

BRIDGEPORT BOARD OF EDUCATION BY-LAWS

SERIES 9000

**BRIDGEPORT BOARD OF EDUCATION BY-LAWS**

**ADOPTED FEBRUARY 6, 2019**

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## **BRIDGEPORT BOARD OF EDUCATION BY-LAWS**

### **OATH OF OFFICE - 9000**

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference: Connecticut General

Statutes

10-218a Oath of Office

ADOPTED: 02/13/2019

**ROLE OF BOARD AND MEMBERS -9010****1. General Duties**

- A. The Board of Education represents the residents of the City of Bridgeport in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board of Education shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy it shall:
  - (1) hear and consider facts and recommendations,
  - (2) adopt a plan, policy or course of action, and
  - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

**2. Specific Powers and Duties**

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and City Charter including but not limited to the following:

- A. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the appraisal of the efficiency of staffing requirements.
- G. To initiate and approve the acquisition and disposition of school sites, to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the City.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that

**ROLE OF BOARD AND MEMBERS -9010 (cont.)**

- (1) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
- (2) the school district shall finance at a reasonable level an educational program designed to achieve this end;
- (3) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
- (4) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

M. Triennially adopt a Strategic Plan and review such Plan annually.

N. In furtherance of the Strategic Plan, establish annual goals for the District, as well as for the Board.

### 3. Staff Communications to the Board

All formal reports to the Board or any Board committee from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. (cf. 4118.111/4218.111- Grievances)

### 4. Board Communication to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions. (ct. 9020- Public Statements)

Any Board member may communicate with staff to obtain pertinent information to assist them in their decision making with due notice to the Superintendent stating the purpose of the contact. Notwithstanding, such staff may require that such communication be confined to transpiring in writing or that, if such communication takes place in the form of a face- to-face meeting or telephone conversation, that it take place in the presence of the staff member's supervisor and/or union representative.

### 5. Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements to do so through the Superintendent. The Superintendent shall coordinate such visitation with the relevant building administrator prior to the visit by the Board Member.

(cf. 2220- Representative and Deliberative Groups) (cf. 9133- Special/Advisory Committee)

Legal References: Connecticut General

Statutes

**ROLE OF BOARD AND MEMBERS -9010 (cont.)**

1-200	Definitions (public agency)
10-4a	Educational interest of the State identified Failure of local
10-4b	or regional board to implement educational interests
	Duties of Boards of Education
10-220	Board of education to prescribe rules Powers of
10-221	school district
10-241	

ADOPTED: 02/13/2023

**TRANSACTION OF BUSINESS - 9100**

- A. The Board shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee's purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board or as needed under the authority an office held, nor shall any individual member issue directives to district staff.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details of the district's operations.

## **CODE OF CONDUCT FOR BOARD MEMBERS-9110**

It is the policy of the Bridgeport Board of Education that a member of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

### **Procedures for Censure or Other Disciplinary Action:**

The following procedures shall be used in lieu of any procedures set forth in Robert's Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) **If** the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
  - a) reasonable written notice of the Board's intent to consider possible censure or other disciplinary action (such notice to be provided after being authorized by majority vote of those Board members present and voting);
  - b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Legal References:

Connecticut General Statutes  
10-220 Duties of Boards of Education.

ADOPTED: 02/13/2019



**CONFLICT OF INTEREST - 9120**

1. No member of the Board of Education shall be employed by the Board in any position within the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, 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

ADOPTED 2/13/2019

## CONSTRUCTION AND POSTING OF AGENDA-9130

1. Construction of Agenda
  - A. The Chairperson of the Board of Education, with the assistance of the Superintendent, shall prepare an agenda for each meeting.
  - B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson and request that an item be placed on the agenda. This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda. The final decision as to whether an item is included on the agenda lies with the Chairperson.
2. Posting of Agenda
  - A. At least four (4) calendar days prior to the time of a regular meeting, or twenty- four (24) hours prior to the time of a special meeting, an agenda will be constructed and posted through the Superintendent of Schools for the Board of Education.
  - B. The Chairperson has sole discretion to cancel any posted or scheduled regular or special meeting if, in the Chairperson's judgement, it is deemed that doing so would be in the best interest of the public, staff or Board members as it relates to inclement weather, potential lack of a quorum, or lack of sufficient information to efficiently conduct business.
  - C. All meeting notices and agendas, or meeting cancellation notices, will be filed with the City Clerk and posted at the Administrative Offices of the Board of Education.
  - D. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board members present and voting.

### 3. Order of Business

Items for inclusion on the agenda shall be submitted to the board Chairperson by the Superintendent or Board Members, with the final decision as to whether an item is included on the agenda resting with the Chairperson.

An agenda shall be furnished to each Board member and the superintendent not later than three (3) calendar days prior to any Regular Meeting.

Upon the affirmative vote of the majority of the members present, the Board may consider and act upon business not included on the agenda of a regular meeting.

The general order of business, and its timing, at each regular meeting of the Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Student Representative Reports
5. Public Comment
6. Approval of Board Minutes
7. Chairman's Report
8. Committee Reports/Referrals
9. Superintendent's Report

**CONSTRUCTION AND POSTING OF AGENDA-9130 (Cont.)**

- 10. Old Business
- 11. New Business
- 12. Adjourn

The order of business may be rearranged by a majority vote of the members of the board.

Legal Reference:

Connecticut General Statutes

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

ADOPTED: 03/27/2023

**TIME, PLACE AND NOTICE OF MEETINGS - 9140****1. Regular Meetings**

- A. The Board of Education will conduct regular meetings twice monthly on the second and fourth Monday of every month.
- B. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.
- C. In compliance with the General Statutes of the State of Connecticut, the Secretary shall file this calendar with the City Clerk, and post this calendar on the Board's website, if available, by December 31.
- D. No regular meeting shall be held unless a notice stating the time, place and agenda of the meeting has been given to each member and to the City Clerk, and has been posted on the Board's website, if available, three (3) calendar days before the time stated for the meeting to convene.
- C. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairman of the Board will adjourn the meeting.

**2. Special Meetings**

- A. Special meetings may be held when determined by the Board, when so called by the Chairman, or upon written request of three (3) members of the Board and as scheduled at a reasonable time and place as determined by the Chairman, to occur within fourteen (14) days of such request.
- B. No special meeting shall be held unless a notice stating the time, place and purpose of the meeting has been given to each member and to the City Clerk, and has been posted on the Board's website, if available, twenty-four (24) hours before the time stated for the meeting to convene.
- C. When a majority of the members agree that an emergency exists which has made a regular notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the City Clerk no later than seventy-two (72) hours following the holding of such a meeting.

**Legal References:****Connecticut General Statutes**

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|--------|---|
| 1-225  | Meetings of government agencies to be public.<br>Recording of votes. Schedule of agenda of meetings to be filed.<br>Notice of special meetings Executive session. |
| 1-230  | Regular meetings to be held pursuant to regulation, ordinance or resolution.  |
| 7-3    | Warning of Town and other meetings. Record of   |
| 7-4    | warning.  |
| 10-218 | Officers. Meetings.   |

ADOPTED: 02/13/2019

**PUBLIC MEETINGS AND EXECUTIVE SESSION - 9150****1. Public Meetings**

- A. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §1-200(6).
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

**2. Executive Sessions**

- A. The public may be excluded from meetings of the Board of Education which are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including but not limited to one or more of the following purposes:
  - (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 (public) meeting.
  - (2) Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
  - (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 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 Conn. Gen. Stat. §1-210(b).

**PUBLIC MEETINGS AND EXECUTIVE SESSION – 9150 (Cont.)**

Legal References: Connecticut General

Statutes

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|-------|--|
| 1-200 | Definitions (Public Agency; Meetings; Person; Public Record; Executive Session)  |
| 1-210 | Access to public record. Exempt records.   |
| 1-225 | Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. |
| 1-231 | Executive sessions.  |

ADOPTED: 02/13/2019

## MEETING CONDUCT – 9160

### 1. Meeting Conduct

- A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

### 2. Public Address

- A. Regular Meetings – The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.
  - (1) Two minutes will be allotted to each speaker for an unlimited number of speakers. Once 15 speakers have provided testimony, public speaking will be suspended for the purpose of addressing the rest of the agenda. Once the agenda has been completed, public speaking will resume for all remaining speakers before the meeting is adjourned.
  - (2) A Board of Education member or official shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
  - (3) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous or inappropriate conduct shall be grounds for summary termination, by the majority of the board, of that person's privilege of address.
  - (4) All speakers must identify themselves by name, along with the topic to be addressed. Failure to provide this information may result in the speaker being declined the opportunity to speak.
  - (5) Only Bridgeport resident individuals or organizations, District employees, District students, or parents/guardians of District students shall be permitted to address the Board through public address. Such individuals wishing to address the Board shall register to do so not later than 6:30 p.m. on the day of the meeting where public address will be offered. Registering shall consist of providing the participant's name, the participant's qualification to address the Board and the participant's topic of interest to address to the Board.
  - (6) The Board will not permit abusive remarks from any member of the public during public comment. Prohibited from public comment. To protect the impartiality of the Board, the Board will not hear public comment that involves a complaint about Board of Education personnel, (Excluding the Superintendent), students, a personnel action, a student disciplinary matter, or pending litigation. Anyone who has a complaint or grievance regarding a specific employee may take the matter up with the Superintendent so that the proper and applicable procedures may be followed. If anyone violates this policy, their privilege to address the Board of Education may be suspended.

**MEETING CONDUCT – 9160 (Cont.)**

B. Special Meetings – The Board may permit any individual or group to address the Board during a portion of any special meeting so designated for such purpose.

- (1) Two minutes will be allotted to each speaker for a maximum of 30 minutes (maximum of 15 speakers) and speakers may only address items listed on such special meeting's agenda. These limitations may not be suspended.
- (2) All speakers must identify themselves by name, along with the topic to be addressed. Failure to provide this information may result in the speaker being declined the opportunity to speak.

Legal References: Connecticut General

Statutes

- |       |  |       |
|-------|--|-------|
| 1-200 | Definitions  |       |
| 1-206 | Denial of access of public records or meeting. Notice. Appeal. | 1-225 |
|       | Meetings of government agencies to be public.                  |       |
| 1-232 | Conduct of meetings. (re: disturbances)                        |       |

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

ADOPTED: 2/27/2023



## **QUORUM AND VOTING PROCEDURES - 9170**

1. Quorum:
  - A. The majority of all current members of the Board shall be necessary to constitute a quorum for the transaction of business.
2. Voting Procedures:
  - A. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
  - B. Members may vote for themselves for any office or other position.
  - C. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
  - D. A member may abstain from voting.
  - E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
  - F. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

**MINUTES-9180**

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Board of Education and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
  - A. The time, place and date of each meeting.
  - B. The names of those members in attendance.
  - C. The disposition of all matters on which action was recommended.
  - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
  - E. All decisions concerning future meetings and agendas.
  - F. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board's website, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet website. Should the Board decide to make minutes available on the Board's website, it shall do so at the sole discretion of the Board.

**Legal Reference:****Connecticut General Statutes**

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|-------|--|
| 1-225 | Meetings of government agencies to be public.<br>Recording of votes. |
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ADOPTED 2/13/2019

**PUBLIC HEARINGS -9190**

Public Hearings may be held before the Board at such times and places as the Board may determine. At least five days public notice shall be given as to the time, place and purpose of such hearings.

The Board will schedule a public hearing at least once a quarter for a two-hour period for the purpose of highlighting school, student and staff achievement.

The Chairperson and Superintendent, or their designee(s), will plan the agenda for, and preside over, all public hearings.

ADOPTED: 02/13/2019

**OFFICERS - 9200**

1. The Board shall, at its organizational meeting at which the Mayor shall preside, but not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice Chairperson and a Secretary
2. If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the City Council shall choose such officers from the membership of the Board.
3. Officers shall hold their respective offices for 1 year, and until their successors are duly elected.
4. Should a vacancy arise in an office of the Board during the term of a Board officer's service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.
5. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.

Legal Reference: Connecticut General

Statutes

10-218      Officers. Meetings.

ADOPTED: 02/13/2019

**OFFICIAL DUTIES: CHAIRPERSON - 9210**

1. The Chairperson shall cause to be noticed or cancelled, all of the meetings of the Board.
2. The Chairperson shall preside at all of the meetings of the Board
3. The Chairperson shall serve as the Board's spokesperson.
4. The Chairperson shall appoint the chair and members of all regular, special and ad-hoc committees.
5. The Chairperson shall serve as ex officio member on all committees.
6. The Chairperson shall have authority to act as the Board's representative for the purposes of consultation with Board legal counsel, and may authorize other Board members to consult with Board counsel when the Chairperson deems it to be appropriate. The Chairperson will distribute to all Board of Education members the written legal opinion of Board Counsel.
7. The Chairperson shall perform such other duties as may be delegated to him/her by the Board.
8. The Chairperson is responsible for the development of the Board agenda and has final authority as to as to its content.
9. The Chairperson shall Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
10. The Chairperson shall confer with the Superintendent and act as the Board level resource on crucial matters and decisions which may occur between board meetings.
11. The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.
12. The Chairperson, shall have the authority to invite legal counsel to address the Board at any Board meeting regarding process, procedures and/or substantive matters, with prior notice to the board when the Chairperson deems it would be in the best interest of the Board to do so. Notwithstanding that a majority of the board members present may solicit legal advice upon any process, procedure or substantive matter before them.
13. The Chairperson of the Board or the majority of the Board present and voting may authorize legal counsel to serve as Parliamentarian at any Board meeting(s).

ADOPTED: 04/24/2023

**OFFICIAL DUTIES: VICE CHAIRPERSON 9220**

The Vice Chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is absent. Notwithstanding, the Vice Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.
2. Work with the Chairperson and Superintendent to become generally informed of Board business.
3. In the absence of the Chairperson act as a resource to the Superintendent on decisions which may require further input between Board meetings.

The Vice Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

ADOPTED: 03/27/2023

**OFFICIAL DUTIES: SECRETARY - 9230**

1. The Secretary of the Board shall keep minutes or cause minutes to be kept of all meetings of the Board and shall cause copies of such minutes to be forwarded to each member of the Board.
2. In accordance with the General Statutes, the Board Secretary shall cause a copy of the minutes of all Board meetings to be placed on file in the Board Office and posted on the Board's website, if available, no later than seven (7) days after the date on which the Board shall have met. Such minutes will be available for public inspection, except that such minutes will not be termed "official minutes" until approved by the Board of Education at a duly convened meeting of the Board.
3. The Board Secretary shall also make provision that members of the Board are notified of all regular and special meetings.
4. The Board Secretary shall attend to the official correspondence of the Board.
5. The Board Secretary shall submit to the City at its annual meetings a report of the doings of the Board.
6. In the absence of the Chairperson and Vice Chairperson the Secretary shall assume and carry out the responsibilities of the Chairperson.

## Legal Reference:

## Connecticut General Statutes

1-225	Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
7-3	Warning of Town and other meetings Record of
7-4	warning
10-224	Duties of the Secretary
10-225	Salaries of Secretary and attendance officers

ADOPTED: 03/27/23

**SUPPORT STAFF - 9240**

The Superintendent's office shall be responsible to the Board and will provide support to the Board for conducting necessary business.

The Superintendent's office shall be delegated to be responsible for keeping accurate records of the proceedings of the Board and for the preservation of reports of committees and communications addressed to the board, reports of the chairperson, and reports from the Superintendent.

Legal Reference: Connecticut General Statutes

10-218 Officers.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers

ADOPTED: 02/13/2019



**LEGAL COUNSEL-9250**

Unless otherwise determined by the Board, with the consent of the Bridgeport City Attorney, the Bridgeport City Attorney shall be the legal advisor of the Board of Education and its Officers in questions relating to their official duties. The primary function of the attorney assigned by the City Attorney is to provide professional legal counsel and representation for the Board and Superintendent.

The Bridgeport City Attorney shall, unless otherwise determined by the Board with the consent of the Bridgeport City Attorney:

1. Represent the Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the Board of Education or the Superintendent.
3. Attend all Board of Education meetings, conference and other meetings as requested by the Board Chairman or the Superintendent.
4. Fulfill such other legal duties as the Board of Education may assign.

Notwithstanding, the Board may, with the prior written consent of the Bridgeport City Attorney, contract to retain outside Counsel at its own expense to supplement, and work in collaboration with, the City Attorney on legal matters related to the Board and the Bridgeport Public School System.

The Chairman shall have authority to act as the Board's representative for the purposes of consultation with the Board's legal counsel when appropriate, and may authorize other Board members to consult with Board counsel when the Chairman deems appropriate. The Chairman shall have the authority to seek legal opinions on matters concerning actions of the Board and its members.

The Chairman shall have the authority to invite legal counsel to address the Board at any Board meeting regarding process, procedure and/or substantive matters, when the Chairman deems it would be in the best interest of the Board to do so.

The Chairman may authorize legal counsel to serve as Parliamentarian at any Board meeting(s).

Legal Reference: Bridgeport City Charter  
Chapter 7 Law Department  
Sec. 4 Duties of Law Department; Retention of Outside Counsel

ADOPTED: 02/13/2019

## **REMOVAL OF BOARD OFFICERS - 9260**

It is the policy of the Bridgeport Board of Education that an officer of the Board will:

1. Adhere to all Board policies, rules and regulations;
2. Conduct himself or herself in a fair and impartial manner; and
3. Carry out the duties of his or her respective office in accordance with law.

An officer of the Board may be removed for cause by a two-thirds (2/3) vote of the entire Board.. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

1. Specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. Negatively and directly affects the rights and interests of the public;
3. Conduct that interferes with the orderly and efficient operation of the Board.

### **Procedures for Removal:**

Prior to any vote to remove a Board officer for cause:

- 1.) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action;
- 2.) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board);
- 3.) Upon the written request of the Board officer within seven days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal;
- 4.) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

### **Standard for Removal:**

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally-protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a two-thirds (2/3) vote of the board membership as a whole be required for removal.

### **Legal References:**

Connecticut General Statutes

- |        |                                |
|--------|--------------------------------|
| 10-218 | Officers. Meetings.            |
| 10-220 | Duties of boards of education. |

Lapointe v. Winchester Board of Education, 274 Conn. 806 (Conn. 2005)

**BOARD MEMBER RESIGNATION AND FILLING OF MEMBER VACANCIES – 9270****Resignation**

Any Board Member may resign his/her seat by filing a Notice of Resignation with the Town Clerk and providing a copy, certified by the Town Clerk, to the Board Chairman and Secretary. Such resignation shall be effective the date it is received/certified by the Town Clerk, unless some other effective date is specified in the resignation letter.

**Vacancies**

Any vacancy occurring on the Board of Education, from whatever cause, shall be filled by a vote of the remaining members of the board. The person appointed shall be of the same political party as his/her predecessor. Vacancies occurring shall be filled according to the Charter of the City of Bridgeport and in compliance with State Statutes.

The vacancy will be filled by majority vote of all members of the board of education at a regularly scheduled meeting, within thirty (30) days from the creation of the vacancy and the action shall be recorded in the minutes of that meeting.

The person appointed by the Board shall serve until the next regular municipal election for such seat, at which time a successor shall be elected.

In the event a vacancy is not filled by action of the Board within thirty (30) days of its creation, the Mayor of the City of Bridgeport shall make an appointment to fill the vacancy. Such appointee shall be of the same political party as his/her predecessor. The person appointed by the Mayor shall serve until the next regular municipal election, at which time a successor shall be elected or appointed for the unexpired portion of the term.

Legal Reference:	Connecticut General Statutes
	7-107 Vacancy appointments by selectment
	9-167a 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
	10-223e Reconstitution of schools and boards of education Charter of the City of Bridgeport

ADOPTED: 02/13/2019

**COMMITTEES- 9280**

1. The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board. Committee members and Chairs shall be appointed by the Chairperson by filing a list thereof with the superintendent's office as soon as possible following the organizational meeting. The chairperson's designation shall be made public at the first board meeting subsequent to its filing.
  - A. Such special committees shall submit their reports at such regular meetings of the Board as may be determined, and when such reports have been submitted and accepted by the Board, shall be discharged.
  - B. All special committee reports affecting Board policy shall be submitted in writing.
  - C. A special committee's only authority is to make recommendations to the Board regarding matters that that have been referred to it, unless the Board specifically authorizes otherwise.
2. Each committee chair, with the assistance of the Superintendent's Office, will establish a schedule of committee meetings. Meetings of committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the Chair of each committee of each meeting, which shall include the names of committee members in attendance, listing of topics discussed and committee recommendations.
3. The Superintendent's Office shall notify all Board members of committee meetings.
4. While Board members may attend meetings of committees, they are not a member of, they shall not participate or vote as a member of such a committee and shall not participate or be present in portions of committee meetings held in Executive Session. Notwithstanding, the committee Chair may recognize them to speak in the portions of the meetings open to the public.

**Legal Reference**

Conn. Gen. Stat. 1-200 et. Seq. Freedom of Information Act Conn. Gen.  
Stat. § 10-218 Officers. Meetings.

ADOPTED: 02/13/2019

**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF BYLAWS - 9300**

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

In addition, bylaws may be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

ADOPTED: 02/13/2019

**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF POLICIES - 9310**

1. In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.
2. Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:
  - A. Board of Education Members
  - B. Superintendent
  - C. Statute
  - D. Matters of Law
  - E. Citizens
  - F. Students
3. The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.
4. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.
5. Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.
6. Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.
7. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.
8. When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.
9. The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.
10. Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

ADOPTED: 02/13/2019

**FORMULATION, ADOPTION, AMENDMENT OR DELETION OF  
ADMINISTRATIVE REGULATIONS - 9320**

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board and/or as necessary to promote the orderly operation of the school district in compliance with applicable law.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.
3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED: 02/13/2019

**SUSPENSION OF POLICIES, BYLAWS OR ADMINISTRATIVE  
REGULATIONS - 9330**

1. Policies and bylaws of the Board shall be subject to suspension for a specified purpose and limited time, provided:
  - A. A majority vote of all members of the Board in attendance at a meeting authorizes doing so, and
  - B. Prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
  - A. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
  - B. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

ADOPTED: 02/13/2019



**REIMBURSEMENT OF BOARD MEMBERS' EXPENSES - 9340**

1. Remuneration
  - A. A member of the Bridgeport Board of Education shall receive no compensation for carrying out Board duties.
2. Reimbursement
  - A. Board members authorized to attend educational conferences, meetings or travel on Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
  - B. Each Board member that receives prior authorization for reimbursement of a Board of Education expense is expected to account for all expenditures incurred in connection with the performance of his/her Board duties.
  - C. Receipts in general are required for:
    - (1) Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.
    - (2) Meals -- Reasonable expenditures are allowed for meals. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
    - (3) Taxi or Bus Fare
    - (4) Parking Fees or Toll Charges (when applicable)
    - (5) Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

**Legal Reference**

Conn. Gen. Stat. § 10-225 Conn.  
Gen. Stat. § 10-232 education

Salaries of secretary and attendance officers Restrictions on  
employment of members of board of

ADOPTED: 02/13/2019