

September Policy Summary

Rescission

9220.6 Board Candidates

This bylaw is not required and we recommend repeal. If the Board wishes to maintain the bylaw, we recommend revision to remove the section concerning candidates for the Board, as the Board does not have the authority to dictate requirements for potential Board members and most if not all of the information included in this section is readily available on the Board's website. We further recommend that the Board review the section concerning newly elected Board members to ensure that this process continues to be applicable.

9500 School Board Meetings

We recommend repeal and replacement with our model bylaw, Meeting Conduct. If the Board wishes to retain this bylaw, we recommend further legal review to address issues such as abstention (in accordance with Robert's Rules) and complaints against employees (which, at an employee's election, must be held in open session).

**Meeting Conduct (9540.10) was approved on June 20*

9540.4 Rules of Order

To the extent this bylaw requires the Board to comply with Robert's Rules of Order, this requirement is addressed in our model bylaw, Meeting Conduct, recommended for adoption above.

**Meeting Conduct (9540.10) was approved on June 20*

9400 Organization of the School Board

We recommend repeal of this bylaw and adoption of the model bylaw Officers, and bylaws Official Duties for Chairperson, Vice Chairperson and Secretary. This bylaw is also duplicative of the Vacancies bylaw, which could cause confusion.

**Both Officers (9420) and Vacancies (9220.3 Filling Vacancies on the Board) were adopted at the Aug 22 BOE meeting*

9410 Board Organizational Meeting

We recommend repeal of this bylaw and replacement with the model bylaw Officers, for consistency.

**Officers was adopted at the BOE Aug 22 meeting*

Review

Non-Discrimination (1370, 4118.1, 5020.1) – (S&G technical revisions)

We have revised this policy to add definitions of discrimination and harassment and include examples of the types of conduct that may be considered Protective Class harassment prohibited by the policy. While not required by law, these revisions are designed to provide guidance to districts in determining whether conduct in question constitutes discrimination or harassment. Further, in 2022, Public Act 22-82 added domestic violence victims as a protected class under Connecticut's anti-discrimination laws. We have revised the policy to reflect this new protected class and to include the definition of "domestic violence victim." We have also made additional revisions to clarify that parent/guardians, staff members, and other students may report discrimination or harassment on behalf of a student. In addition, effective January 1, 2023, it became an unlawful discriminatory practice for an employer to make decisions based on an employee's or job applicant's erased criminal record and we have added language reflecting this new prohibition. We have also updated the regulations and the complaint procedures consistent with a recently issued resolution from the U.S. Department of Education Office of Civil regarding a school district's obligations to ensure that students are not subjected to a hostile environment on the basis of a protected class. Finally, we have made numerous technical revisions for clarity.

4030.5 – FMLA

Recommend repealing this policy and adopting the S&G model FMLA policy, for consistency. Further recommend review or repealing any existing administrative regulations at the same time because the S&G model covers all aspects of FMLA requirements.

4160 - Student Activity/Transportation Vehicles

Recommend that the Board review this policy to determine if it is currently followed in the manner prescribed. If the Board wishes to maintain the policy, we recommend legal review to ensure that all DMV laws and regulations are addressed. Policy has been reviewed by the administration.

4111.1 – Security Check/Fingerprinting (S&G technical revision, waive second reading?)

State law prohibits employers from requiring applicants and employees to disclose the existence of erased criminal history information. Effective January 1, 2023, the definition of erased records has been expanded. In addition, Connecticut General Statutes Section 31-51i now requires that employment applications that contain a question concerning the criminal history of the applicant also contain a specific notice in "clear and conspicuous language." We have revised our model policy to identify this notice requirement and to include the required notice language. We have also made revisions to reflect gender neutral language and other technical edits.

4112.8/4212.8 – Nepotism

Recommend that the Board consider repealing this policy and replacing it with the S&G model policy Nepotism, for consistency.

9710 School District logo and or motto & 9720 Guidelines for use of District Logo/ Board Members' Names

A draft policy has been presented for consideration. Shipman initially shared that a policy is not necessary but took greater issue with policy 9720 starting, “This bylaw is not required and we recommend repeal. In addition, the bylaw addresses duties of the Superintendent, rather than the Board, and the topic is not appropriate for a bylaw. In addition, the equal opportunity statement listed in the bylaw should be revised to reflect all protected classes and not refer to affirmative action, which is separate and distinct from equal educational opportunity.”

**#9220.6
Board Candidates**

Membership and service on a school board is considered to be one of the highest acts of citizenship in our American democracy. It offers qualified citizens an opportunity to promote the interests of education and thereby the welfare of the community and the nation.

Therefore, the Board considers it important that a new member be knowledgeable about school governance and operations and prepared to discuss and cast informed votes on matters before the Board from the time he or she is sworn into office.

All declared candidates will be urged to attend, and will be welcomed at, public meetings of the Board during the period of candidacy. All public information about the school district will be made easily available to them.

The Superintendent will cooperate impartially with candidates in providing information about school governance, Board operations, and school programs. This cooperation may include:

- notification of public meetings of the Board, with the agenda provided;
- meetings with candidates to provide information on the school system and school Board services;
- providing candidates with published information on the duties and responsibilities of school Boards and Board members;
- making arrangements for the candidate to review the current policies of the Board, district regulations, and publications of the school system; and
- past copies of Board agendas, including minutes and other reports and bulletins of recent origin.

The Board and its staff will seek to be impartial as it offers orientation for Board candidates. It expects candidates to recognize that until and unless they are elected, their

9220.6 (Continued)

official status is that of other members of the public and that they are not entitled to privileged information which is properly discussed in executive sessions.

Newly-elected Board Members

The magnitude of school Board membership calls for knowledge of, and orientation to, many areas of information and understanding. Under the guidance of experienced Board members and the Superintendent, orientation will be provided to the new Board members immediately upon election, through the following methods:

- The electee will be invited to meet with the Superintendent and other administrative personnel to discuss school governance, board operations, and school programs.
- The electee will be invited to attend Board meetings and to participate in discussion. The clerk will supply materials pertinent to meetings and will explain their use.
- The clerk will give the new member a copy of the Board's policies and bylaws.
- It is strongly recommended and suggested that newly-elected Board members attend:
 - the annual conference for new board members sponsored by the Connecticut Association of Boards of Education (assuming the Board's membership in this association); and
 - local, state, and national school board meetings during their tenure to stay abreast of current educational issues.

Orientation will be considered as an ongoing process for all Board members, and may include such activities as those indicated above and the addition of items such as attendance at school board and administrative conferences, and conventions on a local, area, state, and national basis.

Date of Adoption: 3/7/95

**#9500
School Board Meetings**

Except as otherwise provided by the Connecticut General Statutes, meetings of the Board of Education shall be conducted in accordance with Robert's Rules of Order, Revised, in a manner consistent with the bylaws of the Board.

In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting. In the absence of both of these officers, the Secretary shall preside over the meeting. In the absence of all officers, the Board shall choose a Chairperson *pro tempore* for the purpose of conducting a meeting.

All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance to all Board members as designated by the bylaws.

When a question is submitted to vote, every member present shall vote upon it. If a member has a conflict of interest in the issue, he / she shall identify the conflict of interest and abstain from voting.

Due to the Freedom of Information Act, due process and appropriately designated channels of communication in the school system, no charges or complaints against employees of the Madison Public Schools shall be heard in public session.

Should the meeting be interrupted by the conduct of anyone in attendance to the extent that the business of the meeting cannot be conducted in an orderly manner, such person(s) may be asked by the Chairperson or presiding officer to leave the room in which the meeting is taking place.

Legal Reference: Connecticut General Statutes
Sec. 1-21h

Date of Adoption: 3/20/72
1st Revision: 6/19/90
2nd Revision: 1/3/95

**#9540.4
Rules of Order**

The Board will follow *Robert's Rules of Order, Revised*, latest edition as modified by this policy and subsequent rules.

The purpose of modified rules adopted by the Board are:

- to establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner,
- to organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner,
- to insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
- to insure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

Date of Adoption: 3/7/95

#9400**Organization of the School Board**

Board Officers

The Board will elect a Chairperson, a Vice-Chairperson and a Secretary who will be members of the Board. The Board may assign a district employee to provide clerical assistance to the Board. Officers will be elected by majority vote of the members present and voting.

Term and Duties

Board officers will serve for a term of two years and until a successor is elected, except in the case of removal or resignation. Officers may succeed themselves in office. Each officer will perform any legal duties of the office and other duties, as required by the Board.

Vacancy

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

Date of Revision: May 8, 2018

**#9410
Board Organizational Meeting**

The Board of Education Organizational Meeting shall be the second regularly scheduled board meeting each November. In the event that the town election in any election year is later than the second regularly scheduled November board meeting, the Board of Education Organizational Meeting shall be the next regularly scheduled meeting of the board following that election. The Board of Education 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. The organizational meeting shall be called to order by the Chairperson of the Board, the Vice-Chairperson or the Secretary, in that order of priority, provided one of these officers is still a member of the Board. If none of the Board officers from the preceding year is presently a member of the Board, the Superintendent shall call the meeting to order. A temporary Chairperson shall be chosen by a majority of those members present. The temporary Chairperson shall preside until a successor is elected. The vote of each member of such Board cast in such election shall be reduced to writing and made available for public inspection within 48 hours, excluding Saturday, Sunday or legal holiday, and shall all be recorded in the minutes of the meeting, which shall be available for public inspection at all reasonable times.

The newly elected Chairperson of the Board shall take office upon election and preside over the elections of the Vice-Chairperson and Secretary.

All officers of the Board shall hold office for a term of two years and until their successors are elected, except in the case of removal or resignation.

Assignments for Permanent Committees and Board Representatives shall be decided at the second regularly scheduled Board of Education meeting following the election. Terms for these positions shall be two years.

Legal Reference: Connecticut State Statutes Sec. 10-218

Date of Adoption: 1/17/1972
Revision: 6/19/1990
Revision: 1/3/1995
Revision: 10/29/2013
Revision: 12/1/2020