

Bylaws of the Board

Formulation, Adoption, Amendment of Policies

The New Fairfield Board of Education considers policy development its chief function, along with appraisal of the result achieved **periodic review** through its policies. It is through the development and adoption of written policies that the Board shall exercise its leadership in the operation of the school system; **and** it is through study and evaluation of reports concerning the execution of its written policies that the Board shall exercise its control over school operations.

It is the intent of the Board to develop policies and put them in writing so that they serve as guidelines and goals for the successful and efficient functioning of the public schools.

Written policies serve as ~~guides~~ **guidelines** for the discretionary ~~action~~ **actions of all district employees** ~~those to whom it delegates authority~~ and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. Thus policy development is an ongoing process.

Policy Adoption

Adoption of new policies ~~or~~ **and** changing existing policies ~~is~~ **are** solely the responsibility of the Board.

Policies will, barring emergencies, be adopted or amended after consideration for at least thirty days by the Board of Education. The time between Board meetings shall permit further ~~study~~ **study**, and also ~~give~~ **provide** an opportunity ~~to~~ **for** interested parties to ~~react~~ **be heard on the matter**. ~~However,~~ **Regarding matters** of unusual urgency, the Board may waive the above procedures and take immediate action to adopt or revise existing policies. When such immediate action is necessary, the Superintendent shall inform ~~concerned~~ **interested** groups or individuals ~~about the~~ **as to the** reasons for ~~this necessity~~. **the waiver for this procedure.**

The agenda and minutes shall be marked to indicate policy matters. The formal adoption of policies shall be by majority vote of the Board of Education in attendance and the action shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

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Formulation, Adoption, Amendment of Policies (continued)

Policy Dissemination

The Superintendent is directed to establish and maintain an orderly plan for making pertinent policies of the Board known to staff members, students, and others affected by them.

The Superintendent shall arrange to disseminate to staff members all new policies that affect them and their work and shall also provide easy access to an up-to-date policy collection for all employees of the school system and members of the Board.

The Board's policy manual shall be considered a public record and shall be open for inspection at the Board offices.

Reference: Robert's Rules of Order, Revised

Bylaw adopted by the Board: June 23, 1999
Bylaw readopted: May 3, 2007

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut