

Series 8000: BYLAWS OF THE BOARD

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Series 8000: Bylaws of the Board**Role of the Board and Members (Powers, Purposes, Duties)**

The Board of Education is the governing body of the school district and 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.

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

Bylaw adopted by the Board:	January 1990
Policy reviewed by the Board:	April 2003
Policy reviewed by the Board:	February 2009

Series 8000: Bylaws of the Board**Role of the Board and Members (Powers, Purposes, Duties)****Limits of Authority**

The Board of Education is the unit of authority. Apart from their function as a part of the unit, Board members have no individual authority. Individually, the Board member may not commit the district to any policy, act or expenditure. The Board member is prohibited from doing business with the school district and from having an interest in any contract with the school district in general. 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 a whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility neither with respect to the schools, nor as an individual command the services of any school employee.

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

Legal References:

Connecticut General Statutes

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

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Policy reviewed by the Board:	February 2009

Series 8000: Bylaws of the Board**Organization****Officers****Officers of the Board**

The Board of Education, at its first regular meeting following Board of Education town elections, shall elect by roll call ballot from its members, a Chairperson, a Vice Chairperson, and a Secretary.

1. The Superintendent of Schools shall call the meeting to order for the purpose of nominations for the Chairperson, who, when elected, shall then preside over the election of the remaining officers.
2. Nominations shall be by voice. Nominations do not require a second.
3. After nominations are closed, elections shall be held by voice vote.
4. Each ballot shall consist of a vote for one (1) of the persons nominated for that office.
5. Election shall be by a majority vote of the full Board membership (five (5) affirmative votes).

Any vacancy occurring among the officers will be filled by the remaining members of the Board of Education in accordance with above. The Treasurer of the Town of Southington is, by law, the Treasurer of the Board of Education.

Legal References:

Connecticut General Statutes
PA 78-136

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Policy revised by the Board:	February 2009

Series 8000: Bylaws of the Board**Organization****Officers****Duties of the Officers**

The officers of the Board of Education shall exercise the following duties:

1. Chairperson – shall preside at all meetings of the Board of Education, shall sign legal documents and contracts for the Board, and shall perform such other duties as are imposed by statute.
2. Vice Chairperson – shall serve in the absence of the Chairperson and in the performance of this service shall exercise all powers of the Chairperson.
3. Secretary – shall certify reports, sign necessary papers, and perform such other duties in accordance with Section 10-224 of the General Statutes.

Bylaw adopted by the Board:	January 1990
Bylaw revised by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009

Series 8000: Bylaws of the Board

Organization

Committees

Committee of the Whole

The Board of Education shall act as a committee of the whole in final consideration of all matters.

Legal Reference:

Connecticut General Statutes

1-18a, Definitions

1-21, Meetings of government agencies to be public

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009

Series 8000: Bylaws of the Board

Organization

Committees

The Board of Education recognizes that all decisions can only be made by a vote of the Board members at a legally constituted meeting. The Board further recognizes that discussion on all matters assigned to a committee is within the province of the Board, and all Board members may attend any committee meeting. In order to assist the Board in arriving at such decisions, the Board recognizes that certain matters can be handled effectively through assignment to standing and ad hoc committees. Ad hoc committees shall be formed for the consideration and investigation of specific problems. Standing committees may also be formed for areas such as finance, policy and personnel, and long-range facilities planning.

Procedures:

1. Committees may advise and recommend to the Board, but never determine policy nor discharge administrative duties.
2. Committees may be appointed and discharged by the Board Chairperson or be appointed and discharged by Board motion supported by a majority vote.
3. The Superintendent of Schools and/or designee shall be ex-officio members of each committee, except any which deal with their personal status.
4. The Chairperson of the Board of Education is an ex-officio member of all committees.
5. The Chairperson of each committee shall notify the Board as to the date, location, and time of all meetings.
6. Committees shall consist of no less than four (4) Board members. A quorum will consist of two (2) or more committee members.
7. Committee Chairpersons shall call a committee meeting with the input of the committee members.
8. Committee members will be allowed to put items on the agenda.

Legal Reference:

Connecticut General Statutes

1-18a, Definitions

1-21, Meetings of government agencies to be public

Bylaw adopted by the Board:	January 1990
Bylaw revised by the Board:	April 2003
Bylaw revised by the Board:	February 2009

Series 8000: Bylaws of the Board**Members****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. The following method shall be employed:

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

Bylaw adopted by the Board:	January 1990
Bylaw revised by the Board:	April 2003
Bylaw revised by the Board:	February 2009

Series 8000: Bylaws of the Board**Members****Remuneration and Reimbursement****Remuneration**

Board of Education members shall receive no compensation for their services.

Reimbursement

1. Board members are encouraged to attend educational conferences. Members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures, related to conferences. Members shall coordinate with the Board Chairperson when planning to participate in professional development activities. Such activities shall go forward within the limits of available funding.
2. Board members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures related to the performance of their official Board duties.

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009

Series 8000: Bylaws of the Board**Members****Conflict of Interest**

No member of the Board of Education, officer or employee shall have an interest in any contract with the school district member, officer or employee 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 school district. If a Board member is employed by the school district, 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

Southington Code of Ethics

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009

Series 8000: Bylaws of the Board**Members****Conflict of Interest****Code of Ethics**

The Board of Education adheres to the following code of ethics for its individual members:

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of the “children first.”
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations, and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
3. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, gender, physical condition or social standing, sexual orientation, or color.
4. I will work to help my community understand the importance of proper support for public education in providing: adequate finances, optimum facilities, staffing, resources, and better educational programs for children.
5. I will join with my Board, staff, community, and students in becoming fully informed about the nature, value, and direction of contemporary education in our society. I will support needed change in our schools.
6. I will work to fully and accurately inform the community about our schools and will communicate their viewpoint to the administration.
7. I will recognize that my responsibility is to work with my fellow Board members to see that the schools are well run through effective policies and not to administrate the schools.
8. I will work with my fellow Board members to frame and evaluate policies and plans only after the Board has consulted with those affected by its activities.
9. I will arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in a meeting. I will respect the opinions of others, and abide by the principle of majority rule.
10. I will acknowledge that authority rests only with the whole Board assembled in a meeting. I will make no personal promises nor take any private action which may compromise the Board.

Series 8000: Bylaws of the Board**Members****Conflict of Interest****Code of Ethics (continued)**

11. I will acknowledge that the Board represents the school system to the community, and will refuse to surrender my independent judgment to special interests or partisan political groups.
12. I will hold confidential, all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the school system.
13. I will insist that all school business transactions be open and ethical.
14. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.
15. I will strive to appoint the best personnel available upon recommendation by the appropriate administrative officer.
16. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have the responsibilities and the authority to perform effectively.
16. I will refer complaints through the proper chain of command within the system and will act on such complaints at public meetings only when administrative solutions are exhausted.

Reference:

“Standards of Leadership for Members of Boards of Education” (CABE Board of Directors, 2008)

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009

Series 8000: Bylaws of the BoardMethods of OperationDevelopment, Distribution and Maintenance of Policy Manuals, Regulations, BylawsFormulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments or revisions thereof shall be read and discussed.

Policies will, barring emergencies, be adopted or amended after consideration at two (2) meetings of the Board of Education. The proposed policy will be presented and discussed at the first meeting, and discussed and acted upon at the second meeting.

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

Reference: Robert's Rules of Order

Bylaw adopted by the Board:	January 1990
Bylaw revised by the Board:	April 2003
Bylaw revised by the Board:	February 2009

Series 8000: Bylaws of the BoardMethods of OperationDevelopment, Distribution and Maintenance of Policy Manuals, Regulations, BylawsFormulation, 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. Bylaws will, barring emergencies, be adopted or amended after consideration at the meetings of the Board of Education. The proposed bylaw or amendment will be presented and discussed at the first meeting and discussed and acted upon at the second meeting.

Reference: Robert's Rules of Order

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009

Series 8000: Bylaws of the Board**Methods of Operation**

Development, Distribution and Maintenance of Policy Manuals, Regulations, Bylaws

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.

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

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009

Series 8000: Bylaws of the Board**Methods of Operation**

Development, Distribution and Maintenance of Policy Manuals, Regulations, Bylaws

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 at a meeting for which the proposed suspension has been described in writing, or upon a two-thirds vote of all members of the Board of Education when no such written notice has been given.

Reference: Robert's Rules of Order

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009

Series 8000: Bylaws of the Board**Methods of Operation****Meetings****Time, Place, Notification of Meetings**

All meetings of the Board of Education shall be conducted in compliance with Public Act 75-342, Sec. 6, (An Act Concerning Freedom of Information).

1. **Regular Meetings** – Regular meetings of the Board of Education shall be held on the second and fourth Thursday of each month at a time to be determined and at the established Board meeting place, except during the months of July, August, November, and December, during which time, at minimum, one (1) meeting date will be set by the Board. Meeting dates, times, and places may be changed at the discretion of the Board.
 - a. The schedule of regular meetings of the Board of Education for the ensuing calendar year shall be filed with the Town Clerk no later than December 1 of each year, and no such meeting of the Board shall be held sooner than thirty (30) days after such schedule has been filed.
2. **Special Meetings** – Special meetings of the Board of Education shall be called by the Chairperson upon written request of three (3) of the members or whenever deemed necessary by the Chairperson. The call shall state the purpose of the meeting and no other business shall be transacted. Special meetings may not be called for the purpose of election of officers or for a vote to fill a vacancy on the Board.
 - a. Notice of special meetings shall be given not less than twenty-four (24) hours prior to the time of such meeting by posting a notice of the time of such meeting in the office of the Town Clerk. In the case of an emergency, a special meeting may be held without complying with the foregoing requirement for the posting of notice, but a copy of the minutes of any such special meeting adequately 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 meeting.

Series 8000: Bylaws of the Board**Methods of Operation****Meetings****Time, Place, Notification of Meetings (continued)**

- b. Workshops of the Board of Education are held when it is necessary for the Board to discuss and consider, in depth, matters pertaining to Board of Education business. The Chairperson shall call workshops whenever deemed necessary or when requested by three (3) or more Board of Education members. Notice of workshops shall be given not less than forty-eight (48) hours prior to the time of such meetings by posting a notice of both the time and place in the office of the Town Clerk. The agenda will state the purpose(s) of the meeting and no other business will be transacted. The Chairperson of the Board may invite those individuals, groups or agencies that have relevant information, knowledge or experience to contribute to the discussion and to the Board's decision-making process. Other public input will be allowed at the discretion of the Board Chairperson. No formal votes will be taken during or at the conclusion of workshops.
3. **Committee Meetings** – The Chairperson of each committee will notify the Board as to the location, date, and time of all meetings. (cf 8133)
4. **Adjourned Meetings** – Any meeting of the Board of Education may be adjourned to a time and place specified in the order of adjournment.
5. **Quorum** – Five (5) members of the Board shall constitute a quorum for the transaction of business except where otherwise noted in Board policies.
6. **Parliamentary Procedure** – Robert's Rules of Order shall govern the proceedings of the Board, except when those rules are in conflict with the Board's approved policies and regulations. The Superintendent of Schools is designated as Board of Education parliamentarian.
7. **Agenda Notice** – The agenda for regular meetings of the Board of Education shall be given to all members a minimum of six (6) days prior to the meeting. Business other than that included on the agenda may be transacted by a two-thirds vote of all members present unless the subject is specifically referenced in other Board policies.

Series 8000: Bylaws of the Board

Methods of Operation

Meetings

Time, Place, Notification of Meetings (continued)

8. **Order of Business** – The order of business at each regular meeting of the Board of Education shall be as follows:
 - 8.1 Call to Order
 - 8.2 Pledge of Allegiance
 - 8.3 Approval of Minutes
 - 8.4 Public Communications
 - 8.5 Committee Reports
 - 8.6 Report of Superintendent and His/Her Staff
 - 8.7 Old Business
 - 8.8 New Business
 - 8.9 Adjournment

9. **Audience to Visitors** – During the Audience to Visitors portion of the meeting, Board Members may question a visitor through the Chairperson, to clarify the issue raised by the visitor.

10. **Requests for Hearing on Transportation** – Requests for hearings on transportation must be made in writing. The Board of Education shall hold such hearing within ten (10) days after receipt of written request and shall make a finding within ten (10) days after such hearing and in accordance with regulations of the State Board of Education.

Legal Reference:

Connecticut General Statutes

- 1-21, Meetings of government agencies to be public
- 1-21c, Mailing of notice of meetings to persons filing written request
- 1-21f, Regular meetings to be held pursuant to regulation, ordinance or resolution
- 1-21i, Denial of access of public records or meetings
- 10-218, Officers, Meetings.

- Bylaw adopted by the Board: January 1990
- Bylaw revised by the Board: April 1993
- Bylaw reviewed by the Board: April 2003
- Bylaw revised by the Board: March 2005
- Bylaw revised by the Board: February 2009

Series 8000: Bylaws of the Board**Methods of Operation****Meetings****Public Meetings**

All meetings of the Board of Education shall be open to the public with the exception of executive sessions. (cf. 8320 – 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 of 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 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.

Series 8000: Bylaws of the Board

Methods of Operation

Meetings

Public Meetings

Legal Reference: Connecticut General Statutes

- 1-18a Definitions
- 1-19 Access to public records
- 1-21 Meetings of government agencies to be public
- 1-21a Recording, broadcasting or photographing meetings
- 1-21b Smoking prohibited in certain places
- 1-21I Denial of access to public records or meetings
- 1-21g Executive sessions

Bylaw adopted by the Board: January 1990
Bylaw reviewed by the Board: April 2003
Bylaw reviewed by the Board: February 2009

Series 8000: Bylaws of the Board**Methods of Operation****Meetings****Construction of the Agenda**

The Superintendent, in cooperation with the Chairperson of the Board of Education, shall prepare an agenda for each regular meeting. Any member of the Board of Education may call the Chairperson or the Superintendent and request any item to be placed on the agenda no later than nine (9) days prior to the meeting date. An agenda may be amended in accordance with policy #8321.

Legal Reference:

Connecticut General Statutes,

1-21, Meetings of government agencies to be public

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009

Series 8000: Bylaws of the Board**Methods of Operation****Meetings****Meeting Conduct**

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

All Board meetings shall commence at the stated time and 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 both as to students and to school system operations.

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

1. Five minutes may be allotted to each speaker.
2. No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chair, of that person's privilege of address. If necessary, the Chairperson may direct those who are acting in a boisterous manner to leave the premises.
3. No oral presentation shall include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference that tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provision of Board of Education policy. (cf. 1312-Public Complaints)

Series 8000: Bylaws of the Board

Methods of Operation

Meetings

Meeting Conduct (continued)

The Board of Education may adjourn any regular or special meeting to a specified time and place. 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 within twenty-four (24) hours of adjournment.

Actions by the Board

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

All actions taken by the Board shall be identified clearly in minutes of the Board meeting as provided the Bylaw 8326, Minutes.

- (cf. 1120 – Board of Education Meetings to public participation)
- (cf. 8321 – Time, Place, Notification of Meetings)
- (cf. 8322 – Public and Executive Sessions)
- (cf. 8323 – Construction/Posting of Agenda)

Legal Reference:

Connecticut General Statutes

18a, Definitions

I-19, Access to Public Records

1-21, Meetings of government agencies to be public

1-21a, Recording, broadcasting or photography meetings

I-21d, Adjournment of meetings

1-21g, Executive sessions

1-21h, Conduct of meetings

1-21i, Denial of access of public records or meetings

10-224, Duties of the secretary

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw reviewed by the Board:	February 2009

Series 8000: Bylaws of the Board**Methods of Operation****Meetings****Minutes**

The recording secretary to the Board of Education shall keep minutes of all regular meetings of the Board. Copies of the proceedings shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in a fireproof vault. Minutes shall be made available to the public for inspection within seven (7) days after each meeting.

Recording of Votes

Motions or resolution shall be recorded as having passed or failed and individual votes will be recorded.

Maintaining the Minutes

The minutes of meetings of the Board of Education shall be maintained as outlined below:

1. Content – Board of Education procedure
 - a. The date, place, and type of meeting
 - b. Members present and members absent, by name
 - c. Call to order, and opening ceremony
 - d. Arrival of tardy members of name and time
 - e. Departure of members by name before adjournment, or if absent when any agenda items are acted upon
 - f. Record of written notice of special meetings

Series 8000: Bylaws of the Board

Methods of Operation

Meetings

Minutes (continued)

2. Content – Board of Education actions
 - a. Approval or amended approval of the minutes of preceding meetings
 - b. Complete information as to each subject of the Board of Education’s deliberations
 - c. Complete information as to each subject including the roll call record of the vote on a motion
 - d. All Board of Education resolutions in complete context
 - e. A record of all contracts entered into
 - f. A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
 - g. Adoption of the annual budget
 - h. A record of all official correspondence
 - i. A record of the Superintendent’s reports to the Board
 - j. Adoption of all policies and bylaws, and approval of regulations as required
 - k. A record of all delegations appearing before the Board
 - l. Adoption of the annual school calendar
 - m. Approval of job description for each employee

Legal Reference:

Connecticut General Statutes

10-218, Election of officers

10-224, Duties of the secretary

1-21, Meetings of government agencies

Bylaw adopted by the Board:	January 1990
Bylaw reviewed by the Board:	April 2003
Bylaw revised by the Board:	February 2009