

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

POLICY SUB-COMMITTEE
MEETING NOTICE

DATE: November 15, 2016
TIME: 6:45 P.M.
PLACE: Lillis Administration Building - Rm. 2

AGENDA

New Milford Public Schools Mission Statement

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

1. Call to Order

2. Public Comment

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

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

3. Discussion and Possible Action

A. Policies for Review:

- 1. 9320 Meetings of the Board: Version 1 and Version 2
- 2. 9130 Board Committees
- 3. 9323 Construction of the Agenda

4. Public Comment

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5. Adjourn

RECEIVED
TOWN CLERK

NOV 10 P 1:15

NEW MILFORD, CT

Sub-Committee Members: J.T. Schemm, Chairperson
Wendy Faulenbach
Dave Littlefield
Tammy McInerney

Alternates: Brian McCauley
David A. Lawson

Bylaws of the Board

Meetings of the Board

The Board of Education is a legal body which exists only when its members are assembled in official session. It is the responsibility of the Board to publicly convene for the purpose of conducting official business as required.

It is the policy of the Board to hold a regular meeting on the ~~second~~ *third* Tuesday of each month. The Board shall also, when need dictates, conduct special meetings as called by the Board Chairperson, or upon request of three Board members. An agenda, prepared in accordance with the standards set forth in this policy, shall be publicly posted at least twenty-four hours prior to the time a meeting of the Board is to convene.

Official transactions of the Board shall ordinarily be conducted at the regular meeting. A special meeting, which has been called for a specific purpose, shall only address the specific order of business for which the meeting has been called.

1. So that the Board may be well prepared for meetings, all members shall receive the written agenda, as well as supporting information for items to be considered, at least two business days before a meeting of the Board.
2. The Board shall meet in executive session as needed, in accordance with the circumstances prescribed by the Freedom of Information Act.
3. All meetings of the Board are open to the public. An "Opportunity For The Public To Be Heard" shall be scheduled at every meeting.
4. The agenda of all meetings shall be prepared by the Superintendent in consultation with the Board Chairperson. Board members may also request items for inclusion on the agenda. Every effort should be made to prepare an agenda that will not require a meeting to extend more than three hours.
5. The following guidelines should be followed when listing agenda items; however, when necessary and reasonable, the Board may change the order of business on an agenda so that those items of particular interest to the public in attendance may be considered early in the meeting.
 - a. Recommended motions, including approval of minutes
 - b. Items for Discussion - reports, schedules, communications, etc.

(cf. 9323 – Construction/Posting of Agenda and 9325.2 – Order of Business)

Bylaws of the Board

Meetings of the Board (continued)

6. All actions of the Board shall be recorded as the Board Minutes and kept on file as the permanent official record of the Board meeting proceedings.
7. A majority of the Board members (five) shall constitute a quorum for the transaction of business. (cf. 9325.1 – Quorum)
8. “Robert's Rules of Order, Revised” shall govern the proceedings of the Board except when in conflict with the Board Bylaws.
9. A meeting of the Board may be canceled by the agreement of a majority of the Board.
10. A listing of the regular meetings of the Board of Education shall be posted with the Town Clerk no later than January 31 of each year.

Legal Reference: Connecticut General Statutes

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public.

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

10-218 Officers. Meetings

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 7, 2005
Bylaw revised by the Board: November 14, 2006
Bylaw revised by the Board: June 12, 2012

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

9320(a)

Bylaws of the Board

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Bylaws of the Board

Meetings of the Board (continued)

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NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

Bylaws of the Board

Board Committees

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

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

Standing Committees

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

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

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

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

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

(cf. 9132 – Standing Committees)

Bylaws of the Board

Ad-Hoc (Special/Temporary) Committees

Ad-Hoc (Special/Temporary) committees shall be established by the Board or Board Chairperson, whenever advisable, to address specific problems and projects. These committees shall include a minimum of two and a maximum of three Board members and may include members of the staff and/or community who would be able to provide expertise. Ad-Hoc committees shall be appointed as soon as possible after their establishment and shall be dissolved when their report has been accepted by the Board or at the next annual organizational meeting or upon a motion for dissolution passed by a majority vote, or upon completion of the assigned task whichever comes first. Ad-Hoc Committees supersede any standing committee.

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

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

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

Conduct of Committee Business

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

1. Board committee appointments shall be determined by the Board Chairperson as guided by the best interests of the Board. To make this determination, the Board Chairperson shall consider:
 - The requests by Board members to serve on specific committees. Requests to serve on specific Standing Committees shall be submitted by Board members, in the form of a prioritized list, to the Board Chairman at the annual meeting of the Board.

Bylaws of the Board

Conduct of Committee Business (continued)

- The individual background, talents and experiences of Board members.
 - The synergetic quality of the committee as a whole.
2. Standing Committees shall plan to meet once a month. Additional meetings may be called by the Committee Chairperson whenever he/she deems necessary, or upon a request of two committee members.
 3. All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.
 4. All Standing Committee meetings shall have a written agenda, prepared by the Committee Chairperson and the Superintendent or his/her designee; and posted at least twenty-four hours before the meeting. The agenda shall include all assignments as may be directed by the Board. *An agenda item requested in writing to the Chair by at least three members shall automatically be added to the agenda.*
 5. The proceedings of all Standing Committee meetings shall be recorded and distributed to Board members in a timely manner.
 6. Recommendations to be considered for Board action, as determined by a vote of the committee members present, shall be placed on the agenda of a regular Board meeting as a formal motion.
 7. All committee meetings shall be open to the public; however, an executive session may be called in accordance with the provisions of the Freedom of Information Act.
 8. All committees shall post agendas and keep minutes of business conducted at meetings in accordance with the provisions of the Freedom of Information Act. The minutes shall be kept on file in the Superintendent's office and be made available at all times to the Board of Education members.

Legal Reference: Connecticut General Statutes
 1-200 through 1-241 of the Freedom of Information Act.
 1-200 Definitions.
 1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board:	January 9, 2001	NEW MILFORD PUBLIC SCHOOLS
Bylaw revised by the Board:	November 7, 2005	New Milford, Connecticut
Bylaw revised by the Board:	November 14, 2006	
Bylaw revised by the Board:	June 9, 2009	
Bylaw revised by the Board:	December 14, 2010	
Bylaw revised by the Board:	April 10, 2012	

Bylaws of the Board

Construction of the Agenda

The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each meeting. Any member of the Board of Education may call the Chairperson of the Board of Education and request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. Such request shall be taken into consideration. *An agenda item requested in writing to the Chair by at least three members shall automatically be added to the agenda.*

In addition, the Chairperson of the Board of Education shall call a meeting whenever he/she is requested in writing so to do by three of the members of the Board of Education. If no meeting is called within 14 days after such a request has been made, one may be called by any three members by giving the usual written notice to the other members, with the agenda for the requested special meeting included and properly posted in accordance with the law.

Posting of the Agenda

At least 24 hours prior to the time of the meeting, the agenda shall be posted in Town Hall and shall be available at the Board's central offices. Any subsequent business not included in such filed agendas may be considered and acted upon at regular Board meetings upon the affirmative vote of two-thirds of the members of the Board of Education present and voting; however, no such additional items may be considered by the Board at special or emergency meetings.

Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

10-218 Officers. Meetings.

Bylaw adopted by the Board: January 9, 2001
Bylaw revised by the Board: November 7, 2005
Bylaw revised by the Board: November 14, 2006
Bylaw revised by the Board: March 10, 2009

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut

**Board of Education Regular Meeting Dates
January 2017 - December 2017**

Version #1

(items in yellow are holidays or days when schools are not in session)

<u>COMMITTEE</u>	<u>TIME/PLACE</u>	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>
Policy	6:45-Rm.2/Lillis	N/A	7	7	4	2	6	4	1	5	3	7	5
COL	7:30-Rm.2/Lillis	N/A	7	7	4	2	6	4	1	5	3	7	5
Facilities	6:45-Rm.2/Lillis	N/A	14	14	11	9	13	11	8	12	10	14	12
Operations	7:30-Rm.2/Lillis	N/A	14	14	11	9	13	11	8	12	10	14	12
Board of Ed	7:30-SNIS Media Center		21	21	18	16	20*	18	15	19	17	21	19**
Board of Ed	7:00-SNIS	17											
Budget Hearings	Media Center	18											
		24											
		25											
Budget Hearings: Tuesday, January 17, Wednesday, January 18 and Tuesday, January 24, 2017.													
Budget Adoption: Wednesday, January 25, 2017.													
Please keep Thursday, January 19 and 26, 2017 as possible dates for rescheduling due to weather related issues.													
*June 20, 2017 - Board Reception will begin at 6:00 p.m. at SNIS													
**December 19, 2017 - Annual Meeting will begin at 7:00 p.m.													
**December 19, 2017 - Regular Meeting will begin at 7:30 p.m.													

**Board of Education Regular Meeting Dates
January 2017 - December 2017**

Version #2

(items in yellow are holidays or days when schools are not in session)

COMMITTEE	TIME/PLACE	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
Policy	6:45-Rm.2/Lillis	N/A	21	21	18	16	20	4	1	5	3	7	5
COL	7:30-Rm.2/Lillis	N/A	21	21	18	16	20	4	1	5	3	7	5
Facilities	6:45-Rm.2/Lillis	N/A	7	7	4	2	6	11	8	12	10	14	12
Operations	7:30-Rm.2/Lillis	N/A	7	7	4	2	6	11	8	12	10	14	12
Board of Ed	7:30-SNIS Media Center		14	14	11	9	13*	18	15	19	17	21	19**
Board of Ed	7:00-SNIS	17											
Budget Hearings	Media Center	18											
		24											
		25											

Budget Hearings: Tuesday, January 17, Wednesday, January 18 and Tuesday, January 24, 2017.

Budget Adoption: Wednesday, January 25, 2017.

Please keep Thursday, January 19 and 26, 2017 as possible dates for rescheduling due to weather related issues.

*June 13, 2017 - Board Reception will begin at 6:00 p.m. at SNIS

**December 19, 2017 - Annual Meeting will begin at 7:00 p.m.

**December 19, 2017 - Regular Meeting will begin at 7:30 p.m.