

Madison Public Schools Policy Committee

Tuesday, March 21, 2023 6:30 PM

Hammonasset Room / Zoom, 10 Campus Drive , Madison, CT 06443

I. Policies for Review:

I.A. #4241 - Absence of School Staff

I.B. #4300 - Recognition of Service Awards

I.C. #9220.3 - Board Member Resignation

I.D. #9220.5 - Unexpired Term Fulfillment /
Vacancies

I.E. #9220.4 - Board Member Removal from Office

I.F. #9540.2 - Agenda

I.G. #9540.3 - Quorum

I.H. #9540.8 - Voting Method

I.I. #9540.10 - Meeting Conduct

I.J. #9540.9 - Minutes

I.K. #6080.1.1 - Educating Students in the Gifted
and Talented Program

II. Public Comment

III. The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at least five (5) business days prior to the meeting.

#4241

Absence of School Staff

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5 The Madison Board of Education expects employees to be present and on time for the
6 workday. The interaction between teachers and students is the most influential factor
7 affecting student academic success. It is critical that teachers be available to provide
8 continuous high-quality education. Excessive employee absenteeism results in a system
9 that is ineffective, inefficient and not conducive to the teaching / learning process.

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11 The purpose of this policy is to establish a uniform and consistent procedure for the review
12 and control of excessive employee absenteeism. The intent of this policy is to promote
13 good attendance and provide supervisors with guidelines defining acceptable and
14 unacceptable attendance.

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16 The Superintendent is charged with the management of all employees of the school district.
17 In that regard, the Superintendent or designee shall review, on a quarterly-regular basis, the
18 pattern of staff absences. Absences that are considered excessive will be reported to the
19 employee's supervisor who will conference with the employee and develop a plan of
20 improvement if warranted.

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23 Date of Adoption: June 4, 1973
24 Date of Revision: January 28, 2014

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27 (c.f. Policy #2131 Superintendent of Schools)

#4300

Recognition of Service Awards

It shall be the policy of the Board of Education to recognize the service of personnel in the Madison Public Schools and others contributing to a quality education for ~~it's~~its students.

The Board of Education shall annually make awards recognizing such efforts at a regularly scheduled Board Meeting, ~~the Opening of School Staff Orientation Meeting~~Convocation, or a special ceremonial event.

Recognition shall be for the following:

Student Board Representative; in June at the completion of tenure.

Board Chair; ~~month last meeting following completion~~of service in this position.

Retiring Board Member; ~~month following completion of tenure.~~Last meeting of service on the board.

Staff with ~~Twenty-Years~~Ten-Years and every Five years after of Service in Madison; at School Orientation — Meeting following service achievement.

Retiring Staff; ~~at a Board meeting following completion of service or~~ at an appropriate ceremony of recognition.

~~**Special Service Award**; at completion of special service (i.e.: speaker).~~

Date of Adoption: 5/4/88

#9220.3

Filling Vacancies on the Board
(Formerly 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. 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 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

#9220.5

Filling Vacancies on the Board

(formerly 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.~~

1. If a vacancy occurs on the Madison Board of Education (the “Board”), the remaining members of the Board shall fill such vacancy at a meeting or a special meeting convened for that purpose.
2. A member resigning from the Board should present, or have presented, a written letter of resignation to the Board Chair or at a regular meeting of the Board.
3. Having accepted a letter of resignation, or having become aware of a vacancy created by means other than the resignation of a Board member, the Board will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose.
4. Said election, made by the majority of the Board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled.

Legal Reference:

Connecticut General Statutes

10-219 Procedures for filling vacancy on local board of education

#9220.4

Removal of Board Officers
(formerly Board Member Removal from Office)

~~Any officer of the Board, except the Treasurer, may be removed from office by a two-thirds (2/3) vote of the entire membership of the Board. The Chairperson shall select a temporary officer to act in that capacity for a period of time not to exceed six (6) weeks, during which time a special election for that office shall be held, as specified under the terms of Madison Board of Education Bylaw #9400. The newly elected officer shall serve out the term of the officer being replaced.~~

Date of Adoption: ~~_____~~ 3/7/95

Reference: ~~_____~~ Bylaw # 9220.3
~~_____~~ Bylaw # 9400

It is the policy of the Madison Board of Education (the “Board”) that officers of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner; and
3. carry out the duties of their respective offices in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. “Cause,” which means a reasonable ground for removal, includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

Procedures for Removal

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 remove or take other disciplinary action regarding an officer of the Board for cause:

- 1) The Board shall review the performance and/or conduct of an officer of the Board in open or executive session (as determined by the Board and the Board

45 officer in accordance with the Freedom of Information Act) at a regular or
46 special meeting of the Board, prior to initiating any action to remove or take
47 other disciplinary action regarding a Board officer for cause.
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49 2) If the Board determines as a result of such discussion that formal action is
50 necessary, the Board shall provide the Board officer with:
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52 a) reasonable written notice of the Board’s intent to consider removal or
53 other disciplinary action, including the factual basis for the claimed
54 “cause” for removal of the officer from office, with such notice to be
55 provided after being authorized by majority vote of those Board members
56 present and voting; and
57

58 b) an informal opportunity to be heard by the Board regarding such possible
59 removal or other disciplinary action, at which the Board officer shall have
60 the right to be represented by counsel at the Board member’s own expense
61 and to present relevant evidence to the Board. The informal opportunity to
62 be heard shall take place in open or executive session (as determined by
63 the Board and the Board officer in accordance with the Freedom of
64 Information Act) at a regular or special meeting of the Board.
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66 3) Any action to remove or take other disciplinary action regarding a Board
67 officer for cause following such informal hearing shall require an affirmative
68 vote by a majority of all members of the Board.
69

70 Service as a Board officer is a privilege, the purpose of which is to assist the Board in
71 conducting its business in an appropriate, orderly and efficient manner. Therefore, any
72 Board member serving as an officer shall have no legally protected right to continue in
73 that position.
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76 Legal References:
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78 Connecticut General Statutes

79 10-218 Officers. Meetings.

80 10-220 Duties of boards of education.
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82 *LaPointe v. Board of Education of the Town of Winchester*, 274 Conn. 806 (2005).
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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

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 at its next regular meeting.

3) The Board will decide at which future regular meeting date the item will appear on the 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.

C. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

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D. If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference:

Connecticut General Statutes

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

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

10-218 Officers. Meetings

**#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

Quorum and Voting Procedures

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4 1. Quorum:

- 5
6 A. The majority of all members of the Madison (the “Board”) shall be necessary to constitute a
7 quorum for the transaction of business.
8
9 B. If, in accordance with applicable law, the Board provides Board members the opportunity to
10 participate in meetings by means of electronic equipment, the Board is not required to adjourn
11 or postpone a meeting if a Board member loses the ability to participate because of an
12 interruption, failure, or degradation of that member’s connection by electronic equipment,
13 unless the member’s participation is necessary to form a quorum. If a quorum of the Board
14 members attend a meeting, other than an executive session, by means of electronic equipment
15 from the same physical location, members of the public must be permitted to attend such
16 meeting in such physical location.
17
18 C. If, in accordance with applicable law, the Board holds a meeting solely by means of electronic
19 equipment, and if a quorum of Board members attend a meeting by means of electronic
20 equipment from the same physical location, the Board shall permit members of the public to
21 attend such meeting in such physical location.
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23 2. Voting Procedures:

- 24
25 A. No member can vote on a question in which the Board member has a direct personal or
26 pecuniary interest.
27
28 B. Members may vote for themselves for any office or other position.
29
30 C. While it is the duty of every member who has an opinion on a question to express it by vote, a
31 Board member cannot be compelled to do so.
32
33 D. A member may abstain from voting (with the knowledge that the effect is the same as if the
34 Board member had voted on the prevailing side).
35
36 E. The votes of each member of the Board upon any issue before the Board shall be recorded in
37 the minutes of the session at which taken.
38
39 F. Board members shall have the opportunity to explain their votes, with the explanation to be
40 recorded in the minutes.
41
42 G. Any vote taken at a meeting during which a Board member participates by means of electronic
43 equipment shall be taken by roll call, unless the vote is unanimous.
44

45 Legal References:

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

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.

Legal References:

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

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4 **1. Definitions**

5 For purposes of this policy:

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8 A. “Electronic equipment” means any technology that facilitates real-time public access
9 to meetings, including, but not limited to, telephonic, video, or other conferencing
10 platforms.
11
12 B. “Electronic transmission” means any form or process of communication not directly
13 involving the physical transfer of paper or another tangible medium, which (A) is
14 capable of being retained, retrieved and reproduced by the recipient, and (B) is
15 retrievable in paper form by the recipient.
16

17 **2. Meeting Conduct**

- 18
19 A. Meetings of the Madison Board of Education (the “Board”) shall be conducted by the
20 Chairperson in a manner consistent with the adopted bylaws of the Board and the
21 provisions of law, including the Freedom of Information Act.
22
23 B. All Board meetings shall commence at, or as close as practicable to, the stated time,
24 provided there is a quorum.
25
26 C. All regular and special Board meetings shall be guided by an agenda that will have
27 been prepared and delivered in advance to all Board members and other designated
28 persons and made available to the public in accordance with the Freedom of
29 Information Act.
30
31 D. Robert’s Rules of Order shall govern the proceedings of the Board except as otherwise
32 provided by these bylaws.
33
34 E. In the event that a Board meeting is interrupted by any person or group of persons so
35 as to render the orderly conduct of such meeting unfeasible and order cannot be
36 restored by the removal of individuals who are willfully interrupting the meetings, the
37 Chairperson may order the room cleared and continue in session.
38
39 1. Only matters appearing on the agenda may be considered in such a session.
40
41 2. Duly accredited representatives of the press or other news media, except those
42 participating in the disturbance, shall be allowed to attend any such session.
43
44 3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for
45 readmitting an individual or individuals not responsible for willfully disturbing the
46 meeting.

47 **3. Smoking**

- 48
- 49 A. Smoking of any kind, including using an electronic nicotine or cannabis delivery
- 50 system or vapor product, will not be permitted in any room in which a meeting of the
- 51 Board is being conducted, nor during the time immediately prior to the meeting.
- 52
- 53 B. When applicable, a sign notifying the public that no smoking is allowed in the room
- 54 designated for the meeting will be prominently posted.
- 55

56 **4. Procedures for Board Member Participation By Means of Electronic Equipment**

- 57
- 58 A. The Board shall provide Board members the opportunity to participate in meetings by
- 59 means of electronic equipment, except that the Board is not required to adjourn or
- 60 postpone a meeting if a Board member loses the ability to participate because of an
- 61 interruption, failure, or degradation of that member's connection by electronic
- 62 equipment, unless the member's participation is necessary to form a quorum.
- 63 Conditions for participation are as follows:
- 64

- 65 1. If a quorum of the Board members attend a meeting, other than an executive
- 66 session, by means of electronic equipment from the same physical location,
- 67 members of the public must be permitted to attend such meeting in such physical
- 68 location.
- 69
- 70 2. Any physical or demonstrable material that is used in the course of the proceedings
- 71 must be present in the physical location, if any, where the public is located.
- 72
- 73 3. All those in attendance at the meeting, at whatever location, must be able to hear
- 74 and identify all participants in the proceeding, including their individual remarks
- 75 and votes.
- 76
- 77 4. Any vote taken at a meeting during which a Board member participates by means
- 78 of electronic equipment shall be taken by roll call, unless the vote is unanimous.
- 79
- 80 5. The minutes of the meeting shall record a list of Board members who attended the
- 81 meeting in person and a list of Board members who attended the meeting by means
- 82 of electronic equipment.
- 83

84 Any Board member who participates orally in a meeting conducted by means of

85 electronic equipment shall make a good faith effort to state such member's name

86 and title, if applicable, at the outset of each occasion that such member participates

87 orally during an uninterrupted dialogue or series of questions and answers.

88

89

- 90 B. When a Board member is participating in a meeting by means of electronic equipment,
- 91 the Chairperson shall take the necessary steps to ensure that the conditions enumerated
- 92 above are met. In addition, the Chairperson shall take the necessary steps to ensure
- 93 that a Board member participating by means of electronic equipment has adequate

94 opportunity for participation in Board discussion, including the opportunity to take the
95 floor and make motions.

96
97 *[Note: Boards that do not wish to provide for public participation by means of electronic*
98 *equipment may elect not to include the following section. However, Boards should be*
99 *prepared to accommodate any changes necessitated by pandemic-related conditions in the*
100 *event such conditions warrant a return to fully remote Board meetings.]*

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102 **5. Procedures for Public Participation By Means of Electronic Equipment**

103
104 The Board may hold a public meeting that is accessible to the public by means of
105 electronic equipment or by means of electronic equipment in conjunction with an in-
106 person meeting. If the Board allows for the public to participate by means of electronic
107 equipment, it shall do so in accordance with the following procedures:

108
109 A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by
110 means of electronic equipment, the Board shall provide direct notification in writing or
111 by electronic transmission to each member of the Board, and post a notice that the
112 Board intends to conduct the meeting solely or in part by means of electronic
113 equipment, (a) in the Board’s Administrative Offices; (b) in the office of the Town
114 Clerk; and (c) on the Board’s Internet web site, if any.

115
116 B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post
117 the agenda for any such meeting in the same manner as the notice of the meeting as set
118 forth in Section 5.A.

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120 C. Such notice and agenda shall include instructions for the public to attend and provide
121 comment or otherwise participate in the meeting, by means of electronic equipment or
122 in person, as applicable and permitted by law. Any such notice and agenda shall be
123 posted in accordance with the provisions of Connecticut General Statutes § 1-225.

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125 D. If the Board holds a meeting, other than an executive session or special meeting, solely
126 by means of electronic equipment:

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128 1. The Board shall provide any member of the public

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130 a. upon a written request submitted not less than twenty-four (24) hours prior to
131 such meeting, with a physical location and any electronic equipment necessary
132 to attend such meeting in real-time, and

133
134 b. the same opportunities to provide comment or testimony and otherwise
135 participate in such meeting that such member of the public would be accorded
136 if such meeting were held in person, except that the Board is not required (i) to
137 adjourn or postpone a meeting if a member of the public loses the ability to
138 participate because of an interruption, failure or degradation of such person’s
139 connection to the meeting by electronic equipment, or (ii) to offer members of
140 the public who attend a meeting by means of electronic equipment the

- 141 opportunity for public comment, testimony, or other participation if the
142 provision of such opportunity is not required by law for members of the public
143 who attend such meeting in person.
144
- 145 2. The Board shall not be required to adjourn or postpone the meeting if a member of
146 the public loses the ability to participate because of an interruption, failure, or
147 degradation of such person's connection to the meeting by means of electronic
148 equipment.
149
- 150 3. The Board shall ensure that such meeting is recorded or transcribed, excluding any
151 portion of the meeting that is conducted in executive session. Such transcription or
152 recording shall be posted on the Board's Internet web site and made available to
153 the public to view, listen to, and copy in the Board's Administrative Offices not
154 later than seven (7) days after the meeting and for not less than forty-five (45) days
155 thereafter.
156
- 157 4. If a quorum of Board members attend a meeting by means of electronic equipment
158 from the same physical location, the Board shall permit members of the public to
159 attend such meeting in such physical location.
160
- 161 E. If the Board holds a special meeting and any portion of such meeting is to be
162 conducted by means of electronic equipment, it must include in the notice of such
163 meeting if the meeting will be conducted solely or in part by means of electronic
164 equipment.
165
- 166 1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post
167 such notice and an agenda of the meeting in accordance with applicable law.
168
- 169 2. If such meeting is to be conducted by means of electronic equipment, such notice
170 and agenda shall include instructions for the public, by means of electronic
171 equipment or in person, to attend and provide comment or otherwise participate in
172 the meeting, as applicable and permitted by law.
173
- 174 F. Any member of the public who participates orally in a meeting conducted by means of
175 electronic equipment shall make a good faith effort to state such member's name and
176 title, if applicable, at the outset of each occasion that such member participates orally
177 during an uninterrupted dialogue or series of questions and answers.
178
- 179 G. Whenever a meeting being conducted by means of electronic equipment is interrupted
180 by the failure, disconnection or, in the Chairperson's determination, unacceptable
181 degradation of the electronic means of conducting a meeting, or if a Board member
182 necessary to form a quorum loses the ability to participate because of the interruption,
183 failure or degradation of such member's connection by electronic equipment, the
184 Board may, not less than thirty (30) minutes and not more than two (2) hours from the
185 time of the interruption or the Chairperson's determination, resume the meeting (1) in
186 person, if a quorum is present in person, or (2) if a quorum is restored by means of
187 electronic equipment, solely or in part by such electronic equipment.

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1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.

H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person’s or group of persons’ attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

[Note: The following section is optional:]

6. Public Address

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board’s regular [or special] meetings so designated for such purpose.

(1) _____ minutes may be allotted to each speaker and a maximum of _____ minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

(2) A Board member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.

(3) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person’s privilege of address.

(4) All speakers must identify themselves by name and address.]

Legal References:

Connecticut General Statutes

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

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236 1-200 Definitions
237 1-206 Denial of access to public records or meetings. Appeals. Notice. Orders.
238 Civil penalty. Petition for relief from vexatious requester. Service of
239 process upon commission. Frivolous appeals. Appeal re state hazardous
240 waste program records
241 1-225 Meetings of government agencies to be public. Recording of votes.
242 Schedule and agenda of certain meetings to be filed and posted on web
243 sites. Notice of special meetings. Executive sessions
244 1-232 Conduct of meetings
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246 19a-342 Smoking prohibited. Exceptions. Signs required. Penalties
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248 Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)
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#9540.10
Meeting Conduct
(formerly Public Participation At Board Meetings)

All regular and special meetings of the Board will be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it will schedule one or more periods during each meeting for public participation. It may set a time limit on the length of this period and / or a time limit for individual speakers.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting.

1. Meeting Conduct

- A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.

- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.

- C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.

- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

#9540.10(b)**2. Procedures for Participation by Means of Electronic Equipment**

- A. Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
 2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
 3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
- B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

#9540.10(c)**3. Public Address**

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

B. The Board Secretary will read the following statement before public comment:

The Board welcomes public comment at our meetings. When speaking, please state your name and address. Comments are limited to three minutes in order to ensure that all interested parties have an opportunity to speak. Please speak on one topic per public comment session. The Board is happy to hear from our community, but at a business meeting it should not be expected that the Board will respond. Neither public comment period is a time for public discussion. If necessary, the community member will be contacted for follow-up. For remote attendees, if you would like to have your comments read, please add them to chat or questions and answers functionality.

(1) Three minutes may be allotted to each speaker, which may be modified at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

(2) The Board Secretary shall act as timekeeper for the meeting, if deemed necessary by the Chairperson.

#9540.10(d)

- (3) No boisterous conduct shall be permitted at any Board of Education meeting.
Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

- (4) All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

- 1-200 Definitions
- 1-206 Denial of access of public records or meeting. Notice. Appeal.
- 1-225 Meetings of government agencies to be public.
- 1-232 Conduct of meetings. (re: disturbances)

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

- (cf. 9540.1 - Notification of Board Meetings)
- (cf. 9540.2 - Agenda)

Date of Adoption: January 3, 1995
Technical Revision: March 21, 2006
Date of Revision: June 8, 2021

**#9540.9
Minutes**

The Secretary of the Board of Education shall be responsible for complete and accurate minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings shall be kept in the office of the Superintendent of the Madison Public Schools. The votes of each Board member upon any issue shall be made available to the public in writing within forty-eight (48) hours of the meeting and also recorded in the minutes of the session as which they were taken. Minutes shall be made available to the public for inspection within seven (7) days after each meeting, except as required by the law regarding emergency meetings.

The minutes of the Board of Education shall include:

- the date, place and type of meeting (regular, special, adjourned, emergency);
- members present by name;
- notation of others present, including the Superintendent of Schools;
- call to order, identification of the person presiding including his / her office and the opening ceremony;
- late arrival and early departure of members by name;
- approval or amended approval of the minutes of preceding meetings;
- a record of public comments made at the meeting;
- recorded summary of all business identified in the agenda as well as any item appropriately placed on the agenda in accordance with the state law and these bylaws;
- the exact wording of each motion, the names of the individuals making and seconding, and the disposition; and
- the time of adjournment.

The minutes shall be permanently filed and indexed for the purpose of reference. All reports requiring Board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference, and if so, shall be placed in the district office as a permanent record.

Legal Reference:	Connecticut General Statutes - Sec. 1-21
Date of Adoption:	1/17/72
1st Revision:	6/19/90
2nd Revision:	4/7/92
3rd Revision:	1/3/95

1. In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept.
2. Minutes shall be maintained at the Administrative Offices of the school district in an official record book designated for said purpose.
3. The minutes shall constitute the official records of proceedings of the Madison Board of Education (the “Board”) and shall be open to public inspection at all reasonable times.
4. The minutes shall include the following:
 - A. The time, place and date of each meeting.
 - B. The names of those members in attendance.
 - C. The disposition of all matters on which action was recommended.
 - D. All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
 - E. All decisions concerning future meetings and agendas.
 - F. By request, a brief statement of a Board member may be included.
5. A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection and posted on the Board’s Internet web site, if available, not later than seven days of the date of the meeting to which they refer, however, the Board shall not be required by law to post such minutes on an Internet web site. Should the Board decide to make minutes available on the Board’s Internet web site, it shall do so at the sole discretion of the Board.

[Note: The posting of minutes to a website is optional and at the discretion of the Board.]

6. If, in accordance with applicable law, the Board conducts a meeting in which one or more Board members attend by means of electronic equipment, the minutes of the meeting shall record a list of Board members that attended the meeting in person and a list of members that attended the meeting by means of electronic equipment.

Legal Reference:

Connecticut General Statutes

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

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

6080.1.1**Educating Students in the Gifted and Talented Program**

The Madison Board of Education recognizes that there are some students with extraordinary learning ability or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in the core educational program.

General Principles for Programming

Section 10-4a of the Connecticut General State Statutes requires that “each child shall have equal opportunity to receive a suitable program of educational experiences.” Therefore, the Madison Board of Education affirms the following:

- The Madison Public Schools should identify gifted and talented students, K-12.
- The Madison Public Schools should meet the educational needs of gifted and talented students, including expanding enrichment learning opportunities.
- Instructional modifications should occur in the core educational program as part of a planned, ongoing, and systematic approach to meeting the needs of gifted and talented students.
- In addition to the core educational program, specialized learning opportunities should be available.
- Educators working with gifted and talented students should receive specialized training.

#6080. 1.1 (continued)

General Identification Guidelines

Connecticut state statute requires K-12 students who are gifted and talented to be identified. The purpose of assessment to identify giftedness is to determine areas of unusually high performance or potential and to develop them to the maximum extent. The Board recognizes that gifted and talented students possess a range of gifts and talents and that exceptionalism may be exhibited in one or more specific areas, but not necessarily in all. Gifted and talented students' social and emotional development may not always match their advanced intellectual, academic or creative development. For these reasons, identification must be accomplished by multiple procedures which are methodologically sound. Procedures may include portfolio review, performance-based assessment, judgment by experts, and standardized tests, as well as information collected from teachers and parents.

Guidelines for Instruction

The Madison Public Schools should provide challenging programming that nurtures the strengths, interests, and abilities of gifted and talented students. These students with exceptional gifts and talents deserve learning experiences that provide a wide range of open-ended activities designed to accommodate the students' learning styles.

Quality instruction for gifted and talented students may be differentiated by faster pacing and greater depth and breadth, higher levels of abstraction and complexity, and presentation at an earlier age. Learning experiences which may be particularly successful with these students include in-depth investigations of special topics, directed independent study, regional or statewide off-campus courses, internships, mentorships, and peer teaching, all of which should respect each student's learning style and area of giftedness. Gifted and talented students also need opportunities to interact with each other. Interaction periodically with others learning at a similar pace and level provides additional intellectual challenge, social, and emotional support, and the opportunity to gain a more accurate perspective of their own abilities and those of others.

#6080. 1.1 (continued)

Opportunities should be provided for both direct instruction and facilitation by those teachers trained especially to work with gifted and talented students, as well as by the core educational program teachers. These opportunities should be an integral part of the student's total instructional time.

K-12 Program Development

The Board of Education requires the Madison Public Schools' administration and staff, under the direction of the Superintendent, to develop and implement a planned, challenging, and integrated program of instruction for gifted and talented students in the Madison Public Schools (K-12). Each school should incorporate the development of a gifted and talented program as a school-based initiative documented in the school's improvement plan.

Date of Adoption: December 3, 1996

#6080.1.1

**Equitable Identification of Gifted
and Talented Students**

(formerly Educating Students in the Gifted and Talented Program)

The Madison Board of Education (the “Board”) will use equitable methods to identify students enrolled in the Madison Public Schools (the “District”) that have an extraordinary learning ability and/or outstanding talent in the creative arts, the development of which requires programs or services beyond the level of those ordinarily provided in regular school programs. Such students will be identified as gifted and/or talented.

I. Definitions

For purposes of this policy:

“Extraordinary learning ability” means a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity, or both.

“Gifted and talented” means a child identified by the planning and placement team as (A) possessing demonstrated or potential abilities that give evidence of very superior intellectual, creative or specific academic capability and (B) needing differentiated instruction or services beyond those being provided in the general education program in order to realize the child’s intellectual, creative or specific academic potential. The term includes children with extraordinary learning ability (“gifted”) and children with outstanding talent in the creative arts (“talented”).

“Outstanding talent in the creative arts” means a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts.

“Planning and placement team (“PPT”),” for purposes of the evaluation, identification or determination of the specific educational needs of a child who may be gifted or talented,

34 means a group of certified or licensed professionals who represent each of the teaching,
35 administrative, and pupil personnel staffs, and who participate equally in the decision
36 making process.

37

38 **II. Referral**

39 Any student enrolled in grades kindergarten through twelve, inclusive, in a District
40 school may be referred to the PPT to determine eligibility as gifted and talented. A
41 referral may come from any source, including the student's teacher, an administrator, the
42 student's parent/guardian, or the student.

43

44 **III. Evaluation and Identification**

45 The PPT shall be responsible for conducting evaluations and identifying whether students are
46 eligible as gifted and talented, and shall meet, as needed during the school year to determine
47 the eligibility of groups of children for whom evaluation and identification as gifted and
48 talented are planned. When a child has been individually referred to the PPT for consideration
49 as a gifted and talented child, the PPT shall provide the student's parent(s)/guardian(s) with
50 written notice of the referral.

51

52 The Board requires the use of multiple methods of identification of gifted and talented
53 students. The PPT will use the following methods of evaluation in determining whether a
54 student is eligible as gifted and talented:

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56 Group Assessment. The PPT may use an appropriate standardized test administered to
57 all students in a particular grade. In administering standardized tests, the PPT will use a
58 locally normed cut score to identify students for consideration for gifted and talented
59 classification. Parent/guardian consent is not required prior to the administration of a
60 group assessment.

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62 Individual Evaluation. Individual evaluations may be recommended by the PPT in
63 appropriate circumstances, such as when there is a possibility of identifying the student
64 as gifted and talented in areas that are not typically addressed by large-scale standardized

65 tests, such as social studies, a technical discipline, music, creative arts, or performing
66 arts. The PPT may also recommend an individual assessment for a student referred to the
67 PPT for an evaluation when the student is in a grade level in which group assessments
68 are not administered. Before a student is individually evaluated for identification as
69 gifted or talented, the PPT must secure the written consent from a parent/guardian.

70

71 After the PPT has determined from an individual or group assessment that a student has
72 potential for or has demonstrated extraordinary learning ability or outstanding talent in the
73 creative arts, the student will be identified as gifted and talented only if the PPT determines
74 that the child requires differentiated instruction or services beyond those provided in the
75 general education program in order to realize the child's intellectual, creative or specific
76 academic potential.

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78 The results of the PPT meeting concerning a determination of the child's identification as
79 gifted or talented shall be provided to the parent or guardian electronically or, if the District
80 does not have the parent or guardian's e-mail address on file, in writing. Such notice shall
81 include, but is not limited to, (1) an explanation of how such student was identified as gifted
82 and talented; and (2) the contact information for (A) the District employee in charge of the
83 provision of services to gifted and talented students, or, if there is no such employee, the
84 District employee in charge of the provision of special education and related services, (B) the
85 employee at the Connecticut State Department of Education who has been designated as
86 responsible for providing information and assistance to boards of education and parents or
87 guardians of students related to gifted and talented students and, (C) any associations in the
88 state that provide support to gifted and talented students.

89

90 If a parent/guardian disagrees with the results of the evaluation conducted by the PPT, the
91 parent/guardian has a right to a hearing.

92

93 The District may identify up to ten (10) percent of the total student population for the District
94 as gifted and talented.

95

96 **IV. Provision of Services**

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98 The provision of services for gifted and talented students by the Board is discretionary.

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100 *[Note: The Board may wish to include here specific details concerning the services provided*
101 *within the District, if any, or direct the Superintendent or designee to develop*
102 *administrative regulations detailing the services to be provided to gifted and talented*
103 *students.]*

104

105 Legal Reference:

106

107 Conn. Gen. Stat. § 10-76a

108 Conn. Gen. Stat. § 10-76xx

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110 Conn. Agencies Regs. § 10-76a-1

111 Conn. Agencies Regs. § 10-76a-2

112 Conn. Agencies Regs. § 10-76d-1

113 Conn. Agencies Regs. § 10-76d-9(c)

114

115 Connecticut State Department of Education, *Gifted and Talented Education: Guidance*
116 *Regarding Identification and Service* (March 2019), available at [https://portal.ct.gov/-](https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf)
117 [/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf](https://portal.ct.gov/-/media/SDE/Gifted-and-Talented/Gifted-and-Talented-Education---Guidance.pdf)

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