

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting on November 6, 2019 at 7:30 p.m. in Reed Intermediate School Library, 3 Trades Lane.

M. Ku, Chair	L. Rodrigue
R. Harriman-Stites, Vice Chair	A. Uberti
D. Cruson, Secretary	R. Bienkowski
D. Leidlein (absent)	8 Staff
J. Vouros	1 Public
A. Clure	1 Press
D. Delia (absent)	
H. Jojo	

Mrs. Ku called the meeting to order at 7:31 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Consent Agenda

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the consent agenda which includes the minutes of October 18, 2019 and the correspondence report.
Mr. Cruson seconded. Motion passes unanimously.

Item 3 – Public Participation

Item 4 – Reports

Chair Report: Mrs. Ku congratulated the Board members who won seats on the Board and our Board member who will be leaving to serve on the Legislative Council.

Superintendent's Report: Dr. Rodrigue congratulated our Board members who were re-elected, Mr. Vouros and Mrs. Harriman-Stites, and the new Board member, Mrs. Zukowski, and looks forward to working with them. Congratulations also to Mr. Clure moving on to the Legislative Council and wished him well.

The enrollment report shows 4,205 students as of October 31. This is lower than the projections we are using now but 100 students higher than the low projections. Yesterday our staff development day was held at the high school with presenters were Nancy Boyles and Steve Gross who gave the keynote address. She thanked Mrs. Uberti who coordinated this entire event, which was very meaningful for our staff.

Dr. Rodrigue referred to the two questions from Peter Prowda's enrollment study presentation which focused on projections. Regarding the effect of a recession on the projections he responded that he would expect it to cause a decrease in new home construction, a decrease in sale of existing homes, and a decline in births. The second question regarding the margin of error on the projections he responded that there is no formula to determine error in a projection and that larger communities tend to be more stable.

Committee Reports: Mrs. Harriman-Stites said the Policy Committee met twice since the last meeting and continue to move forward with Board bylaws

Mr. Vouros said at the last Curriculum and Instruction Committee meeting Dr. Longobucco presented the grading policy at the high school. She will be speaking about this at the next Board meeting.

Mrs. Ku attended the middle school PTA meeting where there was a discussion on fund raising and awards for their Veteran's Day assemblies.

Mr. Vouros attended the high school PTA meeting which has a very active group this year.

Student Report:

Ms. Jojo stated that Mr. Chand was unable to attend tonight's meeting but had attended the State Board of Education meeting today. They are working on having more communication with local boards and were looking forward to the upcoming CABA Conference.

Last week was spirit week and Monday night was the homecoming dance at the Amber Room. Spring sports are coming to an end and the Unified Soccer yearly tournament was held last week. Many college applications have been sent out for early action and early decision.

Item 5 – Presentations

Dr. Rodrigue introduced Mrs. Uberti and the staff who has worked on this SEL report.

Mrs. Uberti displayed the SEL section of the district website. Melissa Arsenault, a counselor, and Marlene Bucci, a paraeducator, at Middle Gate School, spoke about the success of the mindfulness room there which is offered to every classroom.

Sara Strait, who teaches the Project Adventure and Beyond course at Reed Intermediate School, said that every Reed student goes through the course. We focus on being in the moment, being safe, being honest, and setting goals.

Jim Ross, Assistant Principal at the middle school, said there is a lot of team building which includes trips to NYA. We also use a full value contract in Project Adventure and it is impeded in our PE classes. Second Step is the resource we use in junior advisory. School counselors have lessons in the classrooms in line with SEL.

Lauren Scheintop, social worker, and Bret Nichols, Director of K-12 Counseling Services, spoke about SEL in the high school. Mr. Nichols said it was a pleasure seeing it developing at the high school where we use Project Empower to roll out our SEL curriculum. Juniors and seniors will have different lessons. Ms. Scheintop stated there was a summer committee to develop the Project Empower curriculum. Ninth and tenth graders are participating during Advisory. Capstone is for seniors.

Item 6 – Old Business

Policy 9100:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve Policy 9100 Organization Meeting of the Board. Mr. Cruson seconded.

Mrs. Harriman-Stites said the discussion was about someone else moderating the election of officers. Our recommendation is to move and be in line with other boards in Town so "Superintendent" has been changed to "Town Clerk" as he person to call the meeting to order and serve as the temporary Chairperson until one is elected. She spoke to Dan Rosenthal and he agreed to allow her to serve in this capacity.

Mrs. Ku appreciated the work that went in to research this. When using the Town Clerk came up she checked with CABA for feedback from chairs in other districts. They couldn't find anyone that used the Town Clerk. Most towns used the Superintendent to moderate the election of the Chair with 11 of 17 or 18 districts using that procedure. Three districts use a mayor and three depended on the previous chair, vice chair or secretary to do the election. One district elects a temporary chair to elect the new chair. She feels the Town Clerk, mayor and

board members are members of political parties which leaves the Superintendent as not being partisan. It puts the Superintendent in an awkward position if something happens. We have no authority over the town clerk because she is town employee and is not obligated to do anything the Board of Education asks. She proposed to go back to have the Superintendent facilitate the election of the Chairperson.

Mrs. Harriman-Stites was inclined to stay with the decision of the Policy Committee but understands Mrs. Ku's position. Also, for one of the people around the table there could be a conflict if the Superintendent does it. The Town Clerk's job is presiding over the election process for the town and is sworn to not having a partisan position.

Mr. Cruson agrees with the way it was written by the Policy Committee but understands the concerns. He was not in favor of it being another Board member. Regarding the Town Clerk being under the First Selectman, he is an ex officio member of the Board of Education and can appoint someone. The Superintendent doesn't have a stake in it and asked Dr. Rodrigue's opinion.

Dr. Rodrigue said she was fine with any decision. She would rather see someone outside of this group to preside over the election, but understands Mrs. Ku's point.

Mr. Vouros didn't know why what we've been doing in the past is not working for other Board members if there were no problems.

Mrs. Ku was fine with the way it has been done.

Mrs. Harriman-Stites said the previous chair spoke to counsel which led to further discussion that it should be done that way so they looked at the entire process. This is a clean way to do things that takes pressure off the Superintendent. She will preside over the election of the chair only.

Mr. Clure supports the Town Clerk presiding over this. When we don't have a Chair in place the Board isn't functioning until one is elected. It's a very quick and easy process. Hopefully no one is biased.

Mrs. Harriman-Stites said we would follow Roberts Rule of Order which is what the other boards do. She doesn't feel the Town Clerk would have any confusion on practice.

Vote: 4 ayes, 1 nay (Mrs. Ku) Motion passes.

Item 7 – New Business

CIP:

Mrs. Ku said the CIP had been presented to the Board of Finance who had a number of questions. This is the new CIP approved by the Board subcommittee.

Dr. Rodrigue said our new Director of Facilities addressed the Hawley HVAC project because there were a number of questions. We needed to have a better handle on the project. The cost of abatement was not included in the project. This is the better way to move forward. We added turf for the high school back fields which we feel is necessary and also used by Parks and Rec.

Mr. Clure asked if sandblasting the stadium seating would work in year two with the renovation of the high school track to which Dr. Rodrigue said it would not but we are looking at other options for the seating.

Mr. Cruson asked there were discussions about potentially moving the replacement of the turf to year one to even out the totals.

Dr. Rodrigue said we talked about making as little changes as possible so we didn't want to move other things around.

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the recommended changes to the CIP. Mr. Cruson seconded. Motion passes unanimously.

CABE Delegate:

Mrs. Ku said an assembly was being held before the CABE Conference with voting on resolutions. We can have the entire Board attend the assembly but we need one to vote. She hoped to be appointed for that.

MOTION: Mrs. Harriman-Stites moved that the Board of Education appoint Michelle Ku to the 2019 CABE Delegate Assembly on November 14, 2019. Mr. Cruson seconded. Motion passes unanimously.

First Read of Policies:

Mrs. Harriman-Stites reviewed the following policies.

9130 – There were language changes around consolidating policies.

9222 – There was a slight change on page 2 having the vote by a 2/3 majority on censure.

9272 – They felt it was important that the Superintendent be the conduit instead of the Board of Education with any data requests and that communication would be shared with each Board member. This would streamline the process.

Mrs. Ku felt this was important. It takes a lot of staff time to answer questions.

Mrs. Harriman-Stites said the Superintendent decides and makes recommendations of what questions would be answered and how requests would be addressed.

Mr. Clure asked if this was just for internal data to which Mrs. Harriman-Stites said it was.

2020 Schedule of Board of Education meetings:

MOTION: Mrs. Harriman-Stites moved that the Board of Education approve the 2020 Schedule of Board of Education meetings. Mr. Cruson seconded.

Mr. Cruson noted that in the past we have moved the July and August meeting dates and suggested proactively addressing these. Mr. Cruson also asked if we should table the discussion on the schedule until our new board members are seat in December.

Mr. Clure said it would be better to list dates and cancel them if necessary rather than to move them which then make them special meetings.

MOTION: Mrs. Harriman-Stites moved to postpone the discussion until the next meeting.

Mr. Cruson seconded. Motion passes unanimously.

Item 8 – Public Participation

Janice Gabriel, 50 Saw Mill, Danbury, invited the Board and a guest to see the high school production of A Midsummer's Night's Dream the next weekend.

Mr. Clure said he might be out of town and unable to attend the next meeting. He thanked everyone and felt he had grown from being on the Board. He congratulated Mr. Vouros and Mrs. Harriman-Stites and also Mrs. Zukowski.

Mrs. Ku was sorry he wouldn't be at the next meeting and thanked him for being such a good Board member. We will miss him but will see him on another board.

Mrs. Harriman-Stites thanked Mr. Clure and was glad he was on the Legislative Council to help them understand what we do.

MOTION: Mr. Cruson moved to adjourn. Mrs. Harriman-Stites seconded. Motion passes unanimously.

Item 9 - Adjournment

The meeting adjourned at 9:20 p.m.

Respectfully submitted:

Daniel J. Cruson, Jr.
Secretary

Correspondence Report
10/01/2019 – 11/06/2019

Date	Name	Subject
10/18/2019	Mirelle de Leon	Update on Special Education Self Study
10/18/2019	Mirelle de Leon	Re: Update on Special Education Self Study
10/23/2019	Kinga Walsh	NHS Grading Process Change
10/25/2019	Dennis Brestovansky	Assistant Superintendent presentation on student test scores, etc
10/26/2019	Kinga Walsh	Re: NHS Grading Process Change
10/26/2019	Mirelle de Leon	Re: Update on Special Education Self Study
10/28/2019	John T Majlinger	School Dances

Questions and answers from Peter Prowda's enrollment study presented to the Board of Education on October 15, 2019

1) What would the magnitude of the effect of a recession be on the projections?

1. Obviously it would depend on how deep and how long a recession lasted. For a fairly affluent town such as Newtown, I would expect a decrease in new home construction, a decrease in sales of existing homes and a decline in births. In Newtown the low in births came in 2013; the low in housing starts was in 2012; and the low in sales of existing houses came in 2011. I would also anticipate that new enrollment in non-public schools would decrease as families sought to control expenses. All these factors contributed to a net out-migration of students between 2011 and 2013.

2) What are the margins of error on the projections?

2. Unlike regression analysis there is no formula to determine error in a projection. It is not surprising that size matters here. Larger communities tend to be more stable. I have also found that some communities are inherently more stable than others with few radical changes in births or migration. I provide a graph on how well previous projections have performed to allow the reader to assess accuracy for their particular community. Past projections of Newtown enrollment had an average annual rate of 1.3 percent and a five-year error rate of 3.9 percent.

Bylaws of the Board **Officers / Organization Meeting of the Board**

The officers of the Board of Education shall consist of a Chairperson, Vice-Chairperson, and Secretary.

The Board shall organize biennially at the first regular meeting in December following the town election. The meeting shall be called to order by the Town Clerk who will serve as temporary Chairperson and shall preside until a chairperson has been elected.

Election of all officers shall be by nomination from the floor and shall require a majority public vote of the members of the Board. A written ballot shall not be used.

A majority of the total membership of the Board shall be required to constitute election. If there are more than two nominees and on the first vote no nominee receives a majority vote of the full membership, the nominee receiving the lowest number of the votes shall be removed from the list of candidates before balloting again.

The new Chairperson of the Board will take office upon election and conduct the election of the Vice-Chairperson and Secretary.

Officers shall remain in office until new officers are elected at the next organizational meeting, unless such officers cease to be members of the Board of Education. If there is a vacancy among the officers during the course of the year, the Board membership shall act promptly to elect a new officer to fill the vacancy.

Upon motion duly made and seconded, an officer of the Board may be removed from office by a two-thirds vote of the total Board membership.

Chairperson

The Chairperson shall preside at all meetings of the Newtown Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.

7. Be responsible for the orderly conduct of all Board meetings.
8. Assume such other duties as may be authorized by the Board.
9. Appoint a Clerk of the Board.
10. The Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

The Vice-Chairperson

The Vice- Chairperson will:

1. Act in place of the Chairperson, when necessary, and preside at meetings when the Chairperson is temporarily absent. The Vice-Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.
2. Work with the Chairperson and Superintendent to become generally informed of Board business.
3. In the absence of the Chairperson, act as a resource to the Superintendent on decisions which may require further input between board meetings.
4. In case of illness, resignation, or death of the Chairperson, the Vice-Chairperson, as deemed by the Board, becomes Chairperson until the Board membership acts promptly to elect a new officer to fill the vacancy.

5. The Vice-Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of the Secretary.

Secretary

1. A member of the Newtown Board of Education shall be elected Secretary by the members of the Board and shall perform the duties assigned by law and the Board.
2. The Secretary 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 of the Board and reports of the Superintendent. The Board shall authorize the employment of a person to assist in fulfilling the responsibilities for this position.
3. The Secretary shall cause written notices of regular Board meetings and suitable notices of special meetings to be sent to Board members through the office of the Superintendent.
4. The Secretary will write an annual report on the activities of the Board for the Town Annual Meeting Report.
5. The Secretary shall serve as Acting Chairperson when the Chairperson and Vice-Chairperson are not able to preside at meetings.

[\(cf. 9020- Public Statements\)](#)

[\(cf. 9325 – Meeting Conduct\)](#)

[\(cf. 9222 – Resignation/Removal from Office/Censure\)](#)

Legal Reference: Connecticut General Statutes
10-218 Officers. Meetings
Charter, Town of Newtown, Revised April 22, 2008
Section 2-70 Board of Education

Adopted: 4/10/12

NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2020/21 TO 2024/25

Recommendation for the BOE per
CIP/Finance/Facilities sub-committee 11/5/19

INITIAL FIVE YEARS

CIP Item #	Location	Description of Project	Year 1	Year 2	Year 3	Year 4	Year 5	TOTALS
			2020/21	2021/22	2022/23	2023/24	2024/25	
1	Hawley Elem.	Engineering for ventilation and A/C renovations	\$390,000					
2	Hawley Elem.	Ventilation, HVAC Renovations		\$3,962,000				
9	Hawley Elem.	Generator					\$1,000,000	\$5,262,000
8	Middle Gate Elem	Window modifications					\$1,000,000	\$1,000,000
7	Head O'Meadow	Boilers, water heater, VFD & pump replacements with LED lighting				\$997,672		\$997,672
5	Reed Intermediate	Install high efficiency gas boilers & LED lighting conversion			\$1,452,730			\$1,452,730
4	Middle School	Engineering for ventilation and A/C renovations			\$300,000			
6	Middle School	Ventilation, HVAC, Auditorium, Media center, replace rooftop units '98		\$0		\$3,568,140		\$3,868,140
3	High School	Replace/restore stadium turf field & track (11th year)		\$750,000				\$750,000
TOTAL COSTS OF ALL PROJECTS			\$300,000	\$4,712,000	\$1,752,730	\$4,565,812	\$2,000,000	\$13,330,542
TOTAL TO BE BONDED			\$300,000	\$4,712,000	\$1,752,730	\$4,565,812	\$2,000,000	\$13,330,542

Previous BOE approved CIP amounts (June 18, 2019)	\$3,962,000	\$4,666,648	\$1,452,730	\$997,672	\$2,000,000	\$13,079,050
Difference to previously approved plan	-\$3,662,000	\$45,352	\$300,000	\$3,568,140	\$0	\$251,492

Eligibility for project inclusion on the CIP is that the cost must exceed \$200,000.
2017-18 Reimbursement rate 36.43%
Estimates on file are increased by 6% from prior year.

Construction inflation estimate 6.0%

NEWTOWN BOARD OF EDUCATION
SUMMARY - CAPITAL IMPROVEMENT PLAN
2025/26 TO 2029/30

Recommendation for the BOE per
CIP/Finance/Facilities sub-committee 11/5/19

SECOND FIVE YEARS

CIP Item #	Location	Description of Project	Year 6	Year 7	Year 8	Year 9	Year 10	TOTALS
			2025/26	2026/27	2027/28	2028/29	2029/30	
	Hawley Elem.	Classroom renovations '21 section (ceilings, lighting, floors, etc.) Purchase unsightly House/land adjacent to school (1.06 acres) Repave entire parking lot, curbing, sidewalks Elevator to café	\$450,000	\$300,000	\$954,000	\$1,300,000		\$3,004,000
	Sandy Hook							\$0
	Middle Gate Elem	Repave entire parking lot, curbing, sidewalks Complete kitchen renovation			\$1,300,000	\$375,000		\$1,675,000
	Head O'Meadow	Gas and water lines to school Replace/update A/C Re roofing/restoration		\$3,180,000	\$2,544,000	\$5,830,000		\$11,554,000
	Reed Intermediate	Repave entire parking lot, curbing, sidewalks Re roof entire building (solar remove & reinstall \$225K)		\$3,500,000	\$2,000,000			\$5,500,000
	Middle School	Repave entire parking lot, curbing, sidewalks Window replacements Library and science lab renovations Complete kitchen renovation		\$750,000	\$3,500,000	\$1,590,000		\$5,840,000
	High School	Re roofing/restoration HVAC equipment replacements Fuel Cell Athletic/Stadium field house and storage Rear Practice fields facilities and storage Create turf practice field rear of school	\$954,000 \$1,100,000	\$2,756,000 \$848,000	\$1,590,000		\$5,000,000	\$12,248,000
TOTAL COSTS OF ALL PROJECTS			\$2,504,000	\$11,334,000	\$11,888,000	\$9,095,000	\$5,000,000	\$39,821,000
TOTAL TO BE BONDED			\$2,504,000	\$11,334,000	\$11,888,000	\$9,095,000	\$5,000,000	\$39,821,000

Bylaws of the Board

Committees

Committees of the Newtown Board of Education shall be established 30 days after the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board.

Committee members shall be appointed by the Chairperson of the Board of Education at a regular 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.

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~~ may 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.

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

Committee of the Whole

The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board.

Standing Committees

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

Standing committees are comprised solely of Board members and must be less than a majority of the Board. Although the Superintendent may serve in an ex-officio capacity and standing committees may seek input from administrators, staff and others, only standing committee members may vote or otherwise agree upon recommendations to be made to the full Board.

Special Committees/Temporary Committees/Ad Hoc Committees

The Chairperson of the Board of Education shall appoint temporary and special committees as may be deemed necessary or advisable by the Board of Education, and the Chairperson shall be an ex-officio member of each committee.

The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

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

Ad Hoc Committees

~~Ad Hoc committee members shall be designated in the first instance by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. Any member who is interested in attending Ad Hoc committee meetings may do so. They may not take part in the discussion.~~

In the event of vacancies on Ad Hoc committees, the Chairperson shall have the power to appoint new committee members. All appointments expire when the committee as a whole expires.

Upon completion of the assigned task, the committee will cease to function.

Record Keeping

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

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 in attendance, listing of topics discussed and committee recommendations.

Resources

Any expenditure of town funds by an advisory committee shall be made only after submission of a budget to and approval of such expenditure by the board. Such expenditures may then be made through the Superintendent.

Legal Reference: Connecticut General Statutes
1-200 through 1-242 of the Freedom of Information Act. 1-200 Definitions.
1-225 Meetings of government agencies to be public.

Adopted: 4/10/12

Bylaws of the Board

Resignation/Removal from Office/Censure

Resignation

If for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests as early as possible notification of intent to resign so that the Board may plan appropriately.

When a member of a Board of Education shall cease to have their primary residence in the Town, their membership in the Board shall immediately cease.

Removal from Office

Any Board officer may be removed from office by a two thirds majority vote of the membership of the whole Board.

Procedures for Censure or Other Disciplinary Action

The following procedures shall be used in lieu of any procedures set forth in Robert's Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
 - a) reasonable written notice of the Board's intent to consider possible censure or other disciplinary action (such notice to be provided after being authorized by majority vote of those Board members present and voting);
 - b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.

9222(b)

- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a two-thirds majority of all members of the Board.

(cf. 9120 Officers and Auxiliary Personnel)

(cf. 9221 Filling Vacancies)

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

Adopted: 6/5/12

Bylaws of the Board

Code of Conduct on Data Use

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Look to the Superintendent as the point person. The Superintendent will respond to all data requests to the Board as a whole.
2. Request information and data gathered by District staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
3. ~~Request data as a Board, not as an individual, unless the information is readily available and will not redirect staff time.~~
4. Use data to represent all of the Board member's constituents honestly and equally and refuse to surrender the Board member's responsibilities to special interest or partisan political groups.
5. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
6. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
7. Respect the confidentiality of privileged information.
8. Abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.

Adopted: 6/5/12

Bylaws of the Board

Formulation, Adoption, Amendment of Policies, Bylaws and Administrative Regulations

Methods of Operation

The Newtown Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.

Formulation, Adoption, Amendment of 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.*)
7. Any policy statement, rule, regulation, or guideline that may conflict with prevailing statute is automatically void.

Anyone may ~~propose~~ suggest 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.

Policy proposals and suggested amendments to, deletions of, or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent or Board members in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments or revisions thereof shall be read and discussed.

Policies will be adopted or amended after consideration at two regular meetings of the Board of Education by majority vote of all members present. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by 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. Only those written statements so adopted and so recorded shall be regarded as official policy. Unless otherwise provided by resolution or motion, every policy shall take effect immediately upon its adoption.

Under adoption of a policy change, the underlying regulation, as well as school policies, will subsequently be revised. The Superintendent will report to the board any necessary changes to regulations or school policies.

Formulation, Adoption, Amendment of Bylaws

The Board of Education shall formulate such written rules as it considers necessary. The formal adoption of such rules shall be recorded in the minutes and only such written, adopted, and recorded statements shall be regarded as official rules for the governing of the Board of Education.

Bylaws

Except where otherwise provided by law or regulation of the Commissioner of Education, these bylaws shall cover questions of order, organization, and conduct of business of the Board of Education. Questions not covered by these bylaws shall be governed by Robert's Rules of Order.

The Board of Education acknowledges that partisan principle, group interest, or personal ambition shall not prevail when this action may result in subordinating the Board's educational responsibilities.

Amendments to Bylaws

These bylaws may be amended at any meeting of the Board, provided notice of the introduction of the resolution amending the bylaws and the text thereof has been circulated to each member at

least five days before the meeting at which it is to be introduced and the proposed amendment, after being introduced, receives an affirmative vote of the majority of the full membership of the Board.

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Superintendent is responsible for the formulation, issuance, amendment and deletion of administrative regulations to implement the policies of the Board. The Superintendent shall determine the need to bring to the attention of the Board any new, revised or deleted administrative regulations.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education. In this case, if the Board directs the Superintendent to issue, amend or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Suspension of Policies, Bylaws and Regulations

Policies, bylaws and Board of Education adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting in the call for which the proposed suspension has been described in writing, or upon a two thirds vote of all members of the Board of Education when no such written notice has been given.

Reference: Robert's Rules of Order, Newly Revised

Adopted: 6/5/12

Revised:

**NEWTOWN BOARD OF EDUCATION
2020 SCHEDULE OF MEETINGS**

Meetings will be held in the Council Chambers in the Newtown Municipal Center, 3 Primrose Street, at 7:30 p.m. with the exception of the January 21, February 18, and November 4 meetings which will be held in the Reed Intermediate School library.

January 7
January 14 (budget overview)
January 16 (budget)
January 21 – (regular/budget) – *Reed Intermediate School Library*
January 28 (public hearing & discussion)
February 4 (regular/budget adoption)
February 18 – *Reed Intermediate School Library*
March 3
March 17
April 7
April 21
May 5
May 19
June 2
June 16
July 7
August 25
September 15
October 6
October 20
November 4 (Wednesday) – *Reed Intermediate School Library*
November 17
December 1
December 15

January 5, 2021
January 19, 2021 – *Reed Intermediate School*

Approved November 19, 2019