

NORTH STONINGTON BOARD OF EDUCATION  
North Stonington Education Center  
298 Norwich-Westerly Road  
North Stonington, CT 06359

*Our Goals: Safe, Valued, Sense of Belonging - Innovative Instruction – Efficient and Transparent Processes*

Wednesday, December 11, 2024

6:30 PM

**Regular Meeting**

Via Hybrid Meeting Platform

<https://us02web.zoom.us/j/83901705401?pwd=RzhaZTVrK3FvWk9JWGlxNWlyZDVYdz09>

Passcode: 803217

Via Telephone: 646 558 8656

**AMENDED**

**AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comment**

Please be advised that our meeting structure does not allow for two-way dialogue during public comment, but the Board uses this information to guide their decision-making. Depending on the topic, they may ask the Superintendent or another District employee to follow up with you. Likewise, public comment might lead to a topic being added to a future meeting agenda.
4. **Presentations**
  - a. Student Activities - Bern Macca
  - b. London Trip - Marybeth Tavares
  - c. Facilities - Randy Rumrill
5. **Reports**
  - a. Student Ambassadors Report
  - b. Superintendent Report
  - c. BOE Chair Report
6. **Facility and Finance Discussion**
  - a. Monthly Financial Reports
  - b. Non lapsing
  - c. IT Switches
  - d. IRS Payment
7. **Old Business**
  - a. Vice Chair Elections
  - b. Committees Vacancies
8. **New Business**
9. **Consent Agenda**
  - a. November 6, 2024 Minutes
  - b. November 13, 2024 Minutes
  - c. Move Financial Report to the BOF
  - d. Bylaws - 9123, 9124, 9130, 9132
10. **Policy**
  - a. Bylaws - 9310, 9311 and 9311.1
11. **BOE Comments for Future Agenda Items**
  - a. Calendar - monthly meetings

12. **Public Comments**
13. **Adjournment**

## NORTH STONINGTON BOARD OF EDUCATION

298 Norwich-Westerly Rd.

North Stonington, Connecticut

Board of Education Meeting - December 11, 2024

### SUPERINTENDENT REPORT

Presented by Troy C. Hopkins

*Our Goals: Safe, Valued, Sense of Belonging - Innovative Instruction - Efficient and Transparent Processes*

#### **Staffing**

We had a recent resignation of our part-time social studies teacher. A posting is out to fill the position.

#### **Safe, Valued, Sense of Belonging**

Homework Club - Both schools are holding after school homework club. We have already built homework club into the FY26 budget.

The Give Back Club went to North Carolina to help victims of Hurricane Helene this past week.

#### **Innovative Instruction**

We will be hosting 5 students from the top notch Beijing 101 High School during the first week of February. The students are visiting the United States for 2 weeks and our school district was chosen so they can immerse themselves into an American High School. We will find host families so they will experience family home culture as well. This is a step in increasing global awareness for our school community and possibly the beginning of a lasting partnership.

I chaired the New England Association of Schools and Colleges (NEASC) collaborative conference to Attleboro High School on December 3-4. The school has 2,100 students and 19 Career and Technical Education Programs. Our team met with many stakeholder groups, conducted classroom observations, and helped the school to develop their school improvement goals.

Our NEASC collaborative conference visit will take place in October of 2025.

#### **Efficient and Transparent Processes**

The van from M&J Bus is now in service delivering meals from the Elementary School to Wheeler. The student activity van is on the school campus. We are grateful to the senior center and the town for their partnership.

Our sustainable technology plan is complete and I will present it during budget season.

The budget planning process is underway with increased detail and organization.

We are moving forward with the RFP process for the Athletic Field Irrigation Project in conjunction with the Town. The Department of Economic and Community Development is handling the STEAP grant and is currently reviewing the RFP before it can be posted.

*Our Goals: Safe, Valued, Sense of Belonging - Innovative Instruction - Efficient and Transparent Processes*

### **BOE Meeting Dates and Presentation Topics**

<b>1st Meeting of the Month</b>	<b>2nd Meeting of the Month</b>	
<b>Committee Discussions (Facilities/ Finance, Policy/Advocacy)</b>	<b>Business, Reports and Presentations</b>	<b>Topic Presentation for 2nd meeting</b>
	August 23th	Facilities
September 13	September 27	Technology
October 11	October 25	Student Testing Data
Combined with November 8	November 8	Curriculum Updates
Combined with December 13	December 13	Student Activities - Fall
January 10, 2024	January 24, 2024	Superintendent's Budget
February 14	February 28	(Curr. Proposals/Updates) - removed
March 13	March 27- Special Meeting	Student Activities - Winter (postponed)
April 3	April 24 - Special Meeting at 5:30	Student Activities - Winter
May 8	May 22 - Student Recognitions	Special Services and Give Back Club
June 12 - Canceled	June 26 - Educator Evaluation	Student Activities - Spring (June 12)
July 10	July 24 - Canceled	Goals Review
August 14	August 28 - Canceled	Facilities - move to September
September 11- Facilities	September 25	PD Experience/Technology
October 9 (canceled)	October 23	Student Data/Cub Club
Combined with November 13	November 13	Instruction and Learning Updates
Combined with December 11	December 11	Student Activities - Fall

**North Stonington Public Schools  
Business Managers Monthly Report  
December 11, 2024**

This month we drilled into the detail of actuals to date and used the information to forecast spending through the balance of this fiscal year.

- Salaries are unfavorable to budget \$112k in the area of Special Education. These overages will be covered by funds received from Preston \$28k and Voluntown\$71k for Special Education services.
- The balance of unfavorable salaries \$76k is due a number of unrelated events. Hiring of addition coaches, last minute hires costing more than anticipated, and summer school costs.
- A favorable variance of \$208k in medical costs is due to a shift in the insured population. For example, employee with a family plan being replaced with an employee with a single plan.
- Maintenance and Building repairs continue unfavorable to budget \$106k, primarily due to HVAC and Fire System issues. As the buildings and equipment age we can only expect these costs to rise. We are also seeing computer failures in the automatic sinks and such. It is becoming difficult to find the replacement parts, and those we do find are expensive.
- We continue to see Electricity unfavorable to budget as discussed last month \$120k.
- A favorable variance of \$50k in bus transportation is the result of using one less bus than last year. Reportedly we will be adding this bus back in the next fiscal year.
- We are anticipating \$150k in IDEA grant funds and possible \$60k in Title I and II (still under state review).
- As of this moment, considering all operational, grant, and special education funding, we are anticipating a favorable budget variance of \$46k. This favorable variance would increase with the award of the Title I and II grants to \$106k

North Stonington Board of Education			
Summary			
1-Dec-24			
Line		Variance	Comment
1	Operations Variance	(\$203,448)	See Detail Worksheet
2			
3	<b>Resources</b>		
4	<i>Funds received for Special Education Services:</i>		
5	Preston	\$ 28,453	
6	Voluntown	70,656	
7		\$ 99,109	
8	<i>Grants:</i>		
9	2024 IDEA 611	\$ 46,864	
10	2024 IDEA 619	1,694	
11	2025 IDEA 611	99,000	Total available \$198k
12	2025 IDEA 619	2,800	Total available \$5.6k
13		\$ 150,358	
14			
15	Net	\$ 46,019	
16			
17	Note: We are awaiting approve on Title I and Title II grants totalling \$60k. This would increase our Net to \$106k		

North Stonington Board of Education					
Full Year Forecast vs. Budget					
1-Dec-24					
Line		Full Year Forecast	Full Year Budget	Variance	Comment
1					
2	<b>Salaries</b>				
3	Salaries, Teachers	\$7,396,161	\$7,319,372	(\$76,789)	\$26k Extra Duty/Coach Stipends, \$10k Substitute Teachers, \$10k New Hire Sped Teacher at a higher step, \$12k summer school, \$10k Regular Ed Teachers
4	Salaries, Central Office	717,878	750,324	32,446	Greg Pont - offset LEARN costs in Purchased Services
5	Salaries, Teacher Assistants	631,346	528,832	(102,514)	\$70k Paras 3 FTEs over budget, RBT Salary Bonus \$32k
6	Salaries, Administrators	615,774	615,774	0	
7	Salaries, Custodial	469,100	469,100	0	
8	Salaries, Secretarial	209,912	208,217	(1,695)	Overtime
9	Salaries, Library Media	179,072	179,072	0	
10	Salaries, Guidance	167,700	167,700	0	
11		10,386,943	10,238,391	(148,552)	
12	<b>Employee Benefits</b>				
13	Medical Insurance	1,541,448	1,750,000	208,552	Shift in population. Family vs. Couple vs. Single
14	Social Security	273,570	273,570	0	
15	HSA Contributions	145,800	145,800	0	
16	Dental Insurance	100,000	100,000	0	
17	Workmans Compensation Insurance	90,000	90,000	0	
18	Employee Retirement	75,000	75,000	(0)	
19	Life Insurance	46,242	35,000	(11,242)	
20	Liability Ins. & Employee Bonding Fees	40,000	40,000	0	
21	Insurance Waivers	32,400	30,000	(2,400)	
22	Cyber Insurance	9,185	9,250	65	
23	Eyewear Self Insurance	4,000	4,000	0	
24		2,357,645	2,552,620	194,975	
25	<b>Central Office</b>				
26	Professional Service Consultants	53,970	15,000	(38,970)	LEARN Technology services(Greg Pont)
27	Fiscal Services	31,400	31,400	0	
28	Dues/Memberships, Board of Education	21,483	20,000	(1,483)	
29	Annual Audit	20,580	20,580	0	
30	Unemployment Compensation	15,000	15,000	0	
31	Office Supplies	12,000	12,000	0	
32	Postage	7,000	4,500	(2,500)	
33	NEASC Expenses	3,500	3,500	0	
34	Contract Negotiations	8,500	8,500	0	
35	Travel/Conferences, Central Office	3,000	3,000	0	

North Stonington Board of Education					
Full Year Forecast vs. Budget					
1-Dec-24					
Line		Full Year Forecast	Full Year Budget	Variance	Comment
36		176,433	133,480	(42,953)	
37	<b>Other Expenses, Schools</b>				
38	Instructional Supplies & Textbooks	176,821	155,961	(20,860)	Hill for Literacy
39	Software & Software Licenses	175,000	175,000	(0)	
40	Student Activities	132,221	120,250	(11,971)	Field Site Preparation (fertilizer, etc)
41	New Equipment	119,340	115,700	(3,640)	
42	Leased Equipment	48,544	29,000	(19,544)	Overages on printers/copiers
43	Office & Other Supplies	25,388	21,165	(4,223)	Copy Paper
44	Dues/Memberships	16,682	17,384	702	
45	Travel/Conferences	6,500	6,500	0	
46	Testing, Special Education	4,846	4,000	(846)	
47		705,343	644,960	(60,383)	
48	<b>Maintenance Services</b>				
49	Repairs, NSES	95,843	27,000	(68,843)	New England Mechanical
50	General Building Services & Supplies	165,746	163,220	(2,526)	
51	Repairs - WHS	59,170	27,500	(31,670)	New England Mechanical, Fire Tech
52	Supplies Athletic Field	30,000	30,000	0	
53	Computer & Network Repairs	15,000	15,000	0	
54	Repairs, Instructional Equipment	14,478	11,280	(3,198)	Science lab
55		380,237	274,000	(106,237)	
56	<b>Utilities</b>				
57	Electricity	329,600	209,000	(120,600)	
58	Natural Gas - Elementary	51,560	70,000	18,440	
59	Telephone	31,088	25,500	(5,588)	
60		412,248	304,500	(107,748)	
61					
62	Transportation	1,058,417	1,107,872	49,455	One less bus being used this year.
63	Tuition	165,178	183,173	17,995	Vocational, Magnet, Sped, NET
64					
65		\$15,642,444	\$15,438,995	(\$203,448)	Variance BEFORE Grants and Special Education Funds



North Stonington Board of Education  
Non-Lapsing Account  
Financial Statement - December 2024

Inv Date	Vendor	Description	Description	Invoice #	Debit	Credit	Balance	Paid	Ck Date	Ck #	Ck Amt
		Fiscal Year 2023 - 2024									
		Add Non-Lapsing funds from FY 2023									
8/31/2023	BOE match	Pave NSES playground (STEAP grant match)	Repave playground - B&W Paving	AR0001529	\$ 35,600.00		\$ 49,145.14				
	GameTime	Playground Equipment	Game Time	PJI-0216813	33,453.23		452,571.41	x	10/27/2023	2001	\$ 35,600.00
	Hampden Engineering Corporation	Shot Clock and upgrade scoreboard (deposit sent)	Installed	723425	4,114.50		419,118.18	x	10/27/2023	2002	\$33,453.23
8/29/2023	Lego Education	STEAM Program supplies	Lego Education	1190578879	4,312.05		448,456.91	x	10/27/2023	2003	\$4,114.50
8/29/2023	Rockler Woodworking and Hardware	Equipment for woodshop	Rockler Woodworking and Hardware		4,783.92		444,144.86	x	10/27/2023	2004	\$4,312.05
	Marucci Contracting	Install New Playground equipment	Finished	1438	11,950.00		439,360.94	x	10/27/2023	2005	\$4,783.92
	American Parks Company	Strata Bouncing Balance Beam	Ordered		2,991.00		427,410.94	x	2/15/2024	2014	\$11,950.00
	Game Time	Sensory Wave Ground Level	Ordered		9,609.39		424,419.94	x	4/25/2024	2019	\$2,991.00
	FEL- Eagles Ice Hockey	COOP sports	Hockey		2,500.00		414,810.55	x	4/25/2024	2021	\$9,609.39
	Woodstock Girls Ice Hockey	COOP sports	Hockey		500.00		412,310.55	x	12/6/2023	2007	\$2,500.00
	New England Stage & Shade	Stage Curtains and backdrop curtains	Installed		13,095.00		411,810.55	x	12/26/2023	2008	\$500.00
	Environmental Systems Control	HVAC system software upgrades	Installed		15,429.00		398,715.55	x	11/20/2023	2006	\$13,095.00
	Sheffield Pottery	Kiln	Installed		6,000.00		383,286.55	x	2/29/2024	2017	\$15,429.00
1/10/2024	Amazon Business	10 Alesis Recital Key Boards	For music instruction	11LM-7XDD-JNYP	2,628.27		377,286.55	x	2/29/2024	2018	\$4,604.00
	Amazon Business	Stage Lighting for NSES	Received	1C7T-VNTC-RMCT	1,940.28		374,658.28	x	1/26/2024	2009	\$2,628.27
	Diamond Landscaping	Field improvements - Baseball/Softball fields	Finished	41712	37,580.00		372,718.00	x	2/28/2024	2016	\$1,940.28
	Glenco Supply Inc	Repair School Zone Warning Lights	Installed	32547	3,520.00		335,138.00	x	2/15/2024	2011	\$37,580.00
	Tom Irwin Advisors	Bid Documentation	Finished	IN00737	3,812.00		331,618.00	x	2/15/2024	2013	\$3,520.00
	Amazon Business	Supplies for Alternative Education Center	1T7Q7VL79Y71	261.92			327,806.00	x	2/15/2024	2015	\$3,812.00
	Amazon Business	Supplies for Alternative Education Center	1NK09XGF4M4D	769.98			327,544.08	x	2/15/2024	2010	\$261.92
	Amazon Business	Supplies for Alternative Education Center	1FK9XDND1VH1	1,389.94	\$	2,421.84	326,774.10	x	7/8/2024	2025	\$769.98
	Digi-Block Inc	STEAM Program supplies	13316	1,079.10			326,726.90	x	7/8/2024	2025	\$1,389.94
	BellXcel (Ary)	Cub Club Software	Received	475	3,450.00		326,726.90	x	2/15/2024	2012	\$1,079.10
	Sportees	COOP sports	Received	1315	1,060.00		323,276.90	x	4/24/2024	2020	\$3,450.00
	Sheffield Pottery	Parts for Kiln	Received	492579	116.00		322,216.90	x	4/24/2024	2024	\$1,060.00
	Rtverhead Building Supply	Supplies for woodworking	Received		1,345.89		322,100.90	x	4/24/2024	2023	\$116.00
	Connecticut Business Systems	Installation of wiring for cameras	Finished	3/13/2024	16,638.11		320,755.01	x	4/24/2024	2022	\$1,345.89
	Anchor Installation	Roof Repair	Bird damage to NSES		9,366.30		304,116.90	x	7/8/2024	2028	\$16,638.11
	Wellness Day Expenses	Wellness Day Expenses	Various People		1,548.37		294,750.60			Open	
	Sport Court	Playground Installation	1494		7,650.00		293,202.23	x	7/8/2024	various	\$1,548.37
							285,552.23	x	7/2/2024		\$7,650.00

		Expenditures Encumbered									
Needs	Comments	Item	Description	Goal Alignment	Cost/Left to spend	Approved Date	Spent Encumbered	d	Installed	Cost	
Furniture											
Instructional Needs	Reallocated from Town Capital Budget	Irrigation System for all WHS fields	Tom Irwin Associates bid specs	3	\$ 46,000.00	3/13/2024					
Instructional Needs		Before & After School Program - Inaugural Year Roll Out	Cub Club		35,000.00	3/13/2024					
Storage Container					12,000.00	9/11/2024					
					<u>\$ 93,000.00</u>	Unspent approved funds					
					<u>\$ 192,552.23</u>	Uncommitted Funds					

## Board of Education Minutes

November 6, 2024

### DRAFT

A Special Meeting of the Board of Education was held virtually on November 6, 2024, beginning at 5:30 PM. Present were Mr. Burdick, Mrs. Main, Mrs. Mastroianni, Mrs. Mazzella, Dr. Towle-Weicksel. Also present were Mr. Hopkins, Mrs. Schilke, Mrs. Costello, Julia Pelletier, John Gaccione, Carissa Browne, Muryn Mason, Christina Main and Ashley Christian. Absent were Mr. Stefanowicz, and Mrs. Wagner.

#### 1. Call to Order

Chairperson Mastroianni called the Special Meeting to order at 5:30 p.m.

#### 2. Facilities and Finance

##### 2.a. September Financials to BOF

Motion to move the September financials to the BOF. This motion, made by Main and seconded by Towle-Weicksel, Carried.

Burdick: Yea, Main: Yea, Mastroianni: Yea, Mazzella: Yea, Towle-Weicksel: Yea.  
Yea: 5, Nay: 0, Absent: 2

#### 3. New Business

##### 3.a. Give Back Club Trip Approval

Motion to approve the Give Back Club disaster relieve trip. This motion, made by Main and seconded by Towle-Weicksel, Carried.

Burdick: Yea, Main: Yea, Mastroianni: Yea, Mazzella: Yea, Stefanowicz: Absent,  
Towle-Weicksel: Yea, Wagner: Absent  
Yea: 5, Nay: 0, Absent: 2

#### 4. Adjournment

Motion to adjourn at 5:50 p.m. This motion, made by Burdick and seconded by Main, Carried.

Burdick: Yea, Main: Yea, Mastroianni: Yea, Mazzella: Yea, Stefanowicz: Absent,  
Towle-Weicksel: Yea, Wagner: Absent  
Yea: 5, Nay: 0, Absent: 2

Respectfully submitted by  
Irma Wilhelm  
Recording Secretary to  
The Board of Education

**Board of Education Minutes**  
November 13, 2024

**DRAFT**

A Special Meeting of the Board of Education was held in a hybrid format on November 13, 2024, beginning at 6:30 PM in the North Stonington Education Center. Present were Mr. Burdick, Mrs. Main, Mrs. Mastroianni, Mrs. Mazzella, Mr. Stefanowicz, Dr. Towle-Weicksel, Mrs. Wagner. Also Present were Student Ambassadors Grace Cassata, James Noyes Kimberly and Mrs. Kim Haggerty, Teaching & Learning Director, Mr. Troy Hopkins, Superintendent of Schools. Mr. Patrick Austin was in the audience.

1. Call to Order

Mrs. Mastroianni, Board Chair, called the special Board of Education meeting to order at 6:30 pm.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Public Comment

Please be advised that our meeting structure does not allow for two-way dialogue during public comment, but the Board uses this information to guide their decision-making. Depending on the topic, they may ask the Superintendent or another District employee to follow up with you. Likewise, public comment might lead to a topic being added to a future meeting agenda.

None

4. **Presentations**

4.a. Trail Presentation, Sophie Zichichi

Sophie Zichichi, presented her Eagle Scout Project. This project involved improving the trail for the cross-country team. The presentation is filed with the original minutes. Questions were asked and answered.

4.b. Instruction and Learning Presentation, Kim Haggerty

Kim Haggerty, presented on the Instruction and Learning. The report is attached to the original meeting minutes. Questions were asked and answered.

5. **Reports**

5.a. Superintendent Report

Mr. Troy Hopkins, Superintendent of Schools, reported. Questions were asked and answered.

5.b. BOE Chair Report

Mrs. Mastroianni, BOE Chair, reported.

5.c. Student Ambassador Report

Grace Cassata and James Noyes, student ambassadors presented. Report is attached to the original minutes.

6. **Old Business**

6.a. BOE Calendar Adjustment based on Budget Timeline

Motion to amend the 2025 Schedule of Meetings as stated by the Chair. This motion, made by Stefanowicz and seconded by Main, Carried.

Burdick: Yea, Main: Yea, Mastroianni: Yea, Mazzella: Yea, Stefanowicz: Yea,  
Towle-Weicksel: Yea, Wagner: Yea

Yea: 7, Nay: 0, Absent: 0

7. **New Business**

7.a. BOE Vacancies and Appointments

Motion to appoint Patrick Austin to the Board of Education vacant position. This position will go through November 2025. This motion, made by Wagner and seconded by Main, Carried.

Burdick: Yea, Main: Yea, Mastroianni: Yea, Mazzella: Yea, Stefanowicz: Yea,  
Towle-Weicksel: Yea, Wagner: Yea

Yea: 7, Nay: 0, Absent: 0

8. **Administrative**

8.a. **Consent Agenda**

Motion to approve the consent agenda. This motion, made by Stefanowicz and seconded by Main, Carried.

Burdick: Yea, Main: Yea, Mastroianni: Yea, Mazzella: Yea, Stefanowicz: Yea,  
Towle-Weicksel: Yea, Wagner: Yea

Yea: 7, Nay: 0

8.a.i. Approval of Minutes of October 23, 2024

8.a.ii. Policies - 4000.1/4200.1/5145.44, 0521, 6148, 6172

9. **Policy**

9.a. Policy 3171.1 - Non-Lapsing Education Fund

Motion to approve Policy 3171.1 - Non-Lapsing Education Fund. This motion, made by Wagner and seconded by Burdick, Carried.

Burdick: Yea, Main: Yea, Mastroianni: Nay, Mazzella: Nay, Stefanowicz: Yea,  
Towle-Weicksel: Yea, Wagner: Yea

Yea: 5, Nay: 2

9.b. Bylaws - 9123, 9124, 9130, 9132

10. BOE Comments for Future Agenda Items

Revisiting Homework Club.

11. Public Comments

None

12. Adjournment

Motion to adjourn the Special Meeting at 8:05 p.m. This motion, made by Main and seconded by Burdick, Carried.

Burdick: Yea, Main: Yea, Mastroianni: Yea, Mazzella: Yea, Stefanowicz: Yea, Towle-Weicksel: Yea, Wagner: Yea

Yea: 7, Nay: 0

Respectfully submitted by  
Irma Wilhelm  
Recording Secretary to  
The Board of Education

**Bylaws of the Board**

**Secretary**

A member of the North Stonington Board of Education shall be elected Secretary and shall perform the duties assigned by law and the Board.

The Secretary or Board’s designee shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson, and reports of the Superintendent.

(cf. [9120](#)- Officers and Auxiliary Personnel)

(cf. [9124](#)– Recording Secretary/Clerk)

Legal Reference: Connecticut General Statutes

[10-218](#) Officer. Meetings.

[10-224](#) Duties of secretary.

[10-225](#) Salaries of secretary and attendance officers.

**Bylaw adopted by the Board: June 6, 2007**

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

## **Bylaws of the Board**

### **Recording Secretary/Clerk**

The Board of Education shall be staffed by an individual who will serve as Recording Secretary.

The Recording Secretary/Clerk shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson/President, and reports of the Superintendent.

Legal Reference: Connecticut General Statutes

[10-218](#) Officers.

[10-224](#) Duties of secretary.

[10-225](#) Salaries of secretary and attendance officers.

**Bylaw adopted by the Board: June 6, 2007**

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

## **Bylaws of the Board**

### **Committees**

Committees of the Board of Education shall be established at the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board.

Duties of each committee shall be determined as a committee is formed.

Each committee may make a report through its Chairperson at each regular meeting of the Board of Education.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

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

The Board of Education shall act as a committee of the whole in final consideration of all matters.

### **Record Keeping**

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members.

(cf. [9132](#)-Standing Committees)

(cf. [9133](#)-Special/Advisory 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: June 6, 2007**

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut



## **Bylaws of the Board**

### **Standing Committees**

Standing committee members shall be appointed by the Chairperson of the Board of Education at a Board of Education meeting at such time as the Board decides to create or recreate the committee. The Chairperson shall be an ex-officio member of each standing committee.

Each standing committee shall be considered to be in session for two years. The duties of the committee shall be outlined at the time of appointment, and the committee shall regularly report to the Board of Education.

The North Stonington Board of Education shall have standing committees to address the operations of the Board which shall include committees on:

- Student Success
- Facilities and Finance
- Community Outreach

The committees will be responsible for matters concerning the following topics:

Student Success – Curriculum, Policy, and Personnel

Facilities and Finance – Facilities and Finance

Community Outreach – Athletics and Community Resources

### **Standing Committee Membership**

The members of the committee shall elect a committee Chairperson of each standing committee from among its members.

1. The Board of Education Chairperson shall appoint no less than three (3) members to a standing committee.
2. Ad hoc and liaison assignments are not considered to be standing committees.
3. Any member of the Board who is interested in serving on a standing committee shall notify the Chairperson promptly concerning their interest.
  - A. Each Board member must serve on at least two standing committees.
  - B. No Board member may serve on more than three standing committees.
  - C. No Board member may chair more than one standing committee.
4. The standing committee members shall be designated by the Chairperson of the Board.

5. The Board Chairperson will serve as an ex-officio on all standing committees.
6. Any member of the Board may attend standing committee hearings; however, they will be unable to participate.
7. Standing Committee Chairpersons and members on standing committees shall serve for the same term as the Board Chairperson.

### **Record Keeping**

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members.

(cf. [9130](#)- 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: June 6, 2007**

**Bylaw revised: December 8, 2010**

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

## **Bylaws of the Board**

### **Policies**

#### **Introduction**

Board of Education policies translate beliefs and desires of elected officials into action through the Superintendent of Schools and the school staff. Except for specific meeting decisions, policies are a Boards' best means of shaping district education through specifying in Board policy "what will be done." The Superintendent's administrative regulations provide the administrative "how it will be done" to accompany Board of Education policies

Policies also make it clear, at least by implication, that Superintendents are expected to follow the direction of the entire Board as it is expressed through its policies. On a daily basis, Board policies, except for bylaws, are primarily for the guidance of the Superintendent of Schools and his/her staff. It is, however, the Board's responsibility to ensure the Superintendent uses policies in making decisions; it is, similarly, the Superintendent's responsibility to insist that both policies and their amplifying regulations are followed by everyone in the school system

#### **Organization and Contents of Policy Manuals**

Policy manuals contain three basic types of entries — Board of Education policies, Superintendent of Schools regulations, and Board of Education bylaws:

1. Policies are guides for discretionary action by the Superintendent of Schools and staff; not all policies require administrative regulations;
2. Regulations are the Superintendent's amplifications of Board policies into specific staff actions; not all administrative regulations require policies;
3. Bylaws are rules governing Boards of Education's internal operations.

#### **Development of Board Policies**

The development of sound educational policies is one of the primary duties of the Board of Education. Policies serve to promote democratic and responsive school governance and constitute a major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent of Schools and his/her staff. Policy development and revision should follow these principles:

1. Policies and regulations shall be given high priorities by the Board and by the Superintendent of Schools;
2. Many people at different levels shall be given opportunities to participate in development and review of policies and regulations;

3. Procedures for development and revision of policies and regulations shall be clear and well understood; participants shall know their roles and authority; lines of communication shall be observed;
4. Use of policies and regulations as guides to action shall be stressed at all organizational levels, and policy or regulatory violations shall not be overlooked or condoned;
5. Policy and regulatory effectiveness shall be monitored regularly by the Board of Education, the Superintendent of Schools, and by other staff members;
6. Board members and administrators shall guard against intrinsic problems of policies and regulations. (*rigidity and inflexibility, bureaucratic or insensitive administration of policy, etc.*)

Anyone may propose a new policy or policy changes — members of the community, the staff, students, Superintendent, or Board members. Proposed new policies and policy changes from staff shall be forwarded to the Superintendent for presentation to the Board. Although the Board encourages and welcomes community, staff and student involvement, only the Board may establish policy.

The Superintendent is encouraged to submit written recommendations for new policies and for revision of existing policies as necessary for the effective operation of the public schools.

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official policy manual maintained by the Superintendent. Policy manuals and copies of new and changed policies shall be distributed to all members of the Board of Education and school administrators, and shall be made available to the staff, students, and general public.

### **Adoption and/or Amendment of Board of Education Policies**

Procedure for the adoption of a new policy or the amendment of existing policy shall be:

1. Upon referral to the policy committee, the committee will develop a statement of policy or change of existing policy based on the following:
  - a. Suggestions and requests from Board members;
  - b. Recommendations from the Superintendent of Schools;
  - c. Statutory requirements;
  - d. Citizen input.
2. The policy committee shall present a policy statement, or revised policy statement, with its recommendations to the Board at a regular Board meeting. No action shall be taken at this presentation meeting.
3. The Board shall act on proposed policies at regular meetings of the Board at which time amendments to the policy proposals may be made and the policies approved if the changes

are not a departure from the essence of the policy proposal; if the proposed changes are major, a policy should be brought back for a second review at the next regular meeting with a further recommendation from the Board's policy committee. Proposed policy changes approved by majority vote of the Board shall take immediate effect.

4. For proposed policy statements, new or revised, because of changes or additions to Connecticut General Statutes or State Board of Education Regulations, approval may be given at the initial presentation.

Formal adoption of policies and/or amendments of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of education to prescribe rules, policies, and procedures.

Bylaw adopted by the Board: