

NEW HAVEN PUBLIC SCHOOLS

BYLAWS OF THE BOARD

SERIES 9000

		Bylaw Number	
0.	Role of Board and Members (Powers, Purposes, Duties).....	9000	B
A.	Limits of Authority	9010	B
B.	Public Statements	9020	B
C.	Board-Related Responsibilities.....	9040	B
1.	Organization.....	9100	B
A.	Number of Members; Terms of Office	9110	B
B.	Officers and Auxiliary Personnel.....	9120	B
(1)	Chairperson	9121	B
(2)	Vice-Chairperson	9122	B
(3)	Secretary	9123	B
(4)	Attorney.....	9125	B
C.	Board Committees.....	9130	B
(1)	Standing Committee	9131	B
D.	Student Board of Representatives	9160	B
2.	Members		
A.	Qualifications.....	9210	B
(1)	Filling Vacancies.....	9221	B
B.	New Board Member Orientation.....	9230	B
C.	Board Member Professional Development.....	9240	B
D.	Remuneration and Reimbursement.....	9250	B
E.	Conflict of Interest.....	9270	B
(1)	Code of Ethics.....	9271	B
3.	Methods of Operation		
A.	Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws	9310	B
(1)	Formulation, Adoption, Amendment of Policies	9311	B
B.	Meetings		
(1)	Time, Place, Notification of Meetings	9321	B
(2)	Public and Executive Sessions	9322	B
(3)	Special Board Meetings	9322.1	B
(4)	Meeting Conduct.....	9325	B
(a)	Quorum.....	9325.1	B
(b)	Voting Method.....	9325.4	B
(c)	Attendance at Meetings via Electronic Communications.....	9325.43	B
(5)	Minutes and Reports	9326	B
(6)	Electronic Mail Communications.....	9327	B
4.	Monitoring Products and Processes		
(1)	Payment of Legal Expenses	9400.1	B

Bylaws of the Board

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

The law provided that the public schools in each school district shall be maintained, developed, and operated by a local board of education. Legally, then, local school boards are agents of the State, and derive their authority from the General Assembly.

The New Haven Board of Education, as an agent of the State, exercises those powers and duties expressed or implied in the laws and regulations of the State. The Board alone bears the responsibility for the education program of the New Haven Public Schools.

Structurally, the public educational system of the City of New Haven is a department of the City which is under the management and control of a Board of Education. The City Charter provides for a Board of Education consisting of the Mayor, and four (4) members appointed by the Mayor, subject to approval by the Board of Alders; and two (2) elected by district serving overlapping four-year terms.

(cf. 9110 – Number of Members-Terms of Office)

Legal Reference: Connecticut General Statutes

 Charter of the City of New Haven Art. VII, Section 2, 3

 1-200 Definitions

 10-186 Duties of local and regional boards of education

 10-220 Duties of boards of education.

 10-221 Boards of education to prescribe rules

 10-240 Control of schools

 10-241 Powers of school districts

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

Bylaws of the Board

Limits of Authority

The powers delegated to a Board of Education by the State are delegated to the Board as a body. No authority is granted board members acting as individuals.

The New Haven Board of Education exercises its powers and duties only when it is convened in an official meeting where a majority of the Board constitutes a quorum to transact business. Members of the Board have no authority except at such Board meetings or when discharging an assignment made by the Board of Education.

Legal Reference: Charter of the City of New Haven, Art. VIII, Section 3, a(5), “General Duties and Powers of the Board of Education”

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: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

Bylaws of the Board

Public Statements

Before voting on any issue, all Board members shall be encouraged to present whatever evidence they may feel important to the matter at hand. The Board shall fully consider the implications and relevancy of all information so presented. All opinions, reactions and positions shall be openly discussed, so that each member may understand all aspects of the issue before the Board makes its decision.

Once a Board decision has been reached, all Board members shall abide by that decision until it is amended or rescinded by subsequent Board action.

Public statements in the name of the School Board shall be issued by the Board President or, if appropriate, by the Superintendent of Schools or his/her designee at the direction of the Board President.

Bylaws of the Board

Board-Related Responsibilities

The Board of Education is responsible for the control and management of all the public schools in the City, and for the expenditures of all funds appropriated for schools, and for the construction, repair and maintenance of all school buildings.

With educational excellence and equity as its primary objective, the Board views the following as its major responsibilities:

1. To develop and maintain exemplary public elementary and secondary school programs;
2. To implement the educational interest of the State, as set forth in Connecticut General Statute §10-4b, as amended by Public Act 97-290 (*Sheff v. O'Neill Legislation*);
3. In order to reduce racial, ethnic and economic isolation, to provide educational opportunities for students to interact with students and teachers from other racial, ethnic and economic backgrounds;
4. To provide an appropriate learning environment for its students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology; (2) equitable allocation of resources among its schools; and (3) a safe school setting;
5. To provide other educational activities as in its judgement will best serve the interests of the City;
6. To require each child between the ages of seven and seventeen to attend school in accordance with state law;
7. To require each child of school age to attend some public day school for the period required by law and provide transportation of such children wherever transportation is reasonable and desirable;
8. To strive for and encourage racial balance in its schools;
9. To determine the number, age and qualifications of students admitted to each school and to establish school attendance areas;
10. To employ a qualified Superintendent of Schools and, on the recommendation of the Superintendent of Schools, appoint and dismiss all certified and noncertified personnel, subject to applicable law.
11. To explain and interpret the educational program and its objectives to the citizens of the community.

Bylaws of the Board

Board-Related Responsibilities (continued)

12. To formulate broad, general policies to guide and govern the operation of the public schools in the City and to delegate to the Superintendent of Schools the responsibility for the development and enforcement of rules and regulations necessary for the implementation of the Board's policies; and
13. To perform all acts imposed upon it by applicable law.

Legal Reference: Charter of the City of New Haven Art. XXIX, §150

Connecticut General Statutes

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.

Bylaws of the Board

Organization

The Board shall annually organize at its first regular meeting held in January by electing from among its membership a President and a Vice President and a Secretary.

The Mayor shall preside over the annual meeting until the election of officers which shall require a majority vote of the full membership of the Board.

Legal Reference: Charter of the City of New Haven Art. VII, Section 3, (4), Article 1, Section 7.D

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

Bylaws of the Board

Education Districts, Elected Members of the Board of Education

There shall be two established two (2) education districts, Education District One shall include of Wards 3, 4, 5, 6, 8, 13, 14, 15, 16, 17, 18, 23, 24, 25 and 26.

Education District Two shall include Wards 1, 2, 7, 9, 10, 11, 12, 19, 20, 21, 22, 27, 28, 29 and 30.

Legal References: Article II, Section B of the City of New Haven Charter §2-352

Bylaws of the Board

Number of Members, Terms of Office

The City Charter provides for an appointed Board of Education consisting of the Mayor, four members appointed by the Mayor, and two elected members serving overlapping, four-year terms, and two (2) non-voting student members of the Board of Education serving terms as outlined in the City of New Haven Charter.

Appointments and elections to the Board are made in accordance with provisions of the City Charter. Each appointed and elected member, except student members, serves for a four-year term, and the terms are overlapping.

Legal References: Charter of the City of New Haven, Art. VII, Section 2, 3

Bylaws of the Board

Officers and Auxiliary Personnel

The officers of the Board of Education shall be a President, Vice-President, and a Secretary. The President shall preside at all Board meetings, shall call all special meetings except as otherwise provided by the Board, and shall perform all such other duties as may be assigned by the Board of Education.

In the absence of the President, the Vice-President shall assume the duties and responsibilities of the President. In the absence of the President and the Vice-President, the Secretary shall assume all the duties and responsibilities of the President.

In the absence of the President, the Vice-President, and the Secretary, the duties and responsibilities of these offices will be assumed by a committee chairperson in the following order: Teaching and Learning Committee, Governance Committee, Finance and Operations.

Legal Reference: Charter of the City of New Haven Art. VII, Section 3

Connecticut General Statutes

10-218 Officers. Meetings

Bylaws of the Board

President

The Board President shall preside at all Board meetings. He/she shall:

1. Create the Board meeting agenda, in consultation with fellow Board members and the Superintendent.
2. Call the meeting to order.
3. Announce the business to come before the Board in its proper order.
4. Be responsible for the orderly conduct of Board meetings.
5. Call special meetings of the Board as necessary.
6. Consult with the Superintendent and other Board Committees as appropriate in the planning of Board agendas.
7. Confer with the Superintendent on crucial matters which may occur between Board meetings.
8. Appoint members to the Committees created by the Board.
9. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
10. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance and interference.
11. Explain what the effect of a motion would be if it is not clear to every member.
12. Restrict discussion to the question when a motion is before the Board.
13. Rule on parliamentary procedures.
14. Put motions to a vote and state clearly the results of the vote.
15. Have the authority to sign any and all contracts and other legal documents on behalf of the Board of Education.
16. Perform all other duties as directed by the Board and by applicable laws and regulations and those necessary to carry out state and local requirements and the will of the Board.

The President shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board. The President's signature shall be an alternate signature on all legal documents requiring the signature of the Secretary.

Legal Reference: Charter of the City of New Haven, Art. VII Section 3
 Connecticut General Statutes
 10-218 Officers. Meetings

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
 New Haven, Connecticut

Bylaws of the Board

Vice-President

The duties of the Board Vice-President shall be to:

1. Serve as the presiding officer in the absence of the President.
2. Sign any and all contracts and other legal documents on behalf of the Board in the absence of the Board President.
3. Work with the President and Superintendent to become informed of Board business.
4. In the absence of the President, act as a resource to the Superintendent on decisions which may require further input between Board meetings.
5. In the case of illness, resignation, or death of the President, the Vice-President, as deemed by the Board, becomes President for the unexpired term.
6. Perform any other duties assigned by the Board.

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

Legal Reference: Charter of the City of New Haven, Art. VII Section 3

Connecticut General Statutes

10-218 Officers. Meetings

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

Bylaws of the Board

Secretary

The duties of the Board Secretary shall be to:

1. Serve as the presiding officer in the absence of the President and the Vice-President.
2. Endorse/sign all legal documents requiring the signature of the Secretary.
3. Sign any and all contracts and other legal documents on behalf of the Board in the absence of the Board President and Vice-President.
4. Work with the President and Superintendent to become informed of Board business.
5. In the absence of the President and Vice-President, act as a resource to the Superintendent on decisions which may require further input between Board meetings.
6. Perform any other duties assigned by the Board.
7. Sign-off on Board Meeting Minutes.

Legal Reference: Charter of the City of New Haven, Art. VII Section 3
Connecticut General Statutes
10-218 Officers. Meetings
10-224 Duties of secretary
10-225 Salaries of secretary and attendance officers

Bylaws of the Board

Attorney(s)/Corporation Counsel

The Board may use the services of private attorneys to meet the needs of the district. The Board-appointed legal counsel shall render legal advice to the Superintendent or his/her designee and the Board, and shall perform other administrative duties as assigned by the Board and Superintendent or his/her designee.

The Superintendent or his/her designee may confer with the district's legal counsel at his/her discretion, except as otherwise directed by the Board.

Legal Reference: Charter of the City of New Haven, Art. V Section 4A, B

Bylaws of the Board

Board Committees

The Board of Education shall establish committees of the Board. Board committees may seek input and participation from parents, guardians, staff, students, and members of the community, and also may consult with other public boards and agencies as deemed necessary and appropriate.

Board committees shall act in an advisory capacity, making recommendations to the full Board. No committee action shall be binding on the Board. The Board as a whole shall have the final consideration in all matters. Non-committee members are encouraged to communicate with the chair of varying committees in advance if interested in participating in committee meetings.

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

Bylaws of the Board

Standing Committees

The Board of Education shall have three standing committees: The Teaching & Learning Committee, the Governance Committee, and the Finance & Operations Committee. The Teaching & Learning Committee will serve as a committee of the whole, including all BOE members as committee members. The Governance and the Finance & Operations committees will have a membership of three or more Board members with one Board member serving as a quorum if necessary to convene a committee meeting.

The Chairperson(s) for each committee will be appointed annually by the President of the Board of Education at the annual organizational meeting or such other time as an appointment is required.

Board of Education standing committees shall meet regularly, with the specific schedule to be established by motion.

The Teaching & Learning Committee shall focus on matters of teaching and learning strategy, including curriculum and instruction practices, talent initiatives, school portfolio management and wraparound initiatives which are designed to support student learning and district responsibilities.

The Governance Committee shall guide and prioritize the focus of the Board of Education, ensuring that the Board has effective systems of governance as a board both in committees and as a public forum for all stakeholders. The Governance Committee shall determine appropriate topics and data for discussion and action with the full Board of Education or with the Finance & Operations Committee or the Teaching & Learning Committee as appropriate. The Governance Committee shall also consider and recommend changes to bylaws and policies which enable current Board development and effective governance. The Governance Committee shall also, with the Superintendent, track and follow up on issues raised by the Board and public, whether for information, consultation, or for decision by the Board, including issues raised in public comment and those identified by the Superintendent or his/her staff.

The Finance & Operations Committee shall focus on the review of contracts, agreements and capital projects as well as the comprehensive financial picture of the Board and its various departments. The Committee shall review areas of operations and policy in an effort to ensure fiscally prudent, sustainable, and efficient high-quality support to student learning and district responsibilities.

Bylaws of the Board

Standing Committees

Legal Reference: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act

1-200 Definitions

1-225 Meetings of government agencies to be public

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

Bylaws of the Board

Student Board Representatives

There shall be two (2) non-voting student members of the board of education. The student members shall be elected by vote of all students enrolled in New Haven public high schools including only those charter high schools whose governing boards choose to participate in the election and notify the committee on student elections to the board of education on or before January first (1st) of their schools that will participate.

For the first implementation of the student memberships, one (1) rising junior and one (1) rising senior will be elected in the week that includes the first (1st) Tuesday after the first (1st) Monday in June 2015. The rising junior will serve a term from July 1, 2015 to June 30, 2017 and the rising senior will serve a term from July 1, 2015 to June 30, 2016. Thereafter, one (1) student will be elected during the first full week of April each year to serve a two-year term, such that the board of education shall include one (1) junior and one (1) senior high school student.

After the first implementation, candidates eligible for the position of student member of the board of education shall be New Haven residents enrolled in New Haven public high schools in their sophomore year of high school.

Student Board Representatives Election Process

Board of education student member election committee. The election process for student member of the board of education shall be coordinated and administered by an election committee composed of seven (7) members: The chairs of the education committee and the youth services committees of the board of alders or their designees (2), two (2) community leaders in New Haven selected by the president of the board of alders, two (2) members of the New Haven Board of Education or their designees and one (1) member of the mayor's staff chosen by the mayor.

A candidacy for election as a student member of the board of education may be filed by any New Haven resident enrolled in a New Haven public high school except charter schools in their sophomore year of high school.

The process for candidacies and elections shall be outlined in the City of New Haven Charter.

Legal Reference: Article II, Section B of the City of New Haven Charter §2-352

Bylaws of the Board

Qualifications

All members of the Board of Education must be legal residents of the City of New Haven.

Legal Reference: Charter of the City of New Haven, Article II, Section 6A

Bylaws of the Board

Filling Vacancies

Vacancies on the Board of Education caused by resignation, death, or disqualification of a member shall be filled as outlined in the City of New Haven Charter.

Legal Reference: Charter of the City of New Haven, Art. VII, Section 3(4), Art. I, Section 7D.

Connecticut General Statutes

7-107 Vacancy appointments by selectmen.

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.

Bylaws of the Board

Orientation of Board Members

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board of Education's functions, policies and procedures and operation of the school district before the member takes office. The following methods shall be employed:

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

Bylaws of the Board

Board Member Professional Development

The Board of Education desires that its members learn, understand and practice effective governance principles. The Board is responsible for member orientation and development. Board members have an equal opportunity to attend state and national meetings designed to familiarize members with public school issues, governance and legislation.

In order to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, Board members will participate in opportunities for development that may include, but not be limited to, the following:

- In-service activities planned by the Board and by the administration for staff members, as appropriate;
- Participation in conferences, workshops and conventions held by State and National School Boards Associations and other educational organizations;
- Participation in Board retreats;
- Subscriptions to publications addressing Board member concerns.

To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- The Superintendent of Schools will inform Board members, in a timely manner, of upcoming conferences, conventions and workshops. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and the district;
- Funds for participation at such meetings will be budgeted. When funds are limited, the Board will designate which members would be most appropriate to participate at a given meeting;
- If authorized to attend, and reimbursement is approved by the entire Board, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;
- When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

Bylaws of the Board

Remuneration and Reimbursement

Remuneration

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

Reimbursement

1. **Approval** – All expenses must be approved by the Board President before reimbursements are made. The President's expenses must be approved by the Vice President.
2. **Expense Reimbursement** – Board members shall be granted reimbursement for reasonable expenditures incurred in connection with the discharge of their official Board duties.
3. **Educational Conference** – Board members who attend educational conferences shall be reimbursed for reasonable expenditures in addition to transportation, boarding and registration fees. The Board President shall make every effort to rotate the opportunity to attend conferences.

Bylaws of the Board

Conflict of Interest

No officer, employee or official of the City of New Haven Public Schools, whether elected or appointed, paid or unpaid, shall engage in any activities which result in a conflict of interest between the duties and responsibilities of his public office and his private affairs, or which are incompatible with the proper discharge of his official duties or responsibilities.

- (a) A New Haven Board of Education member or New Haven Public Schools employee has a conflict of interest if he or she has, or has reason to believe or expect that they or a member of their immediate family or household, or a business or other organization with which or whom they are employed or with which or whom they are associated with, will or may derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of the official's or employee's official activity or position.
- (b) A New Haven Public Schools employee or New Haven Board of Education member has a conflict of interest if they, or a member of their immediate family or household, have a financial interest or personal interest in the outcome of any matter requiring the exercise of judgment or discretion within or before their department, or a board, or commission, or task force of which they are a member, except in circumstances.
- (c) A New Haven Public Schools employee or New Haven Board of Education member has a conflict of interest if he accepts outside employment which will either impair their independence of judgment or performance with regard to their official duties or responsibilities or require them to disclose confidential information acquired by them in the course of their public duties or responsibilities.
- (d) A New Haven Public Schools employee or New Haven Board of Education member who becomes employed by any person, other than other than a governmental entity, has a conflict of interest if they perform services under or receive compensation from a contract with the city during the one-year period after termination of their city employment or term of office, if the New Haven Public Schools employee or New Haven Board of Education member was directly involved in the preparation, procurement, awarding, performance, administration, or oversight of that city contract.
- (e) A New Haven Board of Education member or New Haven Public Schools employee has a conflict of interest if he makes or participates in the making of any governmental decision or the taking of any governmental action with respect to any matter in which he has any economic interest distinguishable from that of the general public.

Bylaws of the Board

Conflict of Interest (continued)

- (f) A New Haven Board of Education member or New Haven Public Schools employee has a conflict of interest if, during the one-year period after termination of their city employment or term of office, they act as a lobbyist for or against any legislative, executive, or administrative action or decision by the city.

Exceptions to The Conflict of Interest Provisions

The following situations shall not constitute a conflict of interest:

- (a) A New Haven Board of Education member or New Haven Public Schools employee does not have an interest that is in substantial conflict with the proper discharge of their duties and responsibilities if, as a result of the official's or the employee's activity or position, a benefit or detriment accrues to the official or employee or a member of their immediate family or their household or to a business with which the official or employee or their immediate family or household, is associated as a member of a profession, occupation, or group, to no greater extent than to any other member of such profession, occupation, or group.
- (b) Where a New Haven Public Schools employee or New Haven Board of Education member is employed by a person who enters into a contract with the city, where said employee or official is not directly involved in the preparation, procurement, awarding, or performance, administration, or oversight of such contract and whose remuneration is not, directly or indirectly, derived from said contract.
- (c) Where a New Haven Public Schools employee or New Haven Board of Education member is employed by any newspaper which publishes any New Haven Public Schools notice, resolution, ordinance, or other proceeding, where such publication is required or authorized by law.
- (d) Where a New Haven Public Schools employee or New Haven Board of Education member is employed by a public utility that furnishes public utility services to the city with respect to the utility's rates or charges when the rates or charges therefor are fixed or regulated by the public utilities control authority.
- (e) Where a New Haven Public Schools employee or New Haven Board of Education member is employed by a person or business that has a contract with the city, if the total combined consideration under that contract and under other contracts in which the employee or official has an interest does not exceed five hundred dollars (\$500.00).

Bylaws of the Board

Code of Ethics

Declaration of Policy and Purpose

The proper operation of the City of New Haven Public School system requires that all public officials and municipal employees, whether elected or appointed, paid or unpaid, shall be impartial and responsive to the public interest; that public office and employment shall not be used for personal gain or advantage; and, that the public have confidence in the integrity of governing body of the school system. In recognition of these principles, and pursuant to section 7-148(c)(10)(B) of the Connecticut General Statutes and Article XXXVII of the Charter of the City of New Haven, establishing a "Code of Ethics" for all municipal employees and public officials, the purpose of this chapter is to provide specific articulation of said "Code of Ethics".

Definitions

As used in this section, the following words and terms shall have the meaning ascribed thereto.

Business means any entity through which business for profit or not for profit is conducted, including a corporation, partnership, proprietorship, firm, enterprise, company, trust, franchise, association, organization, or self-employed individual.

Business with which he is associated means a business of which the public official or New Haven Public School employee or a member of his immediate family is a director, officer, principal, owner, partner, beneficiary of a trust, or holder of stock constituting five (5) per cent or more of the total outstanding stock of any class; provided, a public official or New Haven Public School employee or member of his immediate family shall not be deemed to be associated with a not-for-profit entity solely by virtue of the fact that the public official or New Haven Public School employee or member of his immediate family is an unpaid member of the governing body or an unpaid officer of the not-for-profit entity. "Officer" refers only to the chairman and vice-chairman of the board, president, executive director, executive or senior vice president, chief financial officer, treasurer, or secretary of such business.

Charter means Charter of the City of New Haven.

City means the City of New Haven.

Conflict of interest means in a situation that presents a conflict with the proper discharge of a public official's or New Haven Public School employee's duties or responsibilities.

Disclose or disclosure means to notify, make known, reveal, expose, inform, to the Ethics Committee, or such other body of the city government or a public official designated by the Ethics Committee.

Bylaws of the Board

Code of Ethics

Definitions (continued)

Discretionary public action means any deliberation, official participation or voting on a matter by a member of a board, commission or task force, or any official participation by a public official or New Haven Public School employee in an action of his New Haven Public School department on any matter properly before said board or commission or any of its committees or said New Haven Public School department where the judgment of the public official or New Haven Public School employee is not substantially determined by existing legal or administrative guidelines.

Financial interest means any interest in the result of a discretionary public action in which an individual derives, or expects that he or she will or may derive economic and/or pecuniary gain or loss, to himself, a member of his immediate family, or of any organization with which said individual is affiliated as an employee, owner, partner, or member of a governing board or body, or from which said individual will receive, has received, or expects to receive a gift.

Gift means a payment, loan, advance, forbearance, rendering of services, deposit of money, or anything of value, unless consideration of equal or greater value is received therefore. "Gift" shall not include:

- (1) A political contribution otherwise reported as required by law;
- (2) Services provided without compensation by persons volunteering their time;
- (3) A commercially reasonable loan made on terms not more favorable than loans made in the ordinary course of business;
- (4) A gift to a public official or New Haven Public School employee from a member of his immediate family, unless said family member makes the gift with the intent of influencing a discretionary public action in which the donor or other person receives or expects to have a financial or personal interest; or
- (5) Food or beverage or both, consumed on a single occasion, the cost of which is less than fifty dollars (\$50.00) per person on a single occasion, not more than once in any thirty-day period.
- (6) Promotional or complimentary tickets or entrance to events sponsored by a non-profit organization, provided that the value of said ticket, tickets or entry fee does not exceed one hundred dollars (\$100.00) per event per sponsoring organization.

Governmental entity means the State of Connecticut or any political subdivision thereof.

Household means all the individuals who reside in a single housing unit, including related and unrelated people.

Bylaws of the Board

Code of Ethics

Definitions (continued)

Immediate family means:

- (1) The individual's spouse or partner; or
- (2) The individual's parent, brother or sister, or the parent, brother or sister of the individual's spouse or partner; or
- (3) The individual's child, or that child's spouse, partner, or dependent relative who resides in the individual's household.

Individual means a natural person or persons, sometimes herein referred to as and meaning "him," "her," or "they."

Interference shall mean any action that intentionally hinders or obstructs the exercise of any public official's or New Haven Public School employee's duties or responsibilities.

Lobbyist means any person who, on behalf of any person other than himself, or as any part of his duties as an employee or agent of another person, undertakes to influence any legislative, executive, or administrative action or decision by any public official, New Haven Public School official, or governmental body of the City of New Haven.

New Haven Public School employee means any employee in the executive or legislative branch of the New Haven Public School government of the City of New Haven, whether in the classified or unclassified service and whether full-time or part-time, or any contractor or any person hired as a contractor to perform the duties of any such employee or position.

Partner means an adult who is related to an individual as husband, wife, or partner joined through a civil union.

Person means an individual, partnership, business, company, firm, trust, corporation, Limited Liability Company or partnership, association, union, committee, club, other organization, or group of persons.

Personal interest means any interest, other than a financial interest, which shall affect or benefit the individual or his immediate family or any organization with which the individual is affiliated, which is not common to the general interest of other citizens of the city.

Political subdivision shall include any city, town, borough, district, board of education, public social service or welfare agency, housing authority, redevelopment or urban renewal agency, board, commission, special district established pursuant to Conn. Gen. Stat. Section 7-324, or other public authority or public agency established by law, or the governing board or body of any of the foregoing.

Public official or city official means any elected officer, or any individual appointed to any office of the legislative or executive branch, including boards, commissions, and task forces.

Bylaws of the Board

Code of Ethics

Definitions (continued)

Spouse means husband, wife, or partner joined through a civil union.

Substantial or substantially means material, appreciable, considerable.

Unethical conduct means any conduct that violates the charter or this section, including but not limited to a conflict of interest or practice warranting removal from office.

Disclosure

Interests requiring disclosure shall be made publicly through the website and on a form provided by the NHPS shall include, but not be limited to the following:

- (a) Where a New Haven Board of Education member or New Haven Public Schools employee, or a member of the immediate family or household of a member of a board, commission, or task force is employed by the city;
- (b) Where a member of a board, commission or task force is employed by a non-New Haven Public Schools agency or entity the funding of which is, in part or in its entirety, provided by funds authorized or provided by the city;
- (c) Where a member of a board, commission or task force serves on the board of directors or governing board of a nonprofit or other organization when said organization is, has been, or is likely to be engaged in the application for federal or state funding or local funding authorized by the city;
- (d) Where a member of a board, commission or task force serves on the board of directors or governing board of a nonprofit or other organization where said organization is or will be lobbying for or against specific legislation before the city, or where said organization is or will be lobbying for or against specific State of Connecticut legislation that will or may result in the city receiving funding which is administered or controlled by the city board, commission or task force of which the individual is a member;
- (e) Where a member of a board, commission or task force serves on the board of directors or governing board of a nonprofit or other organization where said organization is, has been, or may become engaged in litigation against the city;
- (f) Where a member of a board, commission or task force accepts an offer of employment, whether paid or unpaid, by the city or by a program recommended by said board, commission or task force, but has not yet resigned or retired from said board, commission or task force to accept said offer of employment;
- (g) Where a New Haven Public Schools employee or New Haven Board of Education member has a financial interest or personal interest in a contract which was entered into prior to the time of his or her nomination, appointment, or election to or employment in said position;

Bylaws of the Board

Code of Ethics

Disclosure (continued)

- (h) Where a New Haven Public Schools employee or New Haven Board of Education member seeks or obtains employment with a person, company, or corporation engaged in business with the city but has not yet resigned his or her position to assume said employment;
- (i) Where a New Haven Public Schools employee or New Haven Board of Education member, or a member of their immediate family or household, applies for a city program or benefit over which the official or employee has actual or apparent control, influence, or discretionary authority;
- (j) The amount of any reimbursement to the New Haven Board of Education member or New Haven Public Schools employee of necessary expenses incurred that are due to an article, appearance, or speech, or for participation in an event in the official's or employee's official capacity.

An interest requiring disclosure by a New Haven Public Schools employee or New Haven Board of Education member shall not be construed to constitute a conflict of interest as defined in bylaw section 9270 so long as he or she refrains from the activities enumerated in this section.

Prohibited Practices

The following shall be considered prohibited practices:

- (a) The deliberating, testifying or voting by a Board of Education member before said board, or commission, or task force, or any of its committees, which matter requires involves a disclosure of interest on the part of by said member pursuant to section 9274, except that:
 - (1) In the case of an New Haven Board of Education member who is voting, deliberating or testifying on passage or rejection of a collective bargaining agreement, stipulation to a collective bargaining agreement, or fact-finder report, said New Haven Board of Education member shall be disqualified from voting, testifying, or deliberating only if a member of his or her immediate family or household was engaged in the negotiations of said fact-finder report.
 - (2) In the case of an New Haven Board of Education member, where an interest is derived from their membership on the board of directors or governing board of a nonprofit organization, said New Haven Board of Education member shall be required to disqualify herself or himself from deliberating or testifying only if the source of the disclosed interest is litigation between said nonprofit organization and the city or the board of aldermen.

Bylaws of the Board

Code of Ethics

Prohibited Practices (continued)

- (b) No New Haven Board of Education member or New Haven Public Schools employee shall request, use, or permit the use of, any consideration, treatment, advantage, benefit, or favor beyond that which it is the general practice to grant or make available to the public at large.
- (c) No New Haven Board of Education member or New Haven Public Schools employee shall request, use, or permit the use of any publicly owned or supported property, vehicle, equipment, material, labor or service for the personal convenience or the private advantage of himself or any other person, beyond that which is the general practice to grant or make available to the public at large.
- (d) That rule shall not be deemed to prohibit a New Haven Board of Education member or New Haven Public Schools employee from requesting, using, or permitting the use of such publicly owned or supported property, vehicle, equipment, material, labor, or service that it is the general practice to make available to the public at large, or that is provided as a matter of stated public policy for the use of New Haven Board of Education members and New Haven Public Schools employees in the conduct of official business.
- (e) The failure to remove oneself from the decision-making process in cases set forth in section 9271 "Disclosure".
- (f) No New Haven Board of Education member or New Haven Public Schools employee shall accept any fee or honorarium for an article, appearance, or speech, or for participation in an event in the official's or employee's official capacity, provided that but they may accept reimbursement of necessary expenses incurred that are due to such activity or participation or participation, if those are disclosed within thirty (30) days of the activity or the reimbursement, whichever is later.
- (g) No New Haven Board of Education member or New Haven Public Schools employee shall knowingly provide false or misleading information to the public.
- (h) No New Haven Board of Education member or New Haven Public Schools employee shall take any action in retaliation against any person who makes a complaint or allegation of unethical conduct in accordance with the procedures outlined in this chapter with regard to the standards of conduct delineated herein.
- (i) The foregoing prohibited practices are also sufficient for an appropriate authority to impose discipline in accordance with the City Charter, these Bylaws, the New Haven Public Schools executive management compensation plan, and/or any applicable collective bargaining agreements.

Bylaws of the Board

Code of Ethics (continued)

Ethics Committee, Establishment, Procedures and Administration

The Board of Education shall establish an Ethics Committee of three (3) persons, appointed by the Board President and approved by the Board by majority vote. The Ethics Committee shall be charged with determining whether unethical conduct has been engaged in or is likely to be engaged in by any Board of Education member or New Haven Public Schools employee. In addition to the procedures governing the Ethics Committee, enumerated in section 211 of Article XXXVII of the City Charter, and the rules and regulations of the Ethics Committee, the following shall apply:

- (a) The procedures of the Ethics Committee shall be governed by relevant state law, the Board of Education Bylaws, city charter, and Robert's Rules of Order, except that all votes shall require a majority of the entire membership to carry.
- (b) The Ethics Committee shall honor all requests for confidentiality, consistent with the requirements of state law, and may, in its discretion, initiate action on any complaint.
- (c) The Ethics Committee shall be assigned staff assistance from the following departments: the director of labor relations, the office of the corporation counsel, and the human resources department, and shall be provided other assistance as it shall require from time to time.
- (d) The Ethics Committee shall:
 - (1) Issue advisory opinions with regard to the requirements of the Bylaws, New Haven Public Schools policies, and the City Charter upon the request of any Board of Education member or New Haven Public Schools employee. Unless and until amended or revoked by the Ethics Committee, such advisory opinions shall be binding on the board and shall be deemed to be the final decisions of the board. Unless and until amended or revoked by the board, an advisory opinion concerning the Board of Education member or New Haven Public Schools employee who requested the opinion and who acted in reliance thereon, in good faith, shall be binding upon the board, and the official's reliance thereon, in good faith, shall be an absolute defense in any action brought under the provisions of the city charter or this chapter, and to any related disciplinary action;
 - (2) All advisory opinions of the Ethics Committee shall be promptly reduced to writing. A copy of the opinion shall be provided to the person requesting the opinion shall be filed with the town clerk;
 - (3) Upon the request of any Board of Education member or New Haven Public Schools employee on a form prescribed by the Ethics Committee, the Ethics Committee shall:
 - a. Conduct an investigation to determine if there is reasonable cause to believe that any Board of Education member or New Haven Public Schools employee has violated the code of ethics;

Bylaws of the Board

Code of Ethics

Ethics Committee, Establishment, Procedures and Administration (continued)

- b. Conduct its investigation in such manner and upon such evidence as it deems appropriate;
- c. Render its opinion as to the existence or lack of reasonable cause in writing;
- d. Upon a finding of reasonable cause, conduct a hearing, in accordance with regulations promulgated by the Ethics Committee, in order to determine if in fact the official or employee has violated the code of ethics;
- e. Complaints shall be signed under penalty of false statement, as defined in Section 53a-157b of the Connecticut General Statutes, and shall set forth with specificity the factual allegations and their sources upon which the request is based;
- f. No complaint may be made under this section except within three (3) years next after the violation alleged in the complaint has been committed.

Ethics Committee Reports

- (a) The Ethics Committee shall report any finding of unethical conduct, for appropriate action:
 - (1) To the mayor and the President of the Board of Education, in the case of an appointed member of the Board of Education.
 - (2) To the Superintendent and the President of the Board of Education, in the case of a New Haven Public Schools employee, contractor or volunteer.
 - (3) To the President of the Board of Education, in the case of an elected member of the Board of Education.
- (b) The Ethics Committee shall:
 - (1) Advise the Board of Education and the Superintendent concerning proposed amendments to the code of ethics.
 - (2) Compile and maintain all reports, advisory opinions, and an index thereof, filed by and with the board;
 - (3) Report annually, on or before July 1, to the Board of Education and the Superintendent summarizing the activities of the Ethics Committee. Each year the Ethics Committee may make recommendations to the board of aldermen and the mayor, for updating or otherwise amending this code of ethics.

Bylaws of the Board

Code of Ethics (continued)

Enforcement and Administration

- (a) Department heads appointed by the Superintendent shall monitor, investigate and report to their respective coordinator any conflict of interest or apparent conflict of interest of any municipal employee under their supervision. If a department head knows, or in the exercise of reasonable care in performing their supervisory duties should know, that any municipal employee under their supervision has any conflict of interest or apparent conflict of interest, the department head shall report that conflict or apparent conflict to their coordinator. Failure to so report may constitute just cause for discipline.
- (b) Coordinators shall monitor, investigate and report to the mayor any conflict of interest or apparent conflict of interest of any department head under his or her supervision. If a coordinator knows, or in the exercise of reasonable care in performing their supervisory duties should know, that any department head whom they supervise has any conflict of interest or apparent conflict of interest, the coordinator shall report that conflict or apparent conflict to the Superintendent. Failure to so report may constitute just cause for discipline.
- (c) In addition to the foregoing subsection (a) and (b), a department head or coordinator who becomes aware of behavior by a New Haven Public Schools employee that constitutes or may constitute a conflict of interest shall investigate or cause to be investigated the facts and circumstances surrounding the possible conflict of interest and, if necessary in order to resolve any ambiguity, shall request an opinion from the Ethics Committee.
- (d) Any New Haven Board of Education member or New Haven Public Schools employee who becomes aware of behavior by a contractor that constitutes or may constitute a conflict of interest or possible conflict of interest shall promptly report such conduct to the appropriate department head or coordinator, who shall investigate or cause to be investigated the facts and circumstances surrounding the conflict of interest or possible conflict of interest and, if necessary in order to resolve any question or ambiguity, shall request an opinion from the Ethics Committee. Department heads and coordinators may also, if requested by a contractor, request an opinion from the Ethics Committee regarding concerning ethical issues concerning the applicability of the charter, this chapter, or the contractor's disclosures and representations, to any an action or proposed action by the contractor.
- (e) The heads of the various departments, the coordinators, and the Superintendent, where applicable, shall determine the appropriate disciplinary action to be imposed upon employees or officials whom they supervise, if any, to be imposed, consistent with New Haven Public Schools Policies and the Board of Education Bylaws, and applicable federal and state laws, court decisions, and collective bargaining agreements.

Bylaws of the Board

Code of Ethics

Enforcement and Administration (continued)

- (f) The leadership of the Board of Education – the President, Vice President and Secretary - shall determine and recommend to the Board of Education, the appropriate action concerning any member of the Board of Education, to be imposed consistent with these Bylaws, applicable federal and state laws, court decisions, policies, and the rules of the Board of Education.

Standards of Conduct

- (a) A New Haven Board of Education member or New Haven Public Schools employee who has a conflict of interest in a matter affecting the city shall refrain from taking any action on or in the matter.
- (b) The professional and personal conduct of New Haven Board of Education members and New Haven Public Schools employees shall avoid impropriety and even the appearance of impropriety.
- (c) New Haven Board of Education members and New Haven Public Schools employees shall refrain from abusive conduct, personal charges, or affronts upon the character, motives, or intents of other New Haven Board of Education members or New Haven Public Schools employees, or of members of the public.
- (d) New Haven Board of Education members and New Haven Public Schools employees shall not give no special treatment or consideration to any person or group beyond that which is available to any other person or group.
- (e) Recognizing the value of boards, and commissions, and task forces in the public policy decision-making process, New Haven Board of Education members and New Haven Public Schools employees shall refrain from using their public positions to improperly influence the proceedings, deliberations, decisions, actions, or administration of any board, commission, or task force.
- (f) New Haven Board of Education members and New Haven Public Schools employees shall represent the policies and positions of the New Haven Board of Education to the best of their abilities when designated as delegates for such purpose. When representing their own individual opinions or personal positions, New Haven Board of Education members and New Haven Public Schools employees shall state explicitly that the opinions or positions are their own and not the opinion or position of New Haven Board of Education or the New Haven Public Schools, and shall not cause or allow such an inference to occur.
- (g) New Haven Board of Education members and New Haven Public Schools employees shall avoid any action or activity that constitutes or gives rise to a conflict of interest.

Bylaws of the Board

Code of Ethics

Standards of Conduct (continued)

- (h) New Haven Board of Education members shall not interfere or seek to interfere with the duties or responsibilities of other New Haven Board of Education members or New Haven Public Schools employees over whom they do not have supervisory authority and responsibility.
- (i) New Haven Board of Education members shall support and contribute to the maintenance of a positive and constructive workplace environment. Recognizing their special role in the public trust, New Haven Board of Education members shall refrain from inappropriate action toward other New Haven Board of Education members, New Haven Public Schools employees or members of the public.

Bylaws of the Board

Formulation, Adoption and Amendment of Policies

The policies adopted by the Board of Education shall be broad and general and shall indicate a line of action to be taken by the Superintendent of Schools in dealing with specific problems and issues. The implementation of such policies is an administrative detail to be performed by the Superintendent of Schools.

Policies of the Board may be adopted or amended by a majority vote of the members provided the proposed policy or amendment is included on the agenda for the meeting at which the action is to be taken.

Policies of the Board may be suspended only by the unanimous vote of the full membership of the Board.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

Bylaws of the Board

Formulation, Adoption, Amendment of Bylaws

The bylaws of the Board may be adopted or amended by a two-thirds vote of the entire voting membership provided the proposed bylaw or amendment is included on the agenda for the meeting at which the action is to be taken.

The bylaws of the Board may be suspended only by the unanimous vote of Board members present and voting.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to establish rules, policies and procedures

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

Bylaws of the Board

Time, Place and Notification of Meetings

The Board of Education meetings will be held on the second and fourth Monday of each month at 5:30 p.m.

At the annual organizational meeting in January, the Board will adopt a schedule of Board meeting dates and sites for the ensuing year and this schedule will be made known to the public.

The call for any meeting of the Board of Education shall be given to the Board members not less than 24 hours prior to the meeting. Notice of such a meeting may be given in person, by telephone, or in writing.

Regular meetings may be cancelled, postponed, or held at another time and place by agreement of a majority of the Board members.

Legal Reference: Connecticut General Statutes
 1-200 (2) Definitions. "Meeting"
 1-206 Denial of access to public records or meetings.
 1-225 Meetings of government agencies to be public, as amended by June
 11 Special Session, PA 08-3
 1-227 Mailing of notice of meetings to persons filing written request.
 1-228 Adjournment of meetings. Notice.
 1-229 Continued hearings. Notice.
 1-230 Regular meetings to be held pursuant to regulation, ordinance or
 resolution.
 10-218 Officers. Meetings

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
 New Haven, Connecticut

Bylaws of the Board

Special Board Meetings

Special meetings of the Board shall be called upon by vote of a majority of the full Board membership, or whenever deemed necessary by the Board President. Only business related to the call of the meeting shall be discussed by the Board at a special meeting.

Board members shall be notified of special meetings at least 24 hours in advance of the meeting. The notice must include the time, place, and agenda to be acted upon.

Notification of special meetings must be filed with the city clerk at least 24 hours before the meeting. In cases of extreme emergency, the Board may hold a special meeting without this notification if the minutes of the meeting are filed with the city clerk within 72 hours. (Time excludes Saturdays, Sundays, and legal holidays.)

All special meetings shall be open to the public.

Legal Reference: Connecticut General Statutes
 1-200 Definitions. (as amended by PA 02-130)
 1-206 Denial of access to public records or meetings.
 1-210 Access to public records.
 1-225 Meetings of government agencies to be public.
 1-226 Recording, broadcasting or photographing meetings.
 1-231 Executive sessions.
 19a-342 Smoking prohibited in certain places.

Bylaws of the Board

Public and Executive Sessions

All meetings of the Board of Education for the official transaction of business, except executive sessions, shall be open to the public. The Board of Education may, by a majority vote, meet in executive session when public discussion of certain matters may not be in the best interests of the school system.

Attendance at an executive session shall be limited to members of the Board and any persons invited by the Board to present testimony or opinion on pertinent matters. Such guests' attendance at executive sessions shall be limited to the period for which their presence is necessary.

When an executive session is deemed necessary the Board shall vote publicly to go into such session, and the motion for such a vote shall contain the reason for the executive session.

As permitted by law, the Board may go into executive session for the following reasons only:

1. Discussion of personnel matters involving identifiable individuals.
2. Discussion of strategy and negotiations for pending claims and litigation.
3. Discussion of security strategy or deployment of security personnel.
4. Discussion of the acquisition of real estate until such time as the real estate is purchased.
5. Discussion of matters which would result in the disclosure of records not required to be open to the public.

The minutes of any Board meeting shall include any executive sessions held, with a statement of the reason for the executive session and all persons present, except job applicants who attend for purpose of being interviewed by the Board.

Legal Reference: Connecticut General Statutes
 1-200 Definitions. (as amended by PA 02-130)
 1-206 Denial of access to public records or meetings.
 1-210 Access to public records.
 1-225 Meetings of government agencies to be public.
 1-226 Recording, broadcasting or photographing meetings.
 1-231 Executive sessions.
 19a-342 Smoking prohibited in certain places.

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
 New Haven, Connecticut

Bylaws of the Board

Quorum/Rules of Order

A majority of the voting Board membership shall constitute a quorum of the Board of Education.

The rules contained in Robert's Rules of Order, Newly Revised shall govern the proceedings of the Board of Education in all instances in which they are consistent with the bylaws of the Board, state and local law.

The President shall preserve order and decorum, may speak to points of order in preference to other members, and shall decide all such questions, subject to an appeal to the Board by motion regularly seconded; and no other business shall be in order until the question on the appeal shall have been decided. The President shall also appoint all committees unless the Board shall otherwise direct.

Bylaws of the Board

Attendance at Meetings via Electronic Communications

There are times when a member of the Board of Education may not be able to attend and be physically present at an officially posted meeting of the Board. The original Freedom of information Act allows for participation by electronic means. Therefore, such participation is legally permissible. A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting through electronic communications, but only under extraordinary circumstances:

1. Any Board member wishing to participate in a meeting electronically will notify the Board President as early as possible.
2. The Board member shall ensure that the remote location is quiet and free from background noise and interruptions.
3. The Board member may cast votes. However, if a Board member electronically joins the meeting after an item of business has been opened, the member shall not participate, nor cast any vote, until the next item of business is opened.
4. When a member attends a meeting electronically, all votes shall be by roll call vote.
5. The reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.
6. The Board member shall be considered present only if the member can hear everything said at the meeting and all those Board members attending the meeting can hear everything said by the non-physically attending member. If the President determines either condition is not occurring, they shall terminate the Board member's electronic attendance.
7. No member shall participate electronically in an executive session of the Board.

Legal Reference: Connecticut General Statutes
 1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3
 Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
 New Haven, Connecticut

Bylaws of the Board

Voting Method

All official actions of the Board shall be by a majority vote of the Board members in attendance at a properly called Board meeting.

Legal Reference: Connecticut General Statutes

1-225 (formerly 1-21) Meetings of government agencies to be public. Recoding of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (as amended by P.A. 99-71 – An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions).

Robert's Rules of Order

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

Bylaws of the Board

Meeting Conduct/Public Participation at Board Meetings/Guidelines for Board of Education Members and Members of the Public Conduct

The following guidelines shall apply in regulating the conduct of members and the public toward each other, particularly at Board of Education meetings and Committee meetings. It is recognized that every effort should be made to resolve such instances of alleged disorderly behavior by a Board member or a member of the public through quiet and informal means. However, gross failures to conduct oneself within these guidelines may be cited as grounds for holding a board member or a member of the public in contempt of the Board of Education for interfering with a specific colleague or the entire body's ability to discharge its legislative duties.

A member of the Board and members of the public shall:

- (A) refrain from speaking or acting, by oneself or in concert with others, in a manner which disturbs, obstructs or interferes in any way with the performance of another member's sworn legislative duties;
- (B) fully cooperate in both word, action and spirit with the will of the Board and the Committee in making all efforts to see that the meeting is conducted in a civil, decent and respectful way that brings honor to the body and allows it to conduct its business in a courteous, efficient, parliamentary manner;
- (C) only speak when recognized by the presiding officer, shall be germane and confine remarks strictly to the matter under debate, shall follow the rules of discourse as stated in the existing Rules of the Board, and shall promptly cease any and all debate of a matter when such debate has been concluded and the matter has been disposed of by the body;
- (D) acknowledge and obey all directives and minor reprimands made or upheld by the President or Committee Chair as a "point of order," and shall abide without further discussion or complaint after losing an appeal to the full Board or Committee;
- (E) show the utmost courtesy and respect to other colleagues and staff, as well as to all witnesses and members of the public in attendance, neither insulting witnesses nor mistreating them in any way;
- (F) not act in such a way as to inflict or in any way cause physical harm or to threaten bodily harm or any type of retribution or intimidation through use of menacing language or action;
- (G) not engage in violent, tumultuous, threatening or deceitful or fraudulent language or behavior;
- (H) not cast personal insults, racial or religious epithets or any other derogatory remark, slur or falsehood which in any way attempts to impugn the character, personality or motives of a colleague;

Bylaws of the Board

Meeting Conduct/Public Participation at Board Meetings/Guidelines for Board of Education Members and Members of the Public Conduct (continued)

- (I) not speak in abusive, improper or obscene language or make any obscene or improper gesture; and
- (J) not make unreasonable noise or by intention distract or harass another.

Bylaws of the Board

Minutes

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, within seven days of the date of the meeting to which they refer.

Legal Reference: Connecticut General Statutes
1-225 Meetings of government agencies to be public. Recording of votes.
10-218 Election of officers
10-224 Duties of the secretary

Bylaws of the Board

Meetings

Electronic Mail Communications

The Freedom of Information Act mandates that all meetings of public bodies such as school boards be open to the public. Board of Education email shall not be used in such a manner as to deprive the public access to meetings. To protect the public's right to public information, as well as the Board member's right to protect their personal emails and information from public inspections and in an effort to encourage all Board members access to email, while maintaining public fiscal responsibility, the New Haven Public School System shall:

1. Provide "official" New Haven Public School email addresses to all Board members, in order to separate personal emails from "business" emails, and to maintain those emails as dictated by state and federal laws.
2. Loan to any Board member needing access, a modem, computer, and other hardware peripherals to be returned to the New Haven Public Schools upon leaving office. It will be the Board member's responsibility to provide the hook-up and pay all consumable expenses associated with email usage.

Guidelines for email usage:

1. Email, like other written forms of communication relating to the conduct of public business, is subject to disclosure.
2. Board members shall not use email as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. Email should be limited to passing along factual information.
4. Security of email communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, and other sensitive subjects must always be maintained.
6. Meetings should not occur by email.

Legal Reference: Connecticut General Statutes
 The Freedom of Information Act.
 1-200 Definitions.
 1-210 Access to public records. Exempt records.
 1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board: May 29, 2018

NEW HAVEN PUBLIC SCHOOLS
 New Haven, Connecticut

Bylaws of the Board

Board Member Compensation and Expenses

Payment of Legal Expenses

Board members who are involved in any legal matter, which is not covered by an appropriate statutory and/or charter provision, will not receive the financial support of the Board of Education for expenses, unless such member is challenging an issue that may reasonably benefit all Board members or an issue that is calculated to maintain the integrity of the Board as a separate and distinct legal entity.

To effectuate this policy, the New Haven Board of Education agrees that:

1. Any Board member who desires to initiate a legal action against the City government or any other parties should first discuss such action and its implications in detail with the Board.
2. The Board will next decide whether its best interest would be served by the action.
3. The Board will in turn decide by vote whether to financially support such legal action.
4. If the decision is in the affirmative, the Board will designate a financial ceiling for legal expenses.

Adherence to the above policy will have the effect of preventing an arbitrary initiation of a legal action by the Board member for which legal support is sought. This policy further necessitates a full hearing of the issue and this provides the Board with a rational basis upon which to make a decision. Finally, the aforementioned policy requires the Board to approve an impending legal action, and to develop a clear understanding of its financial commitment before action is commenced.

**2018 Annual Disclosure Form for the New Haven Public Schools (NHPS) Employees,
Officials & Members of Board, Commissions and Task Forces**

Section I. Personal Information

First Name	Middle Name	Last Name
Street Address (Home)	City	Zip
Employer	Position Held	
Street Address (Business)	City	Zip
Home Phone	Business Phone	Cell Phone
Board; Commission or Task Force (if applicable)	Term Expires (if applicable)	
Email Address:		

Section II. Interests Requiring Disclosure

Please provide the following information for the calendar year 2018. Some questions may request information about your *immediate family or household*. Immediate family means: your spouse or partner, your parent, sibling or child, your spouse's parent, sibling or child, the spouse or partner of said child, or other dependent relative who resides in your house. Household means: all individuals residing in a single housing unit, including related and unrelated people. If the answer to any question is none, please indicate NONE in the space provided. Please attach additional pages as needed.

1. Are you or any member of your immediate family or household employed by the NHPS?

Name	Relationship	Position Held	Term Expires (if applicable)

2. Do you have a financial or personal interest in any NHPS contract, including any contract entered into prior to your nomination, appointment, election or employment to your position?

Contract Name	Contract Amount	Expiration Date of Contract

3. Are you seeking or have you obtained employment with a person, company or corporation engaged in business with the NHPS?

Person, company or corporation	Position sought or gained

4. Have you or a member of your immediate family or household applied for a NHPS program or benefit over which you have actual or apparent control, influence or discretionary authority?

5. List any reimbursement of necessary expenses incurred that are due to an article, appearance, or speech, or for participation in any event in your official capacity. Please attach additional pages as needed.

Expense Reimbursed	Date of Event	Amount of Reimbursement	Date Reimbursement Received

6. Have you accepted an offer of employment, whether paid or unpaid, by the NHPS or by a program established by the Board, commission or task force of which you are a part?

Agency, business or institution

7. Please list any non-municipal (including nonprofit) agency, or entity by which you are employed which is funded by monies authorized or provided by the NHPS.

Agency, business or institution	Address	Position Held

8. Please list any nonprofit or other organization of which you are a member of the governing board that is, has been, or is likely to be engaged in the application for federal or state funding or local funding authorized or administered by the NHPS.

Agency, business or institution

9. Please list any nonprofit or other organization of which you are a member of the governing board that is or will be lobbying for specific legislation before the NHPS, Board of Alders, or State of Connecticut legislation, which will result in the NHPS receiving funding administered by the NHPS Board, commission or task force of which you are a member.

Agency, business or institution

10. Please list any nonprofit or other organization of which you are a member of the governing board where said organization is, has been or may become engaged in litigation against the NHPS.

Agency, business or institution

Section III. Oath

A. I understand that I am responsible for learning and complying with all laws regarding standard of conduct for public officials contained in the City's Ethics Cod and Ordinance found at Chapter 12 5/8 of the New Haven Code of ordinances available for review at https://www.newhavencn.gov/gov/depts/hr/forms_applications.htm or at the Dept. of Human Resources Office at 200 Orange St. Room 102, New Haven, CT.

Please initial that you will comply with this section _____

B. I understand that as a public employee or official I am held to a high standard of ethical behavior. I will avoid both actual improprieties and the appearance of improprieties. I understand that the disclosures requested in this form are related to all of my interests, not just those relating to the NHPS department, Board, commission, or task force with which I am affiliated. I understand that I am responsible for updating the information on this form immediately upon any change in circumstance. I further understand that this form constitutes public information and will be disclosed upon request. If I am considering outside employment or financial arrangements with a business or person who transacts business or has financial dealings with NHPS, I will consult with Senior Corporation Counsel at 203-946-7969 regarding any actual or potential ethical issues before taking any action.

Signature

Date