

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Bylaws of the Board

9132

Standing Committees

The Board of Education shall maintain four Standing Committees as set forth this policy: Leadership, Curriculum, Finance and Budget, and Policy.

Key Definitions:

A member of the Board of Education officially appointed to a Standing Committee shall herein be referred to as a Permanent Member.

A member of the Board of Education designated as an alternate to a Standing Committee shall herein be referred to as an Alternate or Alternate Member.

A Political Party shall be defined as an organized caucus of Board of Education members representing a political party officially recognized by the State of Connecticut. Should a candidate be elected to the Board of Education as a petitioning candidate, they shall be considered to be a member of the political party with whom they caucus. Should said Board of Education member not caucus with any particular political party, their party shall be considered unaffiliated.

Standing Committee Composition:

The Leadership Committee shall be composed of the Chairperson and Vice-Chairperson of the Board of Education. In addition to the Board of Education Chairperson and Vice-Chairperson, Leadership Committee membership shall include no less than one (1) member from each Political Party represented on the Board of Education.

Should the Board of Education be composed of members representing only two (2) Political Parties, the Leadership Committee shall be composed of two (2) Board of Education members from each Political Party.

Should the Board of Education be composed of members representing three (3) or more Political Parties, the Leadership Committee shall be composed of two (2) Board of Education members representing the Political Parties with the most and 2nd most representation on the Board of Education. Additionally, the Leadership Committee shall then have in its membership one (1) Board of Education member from any other Political Party represented on the Board of Education.

There shall be no assigned alternates to the Leadership Committee.

Should the Board of Education be composed of members representing only two (2) Political

Standing Committees

Parties, the Curriculum, Finance and Budget, and Policy Committees shall be composed of three (3) members of the Board of Education with each Political Party having at least one (1) representative on each committee.

Should the Board of Education be composed of members representing three (3) or more Political Parties, the Curriculum, Finance and Budget, and Policy Committees shall be composed of no less than three (3) members and no greater than five (5) members with each Political Party having at least one (1) representative on each Committee.

To the Curriculum, Finance and Budget, and Policy Committees, Alternates may be appointed in a manner described later in this policy.

The Chairperson of the Board of Education shall be an ex officio member of the Curriculum, Finance and Budget, and Policy Committees. Should the Chairperson of the Board of Education be in attendance at a meeting of one of these Standing Committees, the Chairperson of the respective Standing Committee may, at his or her discretion, recognize the Chairperson of the Board of Education as present and voting only if quorum needs to be achieved and if quorum would not be achieved in the absence of such recognition.

Quorum

For each committee of the Board, a quorum shall be defined as follows:

For each committee of the Board that is composed of two (2) Permanent Members, quorum shall be defined as at least two (2) Permanent Members, Alternates or ex officio members present.

For each committee of the Board that is composed of three (3) or four (4) Permanent Members, quorum shall be defined as at least two (2) Permanent Members, Alternates or ex officio members present.

For each committee of the Board that is composed of five (5) Permanent Members, quorum shall be defined as at least three (3) Permanent Members, Alternates or ex officio members present.

Standing Committee Governance

Unless separate bylaws have been adopted by a Standing Committee, or where such bylaws are silent, the business and operation of all Standing Committees shall be governed by the rules of parliamentary procedure as defined in the current edition of Robert's Rules of Order.

Membership Assignments To Standing Committees

The Chairperson of the Board of Education, subject to approval by a majority vote of Board of

Standing Committees**Membership Assignments To Standing Committees** (continued)

Education shall appoint the required number of Permanent Members to each Standing Committee.

The Chairperson of the Board of Education, subject to approval by a majority vote of the Board of Education, may also appoint Alternates to the Curriculum, Finance and Budget, and Policy Committees. Should alternates be appointed, each Political Party represented on the Board of Education shall have one (1) of its members appointed as an Alternate.

Standing Committee Leadership

The Chairperson of the Board of Education, subject to approval by a majority vote of the Board of Education, shall appoint the Chairperson of each Standing Committee.

During its first meeting, the Standing Committee shall nominate, from within the ranks of its Permanent Members, and appoint via majority vote, a Committee Secretary. The identity of the Committee Secretary should be provided to the Board of Education by the committee Chairperson as part of their Committee Report during the next scheduled meeting of the Board of Education.

The Chairperson of the Standing Committee shall preside over all meetings of the Standing Committee. Should the Chairperson of the Standing Committee be absent, the Secretary shall preside over meetings. Should both the Chairperson and Secretary of the Standing Committee be absent, the Board of Education member present with the most seniority on the Board of Education shall preside over the meeting.

Order of Membership Recognition

The total number of voting members at any meeting of a Standing Committee shall not exceed the number of Permanent Members assigned to that Committee.

For the purpose of establishing quorum and for the purpose of the determination of voting rights at a meeting of a Standing Committee, Permanent Members of said Standing Committee shall have priority.

Should a Permanent Member of a Standing Committee not be in attendance, the Chairperson of the Standing Committee shall recognize an Alternate as present and as a voting member for that specific meeting. The recognized Alternate shall be of the same Political Party as that of the absent Permanent Member.

Standing Committees**Order of Membership Recognition** (continued)

Should the Chairperson of the Board of Education be present for a meeting of a Standing Committee, and should insufficient Permanent Members and Alternates be present to establish quorum, the Chairperson of the Standing Committee may then recognize the Chairperson of the Board of Education as present and as a voting member for that specific meeting.

Special and Advisory Committees

Should the need for a special and/or advisory committee arise, the Chairperson of the Board of Education may create such a committee and shall appoint Board of Education members to serve as Permanent and Alternate members on any such committee. Said Committee creation and membership appointments shall be subject to approval by a majority vote of the Board of Education. Committees considered special or advisory, will receive their duties at the time of creation and appointment and the committee shall be considered dissolved when its final report has been made to the Board and/or upon being dissolved by a majority vote of the Board of Education.

Remote Attendance

Standing Committees as well as Special and Advisory Committees (herein referred to in this section as Committees) of the Board of Education may meet in person, telephonically or by means of virtual meeting technology. The means by which a Committee meets shall be determined upon setting the agenda for a particular meeting. Participation at committee meetings by remote methods shall be consistent with Board Bylaw #9325.43 Participation at Board Meeting by Remote Methods.

Committee Reports to the Board of Education

It shall be the responsibility of the Standing Committee's Chairperson to present regular reports on committee activities to the full Board of Education and to bring to the Board of Education any items requiring official actions.

Other Provisions

The Board of Education shall act as a committee of the whole in final consideration of all matters except where otherwise authorized by law.

All Committees of the Board of Education (Standing, Special or Advisory) shall follow the provision of the Freedom of Information Act as required by statute.

Standing Committees**Overriding Committee Membership Requirements**

The Political Party representation requirements in the assignment of Permanent Members and Alternates to Standing Committees, as described in the policy, may be overridden by two-thirds (2/3) majority vote of the Board of Education. Should such an override occur, the Chairperson of the Board of Education may, at his or her discretion, assign Permanent Members and Alternates where allowed to all Standing Committees subject to approval by a majority vote of the Board of Education.

Leadership Committee

The Chairperson of the Board shall be the Chairperson of the Leadership Committee and shall appoint a secretary. The Superintendent shall be the Leadership Cabinet liaison to the committee. The minutes of the meetings of the Leadership Committee shall be distributed promptly after each meeting to every member of the Board. At each meeting of the Board, the proceedings and action taken by the Leadership Committee since the last meeting of the Board shall be reported to the Board.

This committee will provide input to the Board of Education Chairperson and the Superintendent on the construction of Board meeting agendas. The committee shall advise the school administration on personnel policy development and shall assist the administration when appropriate in interviewing applicants for administrative vacancies.

Other responsibilities may include:

1. Recommends an evaluation system for various categories of personnel;
2. Implements the Superintendent's evaluation program;
3. Appoints the Chairpersons of the negotiating teams;
4. Recommends salary annually for the supervisory and confidential personnel;
5. Reviews staffing requirements periodically;
6. Reviews position descriptions and functional requirements periodically;
7. Acts as the initial Board contact on all personnel and grievance matters;
8. Represents the Board in liaison sessions with the faculty and bargaining units;
9. Recommends action to the entire Board that the committee deems appropriate for the Board to consider.

Curriculum Committee

Chief Academic Officer shall be the Leadership Cabinet liaison to the committee. This committee shall consider and make recommendations concerning the District's Board policies of education and research. This committee reviews major areas of curriculum development, regular/special education services, student assessment, long-term program review and program

Standing Committees**Curriculum Committee** (continued)

revisions. Committee members consider the Board's priorities in curriculum areas. The committee reports its findings to the Board and suggests programs and policy modifications that may be appropriate in curriculum and program areas. New program activities undertaken by the district, the implementation of new curricula, or the piloting of new programs would be topics of particular interest. The committee shall review research on the curriculum and program changes and report its recommendations to the Board. The committee shall review proposals concerning student courses, ensure the Board's familiarity with district educational programs, monitor achievements and cause the evaluation of education programs.

Other responsibilities may include:

1. Conduct or coordinates curriculum studies undertaken by the Board;
2. Periodically reports to the Board on the status of the curriculum and suggest area in need of study;
3. Periodically studies and reports on student progress and on standardized test results;
4. Review and recommends textbook usage;
5. Evaluates curriculum in view of school population trends;
6. Recommends budget changes in view of curriculum developments;
7. Assumes like responsibilities for extra-curricular and co-curricular activities.

Finance and Budget Committee

The Chief Finance Officer of the District shall be the Leadership Cabinet liaison to the committee. This committee shall be concerned with the preparation of the budget and periodic reviews of the actual expenditures as compared to the budget. The committee works with the Superintendent of Schools in developing a recommended budget for the Board. As such, the committee reviews the budget development process, analyzes the budget document and makes public presentations as necessary. The committee shall offer recommendations regarding accounting procedures and alternative expense saving suggestions. The committee will ensure an audit annually and report to the Board of Education when it is completed. The committee shall monitor the fiscal activities of the school district, including reviewing the monthly financial statement and annual end of year transfer report, and shall review and make recommendations concerning the annual audit and recommend annual budget guidelines and priorities.

Other responsibilities may include:

1. Recommends special internal audit needs;
2. Reviews and reports on accounting and purchasing procedures;
3. Recommends the annual budget schedule and parameters;
4. Represents the Board during the various budget preparation stages.

Standing Committees

Policy Committee

The Assistant Superintendent shall be the Leadership Cabinet liaison to the committee. This committee shall review all Board policies and By-Laws to identify areas needing update for conformity with changes in local, state and federal law. All other standing committees shall recommend policy changes when appropriate to the Policy Standing Committee for advancement to the entire Board for consideration and adoption.

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.

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