

Board of Education Regular Meeting

Tuesday, June 6, 2023 7:30 PM

Danial Hand High School LMC/ ZOOM, 286 Green Hill Road , Madison, Connecticut 06443

I. Call to Order / Attendance

I.A. Pledge of Allegiance

II. School / Community Session

II.A. Public Participation

III. Board of Education Student Representatives' Report

Speaker (s) : Lucy Fritzingler and Eli Ackerman

IV. Superintendent's Report

Speaker (s) : Craig A. Cooke, Ph.D.

IV.A. Student Representative Recognition/
Introduction of new Student Representative

IV.B. Building Project Educational
Specifications update

IV.C. 2023-2024 Budget Reduction

IV.D. Chartwells Food Service Contract

V. Board Members' Comments

VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

VII. Consent Agenda (Ref. Bylaw #9540.2 and #9540.8)

VII.A. Line Item Transfers as of June 1, 2023

VII.B. Budget Expenditures as of June 1, 2023

VIII. Action Item: Motion to approve the Consent Agenda

IX. Board Committees / Liaison Updates (Ref. Bylaw #9450)

IX.A. Curriculum and Student Development

Speaker (s) : Members:
Steve Pynn, Chair;
Catherine Miller,
Mary Ann Connelly

IX.B. Facilities Committee

Speaker (s) : Members:
Emily Rosenthal,
Chair, Steven Pynn,
Diane Infantine-Vyce

IX.C. Finance Committee

Speaker (s) : Members:
Galen Cawley, Chair,
Christine Maisano,
Emily Rosenthal

IX.D. Personnel Committee

Speaker (s) : Members:
Maureen Lewis, Chair;
Catherine Miller,
Mary Ann Connelly

IX.E. Policy Committee

Speaker (s) : Members:
Diane Infantine-Vyce,
Chair; Maureen Lewis,
Galen Cawley

IX.E.1. Policies for Rescission, Waive Second Reading:

- 5090.4.2 - Freedom of Speech/Written and Oral Expression
- 5100 - Cocurricular and Extracurricular Activities
- 5100.1 - Student Organizations
- 5190 - Crisis Response

IX.E.2. Policies for Review, First Reading:

- 9540.9 - Minutes
- 9540.10 - Meeting Conduct

IX.E.3. Policies for Review, Second Reading:

- 9220.4 - Board Member Removal from Office
- 4150 - Acceptable Use of Computer Equipment and Related Systems, Software and Networks
- 5210 - Acceptable Use of Computer Equipment and Related Systems, Software and Networks
- 5090.9 - Use of Private Technological Devices by Students

IX.F. LEARN Liaison

Speaker (s) : Mary Ann
Connelly

X. **Action Item: Motion to reduce the approved 2023-2024 Budget by \$75,000.**

XI. **Action Item: Motion to approve Amendment Number Seven, effective July 1, 2023, to the Agreement between the Madison Board of Education and Compass Group USA, Inc. by and through its Chartwells Division dated July 1, 2016.**

XII. **Action Item: Motion to waive the second reading and rescind the following policies: 5090.4.2 - Freedom of Speech/Written and Oral Expression, 5100 - Cocurricular and Extracurricular Activities, 5100.1 - Student Organizations, 5190 - Crisis Response**

XIII. **Action Item: Motion to approve the following policies: 9220.4 - Board Member Removal from Office, 4150 - Acceptable Use of Computer Equipment and Related Systems, Software and Networks, 5210 - Acceptable Use of Computer Equipment and Related Systems, Software and Networks, 5090.9 - Use of Private Technological Devices by Students**

XIV. **Action Item: Motion to approve the disposal of used books and equipment.**

XV. **Action Item: Motion to approve the minutes of the May 9, 2023 Board of Education Meeting (Ref. Bylaw #9540.9)**

XVI. **Action Item: Motion to approve the minutes of the May 23, 2023 Board of Education Meeting**

(Ref. Bylaw #9540.9)

XVII. Evaluation of the Superintendent
(discussion proposed for Executive Session)

XVIII. Future Agenda Items

XIX. Meetings / Dates of Importance (see attached)

XX. Adjournment

XXI. 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.



Madison Public Schools

10 Campus Drive
Madison, CT 06443
(203) 245-6300

TO: Madison Board of Education Finance Committee

FROM: Craig A. Cooke, Ph.D., Superintendent of Schools

SUBJECT: 2023-2024 Budget Reduction

The Madison Board of Education approved the 2023-2024 budget on January 17, 2023. The budget approved by the Board of Education was decreased by an amount of \$75,000 by the Board of Finance. The Board's budget was approved by the voters of Madison on May 16, 2023.

Previously the administration has presented suggestions for the reduction of the Board Budget. There is no change in the items being recommended.

Therefore, in order to align the Board's budget with the approved amount, the administration recommends the following reductions:

-\$20,000	CIRMA Liability Insurance
-\$30,000	Electricity
-\$25,000	Savings in new staff hiring resulting from unexpected retirements
<hr/>	
-\$75,000	Total Reduction

With the Finance Committee's support, this proposal will be brought to the full Board for discussion and possible action at the June 6, 2023 Board of Education meeting.

Cc: William McMinn, Director of Facilities
Stacy Nobitz, Director of Finance

CAC/zar v.05.23.23

2022-2023 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 6.6.23

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS /ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
51060	51060 REDUCTION/BUDGET	(38,800)		(38,800)	(38,800)			100.00
51108	51108 AP TESTING	15,000		15,000	7,282		7,718	48.50
51109	51109 11TH COURSE STIPENDS	16,000	(8,000)	8,000	7,115		885	88.90
51110	51110 TEACHERS	23,649,736	(285,106)	23,364,630	19,104,628	4,254,904	5,098	100.00
51111	51111 ADMINISTRATORS	2,166,498	38,242	2,204,740	2,036,456	168,283		100.00
51112	51112 EPED	308,997	(18,367)	290,630	287,656		2,974	99.00
51113	51113 CO CURRICULAR	514,980	12,261	527,241	519,527	2,000	5,715	98.90
51114	51114 EARLY RETIREMENT	64,533	(39,884)	24,649			24,649	0.00
51116	51116 DIRECTORS / MANAGERS	370,307	8,442	378,749	370,112	8,161	476	99.90
51120	51120 OFFICE STAFF	1,583,925	(65,911)	1,518,014	1,359,274	157,792	949	99.90
51121	51121 INSTRUCTIONAL PARAPROFES	1,957,271	(246,623)	1,710,648	1,488,610	171,178	50,860	97.00
51122	51122 CUSTODIANS	1,679,728	(27,000)	1,652,728	1,433,905	209,491	9,332	99.40
51123	51123 MEDIA / TECH PARAPROFESS	290,910	(11,000)	279,910	246,005	32,528	1,377	99.50
51124	51124 SECURITY / SUSPENSION	433,174	112,800	545,974	513,409	31,667	898	99.80
51126	51126 SCHOOL HEALTH SERVICES	358,863	(3,796)	355,067	300,924	37,122	17,020	95.20
51128	51128 ATHLETIC TRAINER	42,690	5,862	48,552	45,933	2,619		100.00
51129	51129 ATTENDANCE INCENTIVE	14,500		14,500			14,500	0.00
51130	51130 THERAPISTS / OCCUP & PHY	428,528		428,528	342,822	85,706		100.00
51210	51210 SUBSTITUTE TEACHERS	550,000	74,593	624,593	513,763	33,975	76,855	87.70
51212	51212 SUBS / SCHOOL HEALTH SER	16,320	25,576	41,896	40,014		1,882	95.50
51221	51221 CLASSIFIED SUBS	14,000	4,911	18,911	16,918		1,993	89.50
51320	51320 OVERTIME	63,575	7,415	70,990	62,051		8,939	87.40
51321	51321 CUSTODIAL/CASUAL LABOR	93,806	3,000	96,806	74,626		22,180	77.10
52130	52130 LIFE INSURANCE	51,200		51,200	46,379		4,821	90.60
52200	52200 SOCIAL SECURITY	630,623	(51,184)	579,439	371,524		207,915	64.10
52201	52201 MEDICARE	502,324		502,324	502,324			100.00
52202	52202 FSA ADMINISTRATION	1,750		1,750	1,220	238	292	83.30
52300	52300 PENSION-DEF BENEFIT	1,131,899		1,131,899	1,126,605		5,294	99.50
52301	52301 PENSION-DEF CONTRIBUTION	35,000	10,216	45,216	41,519		3,697	91.80
52500	52500 UNEMPLOYMENT	40,000	(4,000)	36,000	11,266		24,734	31.30
52600	52600 WORKER'S COMP	265,102	(9,254)	255,848	255,848			100.00
52700	52700 DISABILITY INSURANCE	74,000		74,000	73,448		552	99.30
53000	53000 UNBUDGETED EXPENSE	75,000		75,000	75,000			100.00
53101	53101 LABOR & LEGAL SVCES	110,000	39,000	149,000	83,919	11,490	53,591	64.00
53222	53222 EVALUATION SERVICES	139,500	4,952	144,452	115,827	6,275	22,349	84.50
53224	53224 STAFF DEVELOPMENT	234,023	27,415	261,438	166,497	21,283	73,659	71.80
53225	53225 NEASC ACCREDITATION SERV	4,676	310	4,986	4,928		58	98.80
53230	53230 STUDENT SUPPORT SERVICES	54,000	(39,000)	15,000	12,820		2,180	85.50
53231	53231 ADULT EDUCATION	45,000	(3,000)	42,000	42,000			100.00
53300	53300 PROF / TECH SVCES	1,280,366	68,981	1,349,347	1,239,707	78,160	31,480	97.70
53305	53305 PROF TECH MEDICAL	15,630	4,500	20,130	20,026		104	99.50

2022-2023 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 6.6.23

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS /ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
54210	54210 DISPOSAL / RECYCLING	73,200	22,000	95,200	88,141	7,059		100.00
54220	54220 SNOW REMOVAL	64,946	(42,508)	22,438	22,438			100.00
54300	54300 REPAIRS & MAINT	575,047	111,457	686,504	566,476	98,149	21,879	96.80
54307	54307 TECH / INFRASTRUCTURE	42,000		42,000	11,972	30,028		100.00
54308	54308 PLANNED MAINTENANCE	389,500	377,400	766,900	766,900			100.00
54309	54309 EMERGENCY MAINTENANCE	50,000	(44,000)	6,000	5,999		1	100.00
54310	54310 KITCHEN MAINTENANCE	13,401		13,401	11,563		1,838	86.30
54313	54313 TREATMENT PLANT REPAIRS	29,000		29,000	11,071	2,115	15,814	45.50
54320	54320 REPAIR / CONTRACTS	36,500		36,500	35,316	1,142	42	99.90
54330	54330 ALARM SERVICES	12,372	(3,000)	9,372	6,061		3,311	64.70
54340	54340 TELEPHONE MAINTENANCE	14,024	(9,500)	4,524	4,513		11	99.80
54420	54420 RENTAL AGREEMENTS	30,851	789	31,640	27,006	1,078	3,556	88.80
54600	54600 TREE SERVICES	8,828		8,828	5,000		3,828	56.60
54900	54900 PURCHASE SVCES	163	(163)					0.00
55110	55110 STUDENT ACTIV TRANS	31,178	(14,438)	16,740	9,529	6,344	867	94.80
55111	55111 REGULAR TRANSPORTATION	2,022,500		2,022,500	1,693,803		328,697	83.70
55113	55113 FUEL / TRANSPORTATION	283,000		283,000	204,732	16,199	62,069	78.10
55114	55114 SCHOOL CHOICE TRANSPORT	70,000		70,000	55,237		14,763	78.90
55120	55120 SPED TRANSPORTATION	1,261,079		1,261,079	1,161,524	50,154	49,400	96.10
55201	55201 GENERAL INSURANCE	324,050	2,922	326,972	322,231		4,741	98.50
55203	55203 STUDENT INSURANCE	14,375		14,375	14,375			100.00
55301	55301 TELECOMMUNICATIONS	152,178	(2,000)	150,178	131,393	9,608	9,177	93.90
55302	55302 POSTAGE	20,915	2,870	23,786	20,962	1,498	1,326	94.40
55303	55303 REPORTS/PUBLIC RELATIONS	4,650	(3,400)	1,250	1,228		22	98.20
55500	55500 PRINTING & BINDING	45,333	3,732	49,065	43,524	4,640	902	98.20
55501	55501 PRINTING / INSTRU SUPPLI	34,662	(5,014)	29,648	22,130	1,313	6,204	79.10
55608	55608 TUITION / TYPICALS	(70,000)		(70,000)	(76,772)		6,772	109.70
55610	55610 EXT PLACEMENTS / PUBLIC	525,714	81,000	606,714	586,740	65,579	(45,605)	107.50
55630	55630 EXT PLACEMENTS / PRIVATE	1,844,581	(60,712)	1,783,869	1,435,840	325,083	22,946	98.70
55640	55640 SCHOOL CHOICE TUITION	76,000	(1,576)	74,424			74,424	0.00
55641	55641 EXTENDED YEAR SERVICES /	106,000	30,029	136,029	130,586	280	5,163	96.20
55643	55643 EXT PLACEMENT/ GENERAL E	10,000	(6,500)	3,500	1,943		1,557	55.50
55801	55801 TRAVEL (STAFF)	27,569	(962)	26,607	17,407	1,090	8,111	69.50
55802	55802 TRAVEL (BOE)	320	(320)					0.00
55900	55900 MISC PURCH SERVICES	8,850	2,000	10,850	7,289	3,560	1	100.00
56101	56101 OFFICE SUPPLIES	40,453	3,483	43,936	41,071	2,340	526	98.80
56110	56110 INSTRUCTIONAL SUPPLIES	409,005	90,843	499,848	434,048	50,276	15,524	96.90
56120	56120 INSTRUCTIONAL SOFTWARE	37,885	4,595	42,480	39,582		2,899	93.20
56130	56130 CUSTODIAL SUPPLIES	82,132	32,000	114,132	112,487	1,144	501	99.60
56131	56131 MAINTENANCE SUPPLIES	78,000		78,000	63,702	4,491	9,807	87.40
56140	56140 FIELDS MAINTENANCE	112,900		112,900	100,816	11,999	85	99.90

2022-2023 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 6.6.23

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRNFRS /ADJSMT	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
56206	56206 GAS SERVICES	274,012	(5,842)	268,170	254,136	10,600	3,434	98.70
56207	56207 HEATING FUEL	10,944	(10,944)					0.00
56210	56210 WATER	43,503	(3,000)	40,503	35,181		5,322	86.90
56220	56220 ELECTRICITY	785,257	(62,658)	722,599	607,339	92,299	22,961	96.80
56260	56260 EQUIPMENT MAINTENANCE	21,672	10,944	32,616	21,646		10,970	66.40
56410	56410 TEXTBOOKS & REPLACEMENT	33,668	(1,071)	32,596	29,448	2,981	168	99.50
56411	56411 TEXTBOOKS / NEW	36,500	(8,154)	28,346	28,346			100.00
56420	56420 AWARDS	5,000	(3,954)	1,046	1,046			100.00
56421	56421 MEDIA SUPPLIES	34,074	(595)	33,479	30,691	2,292	497	98.50
56422	56422 PERIODICALS	25,600	(120)	25,480	24,881	172	427	98.30
56423	56423 PRINT COLLECTION	48,000	(20,438)	27,562	24,862	2,622	78	99.70
56550	56550 STAFF UNIFORMS	5,258		5,258	5,258			100.00
56551	56551 UNIFORMS / STUDENT GROUP	25,000	(18,805)	6,195	6,195			100.00
56900	56900 SUPPLIES	69,487	(20,013)	49,474	27,768	14,503	7,204	85.40
57301	57301 EQUIPMENT	204,539	38,293	242,831	213,054	12,577	17,200	92.90
57302	57302 OS SOFTWARE	297,100		297,100	271,049		26,051	91.20
57303	57303 EQUIP - LEASE/PURCHASE	39,120		39,120	3,380		35,740	8.60
57304	57304 COMPUTER HARDWARE	549,550	6,685	556,235	480,315	2,981	72,940	86.90
57400	57400 PUBLIC SAFETY	6,623		6,623	5,161	1,193	269	95.90
58100	58100 DUES, FEES & MEMBSHPS	62,483	3,398	65,882	63,455		2,426	96.30
58101	58101 ATHLETIC EVENT FEES	11,000	1,697	12,697	12,572		125	99.00
59999	59999 RESERVE APPROPRIATION		25,536	25,536	25,536			100.00
Grand Total		50,766,187	138,336	50,904,524	43,232,270	6,150,259	1,521,994	97.00

#5090.4.2

Freedom of Speech / Written and Oral Expression

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5 The Board of Education recognizes and protects the rights of student expression. School
6 administrators are charged with maintaining a balance of these rights with the interests of
7 an orderly and efficient educational process and of a school environment suitable for the
8 healthy growth and development of all students.

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10 The school district shall assume no responsibility for the contents of any written material
11 produced, posted, circulated or otherwise distributed, nor will it be responsible for any
12 student conduct related to any interests other than those of an orderly and efficient
13 educational process and proper school environment.

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15 In order to protect the educational process and school environment, written or oral
16 expression produced, distributed or spoken within the confines of school district property
17 shall meet the following criteria:

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19 1. Written or oral expression shall be noncommercial.
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21 2. Written or oral expression shall not contain libelous or obscene content.
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23 3. Written or oral expression shall not advocate illegal actions.
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25 4. Written or oral expression shall not contain false statements or innuendoes that
26 would subject any person to hatred, ridicule, contempt or injury of reputation.
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28 5. Written or oral expression will not imminently threaten to disrupt the educational
29 process of the school.
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31 6. Written or oral expression shall not advocate action that would endanger the
32 health or safety of students.
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5090.4.2 (Continued)

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7. Written or oral expression shall not invade the lawful right of others.
8. Material published, posted or otherwise distributed shall bear the names of the students principally involved in the promotion of this material and, when applicable, the name of the sponsoring student organization or group.
9. Material may not be sold on school property.
10. Material which seeks a donation or solicitation of funds may not be circulated.
11. Distributors of materials will be held responsible for cleaning up litter caused by such distribution.

Date of Adoption: 6/20/95

#5100**Cocurricular and Extracurricular Activities**

Cocurricular and extracurricular activities are an important part of the total school curriculum; however, students earn and sustain the privilege of participating in such activities. Such activities, including athletics, clubs and organizations, provide opportunities for students to explore areas of interest as well as to engage in opportunities that promote teamwork, sportsmanship, discipline and leadership.

Cocurricular and extracurricular activities are learning experiences and are to be developed, managed and evaluated with this purpose in mind. Activities are considered part of the total school program and are to be included in the curriculum planning, review and evaluation process, as appropriate. All cocurricular and extracurricular activities are to be approved by the school principal who is responsible for the day-to-day operation and management of all student activity programs and are to operate under the policies, rules, and regulations of the Board.

While it is desirable that students participate in such activities to the extent that they further their educational development, it is of paramount importance that such participation will not jeopardize students' academic achievement nor exploit their time and talents. Loss of privilege to participate in cocurricular and extracurricular activities will occur if the student's behavior results in serious disciplinary action or loss of academic standing.

Date of Adoption: February 27, 1996

#5100.1**Student Organizations**

Qualifications for Membership in Student Organizations

Any combination of the following may be used as the basis for membership: scholarship; community service; grade level; subject field; special proficiency evaluated by certificated personnel on the basis of predetermined standards. Under no circumstances is the membership in a school club to be determined by the subjective judgment of the students constituting the club.

Religious Discussion Groups

If the school principal permits student discussion groups to meet on school premises, student religious discussion groups may meet on school premises when the facilities are not being used for school purposes.

Basic Purpose

The basic purpose for raising and expending money by student organizations will be to promote the general welfare, morale, and educational experiences of the student group.

Rules and Regulations. The building principal will oversee the development of rules and regulations for the conduct and operation of student organizations that conform with the policies herein set forth. In addition, a faculty advisor is also required for each student organization.

Date of Adoption: January 23, 1996

**#5190
Crisis Response**

The Madison Public Schools' students have a basic need for security and safety. Therefore, the Board of Education is committed to averting and resolving crises that may occur and may involve students, faculty, staff, or the total school community. Through its educational programs, student assistance teams, student support personnel, and various strategies and mechanisms, the school system will strive to prevent crisis situations and to prepare its community members to address crises as they occur, and address circumstances that may pose the threat of crisis.

The Board of Education and administration acknowledge the necessity to prepare a Crisis Management Plan to address crises should they occur. It should be the intent of the Crisis Management Plan to provide (1) primary prevention strategies to prevent a crisis situation from occurring, (2) secondary prevention strategies to deal with the immediate aftermath, and (3) tertiary prevention strategies which provide long term follow-up for those affected by the crisis.

Rules and regulations for implementation of this policy are to be included in the district's *Crisis Management Plan, 1998*.

Legal References: Connecticut General Statutes
10-221 (e) Boards of education to prescribe rules.

Date of Adoption: March 23, 1999

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, and type~~ of ~~each~~ meeting (~~regular, special, adjourned, emergency~~).
 - B. The names of those members in attendance.
 - ~~B.C.~~ Notation of others present, including the Superintendent of Schools.
 - ~~C.D.~~ The disposition of all matters on which action was recommended.
 - ~~D.E.~~ All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
 - ~~E.F.~~ All decisions concerning future meetings and agendas.
 - G. By request, a brief statement of a Board member may be included.
 - ~~F.H.~~ Time of adjournment.
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

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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

First Reading: June 6, 2023

**#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
2
3
4 **1. Definitions**

5
6 For purposes of this policy:

- 7
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 Newly Revised shall govern the proceedings of the Board
32 except as otherwise 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 session,
66 by means of electronic equipment from the same physical location, members of the
67 public must be permitted to attend such meeting in such physical location.

68

69 2. Any physical or demonstrable material that is used in the course of the proceedings
70 must be present in the physical location, if any, where the public is located.

71

72 3. All those in attendance at the meeting, at whatever location, must be able to hear
73 and identify all participants in the proceeding, including their individual remarks
74 and votes.

75

76 4. Any vote taken at a meeting during which a Board member participates by means
77 of electronic equipment shall be taken by roll call, unless the vote is unanimous.

78

79 5. The minutes of the meeting shall record a list of Board members who attended the
80 meeting in person and a list of Board members who attended the meeting by means
81 of electronic equipment.

82

83 Any Board member who participates orally in a meeting conducted by means of
84 electronic equipment shall make a good faith effort to state such member's name
85 and title, if applicable, at the outset of each occasion that such member participates
86 orally during an uninterrupted dialogue or series of questions and answers.

87

88

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

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

95
96 ~~*[Note: Boards that do not wish to provide for public participation by means of electronic*~~
97 ~~*equipment may elect not to include the following section. However, Boards should be*~~
98 ~~*prepared to accommodate any changes necessitated by pandemic-related conditions in the*~~
99 ~~*event such conditions warrant a return to fully remote Board meetings.]*~~

100
101 **5. Procedures for Public Participation By Means of Electronic Equipment**

102
103 The Board may hold a public meeting that is accessible to the public by means of electronic
104 equipment or by means of electronic equipment in conjunction with an in-person meeting.
105 If the Board allows for the public to participate by means of electronic equipment, it shall
106 do so in accordance with the following procedures:

107
108 A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by
109 means of electronic equipment, the Board shall provide direct notification in writing or
110 by electronic transmission to each member of the Board, and post a notice that the Board
111 intends to conduct the meeting solely or in part by means of electronic equipment, (a)
112 in the Board’s Administrative Offices; (b) in the office of the Town Clerk; and (c) on
113 the Board’s Internet web site, if any.

114
115 B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the
116 agenda for any such meeting in the same manner as the notice of the meeting as set forth
117 in Section 5.A.

118
119 C. Such notice and agenda shall include instructions for the public to attend and provide
120 comment or otherwise participate in the meeting, by means of electronic equipment or
121 in person, as applicable and permitted by law. Any such notice and agenda shall be
122 posted in accordance with the provisions of Connecticut General Statutes § 1-225.

123
124 D. If the Board holds a meeting, other than an executive session or special meeting, solely
125 by means of electronic equipment:

126
127 1. The Board shall provide any member of the public

128
129 a. upon a written request submitted not less than twenty-four (24) hours prior to
130 such meeting, with a physical location and any electronic equipment necessary
131 to attend such meeting in real-time, and

132
133 b. the same opportunities to provide comment or testimony and otherwise
134 participate in such meeting that such member of the public would be accorded
135 if such meeting were held in person, except that the Board is not required (i) to
136 adjourn or postpone a meeting if a member of the public loses the ability to
137 participate because of an interruption, failure or degradation of such person’s
138 connection to the meeting by electronic equipment, or (ii) to offer members of

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

184 if a quorum is present in person, or (2) if a quorum is restored by means of electronic
185 equipment, solely or in part by such electronic equipment.

- 186
- 187 1. In each case of resumption of such meeting, electronic access shall be restored to
- 188 the public if such capability has been restored.
- 189
- 190 2. The Board shall, if practicable, post a notification on its Internet web site and inform
- 191 attendees by electronic transmission of the expected time of resumption or of the
- 192 adjournment or postponement of the meeting, as applicable, and may announce at
- 193 the beginning of any meeting what preplanned procedures are in place for
- 194 resumption of a meeting in the event of an interruption.
- 195

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

202
203 *[Note: The following section is optional:]*

204
205 **6. Public Address**

206
207 **A. The Board may permit any individual or group to address the Board**
208 **concerning any subject that lies within its jurisdiction during a portion of the**
209 **Board’s regular [or special] meetings so designated for such purpose.**

210
211 **(1) ~~Three~~ minutes may be allotted to each speaker, ~~and a~~**
212 **~~maximum of~~ minutes to each subject matter. The Board may**
213 **modify these limitations at the beginning of a meeting if the number**
214 **of persons wishing to speak makes it advisable to do so.**

215
216 **(2) A Board member shall be appointed by the Chairperson prior to the**
217 **meeting to act as timekeeper for the meeting, if deemed necessary by**
218 **the Chairperson.**

219
220 **(3) No boisterous conduct shall be permitted at any Board meeting.**
221 **Persistence in boisterous conduct shall be grounds for summary**
222 **termination, by the Chairperson, of that person’s privilege of address.**

223
224 **(4) All speakers must identify themselves by name and address.]**

225
226
227 Legal References:

228
229 Connecticut General Statutes

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

- 1-200 Definitions
- 1-206 Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records
- 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
- 1-232 Conduct of meetings
- 19a-342 Smoking prohibited. Exceptions. Signs required. Penalties

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

First Reading: June 6, 2023

#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

#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 OR 2/3~~ 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; or
5. failure to serve as defined in Section 6.5 of the Madison Town Charter.;

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:

44 1) The Board shall review the performance and/or conduct of an officer of the
45 Board in open or executive session (as determined by the Board and the Board
46 officer in accordance with the Freedom of Information Act) at a regular or
47 special meeting of the Board, prior to initiating any action to remove or take
48 other disciplinary action regarding a Board officer for cause.

49
50 2) If the Board determines as a result of such discussion that formal action is
51 necessary, the Board shall provide the Board officer with:

52
53 a) reasonable written notice of the Board’s intent to consider removal or
54 other disciplinary action, including the factual basis for the claimed
55 “cause” for removal of the officer from office, with such notice to be
56 provided after being authorized by ~~majority~~ a 2/3 vote of those Board
57 members present and voting; and

58
59 b) an informal opportunity to be heard by the Board regarding such possible
60 removal or other disciplinary action, at which the Board officer shall have
61 the right to be represented by counsel at the Board member’s own expense
62 and to present relevant evidence to the Board. The informal opportunity
63 to be heard shall take place in open or executive session (as determined by
64 the Board and the Board officer in accordance with the Freedom of
65 Information Act) at a regular or special meeting of the Board.

66
67 3) Any action to remove or take other disciplinary action regarding a Board
68 officer for cause following such informal hearing shall require an affirmative
69 vote by ~~a majority~~ 2/3 of all members of the Board.

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

75
76
77 Legal References:

78
79 Connecticut General Statutes

80 10-218 Officers. Meetings.

81 10-220 Duties of boards of education.

82
83 LaPointe v. Board of Education of the Town of Winchester, 274 Conn. 806 (2005).

84
85 First Reading: May 9, 2023

86 Second Reading: June 6, 2023

#4150

**Employee Use of the District's
Computer Systems
(formerly Acceptable Use of Computer equipment and Related
Systems, Software and Networks)**

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Madison Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, copiers, Smartphones, work phones, network access devices, radios, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to employees of the district for district-related educational and business purposes~~Board employees for business and education-related uses~~. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education-related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this Policy, the system administrator and others managing the computer systems may access

34 electronic messaging systems (including email) or monitor activity on the computer system
35 or electronic devices accessing the computer systems at any time and for any reason or no
36 reason. Typical examples include when there is reason to suspect inappropriate conduct or
37 there is a problem with the computer systems needing correction. Further, the system
38 administrator and others managing the computer systems can access or monitor activity on
39 the systems despite the use of passwords by individual users, and can bypass such
40 passwords. In addition, review of electronic messaging systems (including email),
41 messages or information stored on the computer systems, which can be forensically
42 retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using
43 social networking sites.

44
45 Incidental personal use of the computer systems may be permitted solely for the purpose
46 of email transmissions and access to the Internet on a limited, occasional basis. Such
47 incidental personal use of the computer systems, however, is subject to all rules, including
48 Freedom of Information Act requests and monitoring of all such use, as the Superintendent
49 may establish through regulation. Moreover, any such incidental personal use shall not
50 interfere in any manner with work responsibilities.

51
52 **Users should not have any expectation of personal privacy in the use of the computer**
53 **system or other electronic devices that access the computer system. Use of the**
54 **computer system represents an employee’s acknowledgement that the employee has**
55 **read and understands this policy and any applicable regulations in their entirety,**
56 **including the provisions regarding monitoring and review of computer activity.**

57
58 Legal References:

- 59
60 Conn. Gen. Stat. § 31-40x
61 Conn. Gen. Stat. § 31-48d
62 Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250

63
64 Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

65
66 First Reading: May 9, 2023
67 Second Reading: June 6, 2023

Regulation #4150

Employee Use of District's Computer Systems

Introduction

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Board of Education (the "Board") has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, copiers, Smartphones, work phones, network access devices, radios, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board's computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order ~~electronic devices~~, to enhance the educational and business operations of the district. In these regulations, the computers, computer network, electronic devices, Internet access and email system are referred to collectively as "the computer systems."

These computer systems are business and educational tools. As such, they are ~~being~~ made available to employees of the district for district-related educational and business purposes. *All users of the computer systems must restrict themselves to appropriate district-related educational and business purposes.* Incidental personal use of the computer systems may be permitted solely for the purpose of email transmissions and similar communications, including access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems is subject to all rules, including monitoring of all such use, set out in these regulations. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

These computer systems are expensive to install, own and maintain. Unfortunately, these computer systems can be misused in a variety of ways, some of which are innocent and others deliberate. Therefore, in order to maximize the benefits of these technologies to the district, our employees and all our students, this regulation shall govern *all* use of these computer systems.

Monitoring

It is important for all users of these computer systems to understand that the Board, as the owner of the computer systems, reserves the right to monitor the use of the computer systems to ensure that they are being used in accordance with these regulations. The Board

47 intends to monitor in a limited fashion, but will do so as needed to ensure that the systems
48 are being used appropriately for district-related educational and business purposes and to
49 maximize utilization of the systems for such business and educational purposes. The
50 Superintendent reserves the right to eliminate personal use of the district's computer
51 systems by any or all employees at any time.

52
53 The system administrator and others managing the computer systems may access electronic
54 messaging systems (including email) or monitor activity on the computer system or
55 electronic devices accessing the computer systems at any time and for any reason or no
56 reason. Typical examples include when there is reason to suspect inappropriate conduct or
57 there is a problem with the computer systems needing correction. Further, the system
58 administrator and others managing the computer systems can access or monitor activity on
59 the systems despite the use of passwords by individual users, and can bypass such
60 passwords. In addition, review of emails, messages or information stored on the computer
61 systems, which can be forensically retrieved, includes those messages and/or electronic
62 data sent, posted and/or retrieved using social networking sites, including, but not limited
63 to, Twitter, Facebook, LinkedIn, Instagram and YouTube.

64
65 Notwithstanding the above and in accordance with state law, the Board may not: (1) request
66 or require that an employee provide the Board with a user name and password, password
67 or any other authentication means for accessing a personal online account; (2) request or
68 require that an employee authenticate or access a personal online account in the presence
69 of a Board representative; or (3) require that an employee invite a supervisor employed by
70 the Board or accept an invitation from a supervisor employed by the Board to join a group
71 affiliated with any personal online account of the employee. However, the Board may
72 request or require that an employee provide the Board with a user name and password,
73 password or any other authentication means for accessing (1) any account or service
74 provided by the Board or by virtue of the employee's employment relationship with the
75 Board or that the employee uses for the Board's business purposes, or (2) any electronic
76 communications device supplied or paid for, in whole or in part, by the Board.

77
78 In accordance with applicable law, the Board maintains the right to require an employee to
79 allow the Board to access the employee's personal online account, without disclosing the
80 user name and password, password or other authentication means for accessing such
81 personal online account, for the purpose of:

- 82
- 83 (A) Conducting an investigation for the purpose of ensuring compliance with applicable
84 state or federal laws, regulatory requirements or prohibitions against work-related
85 employee misconduct based on the receipt of specific information about activity on
86 an employee's personal online account; or
 - 87
 - 88 (B) Conducting an investigation based on the receipt of specific information about an
89 employee's unauthorized transfer of the Board's proprietary information,
90 confidential information or financial data to or from a personal online account
91 operated by an employee or other source.
- 92

93 For purposes of these Administrative Regulations, “personal online account” means any
94 online account that is used by an employee exclusively for personal purposes and unrelated
95 to any business purpose of the Board, including, but not limited to, electronic mail, social
96 media and retail-based Internet web sites. “Personal online account” does not include any
97 account created, maintained, used or accessed by an employee for a business purpose of
98 the Board.

100 Why Monitor?

101
102 The computer systems are expensive for the Board to install, operate and maintain. For
103 that reason alone it is necessary to prevent misuse of the computer systems. However,
104 there are other equally important reasons why the Board intends to monitor the use of these
105 computer systems, reasons that support its efforts to maintain a comfortable and pleasant
106 work environment for all employees.

107
108 These computer systems can be used for improper, and even illegal, purposes. Experience
109 by other operators of such computer systems has shown that they can be used for such
110 wrongful purposes as sexual harassment, intimidation of co-workers, threatening of co-
111 workers, breaches of confidentiality, copyright infringement and the like.

112
113 Monitoring will also allow the Board to continually reassess the utility of the computer
114 systems, and whenever appropriate, make such changes to the computer systems as it
115 deems fit. Thus, the Board monitoring should serve to increase the value of the system to
116 the district on an ongoing basis.

118 Privacy Issues

119
120 Employees must understand that the Board has reserved the right to conduct monitoring of
121 these computer systems and can do so *despite* the assignment to individual employees of
122 passwords for system security. Any password systems implemented by the district are
123 designed solely to provide system security from unauthorized users, not to provide privacy
124 to the individual system user.

125
126 *The system’s security aspects, message delete function and personal passwords can be*
127 *bypassed for monitoring purposes.*

128
129 Therefore, *employees must be aware that they should not have any expectation of personal*
130 *privacy in the use of these computer systems.* This provision applies to any and all uses of
131 the district’s computer systems and electronic devices that access same, including any
132 incidental personal use permitted in accordance with these regulations.

133
134 *Use of the computer system represents an employee’s acknowledgement that the employee*
135 *has read and understands these regulations and any applicable policy in their entirety,*
136 *including the provisions regarding monitoring and review of computer activity.*

140 Prohibited Uses

141
142 Inappropriate use of district computer systems is expressly prohibited, including, but not
143 limited to, the following:

- 144
145 ◆ Sending any form of solicitation not directly related to the business of the Board of
146 Education;
- 147
148 ◆ Sending any form of slanderous, harassing, threatening, or intimidating message,
149 at any time, to any person (such communications *may* also be a *crime*);
- 150
151 ◆ Gaining or seeking to gain unauthorized access to computer systems;
- 152
153 ◆ Downloading or modifying computer software of the district in violation of the
154 district's licensure agreement(s) and/or without authorization from IT Department
155 personnel;
- 156
157 ◆ Damaging equipment through careless handling, loss, or theft;
- 158
159 ◆ Sending any message that breaches the Board's confidentiality requirements,
160 including the confidentiality rights of students;
- 161
162 ◆ Sending any copyrighted material over the system;
- 163
164 ◆ Sending messages for any purpose prohibited by law;
- 165
166 ◆ Storing personal or confidential information on the system;
- 167
168 ◆ Transmission of inappropriate email communications or accessing inappropriate
169 information on the Internet, including vulgar, lewd or obscene words or pictures;
- 170
171 ◆ Using computer systems for any purposes, or in any manner, other than those
172 permitted under these regulations;
- 173
174 ◆ Using social networking sites such as Facebook, Twitter, LinkedIn, Instagram and
175 YouTube in a manner that disrupts or undermines the effective operation of the
176 school district, is used to engage in harassing, defamatory, obscene, abusive,
177 discriminatory or threatening or similarly inappropriate communications; creates a
178 hostile work environment; breaches confidentiality obligations of school district
179 employees, or violates the law, Board policies and/or the other school rules and
180 regulations;
- 181
182 ◆ Violating cybersecurity best practices through the sharing of passwords.
- 183

184 In addition, if a particular behavior or activity is generally prohibited by law and/or Board
185 policy, use of these computer systems for the purpose of carrying out such activity and/or
186 behavior is also prohibited.

187

188 Electronic Communications

189

190 The Board expects that all employees will comply with all applicable Board policies and
191 standards of professional conduct when engaging in any form of electronic communication,
192 including texting, using the district’s computer system, or through the use of any electronic
193 messaging system or electronic device or mobile device owned, leased, or used by the
194 Board. As with any form of communication, the Board expects district personnel to
195 exercise caution and appropriate judgment when using electronic communications with
196 students, colleagues and other individuals in the context of fulfilling an employee’s job-
197 related responsibilities, including when engaging in remote teaching or use of a digital
198 teaching platform.

199

200 Disciplinary Action

201

202 Misuse of these computer systems will not be tolerated and will result in disciplinary action
203 up to and including termination of employment. Because no two situations are identical,
204 the Board or its designee reserves the right to determine the appropriate discipline for any
205 particular set of circumstances.

206

207 Complaints of Problems or Misuse

208

209 Anyone who is aware of problems with or misuse of these computer systems, or has a
210 question regarding the appropriate use of the computer systems, should report this to a
211 district administrator, supervisor or to the school principal.

212

213 Most importantly, the Board urges *any* employee who receives *any* harassing, threatening,
214 intimidating or other improper message through the computer systems to report this
215 immediately. It is the Board’s policy that no employee should be required to tolerate such
216 treatment, regardless of the identity of the sender of the message. *Please report these*
217 *events!*

218

219 Implementation

220

221 This regulation is effective as of ___/___/___.

222

223 Legal References:

224

225 Conn. Gen. Stat. § 31-40x

226 Conn. Gen. Stat. § 31-48d

227 Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

228

229 Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

230

#4150**Acceptable Use of Computer Equipment and Related Systems, Software and Networks**

The Madison Board of Education provides computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the educational mission of the Board and to enhance the curriculum and learning opportunities for students and staff in an environment which ensures access to, and management of, up-to-date information and communication services. Responsible use of these systems and networks is expected of all staff.

The computers, computer systems, software, electronic access privileges, and networks are the property of the Madison Board of Education and are to be used only for those activities directly related to teaching, learning, and / or management by staff. The equipment, infrastructure, and software are not to be used for personal gain by any student or staff member.

The computers, computer systems, software, electronic access privileges, and networks provided by the Madison Board of Education shall not be modified or altered by individual users without the authorization of the Superintendent or his / her designee.

All users are hereby made aware that all information on the Madison Board of Education's computers, computer systems, software, , and networks are in the public domain, unless specifically protected by the Connecticut Freedom of Information Act. Users should not assume that any information accessed or stored on the computers, computer systems, or networks provided by the Madison Board of Education is private.

The Madison Board of Education reserves the right to bypass any or all individual or group passwords to determine the activity on any or all of the computers, computer systems, software, electronic access privileges, and networks.

All District computers remain under the control, custody and supervision of the district. The District reserves the right to monitor all computer network and Internet activity by employees, whether using district issued devices or accessing the Madison network via personally owned devices.

4150 (cont.)

The Superintendent shall establish appropriate guidelines and procedures for responsible use of computer systems and devices, software, electronic access privileges, networks, and the internet provided by the Madison Board of Education. Employees are required to periodically sign an appropriate Network Use Agreement in order to access network resources. Employees who violate this policy may be subject to disciplinary action.

(cf. 5210: Accepted Use of Computers, Computer Systems, Software, Electronic Access Privileges, and Networks)

Legal Reference: Connecticut General Statutes
The Freedom of Information Act
53A-182B Harassment in the first degree
31-48d Employers engaged in electronic monitoring required to give prior notice to employees.

Date of Adoption: November 4, 1999
Date of Revision: November 7, 2006
Date of Revision: June 5, 2012

**Student use of the District’s Computer Systems
and Internet Safety**

(formerly Acceptable Use of Computer Equipment and Related Systems, Software & Networks)

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Madison Board of Education (the “Board”) has installed computers and a computer network(s), including Internet access and electronic messaging systems on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, network access devices, radios, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer network, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child pornography, and ensure that such filtering technology is operative during computer use by minor students to the extent practicable when

33 such students are using Board-owned computers or devices and Board-provided Internet
34 access.

35

36 As the owner of the computer systems, the Board reserves the right to monitor the use of the
37 district's computers and computer systems.

38

39 Legal References:

40

41 Conn. Gen. Stat. § 10-221

42

43 Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250

44

45 Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18
46 U.S.C. §§ 2510 through 2520

47

48 Children's Internet Protection Act, Pub. L. 106-554, codified at 47 U.S.C. § 254(h)

49

50 No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

51

52 Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C.
53 § 254(h)(5)(B)(iii)

54

55

56 First Reading: May 9, 2023

57 Second Reading: June 6, 2023

Regulation #5210
Student use of the District’s Computer Systems
and Internet Safety

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5
6 1. Introduction
7

8 a. Access to District Computer Systems When Students Are Physically Present on School
9 Property
10

11 When students are physically present on school property, the Board is pleased to offer
12 students access to the district's computers and computer networks, including access to
13 electronic messaging systems (including email) and the Internet, as well as electronic
14 devices, (all of which will be referred to collectively as "computer systems"). Access to
15 the school's computer systems will enable students to explore libraries, databases,
16 websites, and bulletin boards while exchanging information with others. Such access is
17 provided solely for education-related purposes. Use of the district's computer systems will
18 be allowed only for students who act in a considerate and responsible manner in using
19 such systems.
20

21 The Board of Education (the “Board”) and the Administration believe in the educational
22 value of such computer systems and recognize their potential to support our curriculum by
23 expanding resources available for staff and student use. The Board’s goal in providing
24 this service is to promote educational excellence by facilitating resource sharing,
25 innovation and communication.
26

27 These computer systems are expensive to purchase, install and maintain. As the property
28 of the district, these computer systems must be carefully handled and their integrity
29 preserved for the benefit of all. Therefore, students are required to adhere to a set of
30 policies and procedures, as set forth in detail below, in conjunction with their use of the
31 computer systems. Violations may lead to withdrawal of the access privilege and/or
32 disciplinary measures in accordance with the Board’s student discipline policy.
33

34 b. Access to District Computer Systems When Students Are Engaged in Remote Learning
35

36 The Board and the Administration recognize that technology is integral to the delivery of
37 instruction if and when the district implements any form of digital or remote learning. The
38 district may therefore provide students with remote access to some or all of the district’s
39 computer systems so that students may access the district’s virtual learning environment.
40 Such access, if granted, is provided solely for education-related purposes. Use of the
41 district's computer systems will be allowed only for students who comply with district
42 policies and procedures concerning computer system use, and demonstrate the ability to
43 use the computer systems in a considerate and responsible manner.
44

45 These computer systems are expensive to purchase, install and maintain. As the property
46 of the district, these computer systems must be carefully handled and their integrity

47 preserved for the benefit of all. Therefore, students will be required to adhere to a set of
48 policies and procedures, as set forth in detail below, in conjunction with their use of the
49 computer systems. Violations may lead to withdrawal of the access privilege and/or
50 disciplinary measures in accordance with the Board’s student discipline policy.

51
52 2. Definitions

53
54 **Obscene** – means any material or performance if, a) taken as a whole, it predominantly
55 appeals to the prurient interest, b) it depicts or describes in a patently offensive way a
56 prohibited sexual act and c) taken as a whole, it lacks serious literary, artistic, educational,
57 political or scientific value.

58
59 **Obscene as to minors - means any material or performance if it depicts a prohibited sexual**
60 **act and, taken as a whole, it is harmful to minors.**

61
62 For purposes of this section, “**harmful to minors**” means that quality of any description or
63 representation, in whatever form, of a prohibited sexual act, when a) it predominantly appeals
64 to the prurient, shameful or morbid interest of minors, b) it is patently offensive to prevailing
65 standards in the adult community as a whole with respect to what is suitable material for
66 minors, and c) taken as a whole, it lacks serious literary, artistic, educational, political or
67 scientific value for minors.

68
69 For the purposes of this section, “**prohibited sexual act**” means erotic fondling, nude
70 performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

71
72 **Child pornography** –means any visual depiction, including any photograph, film, video,
73 picture, or computer or computer-generated image or picture, whether made or produced by
74 electronic, mechanical, or other means, of sexually explicit conduct, where -

- 75
76 (a) the production of such visual depiction involves the use of a minor engaging in
77 sexually explicit conduct;
- 78 (b) such visual depiction is a digital image, computer image, or computer-
79 generated image that is, or is indistinguishable from, that of a minor engaging
80 in sexually explicit conduct; or
- 81 (c) such visual depiction has been created, adapted, or modified to appear that an
82 identifiable minor is engaging in sexually explicit conduct.

83
84 3. Monitoring

85
86 Students are responsible for good behavior on school computer systems just as they are in
87 a classroom or a school hallway. Communications on the computer systems are often
88 public in nature and general school rules for behavior and communications apply. It is
89 expected that users will comply with district standards and will act in a responsible and
90 legal manner, at all times in accordance with district standards, as well as with state and
91 federal laws.

93 It is important that students and parents understand that the district, *as the owner of the*
94 *computer systems, reserves the right to monitor and review* the use of these computer
95 systems. The district intends to monitor and review in a limited fashion, but will do so as
96 needed to ensure that the systems are being used for district-related educational purposes.
97

98 As part of the monitoring and reviewing process, the district will retain the capacity to
99 bypass any individual password of a student or other user. *The system's security aspects,*
100 *such as personal passwords and the message delete function for e-mail, can be bypassed*
101 *for these purposes.* The district's ability to monitor and review is not restricted or
102 neutralized by these devices. The monitoring and reviewing process also includes, but is
103 not limited to: oversight of Internet site access, the right to review electronic messages
104 sent and received, the right to track students' access to blogs, electronic bulletin boards
105 and chat rooms, and the right to review a student's data downloading and printing.
106

107 Therefore, all users must be aware that *they should not have any expectation of personal*
108 *privacy in the use of these computer systems.*
109

110 4. Student Conduct

111
112 Students are permitted to use the district's computer systems for legitimate educational
113 purposes. Personal use of district computer systems is expressly prohibited. Conduct which
114 constitutes inappropriate use includes, but is not limited to the following:
115

- 116 ♦ Sending any form of a harassing, threatening, or intimidating message, at any time, to
117 any person (such communications may also be a crime);
- 118
- 119 ♦ Gaining or seeking to gain unauthorized access to computer systems;
- 120
- 121 ♦ Damaging computers, computer files, computer systems or computer networks;
- 122
- 123 ♦ Downloading or modifying computer software of the district in violation of the
124 district's licensure agreement(s) and/or without authorization from a teacher or
125 administrator;
- 126
- 127 ♦ Using another person's password under any circumstances;
- 128
- 129 ♦ Trespassing in or tampering with any other person's folders, work or files;
- 130
- 131 ♦ Sending any message that breaches the district's confidentiality requirements, or the
132 confidentiality of students;
- 133
- 134 ♦ Sending any copyrighted material over the system;
- 135
- 136 ♦ Using computer systems for any personal purpose or gain, or in a manner that
137 interferes with the district's educational programs;
- 138

- 139 ♦ Accessing or attempting to access any material that is obscene, obscene as to minors,
140 or contains child pornography, as defined above;
- 141
- 142 ♦ Transmitting e-mail communications or accessing information on the Internet for non-
143 educational purposes;
- 144
- 145 ♦ Cyberbullying;
- 146
- 147 ♦ Accessing or attempting to access social networking sites (e.g., Facebook, Twitter,
148 Instagram, Snapchat, TikTok, etc.) without a legitimate educational purpose.
- 149

150 In addition, as noted above, if a particular behavior or activity is generally prohibited by law,
151 by Board policy or by school rules or regulations, use of these computer systems for the
152 purpose of carrying out such behavior or activity is also prohibited.

153
154 *Misuse of the computer systems, or violations of these policies and regulations, may result in*
155 *loss of access to such computer systems as well as other disciplinary action, including*
156 *suspension and/or expulsion, depending on the specific conduct.*

157
158 Anyone who is aware of problems with, or misuse of, these computer systems, or has a
159 question regarding the proper use of these computer systems, should report or discuss the
160 issue with a teacher or the school principal immediately. Most importantly, the Board and the
161 Administration urge *any* student who receives *any* harassing, threatening, intimidating or
162 other improper message through the computer system to report this immediately. It is the
163 Board's policy that no student should be required to tolerate such treatment, regardless of the
164 identity of the sender of the message. *Please report these events!*

165
166 5. Internet Safety

167
168 The Administration will take measures: to assure the digital safety and security of students
169 when using electronic messaging systems, email, chat rooms, distance learning platforms, and
170 other forms of direct electronic communications; to prohibit unauthorized access, including
171 “hacking” and other unlawful activities by minors online; to prohibit unauthorized disclosure,
172 use, and dissemination of personally identifiable information regarding students; to educate
173 minor students about appropriate online behavior, including interacting with other individuals
174 on social networking websites and in chat rooms and cyber-bullying awareness and response;
175 and to restrict students’ access to online materials that are obscene or obscene as to minors or
176 contain child pornography, to the extent practicable when students are using Board-owned
177 computers or devices and Board-provided Internet access.

178
179 6. Student Use Agreement

180
181 Before being allowed to use the district’s computer systems, students and/or their
182 parents/guardians must sign a computer system use agreement, stating that they have read and
183 understood the district’s policies and regulations regarding the use of its computer systems.

184
185 Legal References:

186
187 Conn. Gen. Stat. § 10-221
188
189 Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 *et. seq.* (computer-related offenses)
190
191 Conn. Gen. Stat. § 53a-193 (definition of obscene and obscene as to minors)
192
193 18 U.S.C. § 2256 (definition of child pornography)
194
195 Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 18
196 U.S.C. §§ 2510 through 2520
197
198 Children’s Internet Protection Act, Pub. Law 106-554, codified at 47 U.S.C. § 254(h)
199
200 No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777
201
202 Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C.
203 § 254(h)(5)(B)(iii)
204
205 Miller v. California, 413 U.S. 15 (1973) (definition of obscene)
206
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#5210

Acceptable Use of Computer equipment and Related Systems, Software & Networks

The Madison Board of Education provides computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the mission of the Board in an environment which ensures access to, and management of, up-to-date information and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software, electronic access privileges, and networks are the property of the Madison Board of Education and are to be used only for those activities directly related to teaching, learning, and / or management by students and staff. The equipment, infrastructure, and software are not to be used for personal gain by any student or staff member.

The computers, computer systems, software, electronic access privileges, and networks provided by the Madison Board of Education shall not be modified or altered by individual users without the authorization of the Superintendent or his / her designee.

All users are hereby made aware that all information on the Madison Board of Education's computers, computer systems, software, and networks is in the public domain, unless specifically protected by the Connecticut Freedom of Information Act. Users should not assume that any information accessed or stored on the computers, computer systems, or networks provided by the Madison Board of Education is private.

The Madison Board of Education reserves the right to bypass any or all individual or group passwords to determine the activity on any or all of the computers, computer systems, software, electronic access privileges, and networks.

The Superintendent shall establish grade level appropriate guidelines and procedures for responsible use of computer systems and devices, software, electronic access privileges, networks, and the internet provided by the Madison Board of Education.

The district shall provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms. Parents are required to annually sign a grade level appropriate Network Use Agreement granting permission for their child to access network resources. Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

Legal Reference: Conn. Gen. Stat. Sec. 10-221

(cf 4150: Accepted Use of Computers, Computer Systems, Software, Electronic Access Privileges, and Networks)

Date of Adoption: November 4, 1999

Date of Revision: August 16, 2005

Date of Revision: May 15, 2012

#5090.9

**Use of Private Technology Devices by Students
(formerly Electronic Communication Device)**

Students may possess privately-owned technological devices on school property and/or during school-sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, “Board technology resources” refers to the Madison Board of Education’s (the “Board’s”) computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately-owned Technological Devices

For the purposes of this policy, “privately-owned technological devices” refers to, ~~but is not limited to,~~ privately-owned desktop computers, personal computing devices, cellular phones, Smartphones, network access devices, radios, personal audio players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. ~~wireless and/or portable electronic hand held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc.~~ These devices may include, but are not limited to, desktops, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, personal audio players, iPads or other tablet computers, walkie talkies, Blackberries, personal data assistants, iPhones, Androids and other electronic signaling devices.

Use of Privately-Owned Technological Devices

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the district’s digital learning platform or otherwise engage in remote learning [if remote learning has been authorized in accordance with applicable law](#).

On school property, at a school-sponsored activity, while in use for a remote learning activity [if remote learning has been authorized in accordance with applicable law](#), or while being used to access or utilize Board technology resources, the use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of a harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene, obscene as to minors, or contains pornography;
- Cyberbullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

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Search of Privately-Owned Technological Devices

A student’s privately-owned technological device may be searched if the device is on Board property or in a student’s possession at a school-sponsored activity and if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately-owned Technological Devices

Students are responsible for the safety and use of their privately-owned technological devices. If a privately-owned technological device is stolen, lost, or damaged while the device is on school property or during a school-sponsored activity, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

Disciplinary Action

Misuse of the Board’s technology resources and/or the use of privately-owned technological devices to access or utilize the Board’s technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-

98 #5090.9(d)

99 sponsored activities, and/or suspension or expulsion in accordance with the Board’s
100 policies related to student discipline.

101
102

103 **Access to Board Technology Resources**

104

105 The Board may permit students, using their privately-owned technological devices, to
106 access the Board’s computers and instructional technologies; communications and data
107 management systems; informational technologies and the Internet; and any other
108 technology resources used by the school district and accessible by students. Students
109 using privately-owned technological devices will agree to access the District’s technology
110 resources only through the designated Wi-Fi network. Additionally, it is the expectation
111 of the Board that students who access these resources while using privately-owned
112 technology devices will act at all times appropriately in ways ~~which~~ that are fully in
113 accord with applicable policies concerning technology use as well as all local, state, and
114 federal laws.

115

116 Through the publication and dissemination of this policy statement and others related to
117 use of the Board’s computer systems, as well as other instructional means, the Board
118 educates students about the Board’s expectations for technology users.

119

120 The Board’s technology resources shall only be used to access educational information
121 and to promote learning activities both at home and at school. Students are expected to
122 act at all times appropriately in ways ~~which~~ that are fully in accord with applicable
123 policies concerning technology use as well as all local, state, and federal laws when using
124 the Board technology resources. Failure to do so will result in the consequences outlined
125 herein and in other applicable policies (including, but not limited to, the Safe School
126 Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

127

128 Students must abide by the procedures outlined in this policy and all policies and
129 applicable regulations outlined in the Board’s computer use and other applicable policies.
130 Students will be given specific information for log-on and access procedures for using

131 school accounts. No user may deviate from these log-on/access procedures. **Students**
132 **are advised that the Board’s network administrators have the capability to identify**
133 **#5090.9(e)**
134 **users and to monitor all privately-owned technological devices while they are logged**
135 **on to the network.** Students must understand that the Board has reserved the right to
136 conduct monitoring of Board technology resources and can do so *despite* the assignment
137 to individual users of passwords for system security. Any password systems implemented
138 by the Board are designed solely to provide system security from unauthorized users, not
139 to provide privacy to the individual system user. The system's security aspects, message
140 delete function and personal passwords can be bypassed for monitoring purposes.
141 Therefore, students should be aware that they should not have any expectation of personal
142 privacy in the use of privately-owned technological devices to access Board technology
143 resources. This provision applies to any and all uses of the Board’s technology resources
144 and any privately-owned technological devices that access the same.

145

146 **Harm to Board Technology Resources**

147

148 Any act by a student using a privately-owned technological device that harms the Board
149 technology resources or otherwise interferes with or compromises the integrity of Board
150 technology resources will be considered vandalism and will be subject to discipline
151 and/or appropriate criminal or civil action.

152

153 **Closed Forum**

154

155 This policy shall not be construed to establish a public forum or a limited open forum.

156

157 Legal References:

158

159 Conn. Gen. Stat. § 10-233j

160

161 Conn. Gen. Stat. § 31-48d

162

163 Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250, *et seq.*

164

165 Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at
166 28 U.S.C. §§ 2510 through 2520

167

168

169 Date of Adoption: September 5, 1995

170 Date of Revision: October 15, 1996

171 Date of Revision: December 1, 1998

172 Date of Revision: April 23, 2002

173 Date of Revision: June 1, 2010

174 Date of Revision: June 5, 2012

175 Date of Revision: October 15, 2013

176 Date of Revision: June 21, 2022

177

178 First Reading: May 9, 2023

179 Second Reading: June 6, 2023

REMOVAL OF USED BOOKS AND EQUIPMENT

School: Polson Middle School

Date Approved by BOE:

Reviewed by Building Administrator: _____

Date: May 31, 2023

Department: World Language

Submitted by: Leslie López

Leslynn Hall

Quantity	Item	Serial #	Tag #	Asset #	Copyright Date	ISBN #	Reason for Removal
~140	La Gran Aventura de Alejandro				1994	978-0-87720-135-9	Book inherited from Hand, only used one year
~100	Billy y Las Botas				2016	978-0-9977635-0-8	Have not used in years, not part of curriculum
~30	La Casa de la Dentista				2017	978-0-9977635-1-5	Have not used in years, not part of curriculum
~110	Realidades (Textbooks)				2011	978-0-13-369173-X	Have not used in years, not part of curriculum
~135	El Viaje de Su Vida				2007	0-929724-49-6	Have not used in years, not part of curriculum
~120	Casi se muere				2007	0-929724-43-7	Have not used in years, not part of curriculum
~110	Patricia va a California				2006	0-929724-50-X	Have not used in years, not part of curriculum
3	Me llamo Víctor				2019	978-0-9977635-6-0	Have never used
~100	Isabela captura un congo				2011	978-0-9824687-1-5	Have not used in years, not part of curriculum
~120	El Silbón de Venezuela				2015	978-0-9912038-2-6	Have not used in years, not part of curriculum
~50	Los niños detectives				2016	978-1-60372-100	Have not used in years, not part of curriculum
~50	El escape Cubano				2017	978-0-9914411-5-0	Have not used in years, not part of curriculum
~65	Journey of Dreams					978-1-84780-061-9	Social Studies or LA?

Subject to Approval

Meeting Minutes

Video documentation of these proceedings can be found in the Meetings/Minutes section of the website.

I. Call to Order / Attendance

The regular meeting of the Madison Board of Education was called to order by Chairman Seth Klaskin at 7:30 p.m. Mr. Klaskin led the Pledge of Allegiance.

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Christine Maisano, Catherine Miller, Steven Pynn, Emily Rosenthal

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent, Anthony Salutari Jr., Daniel Hand High School Principal; Kathryn Hart, Polson Middle School Principal; members of the public

II. School / Community Session

No members of the public spoke.

III. Board of Education Student Representatives' Report

Lucy Fritzingler and Eli Ackerman

Eli reported that AP testing concludes on May 12, the search for a new Board of Education student rep is ongoing, class officer applications are open, junior prom is coming up, and that it is Teacher Appreciation Week. Lucy reported that senior picture day is coming up and shared information about various concerts, performances, athletic events, and shows coming up in the last month of school.

IV. Superintendent's Report

Craig A. Cooke, Ph.D.

CABE Student Leadership Award – Dr. Cooke introduced the CABE Student Leadership Awards Program which is designed to honor Connecticut High School and Middle School students who exhibit exemplary leadership skills. Mr. Salutari introduced the two high school winners, Alice Walker and Kiran Pathy, and read a brief biography of their accomplishments. Mrs. Hart introduced the two middle school winners, Owen Scheps and Katherine Rizzo, and read a brief biography of their accomplishments.

CAPSS Superintendent's Recognition Award – Dr. Cooke introduced the Connecticut Association of Public School Superintendent's Student Award Recognition Program which is designed to honor students who excel in the areas of community service, academic prowess, and leadership in the school community. Mr. Salutari introduced the two winners, Madeline Coulis and Federico Barrera, and read a brief biography of their accomplishments.

National School Nurse Day - Dr. Cooke recognized our school nurses and thanked them for all of the work they do to care for our students. Nurse Supervisor Stephanie Lesnik was in attendance to represent the nursing staff. She said she has an excellent staff and shared that a new nurse has been hired for Jeffrey School. She thanked the administration for its support of the nursing staff.

Teacher Appreciation Week – It is Teacher Appreciation Week and Dr. Cooke thanked all of our teachers for the incredible job they do educating our students. MEA President Mike Ginsburg was in attendance to represent the teaching staff. He thanked the Board and the Administration for their support on behalf of all teachers.

Madison ABC Program: Andrew Onubogu – Andrew spoke to the Board about his experience at Daniel Hand, the opportunities he had here through the ABC program, and what he feels the District could do to be more inclusive.

V. Board Members' Comments

Mr. Klaskin thanked the nurses and teaching staff for all they do. Mr. Klaskin also shared that he and Mrs. Connelly attended an interesting presentation at the high school given by the FBI on how identify individuals who have the potential to become threats.

VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

No members of the public spoke.

VII. Consent Agenda (Ref. Bylaw #9540.2 and #9540.8)

- Line Item Transfers as of May 4, 2023
- Budget Expenditures as of May 4, 2023

VIII. Action Item: Motion to approve the Consent Agenda

MOTION: by Rosenthal, seconded by Cawley to approved the Consent Agenda.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

IX. Board Committees / Liaison Updates (Ref. Bylaw #9450)

Curriculum and Student Development

Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly

Mr. Pynn reported that the committee met this evening and heard three presentations. The first was a presentation on an upcoming German Exchange program from Martin Glasser. The German students will travel to the US and stay with DHHS families for two weeks in the fall of 2023. The second was a presentation from CTE coordinator Dan Grenier on a newly approved CTE Dual Enrollment opportunity for students at both Goodwin University and Quinnipiac University. The third was an update from Catherine Kennedy and Ron Spears on the Advisory Program at the high school.

Facilities Committee

Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce

Mrs. Rosenthal reported that the committee met that evening at Brown Intermediate School. Facilities Director Bill McMinn gave them a tour of Brown, highlighting work that is set to begin this summer including adding in bathrooms, updating group bathrooms, and improving the front office. Mr. McMinn also updated the committee on the project budget and additional improvements.

Finance Committee

Members: Galen Cawley, Chair, Christine Maisano, Emily Rosenthal

No report.

Personnel Committee

Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

No report.

Policy Committee

Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley

Dr. Infantine-Vyce reviewed the following policies on the agenda this evening:

Policies for Rescission, Waive Second Reading:

- 5110.2 - Detention
- 5090.8.1.2 - Vehicle Searches on School Grounds
- 5090.2 - Student Involvement in Decision Making
- 5090.2.1 - Student Government
- 5090.2.2 - Student Advisory Councils
- 5090.4 - Student Publications
- 5090.4.1 - Underground Publications
- 5100.2 - School-Sponsored Events

Policies for a First Reading:

- 9220.4 - Board Member Removal from Office
- 4150 - Acceptable Use of Computer Equipment and Related Systems, Software and Networks
- 5210 - Acceptable Use of Computer Equipment and Related Systems, Software and Networks
- 5090.9 - Use of Private Technological Devices by Students

LEARN Liaison

Mary Ann Connelly

No report.

X. Action Item: Motion to waive the second reading and rescind the following policies: 5110.2 - Detention, 5090.8.1.2 - Vehicle Searches on School Grounds, 5090.2 - Student Involvement in Decision Making, 5090.2.1 - Student Government, 5090.2.2 - Student Advisory Councils, 5090.4 - Student Publications, 5090.4.1 - Underground Publications, 5100.2 - School-Sponsored Events

MOTION: by Infantine-Vyce, seconded by Lewis to waive the second reading and rescind the following policies:
5110.2 - Detention, 5090.8.1.2 - Vehicle Searches on

School Grounds, 5090.2 - Student Involvement in Decision Making, 5090.2.1 - Student Government, 5090.2.2 - Student Advisory Councils, 5090.4 - Student Publications, 5090.4.1 - Underground Publications, 5100.2 - School-Sponsored Events.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

XI. Action Item: Motion to approve the minutes of the April 25, 2023 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Infantine-Vyce, seconded by Connelly to approved the minutes of the April 25, 2023 Board of Education meeting.

AYES: Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN: Cawley

MOTION CARRIED: 8 – 0 – 1

XII. Action Item: Motion to enter into Executive Session to discuss a student discipline issue.

MOTION: by Miller, seconded by Lewis to enter into Executive Session.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

XIII. Action Item: Motion to return to Regular Session

MOTION: by Rosenthal, seconded by Infantine-Vyce to return to Regular Session.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

XIV. Future Agenda Items

Mr. Pynn requested the Board receive a presentation on CTE next year.

XV. Meetings / Dates of Importance (see attached)

XVI. Adjournment

MOTION: by Infantine-Vyce, seconded by Lewis to adjourn at 9:16 p.m.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 9 – 0

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.

Board of Education Regular Meeting
Tuesday, May 23, 2023 7:30 PM

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

Subject to Approval

Meeting Minutes

Video documentation of these proceedings can be found in the Meetings/Minutes section of the website.

I. Call to Order / Attendance

The regular meeting of the Madison Board of Education was called to order by Vice Chairman Galen Cawley at 7:32 p.m. Mr. Cawley led the Pledge of Allegiance.

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Maureen Lewis, Christine Maisano, Catherine Miller, Steven Pynn, Emily Rosenthal

Also present: Craig Cooke, Ph.D., Superintendent; Bill McMinn, Director of Facilities; Arthur Sickle, Director of Administrative Services; Frank Henderson, Brown Intermediate School Principal

II. School / Community Session

No members of the public spoke.

III. Presentation - Code of Conduct

Dr. Cooke shared with the Board draft copies of the 2023-2024 Code of Conduct for Hand, Polson, and the PreK-5 schools. The most significant change to the documents is moving the preschool, elementary, and intermediate schools to one document in preparation for the upcoming reconfiguration. Other changes include eliminating outdated policy references and amending definitions to comply with updated state statutes. Dr. Cooke clarified that the Board does not vote on the Code of Conduct; the draft documents were provided to keep the board apprised of the changes.

IV. Presentation - Safety & Security

Dr. Cooke, Mr. McMinn, Mr. Sickle, and Mr. Henderson gave a presentation on safety and security in the district. The presentation can be viewed in its entirety via a recording posted in the Meetings & Minutes section of the website.

V. Board Members' Comments

No comments.

VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

No members of the public spoke.

VII. Action Item: Motion to enter into Executive Session to discuss security.

MOTION: by Infantine-Vyce, seconded by Maisano to enter into Executive Session to discuss security.

AYES: Cawley, Connelly, Infantine-Vyce, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

VIII. Action Item: Motion to return to Regular Session

MOTION: by Pynn, seconded by Infantine-Vyce to return to Regular Session.

AYES: Cawley, Connelly, Infantine-Vyce, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

IX. Action Item: Motion to approve the donation of \$2,000 from the Bauer Charitable Trust to improve the pollinator garden at Daniel Hand High School.

MOTION: by Miller, seconded by Infantine-Vyce to approve the donation of \$2,000 from the Bauer Charitable Trust to improve the pollinator garden at Daniel Hand High School

AYES: Cawley, Connelly, Infantine-Vyce, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

X. Action Item: Motion to approve the \$2,000 donation by the Polson PTO to support the Polson Middle School Grade 8 trip to Holiday Hill.

MOTION: by Rosenthal, seconded by Connelly to approve the donation of \$2,000 by the Polson PTO to support the Polson Middle School Grade 8 trip to Holiday Hill.

AYES: Cawley, Connelly, Infantine-Vyce, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

XI. Adjournment

MOTION: by Pynn, seconded by Rosenthal to adjourn at 9:35 p.m.

AYES: Cawley, Connelly, Infantine-Vyce, Lewis, Maisano, Miller, Pynn, Rosenthal

NAYS:

ABSTAIN:

MOTION CARRIED: 8 – 0

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