

West Hartford Public School District

Agenda Item: Motion by Bruce Putterman and Terry Schmitt to Accept Revised Bylaws 8144, 8330, and 8350—**Second and Final Reading**

Meeting Date: November 5, 2014

From: Bruce Putterman and Terry Schmitt

Through: Tom Moore, Superintendent of Schools

Recommendation:

THAT the Board of Education accept and approve as a Second and Final Reading the following bylaws which were revised by the Board Policy Subcommittee:

8144 Financial Examiners
8330 Regulations
8350 Meetings

Note: Words in (*italics*) within parentheses are being removed from the current bylaw and words in **Bold** are being added to the current bylaw.

Background:

Bruce Putterman, Terry Schmitt, Andy Morrow, and Kimberly Boneham will be available to answer any questions.

**Agenda Item:
V.A.**

WEST HARTFORD PUBLIC SCHOOLS

(3410)

(Business)

(Budget and Expense Report)

(Role of Board of Education Financial Examiners)

(The board of education shall appoint annually two members called financial examiners, one from each political party, who shall be responsible for the reviewing and reporting of monthly financial statements submitted by the superintendent. The examiners, at their discretion, may request a special board meeting to consider any proposed expenditure not provided for in the budget.)

Policy adopted: December 7, 1987)

(8144)

(Bylaws of the Board)

(Financial Examiners)

(The financial examiners shall inspect and advise the board of the monthly financial statement in accordance with the provisions of board policy 3410. They shall also check the insurance program periodically.)

Bylaw adopted by the board: October 5, 1987)

Note: The above policy 3410 and bylaw 8144 have been combined to create the following new Bylaw 8144.

BYLAW 8144

Bylaws of the Board

Financial Examiners

The Board's two financial examiners shall review and report the state of the district's finances to the Board monthly during the academic year.

The financial examiners may, at their discretion, request a special Board meeting to consider any proposed expenditure that is not included in the budget or to consider a reduction in the budget.

Adopted: October 5, 1987

Revised: November 5, 2014

WEST HARTFORD PUBLIC SCHOOLS

(8330)

(Bylaws of the Board)

(Formulation, Adoption, Amendment of Administrative Regulations)

(Among other methods, the superintendent shall formulate and use administrative regulations in carrying out board policies. Administrative regulations explain in detail particular sections of the school code – usually what is to be done, who does it and when. Administrative regulations do not normally require board approval but shall be made available to the board.

**(In some cases, the law may require board approval)*

Bylaw adopted by the board: October 5, 1987)

(8340)

(Bylaws of the Board)

(Suspension of Policies, Bylaws and Regulations)

(Policies, bylaws and board of education-adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of ALL members of the board of education.

(Reference: Robert's Rules of Order, Newly revised)

Bylaw adopted by the board: October 5, 1987)

Note: The above bylaws 8330 and 8340 have been combined to create the following new Bylaw 8330.

BYLAW 8330

Bylaws of the Board

Regulations

The Board sets policy. The administration develops regulations to carry out said policies. The Board may review regulations at its discretion.

Policies, bylaws, and Board-adopted regulations may be suspended for a specified purpose, and for a limited time, by a 2/3 vote of the entire Board of Education.

Bylaws 8330 and 8340: Adopted October 5, 1987

Combined and Revised to create new Bylaw 8330: November 5, 2014

WEST HARTFORD PUBLIC SCHOOLS

(8350)

(Bylaws of the Board)

(Meetings)

(Members of the board of education may act officially only at regular or special meetings 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 therefor, go to executive session to conduct such appropriate business as authorized in the statute.

Regular Meetings

The board of education shall meet at least once a month except that in August there shall be no requirement to meet. A schedule of the time and place for the meetings for the year shall be set annually by the board.

Special Meetings

Special meetings shall be called by the chairman whenever deemed necessary, or upon request of the superintendent of schools or two or more members of the board (at least twenty-four hours previous to the time scheduled for the meetings to convene).

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.

(cf. 8351 – Time, Place, Notifications of Meetings)

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public. Recording of votes. Schedule and agenda meetings to be filed. Notice of special meetings. Executive sessions

1-21d Adjournment of meetings. Notice

1-21e Continued hearings, Notice

1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution

1-21g Executive sessions

Bylaw adopted

by the board: October 5, 1987)

(Bylaws of the Board)

(Time, Place, Notification for Meetings)

Regular Meetings

Regular meetings of the board of education shall be held at the West Hartford Public School Education Center or at such other place as the chairman, upon written notice, may designate, at 7:30 p.m. once a month. When business requires, a second meeting shall be held.

The agenda of the regular meetings shall be available to the public not less than twenty-four hours before the meeting in a place designated by the board.

Special Meetings

Notice of each special meeting of the board shall be given not less than twenty-four hours prior to the time of such meeting. Notice to all board members shall indicate the reason for holding such meeting.

Notice of any such special meeting shall be filed with the Town Clerk twenty-four hours prior to such meeting listing the time and place of the meeting. In case of emergency, any such special meeting may be held without complying with the foregoing requirement, but a copy of the minutes adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than seventy-two hours following the holding of such meeting.

No other business shall be transacted at such meeting, except upon the unanimous vote of the whole board. The board may also, if it deems necessary, vote to go into executive session.

(cf. 8350 – Meetings)

(cf. 8352 – Public and Executive Sessions)

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions (P.A. 83-148)

1-21c Mailing of notice of meetings to persons filing written request. Fees

1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution

1-21g Executive sessions

Bylaw adopted

by the board: October 19, 1987)

(Bylaws of the Board

Public and Executive Sessions)

(Public Meetings

All meetings of the board of education shall be open to the public with the exception of executive sessions. (cf. 9320 – Meetings)

Executive Sessions

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

- 1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee provided that such individual may require that discussion be held at an open meeting.*
- 2. Strategy and negotiations with respect to pending claims and litigation.*
- 3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.*
- 4. Discussion of the selections of a site or the lease, sale or purchase of real estate by a political subdivision of the state 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 subsection (b) of section 1-19 of the Connecticut General Statutes.*

Smoking

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.

Legal Reference: Connecticut General Statutes

1-18a. Definitions (Public agency; Meetings; Person; Public Records; Executive Session)

1-19. Access to public records. Except records.

1-21. Meetings of government agencies to be public. Recording of votes. Schedule of meetings to be filed. Notice of special meetings. Executive sessions exempt.

1-21a. Recording, broadcasting or photographing meetings.

1-21g. Executive sessions.

1-21i. Denial of access of public records or meetings. Notice. Appeal.

Public Act No 79-410. An Act Concerning Clean Indoor Air

Bylaw adopted

by the board: October 19, 1987)

Note: Preceding bylaws 8350, 8351, and 8352 have been combined to create new Bylaw 8350 which starts on this page.

BYLAW 8350

Bylaws of the Board

Meetings

Regular meetings of the Board of Education will be held at least once a month from September through June. The agenda of regular meetings will be made available to the public at least 24 hours in advance of the meeting. Only items on the agenda can be discussed. Items can be added during the meeting by a two-thirds vote of the entire Board of Education. A calendar of regular meetings will be approved by the full board in the previous school year.

Special meetings of the Board of Education can be called between regular meetings by the chairperson, and shall be called upon the request of the superintendent, or upon the request of two or more members of the Board of Education. The agenda for a special meeting will be made available to the public at least 24 hours in advance. The meeting may only address topics on the agenda.

Emergency meetings of the Board of Education can be called between regular meetings (*if deemed necessary*) by the chairperson, upon the request of the superintendent, or upon the request of two or more members of the Board of Education. An agenda for an emergency meeting must be established, but need not be made available to the public in advance of the meeting. The meeting may only address topics on the agenda. The minutes of the meeting must clearly indicate the nature of the emergency.

All regular, special, and emergency meetings of the Board of Education will be open to the public. A quorum is required for votes at regular, special, and emergency meetings to be binding.

The Board of Education may convene into Executive Session at any time by a two-thirds vote of Board of Education members present (*and voting*), so long as the topic or topics of discussion of the Executive Session are announced at the time the vote to enter into Executive Session is taken, and if the topic of the meeting meets the legal criteria for Executive Session privilege, which are, generally, as follows:

1. Personnel matters.
2. Pending claims and litigation.
3. Security devices.
4. Real estate.
5. Collective bargaining strategy.
6. Confidential documents.

Executive Session discussions will be strictly limited to the topics that were communicated at the time of the vote to enter into Executive Session. Any votes on topics discussed in Executive Session must be taken in open session.

Legal Reference: Connecticut General Statutes:
1-200 Definitions.
1-206 Denial of access of public record or meetings. Appeals.
Notice. Orders. Civil Penalty. Services of process upon
commission. Frivolous appeals.
1-210 Access to public records. Exempt records.
1-226 Recording, broadcasting or photographing meetings.
1-227 Mailing of notice of meetings to persons filing written request.
Fees.

Bylaws 8350, 8351, 8352: Adopted October 1987
Combined and Revised to create new Bylaw 8350: November 5, 2014

