

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776

POLICY SUB-COMMITTEE
MEETING NOTICE

RECEIVED
TOWN CLERK

2024 MAY -3 P 2:25

NEW MILFORD, CT

DATE: May 7, 2024
TIME: 6:45 P.M.
PLACE: Sarah Noble Intermediate School - Library Media Center

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

- 1. Call to Order**
- 2. Public Comment**

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. Discussion and Possible Action

- A. Bylaws Recommended for Initial Review in June
 1. 9000 Role of Board and Members
 2. 9001 Officers
 3. 9002 Official Duties—Chairperson
 4. 9003 Official Duties—Vice Chairperson
 5. 9004 Official Duties—Secretary
 6. 9006 Removal of Board Officers
 7. 9007 Code of Conduct for Board Members
 8. 9008 Reimbursement of Board Members' Expenses
 9. 9009 Oath of Office
 10. 9010 Formulation, Adoption, Amendment or Deletion of Bylaws
 11. 9011 Formulation, Adoption, Amendment or Deletion of Policies
 12. 9012 Formulation, Adoption, Amendment or Deletion of Administrative Regulations
 13. 9013 Suspension of Policies, Bylaws or Administrative Regulations
 14. 9014 Board Committees

- B. Bylaws Not Required, but the Board May Wish to Retain Them after Review for Compliance
1. 9005 Role of the Board and Its Members (Integrity)
 2. 9115 Annual Organizational Meeting of the Board
 3. 9125 Attorney
 4. 9132 Standing Committees
 5. 9150 Board Consultants
 6. 9160 Student Involvement in Decision Making
 7. 9230 Orientation of New Board Members
 8. 9240 Board Member Development
 9. 9271 Code of Ethics
 10. 9325.2 Order of Business
 11. 9400 Monitoring Products and Processes (Self-Evaluation)
 12. 9410 Public Announcements and Accomplishments
 13. 9420 Recognition of Accomplishments by Citizens, Students, Staff Members or the Board

C. Bylaws Recommended for Deletion Upon Approval of Bylaws in Item A.

1. 9000 Role of the Board and Member (Powers, Purposes, Duties)
2. 9010 Limits of Authority
3. 9012 Legal Responsibilities of Boards of Education
4. 9020 Public Statements
5. 9030 Commitment to Democratic Principles in Relation to Community, Staff, Students
6. 9040 Board-Related Responsibilities
7. 9110 Number of Members Terms of Office, Oath of Office
8. 9120 Term of Office for Board Officers
9. 9121 Role of the Chairperson
10. 9122 Office of the Vice Chairperson
11. 9123 Role of the Secretary
12. 9131 Committee of the Whole
13. 9140 Board Representatives
14. 9221 Filling Vacancies on the Board
15. 9222 Resignation/Removal from Office/Censure
16. 9250 Remuneration and Reimbursement
17. 9260 Board Member Protection
18. 9311 Policies
19. 9313 Formulation/Adoption/Amendment of Administrative Regulations
20. 9314 Suspension of Policies, Bylaws, and Regulations

4. Public Comment

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

5. Adjourn

**Sub-Committee Members: Leslie Sarich, Chairperson
Dean Barile
Tammy McInerney**

**Alternates: Sarah Herring
Brian McCauley**

**Note from the Shipman & Goodwin as per the Audit of Series 9000:
Repeal and replace the current 9000 Bylaw, Role of the Board and Members
(Powers, Purposes, Duties), with this Bylaw, Role of Board and Members.**

**Series 9000
Bylaws**

9000

ROLE OF BOARD AND MEMBERS

1. General Duties

- A. The New Milford Board of Education (the “Board”) represents the residents of the Town of New Milford (the “Town”), in carrying out the mandates of the Connecticut General Statutes pertaining to education.
- B. The Board shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy, the Board shall:
 - (1) hear and consider facts and recommendations;
 - (2) adopt a plan, policy or course of action; and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under the Connecticut General Statutes and Town Charter, including but not limited to the following:

- A. To create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with the Connecticut General Statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the Connecticut General Statutes.
- F. To provide for the appraisal of the efficiency of personnel.

- G. To provide for the proper maintenance of facilities; initiate and approve the acquisition and disposition of school sites; and initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of the purposes, values, conditions and needs of public education in the Town.
- J. To establish a curriculum committee to recommend, develop, review and approve all curriculum for the district.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (1) each child shall have for the period prescribed in the Connecticut General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
 - (4) the mandates in the Connecticut General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal References:

Connecticut General Statutes

- 1-200 Definitions (public agency)
- 10-4a Educational interest of state identified
- 10-4b Complaint alleging failure or inability of board of education to implement educational interests of state. Investigation; inquiry; hearing. Remedial process. Regulations
- 10-220 Duties of boards of education
- 10-221 Board of education to prescribe rules, policies and procedures
- 10-241 Powers of school districts

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

This bylaw is recommended by Shipman & Goodwin as per the Series 9000 Audit. The approval of this bylaw will require action to delete the current bylaw, 9120 Term of Office for Board Members.

**Series 9000
Bylaws**

9001

OFFICERS

1. The New Milford Board of Education (the “Board”) shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson,* and a Secretary.
2. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.
3. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the Mayor of the town shall choose such officers from the membership of the Board.
4. Officers shall hold their respective offices for one year, and until their successors are duly elected.
5. Should a vacancy arise in an office of the Board during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers. Such votes shall be reduced to writing, recorded, and made available for public inspection as described in Section 2, above.

****Note: By statute, local boards of education are required to elect only a Chairperson and a Secretary. Should a board wish to elect a Vice Chairperson, we suggest including the optional language above in bold and adopting a policy describing the duties of a Vice Chairperson. For your convenience, please refer to the policy entitled “Official Duties – Vice Chairperson.”***

Legal Reference:

Connecticut General Statutes
10-218 Officers. Meetings.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from the Shipman & Goodwin as per the Audit of Series 9000:
Delete Bylaw 9121, Role of the Chairperson, and approve this Bylaw.**

This Bylaw has a new title and number.

**Series 9000
Bylaws**

9002

OFFICIAL DUTIES - CHAIRPERSON

1. The Chairperson shall preside at all of the meetings of the New Milford Board of Education (the “Board”).
2. The Chairperson shall serve as the Board's spokesperson.
3. The Chairperson shall appoint the chair and members of all special committees.
4. The Chairperson shall serve as an ex officio member on all committees.
5. The Chairperson shall act as the Board’s representative for the purposes of consultation with Board legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when appropriate.
6. The Chairperson shall perform such other duties as may be delegated to the Chairperson by the Board.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Note from Shipman & Goodwin:

This is an optional Bylaw since the position of Vice Chairperson is not required by statute. Should a board wish to have a Vice Chairperson, however, we recommend the following policy be adopted.

Series 9000

9003

Bylaws

OFFICIAL DUTIES – VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

Bylaw approved:

NEW MILFORD PUBLIC SCHOOLS

Bylaw revised:

New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
Recommend deletion of Bylaw 9123, Role of the Secretary, and approve this Bylaw.**

**Series 9000
Bylaws**

9004

OFFICIAL DUTIES - SECRETARY

1. The Secretary of the New Milford Board of Education (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 Connecticut 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 and posted on the Board’s Internet web site, if available, 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 at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision 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.
5. The Board Secretary shall submit to the Town at its annual meetings a report of the doings of the Board.

Legal Reference:

Connecticut General Statutes

- | | |
|--------|---|
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions |
| 7-3 | Warning of town and other meetings |
| 7-4 | Record of warning |
| 10-224 | Duties of the secretary |
| 10-225 | Salaries of secretary and attendance officers |

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the audit of Series 9000:
This Bylaw is recommended for approval along with the new Bylaw regarding Officers.
These two recommended Bylaws will replace 9120, Term of Office for Board Officers.**

This is a new Bylaw and number.

**Series 9000
Bylaws**

9006

REMOVAL OF BOARD OFFICERS

It is the policy of the New Milford Board of Education (the “Board”) that officers of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner; and
3. carry out the duties of their respective offices in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. “Cause,” which means a reasonable ground for removal, includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

Procedures for Removal

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to remove or take other disciplinary action regarding an officer of the Board for cause:

- 1) The Board shall review the performance and/or conduct of an officer of the Board in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to remove or take other disciplinary action regarding a Board officer for cause.
- 2) If the Board determines as a result of such discussion that formal action is necessary, the Board shall provide the Board officer with:
 - a) reasonable written notice of the Board’s intent to consider removal or other disciplinary action, including the factual basis for the claimed “cause” for removal of the officer from office, with such notice to be

provided after being authorized by majority vote of those Board members present and voting; and

- b) an informal opportunity to be heard by the Board regarding such possible removal or other disciplinary action, at which the Board officer shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to remove or take other disciplinary action regarding a Board officer for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Service as a Board officer is a privilege, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position.

Legal References:

Connecticut General Statutes

- 10-218 Officers. Meetings.
- 10-220 Duties of boards of education.

LaPointe v. Board of Education of the Town of Winchester, 274 Conn. 806 (2005).

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin Audit of Series 9000:
Recommend deletion of Bylaw 9222, Resignation/Removal from Office/Censure, and
approval of this Bylaw and the new proposed Bylaw 9006, Removal of Board Officers.**

**Series 9000
Bylaws**

9007

CODE OF CONDUCT FOR BOARD MEMBERS

It is the policy of the New Milford Board of Education (the “Board”) that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

Procedures for Censure or Other Disciplinary Action

The following procedures shall be used in lieu of any procedures set forth in Robert’s Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
 - a) reasonable written notice of the Board’s intent to consider censure or other disciplinary action, including the factual basis for the claimed “cause” for the censure or disciplinary action against the member, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and

- b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

Bylaw approved:

Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS

New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
The recommendation is to delete Bylaw 9250, Remuneration and Reimbursement,
and to approve this new Bylaw 9008, Reimbursement of Board Members, as it
contains more detail concerning the nature of permissible reimbursements.**

**Series 9000
Bylaws**

9008

REIMBURSEMENT OF BOARD MEMBERS' EXPENSES

1. Remuneration
 - A. A member of the New Milford Board of Education (the "Board") shall receive no compensation for carrying out Board services.
2. Reimbursement
 - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable and necessary expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
 - B. All Board members that receive prior authorization for reimbursement of a Board expense are expected to account for all expenditures incurred in connection with the performance of their Board duties.
 - C. Receipts in general are required for:
 - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
 - (2) Meals --Reasonable expenditures are allowed for meals [*specific meal amounts may be noted here*]. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
 - (3) Taxi, Uber/Lyft or Bus Fare
 - (4) Parking Fees or Toll Charges (when applicable)
 - (5) Mileage – The Board may reimburse for mileage costs incurred for travel for Board business other than for regular and special Board meetings and subcommittee meetings, when approved in advance, and in accordance with IRS standard reimbursement rates.

- (6) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Legal Reference

| | |
|---------------------------|---|
| Conn. Gen. Stat. § 10-225 | Salaries of secretary and attendance officers |
| Conn. Gen. Stat. § 10-232 | Restrictions on employment of members of board of education |

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
Bylaw 9110, Number of Members Terms of Office, Oath of Office, is recommended
for deletion, and approval of Bylaw 9009, Oath of Office.**

The Town Charter identifies the number of Board members and the terms of office.

**Series 9000
Bylaws**

9009

OATH OF OFFICE

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

Connecticut General Statutes

| | |
|---------|----------------|
| 10-218a | Oath of office |
| 1-25 | Forms of oaths |

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

This is a Bylaw in the Shipman & Goodwin Series 9000. Currently, the Board does not have a Bylaw on this topic.

**Series 9000
Bylaws**

9010

FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BYLAWS

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the New Milford Board of Education (the “Board”) by the Superintendent in writing prior to a regular Board 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. 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 bylaw 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 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 proposal shall have been given to the Board at the previous regular meeting.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
This Bylaw is recommended to replace Bylaw 9311, Policies.**

**Series 9000
Bylaws**

9011

FORMULATION, ADOPTION, AMENDMENT OR DELETION OF POLICIES

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the New Milford Public Schools.
2. Suggestions for either new policies or policy changes normally come to the New Milford Board of Education (the “Board”) from any of the following:
 - A. Board members
 - B. Superintendent
 - C. Statute
 - D. Matters of law
 - E. Citizens, and/or
 - F. Students.
3. The Superintendent will prepare a draft policy statement for consideration and development by the Board.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board by the Superintendent in writing prior to a regular Board meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.

9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
This Bylaw is recommended for approval and Bylaw 9313, Formulation, Adoption,
Amendment of Administrative Regulations is recommended for deletion.**

**Series 9000
Bylaws**

9012

**FORMULATION, ADOPTION, AMENDMENT OR DELETION
OF ADMINISTRATIVE REGULATIONS**

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the New Milford Board of Education (the "Board") and/or as necessary to promote the orderly operation of the New Milford Public Schools in compliance with applicable law.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. 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 adopt, 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.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from Shipman & Goodwin as per the Audit of Series 9000:
This Bylaw is recommended to replace Bylaw 9314, Suspension of Policies, Bylaws
or Administrative Regulations.**

**Series 9000
Bylaws**

9013

**SUSPENSION OF POLICIES, BYLAWS OR
ADMINISTRATIVE REGULATIONS**

1. Policies and bylaws of the New Milford Board of Education (the “Board”) shall be subject to suspension for a specified purpose and limited time by:
 - A. A majority vote of all members of the Board in attendance at a meeting, and
 - B. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
 - A By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
 - B. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension 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.

Bylaw approved:
Bylaw revised:

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Note from the Shipman & Goodwin Audit of Series 9000:
This bylaw is more robust than the S & G model policy. It has been reviewed for compliance
and it is recommended the Board retain this bylaw with a new number.**

**Series 9000
Bylaws**

9014

BOARD COMMITTEES

In order to better serve the school system, the Board shall establish certain committees to serve in an advisory capacity to the Superintendent and the Board, and to fulfill its responsibilities as required by law.

It is the policy of the Board to maintain certain Standing Committees, namely: Operations, Learning, Facilities and Policy; and to establish certain Ad-Hoc Committees, as needed. The committees shall operate within the standards set forth by this policy.

Standing Committees

Not later than the January regular meeting of the Board, the Standing Committees shall be appointed by the Board Chairperson to serve until the next annual meeting. Each committee shall consist of four Board members and two alternates. The alternates will only participate in committee meetings when one or more of the assigned board members are not present at the committee meeting. The Board Chairperson appoints the Chairperson for each committee from the members of the committee. The Board Chairperson is an ex-officio member of all standing committees.

Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson promptly concerning his or her interest.

- A. Each Board member must serve on at least one standing committee.
- B. No Board member may serve on more than three standing committees.
- C. No Board member may chair more than one standing committee.

Any member of the Board may attend standing committee meetings (excluding Executive Session, unless otherwise permitted under the Freedom of Information Act); however, they are not able to participate in any discussion or vote. At all times, the total number of Board members participating in a committee meeting shall be one less than the number that represents a quorum of the Board.

Standing Committee Chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.

Ad-Hoc (Special/Temporary) Committees

Ad-Hoc (Special/Temporary) committees shall be established by the Board or Board Chairperson, whenever advisable, to address specific problems and projects. These committees shall include a minimum of two and a maximum of three Board members and may include members of the staff and/or community who would be able to provide expertise. Ad-Hoc committees shall be appointed as soon as possible after their establishment and shall be dissolved when their report has been

accepted by the Board or at the next annual organizational meeting or upon a motion for dissolution passed by a majority vote, or upon completion of the assigned task whichever comes first. Ad-Hoc Committees supersede any standing committee.

Ad Hoc committee members shall be appointed by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. Any Board member who is interested in attending Ad Hoc committee meetings may do so. Board members who are not members of the Ad Hoc Committee may not 1) attend any executive session of the Ad Hoc Committee, unless otherwise permitted under the Freedom of Information Act, or 2) participate in any discussion or vote.

In the event of vacancies on Ad Hoc committees, the Chairperson shall appoint new committee members. All appointments expire when the committee as a whole expires.

The duties of each Ad Hoc committee shall be outlined at the time the committee is appointed.

Conduct of Committee Business

So that Board Committees shall operate in a consistent and effective manner, the following standards shall apply:

1. Board committee appointments shall be determined by the Board Chairperson as guided by the best interests of the Board. To make this determination, the Board Chairperson shall consider:
 - The requests by Board members to serve on specific committees. Requests to serve on specific Standing Committees shall be submitted by Board members, in the form of a prioritized list, to the Board Chairman at the annual meeting of the Board.
 - The individual background, talents and experiences of Board members.
 - The synergetic quality of the committee as a whole.
2. Standing Committees shall plan to meet once a month. Additional meetings may be called by the Committee Chairperson whenever he/she deems necessary, or upon a request of two committee members.
3. All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.
4. All Standing Committee meetings shall have a written agenda, prepared by the Committee Chairperson and the Superintendent or his/her designee; and posted at least twenty-four hours before the meeting. The agenda shall include all assignments as may be directed by the Board.
5. The proceedings of all Standing Committee meetings shall be recorded and distributed to Board members in a timely manner.
6. Recommendations to be considered for Board action, as determined by a vote of the committee members present, shall be placed on the agenda of a regular Board meeting as a formal motion.

7. All committee meetings shall be open to the public; however, an executive session may be called in accordance with the provisions of the Freedom of Information Act.
8. All committees shall post agendas and keep minutes of business conducted at meetings in accordance with the provisions of the Freedom of Information Act. The minutes shall be kept on file in the Superintendent's office and be made available at all times to the Board of Education members.

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.

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