

## HARTFORD PUBLIC SCHOOLS

### BYLAWS OF THE BOARD

### SERIES 9000

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## HARTFORD PUBLIC SCHOOLS

### BYLAWS OF THE BOARD

### SERIES 9000

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**For purposes of the Policy and Administrative Manual for the Hartford Public Schools, pursuant to the provisions and terms of Special Act 97-4: An Act Concerning the Hartford Public Schools, the Board of Education shall mean the Board of Education.**

## **Bylaws of the Board**

### **Role of the Board and Members**

The board of education is an agent of the State and is the governing body of the school district. It derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the procedures of the Connecticut State Board of Education.

As such, the board of education shall:

1. Employ an able and qualified Superintendent of Schools.
2. Adopt policies to govern the operation of the school system.
3. Communicate the educational program to the people of the community.
4. Keep abreast of educational needs of the town.
5. Adopt an annual budget.
6. Take such specific actions as are required by law.

In carrying out these mandates, 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.

Legal Reference:        Connecticut General Statutes  
                                 1-18a Definitions.  
                                 10-186 Duties of local and regional boards of education.  
                                 10-220 Duties of boards of education.  
                                 10-221 Boards of education to prescribe rules.  
                                 10-240 Control of schools.  
                                 10-241 Powers of school districts.  
                                 Special Act 97-4 An Act Concerning the Hartford Public Schools.

Bylaw adopted: June 15, 1999

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut

## **Bylaws of the Board**

### **Limits of Authority**

The Hartford Board of Education is the unit of authority. Apart from their function as part of the unit, board members have no individual authority. Individually, a board member may not commit the district to any policy, act or expenditure. The board member does not represent a factional segment of the community, but is rather a part of the body which represents and acts for the community as 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.

## **Bylaws of the Board**

### **Powers, Purposes, and Duties**

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

- Interpret the needs of the community and the desired educational requirements to its professional organization.
- Elect the superintendent of schools, and approve the appointment of principals and anyone above the rank of principal.
- Adopt an annual budget, prepared by the superintendent of schools.
- Provide the City Council with statements of the need for additional school facilities, including proposed additions to or extensions of existing school buildings, and set forth such 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 Hartford and appraise the efficiency of executive personnel.
- Keep people intelligently informed of purposes, values, conditions and need of public education in Hartford.
- Consider any other specific actions recommended by the superintendent of schools.
- Take any other actions required by law.

Legal Reference: Connecticut General Statutes  
10-221 Boards of education to prescribe rules  
10-240 Control of schools  
10-241 Powers of school districts

Bylaw adopted: June 15, 1999

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut

## **Bylaws of the Board**

### **Public Statements**

The Hartford Board of Education recognizes that communication is a continuous two-way process. The board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the board of education and the superintendent. The superintendent will work with the members of the board of education to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information through releases to the press and brief summaries of board meeting actions. Press releases relative to board of education action shall be released only by the board chairperson or the delegated agent of the board.

(cf. 1120 -Board of Education Meetings)

## **Bylaws of the Board**

### **Public Statements**

#### **Advocacy**

The board of education believes that advocacy is a critical part of its activity and an important responsibility of school board members. Advocacy is engagement in the political process at local, state and national levels to influence the public policies that affect boards of education and school children.

In fulfilling its advocacy responsibilities, the board of education will cooperate with parent groups, other educators, special interest groups, business and service organizations, other school boards, and community members to achieve favorable legislation on education issues. Coalition building is critical to effective advocacy.

The board of education, in collaboration with the superintendent, will develop a plan to fulfill its advocacy responsibilities.



## **Bylaws of the Board**

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

#### **Board-Staff Communications**

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

##### **1. Staff Communications to the Board**

All formal reports to the board or any board committee from administrators, supervisors, teachers or other staff members shall be submitted through the superintendent. (cf. 4118.111/4218.111- Grievances)

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

##### **2. Board Communication to Staff**

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

Any board member may speak with or contact staff to obtain pertinent information to assist them in their decision making with due notice to the superintendent stating the purpose of the contact.

##### **3. Visits to Schools**

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

## **Bylaws of the Board**

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

(continued)

#### 4. Social Interaction

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

- A. Matters that are, or have the potential of becoming, the subject of an executive session;
- B. Confidential information and data contained in personnel records;
- C. Contested issues that may require final resolution by the board.

(cf. 2220 - Representative and Deliberative Groups)

(cf. 9133 - Special/Advisory Committee)

Legal Reference: Connecticut General Statutes  
10-220 Duties of boards of education.

Bylaw adopted: June 15, 1999  
Amended: June 3, 2003

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut

**9040**

**Bylaws of the Board**

**Board-Related Responsibilities**

In order to assure that its operations support the schools in providing all students with a high quality education, each year, prior to the start of the school year, the board of education will establish a set of goals to achieve during the year. These goals will be determined in consultation with the superintendent and will be consistent with the objectives of the Hartford Public School System and with the Connecticut General Statutes.

Bylaw adopted: June 15, 1999

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut

## **Bylaws of the Board**

### **Officers**

The officers of the board of education shall be chairperson, first vice chairperson, second vice chairperson and secretary. Whenever there is a vacancy in the office of the chairperson, first vice chairperson, second vice chairperson or secretary, the board shall elect a new officer to fill the vacancy during the un-expired term of office.

### **Method of Election**

Election of officers shall be the first item of business following public comments at the board's annual organizational meeting.

The meeting shall be called to order by the chairperson for the preceding year, or the first vice chairperson or the second vice chairperson, or the secretary, in such order, provided one of these officers continues as a member of the board. If none of the former officers is a member of the board, the meeting shall be called to order by the superintendent. The person calling the meeting to order shall preside until the election of a chairperson.

Election of officers shall be by ballot which shall be publicly announced at the election. A majority vote shall be necessary for election to office.

Each voting board member shall cast his/her vote for the election of officers. The vote of each member shall be in 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. If such officers are not chosen after one month because of a tie vote of the members, a chairperson shall be chosen in conformity with state statutes.

(cf. 9221 - Filling Vacancies)

(cf. 9222 - Resignation/Removal from Office/Censure)

Legal Reference: Connecticut General Statutes  
10-218 Officers, Meetings

Bylaw adopted: June 15, 1999  
Amended: February 6, 2007

HARTFORD PUBLIC SCHOOL  
Hartford, Connecticut

## **Bylaws of the Board**

### **Chairperson**

The chairperson shall preside at all meetings of the board of education and shall perform other duties as directed by law, State Department of Education regulations, and by this board. In carrying out these responsibilities, the chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the board.
2. Consult with executive committee, and the superintendent in the planning of the board's agendas.
3. Confer with the superintendent on crucial matters which may occur between board meetings.
4. Appoint board committees, subject to board approval.
5. Call special meetings of the board as necessary.
6. Be public spokesperson for the board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all board meetings.

As presiding officer at all meetings of the board, the chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the board in its proper order.
3. Enforce the board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the board.
7. Answer all parliamentary inquiries, referring questions of legality to the board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

**Bylaws of the Board**

**Chairperson** (continued)

The chairperson shall have the right, as other board members have, to offer resolutions, discuss questions, and to vote.

(cf. 9020 - Public Statements)

(cf. 9325 - Meeting Conduct)

Legal Reference: Connecticut General Statutes  
10-218 Officers, Meetings.

Bylaw adopted: June 15, 1999  
Amended: May 6, 2003

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut

## **Bylaws**

### Offices of the First Vice-Chairperson and Second Vice Chairperson

The first vice-chairperson shall serve in the absence of the chairperson, and in the performance of this service shall exercise all powers of the chairman.

The second vice-chairperson shall serve in the absence of the chairperson and first vice-chairperson, and in the performance of this service shall exercise all powers of the chairman.

Legal Reference: Connecticut General Statutes  
10-218 Officers, Meetings.

Bylaw adopted: June 15, 1999  
Amended: February 6, 2007

HARTFORD PUBLIC SCHOOL  
Hartford, Connecticut

## Bylaws

### Office of the Secretary

The secretary, as a member of the executive committee shall participate in planning the Board's agenda, and will:

1. Record all votes.
2. Keep minutes of all meetings.
3. Endorse/sign all legal documents requiring the signature of the secretary.
4. Submit to the City of Hartford an annual report of the board.
5. Work with the chairperson, vice chairperson, and superintendent to become generally informed of board business.

In the absence of the Secretary at any meeting, the chairperson shall appoint a secretary pro tem.

Legal Reference:       Connecticut General Statutes  
                              10-218 Officers, Meetings.  
                              10-224 Duties of secretary.  
                              10-221 Salaries of secretary and attendance officers.



**Bylaws of the Board****Support Staff**

There shall be an Office for Board of Education Support which is responsible to the board and will provide support to the board for conducting necessary business.

This office shall be responsible for keeping accurate records of the proceedings of the board; and for the preservation of reports of committees and communications addressed to the board, reports of the chairperson, and reports from the superintendent.

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****Corporation Counsel**

The City of Hartford Corporation Counsel shall be the legal advisor of the board of education and its officers in questions relating to their official duties. The primary function of the attorney assigned by Corporation Counsel as to provide professional legal counsel and representation for the board and superintendent.

Corporation Counsel shall:

1. Represent the board of education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the board of education or the superintendent.
3. Attend board of education meetings, conferences and other meetings as requested by the board or the superintendent.
4. Fulfill such other legal duties as the board of education may assign.

**Bylaws of the Board****Board Representatives****Appointments to Town Boards, Committees and/or Commissions**

The chairperson shall appoint representatives of the board of education to City Boards, Committees or Commissions. Such appointments shall be for one year or until the discharge of the assigned function of said Board, Committee or Commission.

The Hartford Board of Education designates the superintendent of schools as the official representative of the board on matters of common concern, as determined by the board as being negotiable, in the preliminary stages of negotiations. However, the final decision on any matter and/or problem of common concern, considered by the board as negotiable, shall be made by the board. One or more members of the administrative staff may also be appointed by the superintendent to serve on the board's negotiating committee.

## **Bylaws of the Board**

### **Student Representatives to the Board of Education**

The Hartford 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.

Each high school shall select one student and an alternate to represent that school to the board. These student members may attend and sit in on all public session regular and special meetings of the board.

The student members may speak on any issue on the agenda or motion before the board and may also recommend resolutions and motions for the board's consideration. The students shall receive copies of all regular meeting agendas, minutes, and other pertinent publications that are supposed to be made available to them when so made available to board members.

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

The student members shall communicate with their respective student bodies the essence of the pertinent issues before the board via their respective student councils.

## **Bylaws of the Board**

### **Filling Vacancies**

#### **Board Member Vacancies**

Any vacancy occurring on the board of education from whatever cause shall be filled by a vote of the remaining members of the board. The person appointed shall be of the same political party as his/her predecessor. Vacancies occurring shall be filled according to the Charter of the City of Hartford and in compliance with State Statutes.

The vacancy will be filled by majority vote of all members of the board of education at a regularly scheduled meeting, and the action shall be recorded in the minutes of that meeting.

The person appointed shall serve until the next regular municipal election, at which time a successor shall be elected for the un-expired portion of the term.

#### **Board Officer Vacancies**

Whenever there is a vacancy in the office of chairperson, first vice chairperson, second vice chairperson or secretary, the board shall elect a new officer to fill the vacancy for the un-expired term of office.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference: Connecticut General Statutes

9-204 Minority representation on boards of education.

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

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

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

Charter of the City of Hartford.

Bylaw adopted: June 15, 1999  
Amended: February 6, 2007

HARTFORD PUBLIC SCHOOL  
Hartford, Connecticut

## **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 a board of education shall cease to be a bona fide resident of the City of Hartford, membership in the board shall immediately cease.

#### **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)

## **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.

### **New Board Member Orientation**

After the general election in November, and prior to the new members officially assuming the position in December, the new members will be invited to meet with the superintendent and other administrative personnel to discuss services to be performed for the board, and to give them the opportunity to request any other information they may deem desirable. Each new member will also receive an orientation packet from the superintendent's office and will be notified of and given the opportunity to attend new board member orientation workshops.

The packet will include:

1. A copy of the board's policies, rules, and regulations.
2. A copy of the current school budget and the latest financial statement.
3. Any other materials relevant to duties and responsibilities as members of the Hartford Public Schools.

## **Bylaws of the Board**

### **Board Member Development**

The complexity of board of education membership demands opportunities for development, study and training for board members. The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members.

In order to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, board members will participate in opportunities for development that may include, but not be limited to, the following:

- In-service activities planned by the board and by the administration for staff members, as appropriate;
- Participation in conferences, workshops and conventions held by state and national school boards associations and other educational organizations;
- Subscriptions to publications addressing board member concerns.

Recognizing the need for continuing training and development of its members, the board of education encourages the participation of all members in appropriate conferences, conventions and workshops. To control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidance:

- The superintendent will inform board members, in a timely manner, of upcoming conferences, conventions and workshops. The board will decide which meetings appear to be most likely to produce the greatest benefit to the board and the district;
- Funds for participation at such meetings will be budgeted. When funds are limited, the board will designate which members would be most appropriate to participate at a given meeting;
- If authorized to attend, and reimbursement is approved by the entire board, board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;
- When a conference, convention or workshop is not attended by the full board, those who do participate will be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.



## **Bylaws of the Board**

### **Remuneration and Reimbursement**

Board members shall receive no compensation for their services.

In its annual budget, the board of education shall allocate funds to cover: expenses for the efficient functioning of the board office and conduct of official meetings of the board and its committees; reimbursement for individual board members who incur expenses during the conduct of official business, according to the types of activities authorized by the board.

Board members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures incurred in connection with the performance of their official duties. Such expenses shall include, but are not limited to:

1. Parking fees
2. Meals (when on board approved function)
3. Long distance telephone calls
4. Convention/conference expenses

Any expense exceeding \$25 shall be approved in advance by the board chairperson or a majority of the board. Requests for reimbursement for any reason other than the above must also have prior approval of the board chairperson or a majority of the board. It is expected that board members will exercise good judgment and prudence in the expenditures of funds.

Board members authorized to attend educational conferences out-of-state shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures, transportation costs to and from the destination and registration fees. Board members must have approval in advance from the board.

It is expected that:

1. Board members will make the most economical arrangements possible when attending out-of-state conventions and conferences.
2. The board office and individual board members shall share information about upcoming conventions and conferences of interest to allow for the establishment of a calendar of such events.

## **Bylaws of the Board**

### **Remuneration and Reimbursement** (continued)

3. Any board member whose term of office is expiring in December who has chosen not to run for reelection or who has been defeated in his/her bid for reelection will not be authorized to attend any out-of-state convention or conference at Board expense.
4. Travel arrangements for out-of-state conventions and conferences will be made by the board office. Individual board members may, on request, receive an advance to cover expenses. The check will be made available sometime during the week immediately prior to departure.

### **Documentation of Expenditures**

Board members will follow recommended standard accounting procedures regarding all requests for reimbursement and in accounting for expenditure of advances, including submission of receipts. Unexpended money from travel advances will be returned to the board office within seven days following return.

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**

The board desires its members not only to adhere to all laws regarding conflict of interest, but to be continually aware of situations which have the appearance of conflict of interest and to avoid actions that might embarrass themselves or the board.

No member of the board of education, or officer, or employee shall have an interest in any contract with the school system with which the member, officer or employee is affiliated 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 may be employed for compensation by the Hartford Public Schools.

Legal Reference:      Connecticut General Statutes  
                                 7479 Conflicts of Interest.  
                                 10-156e Employees of boards of education permitted to  
                                 serve as elected officials; exception.  
                                 10-232 Restrictions on employment of members of the  
                                 board of education.  
                                 City of Hartford Ethics Code

**Bylaws of the Board**

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

The board of education shall formulate and adopt general policies for the operation and improvement of the schools which shall be written into a school code.

Revisions of said code shall be made only after the second public reading of the proposed change and the board vote shall include the date when the new policy shall become effective.

Bylaw adopted: June 15, 1999

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut

## **Bylaws of the Board**

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

#### **Policy Dissemination**

The superintendent is directed to preserve to and make accessible the policies adopted by the Hartford Board of Education and the administrative rules and regulations needed to put them into effect.

All policy manuals distributed to anyone shall remain the property of the Hartford Board of Education and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the school district for purposes of updating.

#### **Manual Maintenance/Updating**

The board directs the superintendent to recall all policy manuals during the months of July and August in even numbered years for purposes of administrative updating and board review.

## **Bylaws of the Board**

### **Formulation, Adoption, Amendment of Bylaws**

Proposed new bylaws and suggested amendments to or revision of existing bylaws may be adopted by a majority vote of all members of the board of education. This will usually occur during the second of two regularly scheduled meetings of the board of education not less than four (4) weeks apart in the calls for which meeting the proposed additions, amendments, or revisions shall have been described in writing.

Amendments shall be submitted in writing at any meeting and shall be adopted only by an affirmative vote at any succeeding meeting, but no later than the third succeeding regular meeting.

Reference: Robert's Rules of Order, Newly Revised

**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 approved regulations shall be by the same procedure as that specified for policies in 9310.

The board of education reserves the right to review and direct revisions of administrative regulations should they, in the board's judgment, be inconsistent with the policies adopted by the board of education.

## **Bylaws of the Board**

### **Suspension of Policies, Bylaws and Regulations**

Policies, bylaws and board approved 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 when no such written notice has been given.

Reference: Robert's Rules of Order, Newly Revised

Bylaw adopted: June 15, 1999

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut



## **Bylaws of the Board**

### **Board Meetings and Committees**

**Purpose:** The purpose of this policy is to streamline and clarify the structure of the Board meetings and Board committees.

#### **Time, Place and Notification of Meetings**

Members of the Board of Education may act officially only at regular or special meetings or workshops of the Board at which a quorum shall be present.

To comply with Connecticut General Statute 1-21, all meetings of the Board of Education shall be open to the public except that the Board may, by a two-thirds vote of those members present and voting, and stating the reasons therefore, go to Executive Session to conduct such appropriate business as authorized in the statute.

#### **Regular Meetings**

The Board of Education shall file with the Town Clerk and Secretary of State, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education for the calendar year. No meeting shall be held sooner than thirty days after such filing.

#### **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 and be posted in the Office of the Town Clerk, giving the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent 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.

#### **Workshops**

The Board of Education may hold a workshop for the purpose of giving special study and consideration to items of importance upon which the Board may be called to take action. Such sessions shall be for work and study. The Board of Education shall file with the Town Clerk and Secretary of State, not later than January 31st of each year, the schedule of the workshops of the Board of Education for the calendar year. No meeting shall be held sooner than thirty days after such filing.

## **Bylaws of the Board**

### **Board Meetings and Committees** (continued)

#### **Annual Meeting**

The annual organizational meeting of the Board shall be held on the first regular meeting of February.

#### **Adjourned Meetings**

Any meeting of the Board of Education may be recessed to any succeeding day by a majority vote of the members in attendance at the meeting.

### **Regular Board Meetings**

#### **Time and Place of Meeting**

The Hartford Board of Education will hold a regular meeting once a month, at 6:00 p.m. on the third Tuesday of the month. Changes to accommodate holidays and special events may be proposed by the Board Chairperson and approved by the Board. Special meetings may be called by the Chairperson, subject to the posting requirements of state law (24 hours notice).

An agenda shall be furnished to each Board member and the Superintendent not later than four days prior to any regular meeting.

Executive Session may be scheduled at the discretion of the Superintendent or Board Chairperson.

Upon the affirmative vote of two-thirds of the members present, the Board may suspend the rules to add an item and act upon business not included on the agenda.

#### **Agenda Preparation and Review**

Agenda preparation and review will normally follow the process outlined below.

- Items for inclusion on the agenda shall be submitted to the Board Chairperson by the Superintendent or Board members not later than seven days prior to any regular meeting.
- The complete agenda will be delivered to Board members at their place of their choosing no later than four days before the Board meeting.
- Board members are encouraged to call the Superintendent prior to the meeting if they have questions about the agenda.
- All agenda items will conform to standard agenda item format, as proposed by the Superintendent.

## **Regular Board Meetings (Continued)**

### **Normal Schedule**

The general order of business at each regular meeting of the Board shall be as follows:

Public Session:           5:30 p.m.

- I.     Call to Order
- II.    Roll call
- III.   Opening Statement
- IV.   Dialogue Session (Recommended 60 minutes)
  - A.   Parent and Student Comment
  - B.   Public Comment
- V.     Reports
  - A.   Report from the Chairperson
  - B.   Report from the Superintendent (recognize student achievement)
  - C.   Committee Reports
- VI.    Business Agenda
  - A.   Items in Order of Importance
  - B.   Consent Agenda
- VII.   Additional Public Comment (as needed)
- VIII.  Executive Session (as needed)
- IX.    Adjournment

The order of business may be rearranged by a majority vote of the members of the Board.

### **Meeting Conduct**

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

All Board meetings shall be guided by an agenda which has 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 to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment of students or of school system operations.

Public comment at a regular Board meeting requires registration with the Board Secretary, prior to the scheduled meeting start time and requires the completion of a form including the speaker's name, contact information, issue, and nature of comments.

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

## Regular Board Meetings

### Meeting Conduct (Continued)

- Each member of the public wishing to speak may address the Board for a total of three minutes, provided that a maximum of thirty minutes shall be allowed.
- While the Board and Superintendent will not respond to comments made in public session, they will consider such comments in policy deliberations and, where appropriate, will refer comments to school department personnel for review as part of their administrative functions.
- No boisterous conduct shall be permitted at any Board of Education meeting. If such conduct continues the Chairperson may suspend that individual's speaking privilege.
- Time limits will be strictly enforced.
- No personal attacks on individuals.
- No vulgar or indecent language.
- No signs allowed inside the Board meeting room.
- Speakers may not yield their time to another speaker.
- A speaker must refrain from naming employees.
- A person may address the Board no more than twice during a single meeting.

(cf. 1312 - Public Complaints)

The Board may adjourn any regular or special meeting to a specified time and place. If there is less than a quorum, the presiding officer may adjourn the meeting. If all members of the Board are absent, the clerk may adjourn the meeting. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door promptly following the adjournment.

## **Bylaws of the Board**

### **Board Workshops**

#### **Time and Place of Meeting**

The Hartford Board of Education will meet in a work session once a month, except for July and August, at 6:00 p.m., on the first Tuesday of the month, at a school site. Changes to accommodate holidays and special events will be proposed by the Board Chairperson and approved by the Board.

Dinner and dialogue may be held from 5:15 – 6:00 p.m. with the respective school's parents and staff.

An agenda shall be furnished to each board member and the Superintendent not later than four days prior to any regular meeting.

#### **Normal Schedule**

The normal schedule for each work session shall be as follows:

Public Session: 6:00 p.m.

- I. Opening – Roll Call/Welcome/Overview
- II. Workshop Session
- III. Executive Session
- IV. Adjournment

#### **Notes**

- The Board encourages the Superintendent to include at least one report on student achievement or issue closely related to student achievement at every regular Board meeting.
- The Board encourages the Superintendent to present at least one priority item for Board consideration at every regular Board meeting.
- Minutes will be kept according to the requirements of state law, prepare for Board approval no later than two meetings following, and preserved according to standards of professional records management.

## **Bylaws of the Board**

### **Board Committees**

#### **Committee of the Whole**

Committees of the Whole are posted workshops of the Board. The Board shall meet periodically as a Committee of the Whole to review intergovernmental and legislative matters including developing an annual legislative agenda. This committee will also review board processes, including all issues relating to board meetings, workshops, committees, legislative matters, constituent service, and other issues related to how the Board does its work. Actions taken at these meetings, which must be posted and open per state laws, will come as committee recommendations to the Board for consideration in regular business meetings.

#### **Ad Hoc Committee / Task Force**

Ad hoc committees and Task Forces may be created by the Chairperson or the board.

The duties of the committee or task force shall be outlined at the time of appointment, and the committee or task force shall dissolve and issue a final report within six months or later, if timeline is extended.

All committees or task forces of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

#### **Standing Committees of the Board**

The Chairperson of the Board of Education shall appoint the committee chairs and members by filing a list thereof with the Superintendent's office as soon as possible following the annual meeting. The Chairperson's designation shall be made public at the first board meeting subsequent to its filing.

The following will be standing committees:

##### **1. Finance and Audit Committee**

This committee will deal with matters pertaining to the development and recommendation of the school system budget to the Board, review and maintenance of a five year financial forecast, monitoring of financial affairs of the Board of Education, reviewing and recommending to the Board budget modifications on a monthly basis and overseeing and reviewing the school system audit.

## Bylaws of the Board

### Board Committees (continued)

#### 2. Parent and Community Engagement Committee

This committee will review and assess indicators of parent and community engagement practices, review the results of an annual customer satisfaction survey, and review and assess constituent service reports.

#### 3. School Choice and Facilities Committee

This committee will review and assess data related to the development and operation of the All Choice System of Schools; review related draft policies implementing the All Choice System of Schools; and, review educational design specifications for new incubated, redesigned, and magnet schools. The committee will also review proposals regarding facility usage and building location of the new incubated schools, and the annually updated Capital Improvement Plan, prior to submission to the City of Hartford.

#### 4. Policy Committee

This committee is responsible for the biannual review of all policies and recommendations or revisions for Board of Education Policies. In addition this committee addresses matters pertaining to the development and recommendation of policies for the Board and its bylaws.

Each committee shall have, as near as can be; the same number of members, provided that each member of the Board serves on two (2) committees.

The duties of each committee shall be determined as the committee is formed.

Each committee chair, with the assistance of the Superintendent, will establish a schedule of committee meetings.

The agenda for each committee shall include any matter referred to that committee as well as any item submitted to the Superintendent by any member of the committee at least 72 hours in advance of the committee meeting.

Committee reports shall be prepared at the direction of the committee chair and shall faithfully reflect the discussion and the votes taken.

No committee shall have power other than to recommend to the Board unless specially authorized.

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute.

Legal Reference: Connecticut General Statutes  
1-7 through 1-21k Freedom of Information Act.  
1-18a Definitions.  
1-21a Meetings of government agencies to be public.

## Bylaws of the Board

### Board Meetings and Committees

#### Opening Statement for Board Meetings

- Good evening. As Chairperson of the Hartford Board of Education, I hereby call to order the (date) regular meeting of the Board.
- I wish to extend a warm welcome to everyone present and to our television viewers. The Board, Superintendent, and I are pleased that you have joined us as we celebrate achievement, review information, and make policy decisions related to the effective operation of the Hartford Public Schools.
- This is a regular meeting, and all items that will be discussed or voted on this evening have been posted as required by state law.
- As the Hartford Board of Education, we are here to set goals; listen to reports of the Superintendent; approve budgets, contracts and personnel appointments; and, make policy for the district. We are not here to make management decisions or solve the problems of individuals. Management is the responsibility of the Superintendent.
- The monthly meetings of the Board are open to the public. They are the time when the Board conducts its business of governing the school system in a public arena. The regular meetings are not meetings with the public. Therefore, comments from the audience will be confined to the time designated for the public to address the Board.
- Decorum and courtesy are important elements in effective public meetings. Please silence your cell phones or communication devices and refrain from talking while others are speaking.
- Since it is legally mandated that proceedings be accurately recorded, I may have to ask for order periodically, should noise begin to interfere with our recording capabilities.
- I am pleased that you have taken the time this evening to join us.
- We are very proud of this school system and thank you for your interest in the Hartford Public Schools.

Legal Reference: Connecticut General Statutes  
 1-7 through 1-21k Freedom of Information Act.  
 1-18a Definitions.  
 1-21a Meetings of government agencies to be public.

Bylaw adopted: April 22, 2008  
 Amended: June 17, 2008  
 Revised: March 16, 2010

HARTFORD PUBLIC SCHOOLS  
 Hartford, Connecticut



## **Bylaws of the Board**

### **Management Oversight**

#### **Purpose:**

The purpose of this policy is to guide the Hartford Board of Education as it fulfills its responsibility for overseeing management of the school district's major systems, as enumerated herein. Hartford Board of Education is a body corporate not a collection of individuals. It acts as a body in accordance with the state education code to govern Hartford Public Schools and serve the interest of the people of Hartford. By overseeing the annual external financial audit process, ensuring that the Superintendent acts on the auditor's recommendations, and reviewing the integrity and performance of the district's major management systems on regular basis through Management Oversight Workshops. The school board will fulfill its duty to assure the public that district resources are being used efficiently and effectively.

This policy sets forth standards and describes processes. It is the intention of the Board of Education to meet these standards and follow these processes, but from time to time, by the decision of the Board Chair, processes and timelines may vary. The standards and processes are not intended to be overly restrictive or become issues of dispute, but rather to provide guidelines for effective board decision making.

### **Compliance with State Law**

The Hartford Board of Education, in carrying out its management oversight responsibilities, will follow all state laws regarding public notice, posting, open meetings requirements, minutes, etc.

### **Management Oversight**

Hartford Board of Education is responsible for overseeing management of the schools district's major systems, which include but are not limited to:

- Finance
- Human Resources
- Operations (food service, transportation, safety and security, facility maintenance)

The Board will hold the Superintendent accountable for the performance of these district systems. In exercising its oversight responsibilities, the Board will not interfere with the Superintendent's management of the district.

## Bylaws of the Board

### Management Oversight (Continued)

The Board will fulfill its management oversight responsibilities by:

- Overseeing the annual external financial audit process;
- Ensuring that the Superintendent acts on the auditors' recommendations;
- Reviewing the *performance* of all major management systems listed above at least annually, using metrics proposed by the Superintendent, by July of each year, and approved by the Board; and
- Reviewing the *integrity* of all major management systems at least once every three years (where integrity is defined as overall effectiveness, including structure, process, metrics, internal controls, etc.).
- By setting a Management Oversight Workshop Calendar.

The Superintendent will be responsible for ensuring that all procedures, controls, checks and balances, and codes of ethics are in place and are being executed properly.

The Board, acting as a body, will require the Superintendent to provide data and other information necessary to document effective execution and results. The Board may also decide to call for external reviews of systems integrity and performance (e.g., from audit firms, task forces comprised of local experts or community members, etc.).

The Board will incorporate the results of its oversight reviews into the Superintendent's annual performance evaluation.

### Management Oversight Workshops

Management Oversight Workshops are defined as meetings of the board in a committee of the whole, posted for discussion but not action, for the purpose of receiving major presentations by the superintendent or his/her designees in order to educate the board (and the public) and to assist the Board in fulfilling its management oversight responsibilities. Workshops may cover more than one issue but should not be scheduled for more than three hours.

The board will hold workshops quarterly, or more frequently as necessary, in order to review:

- The systems integrity and performance of major district management systems, for the purpose of exercising management oversight
- The implementation or evaluation of major policies, for the purpose of exercising policy oversight
- Major reform options
- Major changes in district or school operations
- Major changes in state or federal policy
- Any other major issue facing the district.

## **Bylaws of the Board**

### **Management Oversight Workshop (Continued)**

The Board, at its annual retreat, will schedule workshop topics including a number of management oversight workshops for the year. Additional workshops and reports may be added, with adequate advance notice. The Board will make a good faith effort to provide the Superintendent with as much clarity as possible on its expectations. The Superintendent's presentation will normally be data rich, with visual presentation of data. Advance reading provided by the Superintendent to Board members will be delivered in a timely manner and reviewed thoroughly by Board members prior to the workshop.

The public and the media will be encouraged to attend these workshops, but the board will not receive public comment.

All workshop readings, materials and minutes will be preserved according to standards of professional records management.

Workshops will be conducted with the same attention to effectiveness, efficiency, and professionalism as regular business meetings.

Legal Reference: Connecticut General Statutes  
1-7 through 1-21k Freedom of Information Act.  
1-18a Definitions.  
1-21a Meetings of government agencies to be public.

Bylaw adopted: April 22, 2008

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut

## Bylaws of the Board

### Management Oversight Workshop (Continued)

#### Hartford Board of Education Management Oversight Workshop Calendar

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The Hartford Board of Education commits to review the *integrity* of district systems through regularly scheduled management oversight workshops or other formal processes. Integrity is defined as overall effectiveness, including structure, process, metrics, internal controls, etc.

This schedule leaves one workshop open in some years to accommodate the Superintendent's or Board's desires or pressing issues that arise during the course of a year.

Year	Quarter	Workshop
2007 - 2008	3	
	4	Human Resources
2008 - 2009	1	Facilities
	2	Finance
	3	Operations (food services, transportation, safety and security, facilities)
	4	To be determined
2009 - 2010	1	To be determined at Annual Retreat
	2	"
	3	"
	4	"
2010 - 2011	1	To be determined at Annual Retreat
	2	"
	3	"
	4	"

Bylaw adopted: April 22, 2008

HARTFORD PUBLIC SCHOOLS  
Hartford, Connecticut

**Bylaws of the Board**

**Monitoring Products and Processes**

**Policy Review and Evaluation**

The board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The board shall rely on the school staff, students, and the community to provide evidence of the effect of the policies which it has adopted.

Legal Reference: Connecticut General Statutes  
10-14m - 10-14r Education evaluation and remedial assistance.  
10-220 Duties of boards of education.