

**Board of Education Meetings**

All of the Wallingford Board of Education meetings are open to the public except when the Board goes into executive session for such reasons as law permits.

**I. REGULAR MEETINGS**

The Board shall normally hold one meeting per month during the school year. The exact time and place of these meetings shall be determined by the Board on an annual basis and a schedule of all such regular meetings must be filed with the town clerk no later than January 31<sup>st</sup> of each year. No regular meeting of the Board of Education may be held sooner than 30 days after the filing of the schedule.

**II. SPECIAL MEETINGS**

Special meetings may be called by the chairperson or shall be called by the secretary upon written application to him/her by any three Board members.

Notice of each special meeting of the Board of Education shall be filed in the office of the town clerk by the clerk of the Board of Education. Such notice shall be filed not less than twenty-four hours in advance of the meeting and shall provide the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the superintendent or the clerk of the Board of the time, place and business to be transacted at a special meeting. Such notice of a special meeting must be delivered to the home of each member of the Board unless the individual member has waived in writing such delivery. Notification of Board members shall occur not less than 24 hours prior to the time of the special meeting.

**III. PUBLIC NOTIFICATION OF MEETINGS**

- A.** Where practical, the Board will give notice of each regular and special meeting to any person who has filed a written request for such notice. The Board may charge a reasonable fee for this service.
- B.** Every effort shall be made to notify the press as to the scheduling of all meetings. The clerk of the Board shall supervise this notification.

**Legal References:** Connecticut General Statutes  
1-21. Meetings of government agencies.  
1-21c. Mailing notice of meetings to persons filing written requests.  
10-218. Officers. Meetings.

**Policy Approved:** 3/20/00