

BOE Policy Committee Minutes
November 13, 2019, 8:30 AM – 10:00 AM
Municipal Building, BOE Conference Room
3 Primrose Street, Newtown, CT 06470

CALL TO ORDER Meeting was called to order at 8:36 a.m.

IN ATTENDANCE

Rebekah Harriman-Stites, Dan Cruson, Lorrie Rodrigue

PUBLIC PARTICIPATION

None

APPROVE MINUTES Rebekah Harriman-Stites made a motion to approve the minutes of October 30, 2019. Dan Cruson seconded. Motion was unanimously approved.

UNFINISHED NEW BUSINESS

Discussion and possible action:

Action	Follow-up
<p>Bylaw 9325 – Meeting Conduct The Committee agreed to replace the following wording in #3 of the bylaw “All charges or complaints against employees shall be submitted to the Board of Education under provisions of Board of Education policy.” with “All charges or complaints against employees shall be submitted to the Superintendent who will notify the Board when appropriate.”</p>	<ul style="list-style-type: none"> • S. Connell will send this bylaw to K. June for review by the Board of Education.
<p>Bylaw 9325.1 – Quorum and Voting Procedures The Committee agreed to use our current bylaw adding the following language from the CABA version of the bylaw. “The Board may take no action in the absence of a quorum except to adjourn to another date, unless this Bylaw is waived in accordance with Bylaw 9311.” They also agreed to add the following language from Bylaw 9325.4. “A Board member has the right to abstain from voting. The abstention is neither a positive or negative vote. An abstention has the same effect as if the Board member had voted on the prevailing.”</p>	<ul style="list-style-type: none"> • S. Connell will send this bylaw to K. June for review by the Board of Education.
<p>Bylaw 9325.2 – Order of Business The Committee agreed to combine Bylaw 9325.2 – Order of Business with Bylaw 9325.21 – Consent Agenda.</p>	<ul style="list-style-type: none"> • S. Connell will send this bylaw to K. June for review by the Board of Education.
<p>Bylaw 9325.21 – Consent Agenda Combined with Bylaw 9325.2 – Order of Business. Rescind Bylaw 9325.21 – Consent Agenda.</p>	<ul style="list-style-type: none"> • S. Connell will send this bylaw to K. June for Board of Education review to rescind.

<p>Bylaw 9325.3 – Parliamentary Procedures (Rules and Debates) The Committee agreed to replace the following wording in the bylaw with <u>Robert’s Rules of Order</u> language regarding motions. “The member who has made a motion shall have the privilege of being the last speaker on the motion. A motion to reconsider may be made by a member on the prevailing-side. Such a motion may be made only at the same meeting or at a reconvened meeting.”</p>	<ul style="list-style-type: none"> • S. Connell will send this bylaw to K. June for review by the Board of Education.
<p>Bylaw 9325.4 – Voting/Vote Recording Minutes The Committee agreed to remove the following language from the bylaw and add it to Bylaw 9325.1. “A Board member has the right to abstain from voting. The abstention is neither a positive or negative vote. An abstention has the same effect as if the Board member had voted on the prevailing.”</p>	<ul style="list-style-type: none"> • S. Connell will send this bylaw to K. June for review by the Board of Education.

NEW BUSINESS

Discussion and possible action:

<p>Bylaw 9326 – Taping Recording Board Meetings / Recording Devices The Committee agreed to use our current bylaw revising #1 under the Taping/Recording Board Meetings section to read as follows. “Board of Education public meetings may be recorded or broadcasted, To protect privacy and to make the public aware, a sign will be posted or the presiding officer will announce whether the Board meeting will be recorded.”</p>	<ul style="list-style-type: none"> • S. Connell to bring the edited bylaw to next meeting for final review. • L. Rodrigue will speak with First Selectman, Dan Rosenthal, on posting a sign on the Council Chambers doors regarding meetings being recorded.
<p>Bylaw 9327 – Electronic Mail Communications The committee agreed to use our current bylaw adding the following language from the CABA version to the #5 bullet under the Guidelines for Board E-mail Usage section. “Security of e-mail communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district’s technology specialist. It was also agreed to strike the following wording “delivered via courier” under the Accessing E-Mail section.</p>	<ul style="list-style-type: none"> • S. Connell to bring the edited bylaw to next meeting for final review.

<p>Bylaw 9330 – Board School System Records A short discussion took place regarding bylaw. The committee agreed to invite the Director of Technology, Carmella Amodeo, to an upcoming policy meeting to review bylaw.</p>	<ul style="list-style-type: none"> • S. Connell will invite Carmella Amodeo to an upcoming policy meeting to discuss this bylaw. • D. Cruson will review bylaw and come back to the committee with suggestions.
<p>Bylaw 9340 – School Board Members Bylaw is not needed. The committee agreed to rescind Bylaw 9340 – School Board Members.</p>	<ul style="list-style-type: none"> • S. Connell will send this bylaw to K. June for Board of Education review to rescind.
<p>Bylaw 9350 – Hearings After discussing this bylaw, the committee thought it would be best to get input from CAFE and Shipman and Goodwin before making any changes.</p>	<ul style="list-style-type: none"> • S. Connell will reach out to CAFE to find out if something changed in the bylaw, why our bylaw is so different from CAFE’s version and if this is a required bylaw. • L. Rodrigue will forward bylaw to Shipman and Goodwin for their review and input.
<p>Bylaw 9360 – Legislative Program The committee agreed to use the CAFE version of this bylaw. No edits to the CAFE version are required.</p>	<ul style="list-style-type: none"> • S. Connell will send this bylaw to K. June for review by the Board of Education.
<p>Bylaw 9400 – Monitoring Products and Processes (Self Evaluation) The Committee agreed to use our current bylaw adding the following language from the CAFE version of the bylaw under the heading Policy Review and Evaluation. “The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students, and the community to provided evidence of the effect of the policies which it has adopted.”</p>	<ul style="list-style-type: none"> • S. Connell will send this bylaw to K. June for review by the Board of Education.

The following questions were sent to the Committee from Michelle Ku, Chairman of the Board of Education.

Bylaw 9130 – Committees - M. Ku asked why “Ad Hoc” was crossed out in “Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest.”

The committee crossed out Ad Hoc because they thought the heading was enough.

Bylaw 9272 – Code of Conduct on Data Use - M. Ku suggested replacing “1” with “Look to the Board Chair as the point person to direct data requests. The Board Chair will ensure that requests for information that is readily available are directed to the Superintendent and that the responses are distributed to all Board members. If responding to a request will redirect a significant amount of staff time, the Chair should ensure that the Board discusses and acts on the request.”

The committee agreed it was best the Board member go directly to the Superintendent. If the request was going to take a considerable amount of time, the Superintendent would go to the Board Chairman.

Bylaw 9311 – Formulation, Adoption, Amendment of Policies - M. Ku suggested removing “The format adoption of policies shall be the majority vote of all members present of the Board of Education and the action shall be recorded in the minutes of the Board of Education” since it seems redundant of the previous paragraph.

The committee agreed with making this change.

UPDATE FROM THE SUPERINTENDENT

No Report

A motion was made by Rebekah Harriman-Stites to move Bylaw 9325 – Meeting Conduct, Bylaw 9325.1 – Quorum and Voting Procedures, Bylaw 9325.2 – Order of Business, Bylaw 9325.3 – Parliamentary Procedures (Rules and Debates), Bylaw 9325.4 – Voting/Vote Recording Minutes, Bylaw 9360 – Legislative Program, Bylaw 9400 – Monitoring Products and Processes (Self Evaluation) to the Board of Education for review. Dan Cruson seconded. Motion was unanimously approved.

A motion was made by Rebekah Harriman-Stites to send Bylaw 9325.21 – Consent Agenda, Bylaw 9340 – School Board Members, Bylaw 9005 – Statement of Integrity, Bylaw 9011 – Accountability, Bylaw 9020.2 – Public Announcement of District Accomplishments, Bylaw 9040 – Board-Related Responsibilities, Bylaw 9110 – Board of Education/Town Charter Provision – Rescind, Bylaw 9213 – Oath of Office, Bylaw 9260 – Board Member Protection, Bylaw 9311.1 – Review of Board Policy, Bylaw 9120 – Officers, Bylaw 9121 – Chairperson, Bylaw 9122 – Office of the Vice Chairperson, Bylaw 9123 – Secretary, Bylaw 9312 – Formulation, Adoption, Amendment of Administrative Regulation, Bylaw 9313 – Formulation, Adoption, Amendment of Administrative Regulation, Bylaw 9314 – Suspension of Policies, Bylaws, Regulations, Bylaw 9314.1 – Conflict with Statute, Bylaw 9320 – Meetings of the Board, Bylaw 9321.1 – Workshop Meetings, Bylaw 9321.2 – Informational Meetings, Bylaw – Committee of the Whole, Bylaw 9132 – Standing Committee, Bylaw 9133 – Special Committees/Temporary Committees/Adhoc Committees, Bylaw 9325.43 – Attendance at Meeting via Electronic Communications to the Board of Education to review to rescind. Dan Cruson seconded. Motion was unanimously approved.

PUBLIC PARTICIPATION:

None

ADJOURNMENT

Rebekah Harriman-Stites made a motion to adjourn the meeting. Dan Cruson seconded. Motion was unanimously approved. Meeting was adjourned at 9:23 a.m.

Submitted: Rebekah Harriman-Stites, Policy Committee Chair