

Policy Committee Meeting
Tuesday, January 5, 2010 6:30 PM Eastern

Bloomfield Board of Education 1133 Blue Hills
Avenue Superintendent's Office
1133 Blue Hills Avenue
Bloomfield, CT 06002

1. Establishment of a Quorum and Call to Order
2. New Business
 - 2.A. Discussion of Policy - 5300 Student Dress
 - 2.B. Discussion of Policy - 9015 Student Representative to the Board
 - 2.C. Discussion of Policy - 9130 Conflict of Interest
 - 2.D. Discussion of Policy - 9135 Time, Place and Notice of Meetings
 - 2.E. Discussion of Policy - 9150 Meeting Conduct
 - 2.F. Discussion of Policy - 9155 Public Meetings and Executive Session
 - 2.G. Discussion of Policy - 9160 Minutes
3. Adjournment

**9015
Bylaws**

STUDENT REPRESENTATIVE TO THE BOARD

The Bloomfield Board of Education recognizes the importance of maintaining open communication with the student body. Being cognizant of student interest in the affairs of the Board and also of the Board's interest in knowing the opinions of those under its charge, it is vitally necessary that the lines of communication between the two groups be as open and effective as possible.

If the Board determines that a student representative is desirable, a Bloomfield high school student shall be selected ~~one student~~ as a representative to the Board. The student member may attend all public session regular and special meetings of the Board and present a report at the time specified on the agenda.

The student representative shall receive copies of all regular meeting agendas, minutes, and other pertinent publications when made available to Board members.

The student member may not cast an official vote on any motion or resolution. The student member may not be allowed to attend executive sessions and negotiation sessions.

Bylaw Adopted: ~~August 13, 2002~~

DELETE

**9130
Bylaws**

CONFLICT OF INTEREST

1. No member of the Board of Education shall be employed by the Board in any position within the school system.
2. If any member of the Board is employed 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

10-232 Restrictions on employment of members
of the Board of Education

ADOPTED: Summer, 2000

TIME, PLACE AND NOTICE 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 November.
 - B. In compliance with the General Statutes of the State of Connecticut, the Chairperson shall file this calendar with the Town Clerk by November 30.
 - C. Normally the Board shall schedule regular meetings on the first Tuesday of each month of the year except July and August, when the Board shall schedule no regular meetings.
 - 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 Clerk, twenty-four (24) hours before the time stated for the meeting to convene.
 - B. 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 a meeting.

3. Meeting Time and Place

- A. All regular meetings of the Board shall begin at 7:00 p.m. or as soon thereafter as a quorum is present and shall adjourn no later than 9:00 p.m. unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in the Board Room, unless otherwise ordered by the Board.
- B. Special Meetings (non-emergency) - time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

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

Bylaw Adopted: January 21, 2003

MEETING CONDUCT

1. Meeting Conduct

- A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.
- B. All Board meetings shall commence at or as close as practicable to the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

2. Smoking

- A. Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.
- B. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

3. Public Address

- A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.
 - (1) The Chairperson may limit the time allotted to each speaker. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
 - (2) A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.

- (3) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- (4) All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public.
- 1-226 Recording, broadcasting or photographing meetings.
- 19a-342 Smoking prohibited in certain places. Signs required. Penalties.
- 1-231 Executive Sessions.
- 1-232 Conduct of meetings. (re: disturbances)
- 1-206 Denial of access of public records or meeting.
Notice. Appeal.

Bylaw Adopted: January 21, 2003

PROPOSED FOR DELETION

9155
Bylaws

PUBLIC MEETINGS AND EXECUTIVE SESSION

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 statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings 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. 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 sessions 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 be 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 a party until such claims or litigation have been finally adjudicated or otherwise settled.
- (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 References:

Connecticut General Statutes

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| 1-200 | Definitions (Public Agency; Meetings; Person; Public Record; Executive Session) |
| 1-210 | Access to public record. Exempt records. |
| 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. |
| 1-231 | Executive sessions. |

Bylaw Adopted: January 21, 2003

**PROPOSED FOR DELETION
OR REVISE #6 by adding**

**9160
Bylaws**

MINUTES

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.
6. **Within seven days of any Board meeting, the unapproved minutes shall be posted on the Board's official website.**

Legal Reference:

Connecticut General Statutes

1-225 Meetings of government agencies to be public.
Recording of votes.

ADOPTED: ~~Summer, 2000~~