

Tutoring by Staff Members

The Board of Education recognizes that some students may require the services of a tutor when other instructional strategies have been exhausted by the regular classroom teacher. It is expected, however, that principals and teachers shall try to resolve learning / academic ~~problems-concerns~~ of students within the school setting before or after school prior to recommending a tutor or other outside professional help. Through maintaining a high-quality instructional staff who provide a rich and varied delivery of challenging curricula, the need for individual tutoring will be minimized.

Should, however, tutoring be recommended in exceptional cases, the following general guidelines shall be applied to avoid conflicts of interest or legal liabilities.

1. Private tutoring and enrichment lessons by staff members shall not take place on the property of the Madison Public Schools except when approved by the Superintendent. The Superintendent is directed to establish such rules as will protect both the school system and the staff members from charges of conflict of interest or legal liability. To facilitate this, staff members are required to advise the Superintendent of any tutoring or private lessons for pay undertaken.
2. A staff member shall not tutor, for a remuneration, any student who is enrolled in his or her class.
3. Private lessons for enrichment are not considered tutoring.

These guidelines do not apply to staff members delivering tutoring services to special needs or handicapped students through district-approved special needs programs or to staff members providing district-approved tutoring or summer school programs. ~~Additionally, the Superintendent shall establish guidelines for recommending and communicating information about tutoring services to a student's parent or guardian.~~

Legal Reference: Connecticut General Statutes
53-392a-53-392e All related to academic crimes
53-392b Preparation of assignments for students attending educational institutions prohibited.

Date of Adoption: June 2, 1998

**Construction and Posting of Agenda
(formerly Agenda)**

I. Construction of Agenda

A. The Superintendent in cooperation with the Chairperson of the Board of Education (the "Board") shall prepare an agenda for each meeting of the Madison Board.

B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda. ~~{Optional: This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.}~~

C. If at least three Board members request in writing that an additional agenda item be placed on the Board's agenda, it will either be placed on the agenda or a special meeting of the Board will be scheduled within fourteen (14) days of the written request.

[Note: The following section is optional:]

D. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:

1) Make their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.

2) The Secretary of the Board will present the written request to the ~~Board~~ Executive Committee at its next ~~regular~~ meeting.

3) ~~The Board will decide at which future regular meeting date the item will appear on the agenda.~~ The Executive Committee will consider whether the requested item will be placed on a future meeting agenda.

II. Posting of Agenda

A. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board.

B. An agenda will be posted at Town Hall, the Board's Administrative Offices, and on the Board's Internet web site.

- 45 C. The Board may add items to the agenda of any regular meeting by a two-thirds vote
46 of those Board Members present and voting.
47
- 48 D. If, in accordance with applicable law, the Board holds a public meeting that is
49 accessible to the public by means of electronic equipment or by means of electronic
50 equipment in conjunction with an in-person meeting, the agenda shall include
51 instructions for the public to attend and provide comment or otherwise participate
52 in the meeting by means of electronic equipment or in person, as applicable and
53 permitted by law. Any such agenda shall be posted in accordance with the
54 provisions of Connecticut General Statutes Section 1-225.
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56 Legal Reference:

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58 Connecticut General Statutes

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60 Public Act 22-3, "An Act Concerning Remote Meetings Under the
61 Freedom of Information Act."

62
63 1-225 Meetings of government agencies to be public. Recording
64 of votes. Schedule and agenda of certain meetings to be
65 filed and posted on web sites. Notice of special meetings.
66 Executive sessions

67
68 10-218 Officers. Meetings
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**#9540.2
Agenda**

To expedite Board business and to provide a framework for its orderly conduct, the Superintendent, in cooperation with the Board Chairperson and Executive Committee, will prepare an agenda outlining the matters to be brought to Board attention at meetings.

Construction of the Agenda

The Superintendent, in cooperation and communication with the Board Chairperson and Executive Committee of the Board of Education, shall prepare the agenda and supporting information for each regular meeting. Any Board member wishing to request an item be placed on the agenda of a regular meeting shall contact the Superintendent one week prior to the meeting for which the agenda applies. Supporting information should contain:

- statistics when applicable;
- alternatives considered prior to the recommendation;
- ramifications of the recommendation; and
- background information leading to the recommendation.

The consent grouping of items on the agenda is used for those items (such as bills payable, minutes, action items, periodic reports, hiring of personnel, donations, etc.) which usually do not require discussion or explanation as to the reason for Board action. Any Board member may request the withdrawal of any item under the consent grouping for independent consideration.

The Board will follow the order of business set up by the agenda unless the order is altered or new items are added by vote of the Board during the meeting. Only by two-thirds vote of the entire Board present at a regular meeting can the Board add, or take action on, a matter which did not appear on the printed agenda. Items can be added to the agenda of a special meeting only by unanimous consent of the entire Board.

Delivery of the Agenda

The Superintendent is responsible for the delivery of the agenda, with all necessary support information, to all Board members. Board members shall have the agenda and

9540.2 (Continued)

support information at least 48 hours prior to each regular meeting and 24 hours prior to each special meeting. In the case of a special meeting, a verbal communication of the proposed agenda and purpose may be appropriate. This requirement of agenda delivery is not applicable to emergency meetings.

Posting of the Agenda

The agenda of all regular meetings of the Board of Education shall be available to the public and shall be on file, not less than 24 hours before the meeting to which it refers, in the Central Office of the Board of Education.

Legal Reference: Connecticut General Statutes 1-21 Meetings of Government Agencies to be Public

Cross Reference: Bylaw #9540.1

Additional Reference: *Robert's Rules of Order*

Date of Adoption: 3/20/1972

Revision: 6/19/1990

Revision: 12/21/1993

Revision: 1/3/1995

Revision: 10/29/2013

Quorum and Voting Procedures

1. Quorum:

- A. The majority of all members of the Madison (the “Board”) shall be necessary to constitute a quorum for the transaction of business.
- B. If, in accordance with applicable law, the Board provides Board members the opportunity to participate in meetings by means of electronic equipment, the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member’s connection by electronic equipment, unless the member’s participation is necessary to form a quorum. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
- C. If, in accordance with applicable law, the Board holds a meeting solely by means of electronic equipment, and if a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.

2. Voting Procedures:

- A. No member can vote on a question in which the Board member has a direct personal or pecuniary interest.
- B. Members may vote for themselves for any office or other position.
- C. While it is the duty of every member who has an opinion on a question to express it by vote, a Board member cannot be compelled to do so.
- D. A member may abstain from voting (with the knowledge that the effect is the same as if the Board member had voted on the prevailing side).
- E. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
- F. Board members shall have the opportunity to explain their votes, with the explanation to be recorded in the minutes.
- G. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.

H. The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except for those actions required by law or these policies. In addition, the following actions shall require a majority vote of the entire Board:

- Approval of the annual budget and,
- Approval of special appropriations.

51 Legal References:

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53 Public Act 22-3, “An Act Concerning Remote Meetings Under the Freedom of
54 Information Act.”

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#9540.3
Quorum

A majority (5) of all the members of the Board of Education (9) shall constitute a quorum. Members participating remotely in accordance with Bylaw 9325.43 shall be considered present for purposes of convening a quorum. In the absence of a quorum, the Chairperson or the presiding officer shall cancel or adjourn a meeting.

Legal Reference: Connecticut General Statutes
Section 1-21d

Date of Adoption: March 20, 1972
Revised: June 19, 1990
Revised: January 3, 1995
Revised: February 11, 2014

The *ayes*, *nays* and *abstentions* upon votes taken shall be entered on the record on all questions called by the Chairperson. Any member may request that his / her vote be changed if such request is made prior to consideration of the next order of business.

Motions or resolutions shall be recorded as having passed or failed and the votes of each Board member shall be clearly identified.

The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except for those actions required otherwise by law or these policies. In addition, the following actions shall require a majority vote of the entire Board:

- approval of negotiated personnel contracts;
- approval of the annual budget and special appropriations;
- approval of long-term lease / purchase agreements / contracts;
- approval of the high school course of studies;
- approval of the annual school calendar; and
- approval of transfer of appropriation (line item transfers), in accordance with Board of Education Policy 3140.

Special Circumstances

Vote on Relative of Board Member:

An affirmative vote of the majority of the Board, excluding the relative, duly recorded, showing how each member voted, will be required for the appointment as an employee of any person related to a member of the Board.

Date of Adoption: April 4, 1995
Date of Revision: February 15, 2005
Date of Revision: June 4, 2019

Officers (formerly Board Officers)

The Madison Board of Education (the “Board”) shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chairperson, a Vice-Chairperson and a Secretary. These officers shall comprise/form the Executive Committee.

The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.

If such officers are not chosen after one month from the date on which newly elected members take office because of a tie vote of the members, the town council, or, if there is no town council, the selectmen of the town shall choose such officers from the membership of the Board.

Officers shall hold their respective offices for ~~_____~~two years, and until their successors are duly elected.

Should a vacancy arise in an office of the Board during the term of a Board officer’s service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers. Such votes shall be reduced to writing, recorded, and made available for public inspection as described above.

Official Duties of the Chairperson

The Chairperson shall preside at all of the meetings of the Madison Board of Education (the “Board”).

The Chairperson shall serve as the Board's spokesperson.

The Chairperson shall sign such documents on behalf of the Board that require its signature.

The Chairperson shall represent the Board in deliberations with other boards, districts, or agencies unless another member of the board is so designated.

The Chairperson shall appoint the chair and members of all special and temporary committees and shall appoint Board members to administrative committees and committees of other agencies (CABE, LEARN Regional Service Center).

46 The Chairperson shall serve as an ex officio member on all committees, and will be a
47 non-voting member of such committees with the exception of superintendent search
48 committees.-
49

50 The Chairperson shall act as the Board’s representative for the purposes of consultation
51 with Board legal counsel when appropriate, and may authorize other Board members to
52 consult with Board counsel when appropriate.
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54 The Chairperson shall perform such other duties as may be delegated to the Chairperson
55 by the Board.
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57 **Official Duties of the Vice Chairperson**
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59 In the absence of the Chairperson, the Vice Chairperson shall assume and carry out the
60 duties and responsibilities of the Chairperson.
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62 **Official Duties of the Secretary**
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64 The Secretary of the Madison Board of Education (the “Board”) shall keep minutes or
65 cause minutes to be kept of all meetings of the Board, and shall cause copies of such
66 minutes to be forwarded to each member of the Board.
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68 In accordance with the Connecticut General Statutes, the Board Secretary shall cause a
69 copy of the minutes of all Board meetings to be placed on file in the Board Office and
70 posted on the Board’s Internet web site, if available, no later than seven (7) days after the
71 date on which the Board shall have met. Such minutes will be available for public
72 inspection, except that such minutes will not be termed "official minutes" until approved
73 by the Board at a duly convened meeting of the Board.
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75 The Board Secretary shall also make provision that members of the Board are notified of
76 all regular and special meetings.
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78 The Board Secretary shall attend to the official correspondence of the Board.
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80 The Board Secretary shall submit to the Town at its annual meetings a report of the
81 doings of the Board.
82

83 **Legal Reference:**
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85 **Connecticut General Statutes**

- 86 10-218 Officers. Meetings.
- 87 1-225 Meetings of government agencies to be public. Recording of votes.
88 Schedule and agenda of certain meetings to be filed and posted on web
89 sites. Notice of special meetings. Executive sessions
- 90 7-3 Warning of town and other meetings
- 91 7-4 Record of warning
- 92 10-224 Duties of the secretary

93 10-225 Salaries of secretary and attendance officers
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**#9420
Board Officers**

Executive Committee

The Executive Committee of the Board of Education shall be comprised of the Chairperson, Vice-Chairperson, and Secretary. They shall be elected for a two-year term, by majority vote from its members at the initial Board Organization Meeting as required by Bylaw 9410.

The purpose of the Executive Committee shall be limited to enhancing the orderly process of internal Board policies and procedures and in such other matters as organizing the annual Board evaluation of the Superintendent and organizing the process for annual Board self-evaluation and goal setting. The Executive Committee will work with the Superintendent to develop Board meeting agendas. Also, the Executive Committee will initiate the strategic planning efforts for the entire Board, including the review and development of the Board's vision statement.

The Executive Committee shall not have the authority to take action on any matter that is appropriately the responsibility of the Board of Education in directing the Madison School District. It shall not represent the Board in any external discussion, action, or negotiation with any person, board, or organization that should appropriately be communicating with the Board of Education. It is recommended that the Executive Committee meet on a regular basis to maintain communication. It is the responsibility of the Chairperson to schedule and preside over these meetings.

Chairperson

The Chairperson shall serve as ex-officio member of all committees of the board, permanent and temporary; alternatively, the Chairperson may opt to designate another member of the Executive Committee to serve in this capacity. When the chairperson or Executive Committee designee serves as ex-officio member of any board committee, they will be a non-voting member, with the exception of superintendent search committees. The Chairperson shall make statements on behalf of the Board of Education and represent

the policies and decision of the Board in a responsible manner. In addition, the Chairperson of the Board shall:

- preside at all meetings of the Board;
- have a vote on all motions placed before the Board for action;
- sign such documents on behalf of the Board that require their signature;
- represent the Board in deliberations with other Boards, districts, or agencies unless another member of the Board is so designated;
- call special meetings of the Board that they may deem necessary as well as those requested in writing by one-third of the members of the Board;
- select a member to keep minutes of the executive session should the Secretary be unable to do so;
- serve as ex-officio non-voting member of all committees of the Board, permanent and temporary, unless another member of the executive committee is so designated by the Chairperson;
- appoint temporary officers, should an officer be removed or retire from office, for a period of time not to exceed six (6) weeks;
- appoint Board members to administrative committees and committees of other agencies (CABE, LEARN Regional Service Center); and
- appoint membership to temporary committees.

Vice-Chairperson

The Vice-Chairperson will have all the powers and duties of the Chairperson in their absence or during their disability and such other powers and duties as the Board may from time to time determine. The Vice-Chairperson is required to attend a majority of regular and special meetings, Executive Committee meetings, and meetings of all assigned committees.

Secretary

The Secretary shall:

- sign all payroll checks of employees of the Madison Board of Education;

Bylaws

- sign all other documents that require their signature;
- be responsible for maintaining minutes of all Board meetings, in accordance with the bylaws and generally by overseeing the accuracy of the minutes prepared by district personnel provided to facilitate such minutes;
- preside over Board of Education meetings when both the Chairperson and Vice-Chairperson are absent and assume such other powers and duties as the Board may from time to time determine;
- attend a majority of regular and special meetings, Executive Committee meetings, and meetings of all assigned committees; and
- submit to the Town at its annual meetings a report of the doings of the Board.

Legal Reference: Connecticut General Statutes Sec. 10-218, 10-243 and 1-25

Date Adopted: December 1, 2020

#9220.3

Filling Vacancies on the Board
(Formerly Board Member Resignation)

Board Member Resignation

If a Board member's ~~permanent residence~~ ceases to be an elector of the Town, they thereupon cease to hold elected office in the Town and shall submit a notice of resignation. ~~in the Madison School District, the Board member will resign immediately.~~ Resignations for this or any other reason ~~will~~ require a written statement of resignation. Upon receipt of a Board member's written resignation ~~for this or any other reason~~, the Board will ~~consider~~ acknowledge the resignation ~~request~~ at the next scheduled meeting coinciding with or next following the receipt of written resignation. The Board will then accept the resignation by formal action and declare the Board position *vacant* unless the resignation is withdrawn any time prior to the Board's action.

Vacancies

If a vacancy occurs on the Board, the Board of Selectmen shall fill by appointment the vacancy until the completion of the vacated term in accordance with the requirements set forth in Section 6.6 of the Madison Town Charter. The Board shall accept the appointment at a regular meeting or special meeting convened for that purpose.

**#9220.3
Board Member Resignation**

Board Member Resignation

If a Board member's permanent residence ceases to be in the Madison School District, the Board member will resign immediately. Resignations for this or any other reason will require a written statement of resignation by the Board member to the Town Clerk and to the Chairperson of the Board. Upon receipt of a Board member's written resignation for this or any other reason, the Board will consider the resignation request at the next regularly scheduled meeting coinciding with or next following the receipt of written resignation. The Board will then accept the resignation by formal action and declare the Board position *vacant* unless the resignation is withdrawn any time prior to the Board's action.

Vacancies may occur on the Board because of a member's resignation, death, his / her moving outside of the district, or other reasons provided by law. Or a member may be recalled or removed from office for such reasons as specified in law.

Resignation of Board Member from an Executive Board Position

If an Executive Board member chooses to remain on the Board of Education but resign from his / her Executive Board position, the Board will consider the resignation request at the regularly scheduled meeting coinciding with or next following the receipt of written resignation from his / her Executive Board position. The Board will then accept the resignation by formal action and declare the Executive Board position vacant unless the resignation is withdrawn any time prior to the Board's action.

The vacancy to the Executive Board position shall be filled, other than the Chairperson, by a majority vote of those members present at the next regularly scheduled Board meeting following the declaration of vacancy. A vacancy to the Chairperson's position shall be temporarily filled by the Vice-Chairperson, for a period not to exceed six weeks. In the event that the temporary Chairperson is voted to the position on a permanent basis, an election for a new Vice-Chairperson shall occur within six weeks from the date of appointment. The newly-elected officer shall take office upon election.

Date of Adoption: 3/7/95

#9220.5
Unexpired Term Fulfillment / Vacancies

Vacancies on the Board of Education shall be filled in accordance with Connecticut General Statutes, the Madison Town Charter and the Board of Education Bylaws.

Date of Adoption: 3/7/95

Reviewed November 29, 2022 – no changes proposed

**Formulation, Adoption, Amendment
Or Deletion of Bylaws and Policies**

Process

It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines for the discretionary action of those to whom it delegates authority and for the successful and efficient functioning of the public schools.

The Board considers policy development one of its chief responsibilities. Proposals regarding policies may originate with a member of the Board, the Superintendent, a staff member, a parent, student, consultant, civic group, or any resident of the district. A careful and orderly process will be used in examining such proposals prior to action upon them by the Board. Development and revision of policies and bylaws shall be directed through the Policy committee of the Board of Education. The Board will take action after hearing the recommendations of the Superintendent and the viewpoints of persons and groups affected by the policy.

The policies of the Board are framed and meant to be interpreted in terms of state laws and regulations and other regulatory agencies within our state and federal levels of government.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the present and future Boards. The Board will welcome suggestions for ongoing policy development.

Bylaws

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Madison Board of Education (the "Board") from the Policy Committee in writing prior to a regular Board meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

#9600(b)

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36 Except for emergency situations, bylaws will be adopted, amended, or deleted after
37 consideration at two regular meetings of the Board. The agenda shall be marked to indicate
38 such matters.

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40 When a bylaw is placed on the agenda for the second consecutive meeting, a motion either
41 to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for
42 discussion. If the discussion results in a suggestion for change, such changes will be
43 included in the second reading of the bylaw prior to adoption.

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45 Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a
46 two-thirds majority vote of all members of the Board, provided that such proposal shall
47 have been given to the Board at the previous regular meeting.

48

49 **Policies**

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51 1. In the absence of any written policy, administrative regulations will be used to guide
52 and administer the effective operation of the Madison Public Schools.

53

54 2 Suggestions for either new policies or policy changes normally come to the Madison
55 Board of Education (the “Board”) from any of the following:

56

57 A. Board members

58 B. Superintendent

59 C. Statute

60 D. Matters of law

61 E. Citizens, and/or

62 F. Students.

63

64 3 Policy proposals and suggested amendments to, revisions of, or deletions of existing
65 policies shall normally be submitted to all members of the Board by the Policy

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#9600(c)

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68 Committee and/or the Superintendent in writing prior to a regular Board meeting in
69 which such proposed policies, amendments, revisions or deletions thereof shall be read
70 and discussed.

71
72 4. Policies that deal with matters of an emergency nature may be introduced by the Policy
73 Committee and/or the Superintendent at any regular or special Board meeting.

74
75 5. Policies that affect students shall become effective at the beginning of the next school
76 year following adoption unless the policy provides otherwise.

77
78 6. Generally, policies will be adopted, amended, or deleted after consideration at two
79 regular meetings of the Board. The agenda shall be marked to indicate such policy
80 matters. At its discretion, the Board may dispense with the two reading adoption
81 sequence and move directly from the first read to the vote with a two-thirds affirmative
82 vote of the quorum of the Board.

83
84 7. When a policy is placed on the agenda for the second consecutive meeting, a motion
85 either to adopt or not to adopt the policy or the proposed policy changes is necessary
86 for discussion. If the discussion results in a suggestion for change, such changes will
87 be included in the second reading of the policy prior to adoption.

88
89 8. The formal adoption or deletion of policies and the adoption of policy changes shall be
90 by two-thirds majority vote of all members of the Board, and the action shall be
91 recorded in the minutes of the Board.

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93 9. Only those written statements so adopted as policy and so recorded shall be regarded
94 as official policy of the Board.

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98 Date of adoption: April 5, 2022

#9640

**Formulation, Adoption, Amendment
Or Deletion of Administrative Regulations
(formerly Board Review of Regulations)**

The Superintendent is responsible for the formulation, adoption, amendment, and deletion of administrative regulations to implement the policies of the Madison Board of Education (the “Board”) and/or as necessary to promote the orderly operation of the Madison Public Schools in compliance with applicable law.

The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.

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

Date of Adoption: June 19, 1990
Revised: January 3, 1995
Revised: April 5, 2022