

**BOE Policy Committee
January 31, 2013
Stonington High School – Library Media Center
6:00 p.m.**

Agenda

- I. Call to Order**
- II. Minutes from Policy Committee Meeting - December 20, 2012 (attachment)**
- III. Board of Education Handbook (attachment)**
- IV. Procedure/Policy for Hiring New Administrators (attachment)**
- V. Review of Proposed Policy New/Revised Document and Procedures (attachment)**
- VI. Policy Review Cycle**
 - **October 3, 2013**
 - **February 6, 2014**
 - **May 1, 2014**
- VII. Field Trips**
- VIII. Volunteers/Chaperones**
- IX. Continued Discussion:**
 - **Athletic and Extra-curricular eligibility**
 - **Attendance**
 - **Reimbursement for vandalism or other actions**
 - **Commencement – requirements**
- X. Adjournment**

**BOE Policy Committee Minutes
December 20, 2012
SHS Library Media Classroom, 6:00 pm**

A meeting of the Board of Education Policy Committee was called to order at 6 p.m. Thursday, December 20, 2012 in the Library Media Center at Stonington High School.

Present were: Board members –Frank Todisco, Kevin Bornstein and Gail MacDonald

Also present: Dr. Van Riley, Superintendent; Mark Frieze, Assistant Principal SHS; Tom Bousquet, Middle School Dean of Students

Discussion regarding RFP for Policy Manual Update:

- 1) District administration will update the current policy manual by September 1.
 - a. Use CAFE suggested/sample policies (DVD updated every July)
 - b. Use current district policies
 - c. All administrators will be involved
- 2) An ongoing review process will begin this fall.
 - a. Special Board meeting 3-4 times per year
 - b. Three year review cycle
 - c. Non-urgent new/revised policies will be presented during this ongoing review process
 - d. Emergency or critical policies can be reviewed or presented at any time
- 3) Kevin Bornstein will develop a form for presenting new policies and for presenting changes to current policies.
- 4) Van Riley to develop a three year calendar with suggested policy sections for review (policy section may change based on need to review certain policies).
 - a. Recommended special Board meeting dates
 - i. October 3, 2013
 - ii. February 6, 2014
 - iii. May 1, 2014
 - b. Policy sections to be determined after the update in August

There being no further business, the meeting was adjourned at 7:10 p.m.

STONINGTON PUBLIC SCHOOLS

BYLAWS OF THE BOARD

SERIES 9000

Number Bylaw

0.	Role of Board and Members (Powers, Purposes, Duties)	9000	B
A.	Limits of Authority	9010	B
1.	Organization		
A.	Number of Member; Terms of Office	9110	B
B.	Student Representative	9111	B
C.	Officers and Auxiliary Personnel	9120	B
(1)	Chairperson	9121	B
(2)	Secretary of the Board	9123	B
(3)	Auditor	9123.1	B
D.	Committees	9130	B
E.	Board Representatives	9140	B
2.	Members		
A.	Election		
(1)	Filling Vacancies	9221	B
(2)	Resignation/Removal from Office	9222	B
B.	New Board Member Orientation	9230	B
C.	Remuneration and Reimbursement	9250	B
D.	Board Member Protection	9260	B
E.	Conflict of Interest	9270	B
(1)	Code of Ethics	9271	B
3.	Methods of Operation	9300	B
A.	Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws		
(1)	Formulation, Adoption, Amendment of Policies	9311	B
(2)	Formulation, Adoption, Amendment of Bylaws	9312	B
(3)	Formulation, Adoption, Amendment of Administrative Regulations	9313	B
(4)	Suspension of Policies, Bylaws, Regulations	9314	B
B.	Meetings		
(1)	Time, Place, Notification of Meetings	9321	B
(2)	Public and Executive Sessions	9322	B
(3)	Construction of the Agenda	9323	B
(4)	Advance Delivery of Meeting Materials	9324	B
(5)	Meeting Conduct	9325	B
(a)	Quorum	9325.1	B
(b)	Order of Business	9325.2	B
(c)	Rules of Order	9325.3	B
(i)	Suspension of Rules of Order	9325.32	B
(6)	Minutes/Taping/Broadcasting	9326	B
C.	Board/School District Records	9330	B
D.	Delineation of Responsibilities between Board of Education	9400	B
	And School Based Improvement Teams		

Bylaws of the Board

Role of the Board and Member (Powers, Purposes, Duties)

The Board of Education derives its power from the Town Charter and State statutes. Its primary purpose is to provide the best possible education for all students. In so doing, the Board will perform the following duties:

1. address most of its time and energy to education and educational outcomes.
2. advocate for the educational interests of children, youth and adults.
3. concentrate on goals and use strategic planning to accomplish its purpose.
4. work to ensure an adequate flow of resources and to achieve equity in their distribution.
5. work to achieve equity in the distribution of resources.
6. deal openly and straight forwardly with controversy.
7. encourage many forms of community participation.
8. exercise continuing oversight of educational programs.
9. periodically reassess the separate areas of administrative and policy responsibilities.
10. determine the mission and agenda of each committee under its power ensuring coherence and coordination of policy and oversight functions.
11. establish and oversee policy ensuring that budget decisions support board policy.
12. develop and educate itself as to its role and responsibilities in the community.
13. evaluate itself periodically.
14. select and evaluate the superintendent.
15. collaborate with other boards and other appropriate groups to influence state policy and the way state leadership meets the needs of local schools.
16. develop procedures with the school administration for media contact.
17. take such specific action as required by law.

Bylaws of the Board

Role of the Board and Member (Powers, Purposes, Duties)

Legal Reference: Connecticut General Statutes

1-18a	Definition
10-157	Superintendents
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: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Limits of Authority

The Board of Education is the unit of authority. Apart from the normal function as part of the unit, the Board member has no individual authority. Individually, the Board member may not commit the school system to any policy, act or expenditure. The Board member cannot do business with the school system served, nor should the Board member have an interest in any contract with the school system in general. The Board member does not represent any 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 with respect to the schools, nor as an individual command the services of any school employee.

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

(cf. 9270 - Conflict of Interest)

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

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

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Number of Members, Terms of Office

The Board of Education in the Town of Stonington will consist of seven (7) members each of whom shall be elected for a term of four (4) years in accordance with Town Charter, revised November 1998.

Legal Reference: Special Act of G.A. Concerning the election of the Board of Education in the Town of Stonington. June 16, 1941

Stonington Charter - November 7, 1989 Section 6-4 Board of Education

Connecticut General Statutes

9-204 - Minority representation on board of education

Bylaw adopted by the Board: September 28, 1995
Revised: January 13, 2000

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Student Representative

Student Council Board of Education Representation

The Stonington Board of Education in its desire to further assist the young people in their understanding of civic and educational duties wishes to propose that:

The President of the Stonington High School Student Council or his/her designee, with approval of the advisor, become a nonvoting student representative on the board of education.

The student council representative may participate in discussions during the open meeting and shall be seated with the members of the board of education. Due to the requirements of the statutes the following restrictions must be present:

1. The student representative is not permitted to vote on any item.
2. The student representative is not permitted to attend any executive session.
3. The student representative shall not take part in discussions relative to personnel, negotiations or such items that are of a confidential nature. These items shall be determined by the chairman of the board of education.

The student council representative will attend each regular meeting of the board of education and will be supplied the agenda for the meeting.

It is the hope that regular attendance will be maintained by the same person to insure continuity and understanding.

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Officers and Auxiliary Personnel

The Stonington Board of Education shall, not later than one month after the date on which the newly elected members take office, elect by written ballot from its number a chairman and a secretary of such board and may prescribe their duties. If such officers are not chosen after one month because of a tie vote of the members the town clerk shall be called upon to vote and the tie to be so dissolved.

The board shall organize within the legal time limit after each town biennial election. The meeting shall be called to order by the chairman of the board of the preceding biennium or the secretary in that order of priority, provided one of these officers is still a member of the board. If none of the former officers is a member of the board, a temporary chairman shall be elected and the meeting shall be called to order by the temporary chairman. The new chairman of the board shall take office upon election. The board shall then elect a secretary.

The chairman and secretary shall not be members of the same political party.

Legal Reference: Connecticut General Statutes

10-218 Officers Meetings

Section 6
Special Act of G.A.
July 16, 1941

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Chairperson

The chairperson shall preside at all meetings of the Stonington 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. consult with the Superintendent in the planning of the Board's agenda.
2. be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
3. be responsible for the orderly conduct of all Board meetings.
4. call special meetings as deemed necessary or when receiving a written request by three (3) of the members of the Board.
5. appoint members to committees created by the Board.
6. keep the secretary duly informed on all pertinent matters in case of absence of the Chairperson.
7. act as a resource to the Superintendent on decisions which may require further input between Board meetings.

The chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the secretary.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meeting

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaw of the Board

Secretary

A member of the Stonington Board of Education shall be elected Secretary by the members of the Board and shall perform all duties assigned by law and the Board. The Secretary shall:

1. endorse/sign all legal documents requiring the signature of the secretary.
2. act as a resource to the Superintendent on decisions which may require further input between Board meetings.
3. be responsible for recording minutes of meetings in the absence of the recording clerk.
4. serve as acting Chairperson in the absence of the Chairperson. The acting Chairperson is authorized to perform all duties of the Chairperson in the absence of the Chairperson.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings

10-224 Duties of secretary

10-221 Salaries of secretary and attendance officers

Bylaws adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Auditor

The Stonington Board of Education shall avail itself of the service of the auditor employed to check the books of the town. This auditor will annually check the books of the Board of Education as well as the records of the internal accounts of the individual schools and departments.

The auditor shall provide an executive summary of the audit to the Board of Education.

Legal Reference: Connecticut General Statutes

7-396a Audits of public and quasi-public bodies by auditors of public accounts.

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Committees/Standing Committees

Committees:

Committees of the Stonington Board of Education shall be established as needed. The duties of the committee shall be outlined at the time of appointment, and the committee shall regularly report to the Board.

Standing Committees:

The Stonington Board of Education shall have the following standing sub-committees:

- Policy
- Fiscal
- Facilities and Equipment
- Outreach
- Executive

Standing sub-committee appointments shall be at the discretion of the Board Chairperson, who shall take into consideration the individual preferences of the Board members, when possible. Standing committees may be restructured by the Board Chairperson following the election of school board officers and within two months of the biennial election (refer to Policy 9120 and 9121).

No standing sub-committee shall have power other than to recommend to the Board of Education unless specially authorized. No standing sub-committee, or member of a standing sub-committee, is authorized to make any contract or agreement unless such contract or agreement is authorized by the Board either in regular or special meeting.

All other committees of the Stonington Board of Education shall be established as needed. The duties of these ad hoc committees shall be outlined at the time of appointment, and the committee shall regularly report to the Board.

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

The standing sub-committees of the Board are charged as follows:

I. Policy

- Reviews policy proposals for recommendation to Board
- Drafts policy proposals, as appropriate
- Reviews existing policy for currency
- Assists Board in defining policy and acting there

II. Fiscal

- Serves as liaison with Town Board of Finance
- Receives information concerning unexpected expenditures
- Represents Board at Budget Caucus
- Assists in financial planning by regular review of the status of the budget

III. Facilities and Equipment

- Monitors condition of school facilities and grounds
- Reviews and provides advice on maintenance, improvement projects and equipment purchases to the Board
- Promotes facility/grounds-related volunteer efforts
- Reviews and monitors capital projects
- Assists Board in prioritizing and approving facilities-related projects
- Reviews Board's participation in CIP process

IV. Outreach

- Establishes outreach program of Board that presents the Stonington Public Schools in a positive light
- Recommends Board strategy for budget adoption
- Cooperates with citizen groups that support Board goals by coordinating efforts between them and the Board

V. Executive Committee

- Advises Superintendent on personnel issues
- Advises Superintendent on emergency matters
- Advises Superintendent on transportation matters

Bylaws of the Board

Board Representatives

The Chairperson shall appoint Board members as representatives and alternates to organizations, such as the following: CABE, LEARN.

Additional appointments as required shall be made by the Chairperson. (cf. 9121 - Chairperson)

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Student Representation on the Board of Education

It will be the policy of the Stonington Board of Education to seat an SHS Student Representative from Stonington High School in a nonvoting capacity at all public Board of Education meetings. Student opinion will be solicited to give an added dimension to the Board's decision-making process.

The student representative will not attend executive sessions of the Board of Education nor will they have access to associated back-up material.

The following procedures will be followed for the seating of the student representative:

1. The member will be recommended by the Student Government, subject to the approval of the Principal.
2. Such student seated will be given an orientation session by the Superintendent of schools after the student has been approved.
3. The student representative should be present at each regular meeting of the Board of Education. If this is not possible, the representative must advise the Superintendent's office in advance of the meeting.
4. The Board of Education reserves the right to dismiss a student representative due to poor attendance and call for the selection of a new member.
5. The student representative will report to the student body, through their student government representatives, on the deliberations of the Board of Education.
6. The student representative should be available for attendance at Board of Education meetings beginning with the start of the school year.
7. The term of office for the representative shall be for one school year.
8. **A student representative shall:**
 - a. Be able to attend and sit on all regular meetings of the Board of Education.
 - b. During said meetings, be able to speak on any issue on the agenda or motion before the Board unless deemed inappropriate by the Board.
 - c. Be able to recommend resolutions to the Chairman prior to a meeting for the Board's consideration.

Bylaws of the Board

Student Representation on the Board of Education

- d. Receive copies of all regular meeting agendas, minutes and other pertinent publications, excluding executive session minutes and associated materials, when made available to the Board members.
 - e. Be expected to attend all the Board of Education meetings and be accountable to the student body via the student organizations.
9. **A student representative shall not:**
- a. Be able to cast an official vote on any motion or resolution.
 - b. Be allowed to attend executive sessions, negotiation sessions, or personnel portions of the regular meetings of the Board of Education.
10. Only those privileges and powers enumerated previously shall be regarded specifically as such; any and all other powers and privileges that might be deemed appropriate for the student representatives shall be decided upon by the Board of Education.

Legal References: Connecticut General Statutes

9-203 Number and term of members of boards of education.

Bylaw adopted by the Board: January 12, 2012

Bylaws of the Board

Filling Vacancies

Board Member Vacancies

In the event of a vacancy on the Stonington Board of Education, the remaining members of the Board nominated by the same political party as the member whose place has become vacant shall be empowered to fill the vacancy for the unexpired portion of the term. In the event that the vacancy exists after a passage of sixty (60) days, the Board of Selectmen shall be empowered to fill said vacancy.

Legal Reference: Section 4

Special Act of the General Assembly June 16, 1941

Town of Stonington Charter - 1989

Bylaw adopted by the board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Resignation/Removal from Office

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 written notification of intent to resign so that the Board may plan appropriately.

Removal from Office

Any Board officer may be removed from office by a two-thirds majority vote of the membership of the whole Board.

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9221 - Filling Vacancies)

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

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 system before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected material on the function of the Board of Education and the school system.
2. The incoming member shall be invited to attend Board meetings and to participate in its discussions.
3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board.
4. The incoming member shall be provided with a copy of the Board's policies and bylaws, administrative regulations and copies of pertinent materials developed by the State School Board Association.
5. The incoming member may attend, at school system expense, workshops for newly elected members as approved by the Board of Education. (cf. 9250 re reimbursement)

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Remuneration and Reimbursement

Remuneration

A member of the Stonington Board of Education shall receive no compensation for his/her service.

Reimbursement

Stonington Board of Education members shall be reimbursed for reasonable expenditures related to any activity which has been approved by the Board of Education. All Board members shall be reimbursed for the use of their personal car on any Board Business outside of the town of Stonington at the rate of reimbursement paid to other employees of the Stonington Board of Education.

Legal Reference: Connecticut General Statutes

10-225 Salaries of secretary and attendance officers

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

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Board Member Protection

The Stonington Public Schools shall maintain adequate insurance to protect the district and its Board of Education against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the school district, and save harmless its Board and staff while acting in behalf of the school district.

Legal Reference: Connecticut General Statutes

10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.

10-236 Liability insurance.

10-236a Indemnification of educational personnel assaulted in the line of duty.

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

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.

Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. Therefore:

1. No member of the Board shall have any direct pecuniary interest in a contract with the school district, nor shall he/she furnish directly any labor, equipment, or supplies to the district. It is not the intent of this bylaw to prevent the district from contracting with corporations or businesses because a Board member or his/her relative is an employee of the firm. However, in such instances the member is expected to declare his/her association with the firm and will refrain from debating or voting on the question.
2. No member of the Board of Education or his/her spouse, - may be employed for compensation by this school system. If a Board member becomes employed by the school district the office to which he/she was elected or appointed shall become vacant.

Legal Reference: Connecticut General Statutes

7-479 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.

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Code of Ethics

As a guide to performing their duties, Board members should:

1. Be an advocate of high quality free public education for all Connecticut children.
2. As an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools, and bring about any needed change only through legal and ethical means.
3. Help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, physical condition or social standing.
4. Work to help the community to understand the importance of proper support for public education.
5. Become informed about the nature, value and direction of contemporary education and support needed change in the schools.
6. Serve as a communications link between the community and the schools, working to ensure that the community is fully and accurately informed about the schools, and that the school staff understands the aspirations and desires of the community.
7. Recognize that a Board member's responsibility is not to "run the schools," but to see that they are well-run through effective policies.
8. Confine Board action to policymaking, planning, and appraisal, and consult with those who will be affected by the Board's actions.
9. Arrive at conclusions after fully discussing the issue at an open meeting, and abide by the principle of majority rule.
10. Recognize that authority rests only with the whole Board assembled in a meeting, and make no personal promises nor take any private action that may compromise the Board.
11. Never use the position on the Board for personal gain.
12. Hold confidential all matters pertaining to the schools that, if disclosed, might needlessly injure individuals or the schools.
13. Ensure that all school business transactions be open and ethical.

Bylaws of the Board

Code of Ethics (continued)

14. Ensure that the best personnel available are appointed to all positions in the district.
15. Refer all complaints through the proper "chain of command" within the system, and act on such complaints at public meetings only when administrative solutions fail.

Legal Reference: "Connecticut Code of Ethics for Boards of Education" printed in CABE's Responsibilities of Board of Education Membership.
(Revised June 1989)

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Method of Operation

The Board shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative detail to be performed by the Superintendent.

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Formulation, Adoption, Amendment of Policies

Changes in needs, conditions, purposes and objectives will require revisions, deletions, and additions to the policies. This policy development is an ongoing process.

Policy proposals and suggested amendments to 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 meetings of the Board of Education not less than four weeks apart. The time between Board meetings shall permit further study and also give an opportunity to interested parties to react. However, temporary approval may be granted by the Board in lieu of formal policy adoption to meet emergency conditions or special events which will take place before formal action can be taken.

The formal adoption of policies shall be by majority vote of 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, newly revised

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Formulation, Adoption, Amendment of Bylaws

Proposed new bylaws and suggested amendments to or revisions of existing bylaws shall be adopted as are Board policies (see 9311) by a majority vote 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.

(Reference: Robert's rules of Order, newly revised)

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

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 of Education-adopted regulations shall be by the same procedure as that specified for policies in 9311.

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: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

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 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 of Education when no such written notice has been given.

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

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Time, Place and Notification of Meetings

PLACE, DATE AND TIME OF MEETINGS

The Board of Education shall meet regularly on the second Thursday of the month at the Board of Education office building located at 49 North Stonington Road, Old Mystic, CT. Commencement time of meetings will be 7:00 p.m. Meetings not scheduled with the town clerk by January 31, as well as regularly scheduled meetings for which there is a changed time, place, or date shall become "special meetings" and will adhere to policy (below) regarding such meetings.

If the Board has not completed its agenda by 10:00 p.m. at any regular or special board of education meeting, a majority vote may extend the meeting by a specific amount of time. Should the motion to extend the meeting fail, the board will reconvene at a special meeting on the fourth Thursday of the month to complete its unfinished business as outlined on the agenda.

No Board meeting will continue past 11:00 p.m. If an agenda has not been completed by 11:00 p.m., then the board will adjourn to a special meeting on the fourth Thursday to complete the work outlined on the agenda.

Regular Meetings

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

Special Meetings

Special meetings shall be called by the Chairperson upon the request of three of the members and whenever deemed necessary by the Chairperson. 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 or the Superintendent's secretary 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, although any Board member may waive the 24 hour notification by a written waiver of notice or a telegram to the purpose.

In case of emergency, any such meeting may be held without complying with the foregoing requirement of notice, but a copy of the minutes of any such special meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such a meeting.

Cancellation

The Chairperson of the Board of Education, or in his/her absence, the secretary, may cancel a scheduled meeting of the Board if it is determined by a poll of the majority of Board members that there is a conflict in time, lack of a quorum, or other reasonable reason which warrants cancellation. Board members shall be notified as to the cancellation of a scheduled meeting and notification shall be made to the press and the Town Clerk as soon as possible after the decision to cancel is reached. The cancellation shall be noted in the minutes of the next Board meeting.

Notice of Meetings

Notice of meetings will be made to persons filing a written request renewable in January of each year. The Board of Education may charge a fee for these notices based upon cost of the service as provided by law.

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.

1-21d Adjournment of meetings. Notice.

1-21e continued hearings. Notice.

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

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

10-218 Officers. Meetings

Bylaw adopted by the Board: September 28, 1995
Revised: December 14, 2006

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Public and Executive Sessions

Public Sessions

All meetings of the Board for the official transaction of business shall be open to the public. No action of the Board is official unless conducted in public session. (cf. 1120- Board of Education Meetings re public participation)

Executive Sessions

As required by Sec. 1-21 of Connecticut General Statutes, the Board may go into executive session upon a two-thirds vote of the members present and voting, for the following reasons:

1. To discuss the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that the 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 selection of a site or the lease, sale or purchase of real estate when publicity regarding the site 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 which are protected under the Freedom of Information Act in Section 1-19 (b).

Legal Reference: Connecticut General Statutes
 1-19 Access to public records. Exempt 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.
 1-21g Executive sessions

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
 Stonington, Connecticut

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 Superintendent and request any item to be placed on the agenda before the preliminary agenda is mailed out.

Items not included in the preliminary or final agenda may be brought before the meeting under new business upon the affirmative vote of 2/3's of the members present and voting.

Posting of the Agenda

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the Board room of the district and in each school in a place readily available to parents, teachers and the general public, and shall be filed in the Superintendent's office.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public.

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Advance Delivery of Meeting Materials

Preliminary agendas and copies of essential materials shall be delivered to the usual place of abode of each Board member 5 days in advance of the regularly scheduled meeting.

Legal Reference: Connecticut General Statutes

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

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Meeting Conduct

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

All Board meetings shall commence at the stated time and shall be guided by an agenda which will have 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 as to school system operations.

The Board may adjourn or recess any regular or special meeting to a specified time and place. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four (24) hours of adjournment.

Participation by Public at Meetings

Provisions 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 and a maximum of twenty minutes to each subject matter.
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 clear the room so that the Board may continue the meeting.
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 which tends to identify. All charges or complaints against employees shall be submitted to the Board of Education under provisions of Board of Education policy. (cf. 1312-Public Complaints)

Bylaws of the Board

Meeting Conduct (Continued)

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 in Bylaw 9326, Minutes.

(cf. 1120 - Board of Education Meetings re public participation)

(cf. 9320 - Meetings)

(cf. 9321 - Time, Place, Notification of Meetings)

(cf. 9322 - Public and Executive Sessions)

(cf. 9323 - Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

18-a Definitions

1-19 Access to public records

1-21 Meetings of government agencies to be public

1-21a Recording, broadcasting or photographing meetings

1-21d Adjournment of meetings

1-21g Executive sessions

1-21h Conduct of meetings

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

10-224 Duties of the secretary

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Quorum

Four members of said Board shall constitute a quorum for the transaction of any business and, in the event of a tie vote, the Town Clerk shall be called upon to vote thereon, and the tie be so dissolved.

Legal Reference: Section 6
 Special Act of G.A.
 June 16, 1941

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Order of Business

The order of business shall be at the discretion of the Chairperson and may include the following items:

1. Call to order
2. Members present
3. Minutes of last regular and special meetings
4. Approval of payment of bills
5. Requests from citizens
6. Committee reports
7. Appointments, resignations, etc.
8. Current business
9. Correspondence
10. New business
11. Executive Session
12. Adjournment

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Parliamentary Procedures

Rules of Order

The current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Stonington Board of Education except when in conflict with Board policy.

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Suspension of Rules of Order

Amendments, alterations, corrections or repeal of the rules of order may be made, or their operation may be suspended for the meeting, at any regular or special meeting of this Board, by a majority vote of the Board.

Bylaw adopted by the Board: September 28, 1995

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Bylaws of the Board

Minutes

The secretary of the Board, or the Board's clerk, shall keep minutes of all meetings of the Board. These minutes shall be kept on file as permanent record of all Board actions. 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 meetings and the master copy of the policy manual shall be kept in the central office in a fireproof cabinet. Minutes shall be made available to the public for inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special or emergency special meetings) after each meeting. The minutes of a special meeting or any emergency special meeting shall be made available for public inspection within seven days after each such meeting, excluding weekends and/or legal holidays.

Recording of motions and votes

- Seconded motions will be recorded as well as the name of the Board member making the motion and the name of Board member making the second.
- Votes will be recorded by name unless the vote is unanimous. Abstentions, by name, 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 by 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
 - G. Records of items of business to be considered at future regular or special meetings
2. Content – Board of Education actions
 - A. Approval or amended approval of the minutes of preceding meetings
 - B. Information as to subject of the Board of Education's deliberations
 - C. Information as to each subject including the roll call record of the vote on a motion if not unanimous

Bylaws of the Board**Maintaining the Minutes (continued)**

- D. A record of all bargaining unit and single employee contracts entered into
- E. A record of all warrants approved for payment
- F. Adoption of the annual budget
- G. Financial reports, as presented to the Board of Education
- H. A record of all correspondence
- I. Adoption of all policies and bylaws, and approval of regulations as required
- J. A record of all delegations appearing before the Board
- K. Adoption of the annual school calendar
- L. Approval of job descriptions for each employee
- M. Approval of budget transfers
- N. Inclusion of all attachments and handouts provided to the Board for documentation.

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: 9/28/95
 Revised: 4/2/98
 Revised: 11/12/98
 Revised: 2/10/00
 Revised: 12/11/03

STONINGTON PUBLIC SCHOOLS
 Stonington, Connecticut

Bylaws of the Board

Board/School System Records

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the school system, whether handwritten, typed, tape-recorded, printed, photostated, photographed, or recorded by any other method is by definition a "public record," and access thereto during normal hours of business may be granted to any citizen. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian for all public records of the school system.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes, provided the custodian of records or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets, as defined in C.G.S. 1-19(b5)
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.

Bylaws of the Board

Board/School System Records (Continued)

8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.
9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.

Availability of Records

Any person applying in writing shall receive promptly on request, a plain or certified copy of any public record except those to which access is not permitted under law, at a cost not to exceed the cost to the school system. The school system will require prepayment of the fee if the fee is estimated to be ten dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, the record requested is exempt from disclosure, or if, in the judgement of the custodian of records, compliance with the request benefits the general welfare.

An additional charge may be made for certification of any records or of any fact within the record, as permitted under C.G.S. 1-15.

The Superintendent, on behalf of the Board of Education, shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical, or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

Disposition of Original Documents

Original documents, after having been legally reproduced on film, may be disposed of as permitted by law.

Bylaws of the Board

Board/School System Records (Continued)

Legal Reference:

Connecticut General Statutes

**1-15 Application for copies of public records. Certified copies.
Fees**

1-16 Photographic reproduction of documents

1-17 Reproductions to serve purpose of originals

1-18 Disposition of original documents

1-18a Definitions: "public records"

1-19 to 19(b) Access to public records

1-20a Public employment contracts as public record

1-21 to 1-21k re meetings of public agencies

Bylaw adopted by the Board: September 28, 1995

**STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut**

Bylaws of the Board

Delineation Of Responsibilities Between Board Of Education And School Based Improvement Teams

The Board of Education supports the existence of School Based Improvement Teams (SBITs). For them to be most effective and efficient, all-participating groups must understand their responsibilities and function. The major focus of School Based Improvement Teams is to create a stronger focus on student achievement, enhance a sense of community among all elements of the school population, and build a broad-based accountability for decisions affecting the school.

The following is a delineation of responsibilities for decision-making among the Board of Education, Administration, and the School Based Improvement Teams.

BOARD OF EDUCATION

- ☐ The Board of Education has the overall responsibility for the operation of the school system within the laws of the state.
- ☐ The Board of Education has the sole responsibility for setting all educational policies for the district including, but not limited to, the following:
 - Mission, Goals and Objectives
 - Community Relations
 - Administration
 - Business and Non-Instructional Operations
 - Personnel
 - Students
 - Instruction
- ☐ The Board of Education has the responsibility to provide quality education for all students in the district and exercises that responsibility by:
 - Identifying district goals and/or initiatives
 - Monitoring implementation of policies and procedures to accomplish the desired quality of education
 - Approving district curricula
 - Approving district textbooks
 - Maintaining curricular and staffing equity among the schools
- ☐ The Board of Education is responsible for a budget that is educationally and fiscally sound. They do this by:
 - Making decisions about certified and non-certified personnel additions and reductions
 - Allocating financial resources to each site on an equitable basis
 - Monitoring all district expenditures and approving account transfers within each building's budget.

Bylaws of the Board

Delineation Of Responsibilities Between Board Of Education And School Based Improvement Teams (continued)

- ☐ The Board of Education will provide comparable instructional time, resources and opportunities in an impartial district-wide manner.
- ☐ The Board of Education is responsible for assigning Board of Education representatives to attend the SBITs and each representative shall report SBIT agenda items back to the Board as a whole. These reports shall occur monthly during the academic school year.
- ☐ The Board of Education will place an item on the Board agenda when it is requested by the SBIT in writing and received by the Superintendent at least 48 hours prior to a regular meeting.
- ☐ The Board of Education will consider SBIT input into its decision-making when appropriate.
- ☐ The Board of Education is responsible for determining if an item brought to its attention is a Board of Education responsibility or if it should be referred to the appropriate SBIT(s). All items within the purview of the SBIT shall first be addressed by the appropriate SBIT.

SCHOOL-BASED IMPROVEMENT TEAMS

- ☐ All school based improvement team actions shall comply with Board policies and State laws. SBIT meetings shall comply with Freedom of Information Act requirements.
- ☐ All school-based improvement team actions shall be based on school needs at each school and linked to the district's Strategic Goals.
- ☐ The SBITs shall collaborate and work with administration, Board of Education, and other groups to try to improve their schools by identifying and prioritizing needs using Board of Education policies 0100.1 (Philosophy of the Public Schools) and 0200.1 (Goals and Objectives) as guides.
- ☐ Based on data, they will set goals, create improvement plans, implement strategies, and evaluate their progress toward completion of those plans to meet the specific needs and abilities found within its building and address other issues as it deems appropriate.
- ☐ School Improvement in areas of instructional matters may include:
 - Discussing, studying, and supporting teaching/learning issues, including student achievement delivery of curricula, and professional development based on student achievement needs and linked to the district's Strategic Goals
 - Developing/maintaining an awareness of Board of Education policies and recommending possible policy modifications
 - Supporting the acquisition of instructional materials and supplies

Bylaws of the Board

Delineation Of Responsibilities Between Board Of Education And School Based Improvement Teams (continued)

- Participating in the employment interview process
 - Participating in district-level committees
 - Providing input into the school's annual staffing proposal including the organization of the school's current staff and/or the recommendation for additional staff based on student need
- School improvement in areas of non-instructional matters may include:
- Reviewing and revising routine operations of the building
 - Reviewing and addressing school policies and student handbook contents
 - Providing input for school-related schedules and events
 - Addressing school climate
 - Strengthening parent and community involvement
 - Providing input regarding the capital needs of school facilities and capital improvement
 - Considering alternative funding sources such as grants
 - Promoting school safety, security, and violence prevention
- SBITs will be responsible for recommending in writing to the respective school's Administrator for presentation to the Superintendent/Board of Education:
 - Action to be considered on school-based improvements and emerging issues
 - A school budget (foundation) set within the boundaries of the school's allocated resources with reallocations made annually based on need
 - An annual staffing proposal as part of the budget process
 - New or amended Board policies and regulations
 - Membership shall include administration, staff members, parents, community members, a representative from the Board of Education, and others as determined by the separate SBITs. The sites will be responsible for determining membership, term lengths and meeting procedures for their own SBITs, but the expectation is that there will be an equal number of parents and teachers.
 - SBITs will maintain a handbook which is reviewed and updated annually and which includes Board of Education Bylaw 9400.
 - The SBITs shall:
 - Conduct at least one meeting per month from September through May
 - Conduct all meetings open to the public
 - Keep minutes which record the activities of the SBIT
 - Provide a patient and understanding forum, which welcomes participation by all in the SBIT discussion of school improvement and educational advancement and adjustment.

Bylaws of the Board

Delineation Of Responsibilities Between Board Of Education And School Based Improvement Teams (continued)

ADMINISTRATION

Administration will provide support to the SBITs and facilitate their operational needs.

Bylaw adopted by the Board: 6/10/99
Revised: 10/12/00

STONINGTON PUBLIC SCHOOLS
Stonington, Connecticut

Procedures for Hiring Administrators IN STONINGTON

Procedures:

- All positions must be internally posted through the Superintendent's Office. Advertising in newspapers and other publications will be handled by the Superintendent's Office. Application materials will be sent there.
- Confidentiality is very important. All members of interview teams need to be advised appropriately prior to beginning the selection process.

Application contents

- A. Application Form
- B. Letter of Intent
- C. Three Letters of Reference
- D. Proof of Certification
- E. Copies of Transcripts
- F. Resume

To Fill a Building or Central Office Administrative Position

- A. Participation on the Search Committee
 1. FACILITATOR – AN ADMINISTRATOR IDENTIFIED AT ONSET OF PROCESS (NOT THE SUPERINTENDENT)
 2. One Board of Education member (appointed by Chairperson)
 3. At least two certified employees from the building, or in the case of a Central Office Administrator, one certified employee from each of the three levels (drawn by lot from volunteers)
 4. TWO parents from the building/ community (INVITATION EXTENDED TO ALL PARENTS, PARTICIPANTS drawn by lot from volunteers)
 5. A building or Central Office administrator (chosen through the Ad Staff)
- B. A timeline with times and dates is established for when the committee will meet, when the interviews will be held, when the recommendation to the Board will be finalized, etc.
- C. Applicant documentation for all candidates will be copied and provided to the committee at the beginning of the process. Upon completion of the process, the documentation will be returned to the Superintendent.
- D. The Committee has an orientation meeting where the SUPERINTENDENT CHARGES THE COMMITTEE WITH THE TASK AHEAD AND EXITS. THE facilitator explains the process, emphasizing confidentiality and how to use the different instruments.
- E. The Committee selects applicants to be interviewed after reading application using the district rubric.
- F. Using the Committee totals from the rubric and discussion among the members, the Committee selects the applicants it wants to interview.
- G. The Committee composes the questions it wishes to ask the applicants and creates a rubric for the ideal responses the applicant would make to each question. If it desires, the Committee can devise performance tasks, demonstration presentations, etc. as part of the interview process.
- H. The facilitator notifies the applicants of the interview and provides them with whatever Information about the school district and school that they request.

- I. During the interview process all applicants will be asked the same questions agreed upon by the committee; follow-up questions should be limited to clarification concerns about the original question.
- J. The post-interview discussion will determine if the Committee needs to have a second interview. A second round of interviews is not mandatory, but may occur.
- K. The Committee decides upon two or three applicants that it would be agreeable and checks their references. Special attention must be given to applicants' certification status as the CSDE is slow in processing certification requests and the district must comply with the law regarding certification. IF REFERENCES ARE SATISFACTORY, THE COMMITTEE SENDS SEMIFINALISTS TO THE SUPERINTENDENT.
- L. If the position is one that is difficult to fill, or if only one candidate is supported, the committee may forward only one name to the SUPERINTENDENT.
- M. If the Committee cannot recommend an applicant to the SUPERINTENDENT, the process begins anew.
- N. The Superintendent meets with SEMI-finalists TO CONDUCT INTERVIEWS AS WELL AS TO discuss the expectations of the position and the district in general.
- O. The Superintendent SELECTS ONE FINALIST AND FORWARDS THAT INDIVIDUAL TO the Board, ALONG WITH interview questions asked and tasks completed. IF THE SUPERINTENDENT IS EQUALLY SUPPORTIVE OF TWO CANDIDATES, THE SUPERINTENDENT MAY ELECT TO SEND BOTH TO THE BOARD. THE BOARD INTERVIEWS THE FINALIST(S) AND SELECTS FOR HIRE OR REJECTS THE CANDIDATE(S). The Superintendent notifies the newly appointed administrator of his/her selection and proceeds with the hiring papers. IF NO CANDIDATE(S) IS APPROVED BY THE BOARD THEN THE PROCESS BEGINS ANEW.

Policy Revision Request: ☐

Policy Number: _____

Request Trigger-

Planned Review: ☐
Legislative Review: ☐
Requested Review: ☐

New Policy Request: ☐

Policy Section: _____

Basis of Request -

Board Goals: ☐
Legislative Action: ☐
Administrative Request: ☐

Title: _____

Requested By: _____

Request Date: _____

Other Impacted Policies:

Requested Change or New Policy (Use continuation sheet if required):

Rationale (Use continuation sheet if required):

Policy Committee Approval: Yes: ☐

No: ☐

Date: _____