approved unanimously in committee.

8. Items to be discussed in Committee meetings will have materials presented in the Board Friday packet prior to the Committee meeting. Board members are expected to review those materials prior to the meeting, and be prepared for discussion. Significant questions or concerns should be communicated to the Committee Chair and the appropriate administrator in advance of the meeting so a response will be available at the meeting. The superintendent and Board president shall be copied on e-mail correspondence.

**Regulation Adopted:**  
September 25, 2007

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the Board

Resignation/Removal from Office

Board officers may be removed from being an officer of the Board by a two-thirds vote of the voting membership of the whole Board.

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

In each case then, if the voting membership of the Board is nine, six votes shall be the two-thirds vote required, which may include the vote of the President.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, 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 system immediately upon election. The following methods shall be employed:

1. The incoming member shall be given selected material on the function of the Board of Education and the school system.
2. The incoming member shall be invited to attend Board meetings and to participate in its discussions.
3. The incoming member shall be invited to meet with the superintendent and other administrative personnel to discuss services they perform for the Board.
4. The incoming member shall be provided with a copy of the Board's policies and bylaws, administrative regulations and copies of pertinent materials developed by the State School Board Association.
5. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardRemuneration

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

Reimbursement

## 1. Approval

All expenses must be approved by the Board President before reimbursements are made. The President's expenses must be approved by the vice-president.

## 2. Expense Reimbursement

Board members shall be granted reimbursement for reasonable expenditures incurred in connection with the discharge of their official Board duties.

## 3. Educational Conference

Board members who attend educational conferences shall be reimbursed for reasonable expenditures in addition to transportation to and from the destination and registration fees. The Board President shall make every effort to rotate the opportunity to attend such conferences.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the Board

Code of Ethics

The members of the Stamford Board of Education shall comply with any Code of Ethics enacted by the City of Stamford, as such Code may be amended from time to time.

The Board expects that the City, acting through the Corporation Counsel, will provide written notification to the members of the Board of any such changes.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardConduct for Board Members

Conduct expected of Board members is based upon “Standards of Leadership for Members of Boards of Education” recommended by the CAFE Board of Directors. As a guide to performing their duties Board members should

1. Be staunch advocates of high quality free public education for all Connecticut children. In fulfilling responsibilities, think of “children first.”
2. As agents of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools. Strive to bring any needed change only through legal and ethical procedures.
3. Strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, or social standing.
4. Work unremittingly to help the community understand the importance of proper support for public education, whether it be in providing adequate finance, optimum facilities, staffing and resources, or better educational programs for children.
5. Join with the Board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. Support needed change in our schools.
6. Strive to ensure that the community is fully and accurately informed about our schools, and try to interpret community aspirations to the school staff.
7. Recognize that their responsibility is not to “run the schools” through administration, but together with their fellow Board members, to see that they are well-run through effective policies.
8. Attempt to confine Board action to policy-making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by its actions.
9. Arrive at conclusions only after discussing all aspects of the issue at hand with fellow Board members in meeting. Respect the opinions of others, and abide by the principle of majority-rule.
10. Recognize that authority rests only with the whole Board assembled in meeting, and make no personal promises nor take any private action which may compromise the Board.
11. Acknowledge that the Board represents the entire school community, and refuse to surrender independent judgment to special interests or partisan political groups. Never use their position on the Board for gain for self or friends.
12. Hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
13. Insist that all school business transactions be open and ethical.
14. Strive to appoint the best professional leader available when a vacancy exists in the Superintendency.
15. Strive to appoint the best trained technical and professional personnel available, upon the recommendation by the Superintendent.
16. Refer all complaints through the proper “chain of command” within the system.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardConduct 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 Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data through the President or Superintendent, unless the information is readily available and will not redirect staff time.
3. Refrain from using the Board position, and the information data supplied as a result of Board membership, for personal gain.
4. 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.
4. Respect the confidentiality of privileged information.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

## BOARD PROTOCOLS

This list of proposed Board protocols was developed as guidelines to commonly agreed upon Board behavior. Board members who do not follow protocols, or who are suspected of not following protocols, should be spoken to by Board President in a constructive and collegial way. The Board President has no authority over individual Board members other than that accepted cooperatively.

1. **Constituent inquiries about a child:** Most constituent inquiries about a child cannot be answered directly by individual Board members. Inquiries about a policy or practice should be referred to the “chain of command”
2. **Responses to constituents:** An individual Board member may speak for him or herself but not for the entire Board.
3. **Seeking information from Staff:** Board members are asked to direct all requests for information through the Board President or the Superintendent with cc: to the other and to the committee chair. A senior staff member has been assigned to each working Board Committee. The Chair of each Committee may work directly with that staff member outside this protocol.
4. **Visits to schools:** Board members are encouraged to visit schools to become familiar with educational processes. It is important to notify the principal in advance of each visit and the appropriate Asst. Superintendent and Superintendent; and to limit visits to a reasonable time. This process does not apply to parental visits, but in all cases, a visiting Board of Education member should stop first at the office and inform the principal of the visit and purpose.
5. **Conflict between Board members:** Personal disagreements or disputes between Board members (as opposed to policy disagreements) should be addressed immediately by both members. If they cannot be resolved directly by the parties, the Board President should be called in to help.
6. **Meeting Norms:** All Board and Committee meetings should use the Meeting Norms agreed to by the Board and described in detail in another document.
7. **No Surprises:** If Board members have questions regarding the agenda or a resolution, they should let the appropriate person (Superintendent/Board President/Committee Chair) know in advance of their intention to raise an issue on the floor of the Board or Committee to enable that person to prepare an appropriate response.
8. **Correspondence:** The Board secretary maintains a record of all correspondence. It is appropriate to forward a copy to the Board secretary to keep a copy of all such correspondence, and board members may choose to review all that correspondence at their convenience.

Bylaws of the BoardFormulation, Adoption, Amendment of Policies/Bylaws

The policies and bylaws of the Board of Education may be added to, amended or repealed at any two regular meetings by a majority vote of members of the Board present and voting, provided that notice shall have been given of such proposed action at a previous meeting and that each member shall be notified in writing by the secretary of the proposed change.

New or amended policies and bylaws shall take effect upon the date of their adoption or date specified by policy or bylaw.

The Board of Education shall have a continuing review of the policies and administrative practices governing the school system. A minimum of three Board members shall comprise the Policy Review Committee and shall consult with staff, and others when necessary, before bringing their recommendations to the full Board.

Bylaw Adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardSuspension of Policies, Bylaws or Administrative Regulations

Policies and bylaws of the Board of Education may be suspended for a specified purpose and for a limited time upon the vote of a majority of those Board members present and voting, provided that prior notification of the proposed suspension has been provided. If no prior notification has been provided, any such suspension of policies and bylaws shall require either a two-thirds vote of those Board members present and voting or a majority vote of all members of the Board.

Administrative regulations may be suspended for a specified purpose and for a limited time upon the vote of a majority of those Board members present and voting, whether or not prior notification has been provided.

Bylaw Adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardFormulation, Adoption, Amendment of Administrative Regulations

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

Administrative regulations enacted by administrators to effectuate board policies shall be submitted to the Board of Education. The Board may amend or reject such regulations with one vote. Any regulation not acted on by the Board within thirty days shall be effective from the date of its submission or date specified by regulations and/or policy.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

## Bylaws of the Board

### Time, Place, Notification of Meetings

#### Regular Meetings

The Board of Education shall file with the office of the town clerk, not later than January 31<sup>st</sup> of each year, the schedule of the regular meetings of the Board of Education.

#### Special Meetings

Notice of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the town clerk, giving the time and place of the special meeting and business to be transacted. No other business shall be considered by the Board at the special meeting. Each member of the Board of Education shall be notified by the superintendent or the clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the twenty-four hour notification by a written waiver of notice to the purpose.

Special meetings may be called by the president or shall be called by the secretary on the written request of at least three members of the Board.

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

#### Emergency Meetings

An emergency meeting may be held. The Board must file minutes of any such meeting and state the nature of the emergency within seventy-two hours of the meeting. (Sec. 1-21)

Bylaw adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardPublic and Executive SessionsPublic Meetings

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

Executive Sessions

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

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information therein described in C.G.S. Section 1-19(b).

Bylaw adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardConstruction of Agenda

The Superintendent in cooperation with the President of the Board of Education shall prepare an agenda for each regular and special meeting. Any member of the Board of Education may call the Superintendent or the President and request that an item be placed on the agenda. Upon the written request of three Board members, an item shall promptly be placed on the agenda of a regular or special meeting.

Bylaw adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

**By-Laws of the Board**

**Board Calendar**

The Board will develop and maintain, with the assistance of the Superintendent of Schools, an annual calendar of Board topics and events to assure that such topics are discussed on a regular and timely basis. The Board Calendar will be referred to each month in Steering and agenda setting meetings.

## BOARD CALENDAR

This is intended to be a reminder of processes that should take place at specific times of the year. The dates should be flexible, but following them will prevent important decisions and discussions from being postponed or forgotten. Additional key dates may be added as appropriate.

- Dec. 1** New Board members take office. Swearing in (usually by Mayor) can take place any day between 12/1 and the first Board meeting.
- Dec. 1-7** Board Organization Meeting – First Tuesday in December. Presided over by highest remaining outgoing Board officer. Election of new officers is the only item on the agenda.
- December Board Meeting – First Tuesday in December. Presided over by new president elected at the Organizational Meeting.
- December**
- Board president appoints committees and committee chairs.
  - Strategic Plan status report by Superintendent
  - Budget is reviewed and finalized by Superintendent.
  - State issues enrollment projections
- January**  
2<sup>nd</sup> or 3<sup>rd</sup> Sat.
- New Board meets for quarterly retreat. Should be at least a full day. Facilitated in-depth discussions; Review status of Board Goals; Opportunity to review Board protocols for new members.
  - Superintendent's budget is submitted to the Board; Fiscal Committee begins review process.
- February** Fiscal Committee finalizes recommended adjustments to Superintendent's budget and refers budget to full Board. Full Board first holds public hearing on budget. Full Board votes on budget (middle of February) and refers to Board of Finance and Board of Reps.
- March** Strategic Plan status report by Superintendent
- March-April** Quarterly Board Development meeting to follow up on January retreat, other Board issues. Review status of Board goals. Can be evening meeting.
- May**
- Annual evaluation of Superintendent; determination of performance incentive amount; consideration of contract extension and changes.
  - Review and change budget to accommodate reductions made by BOF & BOR.
- June** Board resolutions on Superintendent's performance incentive and contract extension.
- June** Strategic Plan status report by superintendent

**July – Aug.** -Series of Board meetings on Board development;  
-Facilitated Board self-evaluation; Determine Board Goals for coming school year; determine Superintendent’s performance incentive goals and maximum amount for coming school year.

Superintendent recommends salary adjustments for non-union staff.

**September** -Review status of Strategic Plan with Superintendent and cabinet/staff. Review NCLB status and CMT/CAP scores.  
-Staff begins to work to develop next year’s proposed school calendar. Consults Board for guidelines.  
-Facilities Committee begins review of Capital Budget requirements  
-Superintendent and Board review next year’s operating budget guidelines

**October** -Board is given Superintendent’s proposed school calendar for next year; reviews in Policy Committee. School calendar is put on Board agenda.  
-Board reviews annual City Audit of school system

**November** -Quarterly Board Development meeting. Can be evening meeting. Review status of Board goals.  
-Board meeting to review status of Strategic Plan with Superintendent.  
-Board votes on Capital Budget request for following year.  
-Elections result in new Board members.

New Board members are:

1. Invited to sit at Board meetings and participate, except for voting.
2. Given Board guidebook including By-Laws, Protocols, and Calendar.
3. Assigned a Mentor from current Board by president.
4. Encouraged to attend annual CABE conference
5. Given CABE and NSBA books on Board membership

CABE annual conference. Board members are all encouraged to attend. Board pays for conference fee and one night at hotel at conference site (if site is more than one hour drive).

**Regulation Adopted:**  
September 25, 2007

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

## Bylaws of the Board

### Meeting Conduct

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

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

1. At the beginning of each regular meeting, the Board may establish a time limit allowed to each speaker, with a maximum of 30 minutes per meeting being recommended for this portion of the agenda. The agenda for workshop sessions of the Board of Education may, but need not include a public participation session.
2. The Board of Education shall not permit at any Board meeting conduct which disrupts or interrupts the orderly conduct of such meeting. A willful participant in such conduct may be removed from the meeting of the Board. The meeting room may be cleared, except for non-participating representatives of the press, in case of a disturbance.
3. The Board may, by a majority vote, decide to cancel or extend the public participation session.
4. Questions which can be answered during the hearing period may be answered at the option of the Board. Other inquiries which may require analysis/investigation will be answered as soon as possible.

The Board may adjourn any regular or special meeting to a specified time and place. If there is less than a quorum, the meeting may also be adjourned. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four hours of adjournment.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the Board

Quorum

Quorum

Five voting members of the Board shall constitute a quorum for the transaction of business, except that a lesser number may adjourn a meeting to a definite date.

Bylaw adopted  
by the Board: January 25, 2000  
Amended: August 22, 2006

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the BoardOrder of BusinessMinutes and Reports

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
  - a. The time, place and date of each meeting.
  - b. The names of those members in attendance.
  - c. The disposition of all matters on which action was recommended.
  - d. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
  - e. All decisions concerning future meetings and agendas.
  - f. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection within seven days of the date of the meeting to which they refer.

A board member who desires information or a report from a member of the administration on a particular subject shall make such a request on the record at a Board meeting or between meetings through the President of the Board or through the Superintendent. The secretary shall convey all requests to the superintendent and shall add the responses to the agenda of a future meeting. All such requests shall be so scheduled within a reasonable period of time.

Bylaws of the Board

Parliamentary Procedure

The deliberations of the Board shall be regulated by the rules of parliamentary practice in accordance with Robert's Rules of Order, unless otherwise provided by these bylaws.

Writing Out Motions

At any meeting, Board members may write out motions which they have made and present them to the secretary.

Presentation of Resolutions, Motions and Amendments

Resolutions, amendments or motions must be reduced to writing at the request of the president of the Board of Education, the presiding officer of any board committee or at the request of a majority of the members present at any Board meeting or committee meeting.

Bylaw adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the Board

Voting Method

Voting

Except as otherwise required by statute or bylaw, the Board shall take action by majority vote of those present and voting. The President has the right to vote upon all questions.

Recording of Votes

All votes shall be recorded at all Board of Education committee meetings, as well as at all regular and special meetings of the Board of Education.

Bylaw adopted  
by the Board: January 25, 2000

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Bylaws of the Board

Board/School System Records

The Board of Education shall comply with the applicable state and federal laws concerning preservation of and public access to records in the custody of the Board of Education.

The Board may charge for the reproduction of documents or other information as authorized by the Freedom of Information Act.

Bylaw adopted  
by the Board: January 25, 2000

STAMFORD BOARD OF EDUCATION  
Stamford, Connecticut

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## MEETING NORMS

All meetings, whether of the full Board, or of Board Committees, shall be run in accordance with the prescribed Board norm for meetings, including:

- a. Participate actively.
- b. Don't step on others' talk; build on what others say; watch your own air time
- c. Stay focused; avoid side conversations
- d. Respect the opinions of others
- e. Emphasize clarification, amplification, and implications of ideas
- f. Accept the consensus/vote of the meeting and move on without taking personal affront

Meeting chairs are responsible for maintaining an orderly meeting, and making sure each Board member present has an opportunity to be heard. Meetings are run generally in accordance with Board By-Laws and Roberts Rules of Order. In small informal meetings it is possible to function without formal recognition of speakers, but Board or Committee Chairs should observe carefully to make sure discussion is not dominated by a few, and that there is only one discussion taking place at a time, and step in if necessary to restore order. Once a member has spoken and given up the floor, others should be recognized before that member speaks again. Cross conversations would be avoided in meetings wherever possible.

The monthly Board Meeting is a formal meeting and should be run strictly by Board Bylaws and Robert's Rules. Members must be recognized before speaking.

The length and productivity of meetings should be monitored by the Chair, and expected adjournment times should be honored when possible. That may mean reminding the members, as a group, of the passage of time, or asking members to stay on topic.

It is the responsibility of the Chair to summarize discussion and move to end discussion, either by a vote, by identifying next steps, or by moving to the next item on the agenda.

A Chair should begin each meeting with an idea of what the goal is for that meeting, and make sure it is achieved. Decisions should not be postponed until another meeting without some resolution unless there is a specific reason.

Chairing a meeting is an administrative task. The Chair should not be hesitant to use his/her authority, and Board members should respect that authority.

Board members have a responsibility to attend meetings prepared for discussion by reading materials presented in the weekly packet and bringing appropriate materials.

Board members have a responsibility to other Board members and to invited guests to arrive at meetings on time. On time means arriving and seated at the time the meeting is scheduled to begin. Any tardiness, whatever the reason, warrants a voiced apology. A meeting scheduled at 6:30 should begin promptly at 6:30

**Regulation Adopted:**  
September 25, 2007

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut