

Series 9000 - Bylaws of the Board

1. Organization

C. Committees

The Board of Education shall act as a committee of the whole in final consideration of all matters. Board subcommittees are created to address the systemic work of the school system, and increase communication and understanding around best-practices, innovation, and district improvement efforts. ~~Subcommittees of the Board of Education will have a chairperson who establishes the subcommittee meeting agenda with the Superintendent or his/her designee, and~~ All committee meetings shall follow the provisions of the Freedom of Information Act as required by statute.

Standing subcommittees may be established or dissolved as determined by the Board. They will be reaffirmed at the first business meeting following an election by majority vote. Membership is to be designated by the Board Chairperson, taking into consideration the professional skills and personal interests of each member.

Subcommittees of the Board of Education will have a chairperson designated by the Board Chair who establishes the subcommittee meeting agenda with the Superintendent or his/her designee, records (or delegates) and submits meeting minutes, and presents reports to the Board at regular meetings.

The subcommittees of the Suffield Board of Education are:

- ~~Budget, Finance, & Facilities~~ and Negotiations
- Community Engagement ~~and~~ Public Relations
- ~~Human Resources & Personnel~~
- Policy
- ~~Curriculum and Instruction~~ Student Programs & Services

Special/Advisory Committees

The Chairperson of the Board of Education shall appoint temporary and special committees as may be deemed necessary or advisable by the Board of Education, and the Chairperson shall be an ex-officio member of each committee.

The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

Program Liaisons

The Board also participates~~d~~ in several local and regional education programs to which liaisons are assigned. Such programs include:

- CABE (Connecticut Association of Boards of Education, Inc.)
- CREC (Capitol Region Education Council)
- Agriscience

Bylaw adopted by the Board: December 2, 1997

Bylaw revised: June 28, 2012

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut

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~~1. Organization~~

~~C. Committees~~

~~(12) Special/Advisory Committees~~

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~~The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.~~

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

~~Legal Reference: Connecticut General Statutes~~

~~1-7 through 1-21k Freedom of Information Act~~

~~1-18a Definitions~~

~~1-21 Meetings of government agencies to the public~~

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E. Board Consultants

The ~~Suffield~~ Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services requiring special expertise; ~~and~~
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any “product” (e.g. long-range plans, codified policy manual, etc.) to the Board; and
6. Costs

Series 9000 - Bylaws of the Board

2. Members

A. Election

(2) Filling Vacancies

The ~~Suffield~~ Board of Education will comply with the Suffield Town Charter ~~r~~Requirements in filling all vacancies.

~~Upon receipt of a letter of resignation, also filed appropriately with the Town Clerk, the Chairperson shall notify the remaining Board members of the vacancy. This vacancy will be formally announced to the Board at the next regularly-scheduled meeting and discussed. No vote of the Board is necessary to accept the resignation. The appointment of a new member shall occur in no less than 14 days and no more than 30 days after the resignation is appropriately filed with the Town Clerk. At the following regularly scheduled meeting, t~~ The vacancy will be filled by majority vote of all Board members and the action shall be recorded in the minutes of that meeting.

~~Any such vacancy shall be filled by a member of the same political party as the person vacating the office in the event said person was affiliated with a political party.~~

~~Upon appointment by the Board of Education, the new member shall serve for the unexpired term or until the next regular town election, whichever comes first.~~

~~Upon receipt of a letter of resignation, the Chairperson shall notify the remaining Board members of the vacancy. At the next regular meeting the letter of resignation will be on the agenda. The election of a new member shall occur in not less than fourteen nor more than thirty days after Board acceptance of a resignation of a member. Upon appointment by the Board of Education, the new member shall serve until the next biennial election. Any such vacancy shall be filled by the appointment of a member of the same political party as the person vacating the office in the event said person was affiliated with a political party.~~

Legal Reference: Connecticut General Statutes
 7-107 Vacancy appointments by selectman.
 9-204 Minority representation on boards of education.
 10-219 Procedure for filling vacancy on board of education.
 10-156e Employees of boards of education permitted to serve as elected officials; exception.
 10-232 Restriction on employment of members of the board of education.

Charter, Town of Suffield, 1994, Revised: Nov. 1, 2001; [2015](#)

Bylaw adopted by the Board:

December 2, 1997

SUFFIELD PUBLIC SCHOOLS

Bylaw Revised:

September 18, 2012

Suffield, Connecticut

Series 9000 - Bylaws of the Board

2. Members

A. Election

(3) Resignation/Removal from Office/Censure

If a member decides to terminate service, the Board of Education requests ~~as early as possible~~ notification of intent to resign as early as possible. The member must submit a letter of resignation to the Town Clerk and Chair of the Board of Education.

When a member of a Board of Education shall cease to be a bona fide resident of the Town of Suffield, membership on the Board shall immediately cease.

Removal from Office

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

Censure

The Board may vote to censure or reprimand a member by a two-thirds majority vote of the membership of the whole Board.

(cf. 9120 – Officers and Auxiliary Personnel)

(cf. 9221 – Filling Vacancies)

9000 Series - By-Laws of the Board

2. Members

C. Board Member Development

The Board of Education places a high priority on the importance of ~~a~~ planned and continued professional development~~in-service education~~ for its members. ~~The central purpose of the continuing education is to enhance the quality and effectiveness of public school governance in our community.~~ The Board shall plan or attend specific training sessions in-service activities designed to assist ~~Board~~ members in their efforts to improve their skills and knowledge related to Board work. ~~as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our the local schools; and to deepen their insights into the nature of leadership in a modern democratic society.~~ All Board members should participate in at least one professional development activity per year.

Funds ~~may~~ shall be budgeted annually to support Board member development. ~~The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities.~~ The public shall be kept informed about the Board's continuing in-service education and about the anticipated short and long range benefits to our schools.

The ~~Board regards the~~ following are examples of as kinds of activities and services appropriate professional development opportunities for implementing this policy:

1. Participation in school board conferences, workshops and conventions held by Connecticut Association of Boards of Education or National School Boards Association.
2. District-sponsored training sessions for Board members.
- ~~3. Subscriptions to publications addressed to the concerns of Board members.~~