



**Stratford Board of Education**  
1000 East Broadway-Stratford CT 06615

**Monday, March 18, 2019**

**MEETING NOTICE**

**To:** All Members of the Committee  
**Fr:** Vinny Faggella, Committee Chair

The **School Plant Planning Committee** will hold a *special meeting* on Thursday, March 21, 2019. The purpose of the meeting is stated in the agenda below. The meeting will be held in the Board Room at the Administration Center, and is set to immediately follow the Chairmen's meeting (at 6:30 PM).

**AGENDA**

- I. Call To Order (Opening of Meeting)**
  - a. Welcome and Confirmation of Quorum.
- II. Items for Review / Possible Action**
  - a. Committee Organization
- III. New Business**
- IV. Adjournment**

The next meeting of this Committee is TBD.

cc: Board Members, Dr. Robinson, Administration, PTA Council, Unions, Board Secretary, Media

*ANY INDIVIDUAL WITH A DISABILITY WHO NEEDS SPECIAL ASSISTANCE TO PARTICIPATE  
IN THE MEETING SHOULD CONTACT THE TOWN CLERK AT 385-4020 (TDD)  
5 DAYS BEFORE THE MEETING, IF POSSIBLE"*

Received / Posted at Town Clerk's Office:

MAR 19 2019

Date:

By:

School Plant / Planning Committee  
Purpose & Duties

(Board Bylaws: 9132(c))

**School Plant / Planning Committee** shall receive reports from subcommittees in regards to special projects. Their purpose is:

- a) To recommend building use policy including rental rate policy.
- b) To review population trends and the effect on school enrollments.
- c) To review proposals for districting of students.
- d) To review and establish school boundaries, and hear boundary appeals.
- e) To serve as a hearing board for transportation complaints.
- f) To review and prepare plans for alterations, renovations to meet requirements of state law.
- g) To prepare a five-year capital improvement plan.
- h) To meet regularly with the Town Council's Building Needs Committee.
- i) To keep the Building Committee advised of school system's capital improvement requirements.
- j) To serve as liaison committee between building committee and Board in new construction.
- k) To provide support and direction in pursuit of state and federal grants for renovations and new construction.
- l) To review and discuss security measures.

## **Bylaws of the Board**

### **Committees**

Committees of the Stratford 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. Each committee shall make its annual report at the meeting **prior to** the first regularly scheduled meeting in December.

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. The minutes shall include the names of the committee members present or absent, listing of topics discussed and committee recommendations.

(cf. 9131 – Committee of the Whole)  
 (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.