

Policy Committee Meeting

Tuesday, January 23, 2024 4:00 PM

Zoom, 10 Campus Drive , Madison, CT 06443

I. Policies for Rescission:

- 5120.5 Social Services
- 9650 Policy Communication / Dissemination
- 9700 School Board Communications

II. Policies for Review

- 5120.9 Homeless Students
- 9540 Transaction of Business
- Repeal and Replace: 9540 Meeting Procedures / Bylaws, 9210 Board Member Authority
- Rescind :9540.13 Reporting of Board Meeting Business
- 9210.1 Responsibilities of Board Members
- 9710 School District Logo and/or Motto
- 9720 Guidelines for use of District Logo/Board Members' Names

III. Public Comment

IV. Adjournment

- V. 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.**

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Meeting Agenda

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Policy Summary

January 23, 2024

Rescind

5120.5 Social Services

Recommend repealing this policy because its requirements are addressed comprehensively by federal and state laws, including the Individuals with Disabilities Education Act (IDEA).

9650 Policy Communication / Dissemination

This bylaw is not required and we recommend repeal. In addition, it may be outdated in that it contemplates distribution of physical "copies" of the policy manual.

9700 School Board Communications

This bylaw is not Required and we recommend repeal

Review

5120.9 Homeless Students

Recommend repealing this policy and regulations and replacing it with the Model Policy Homeless Children and Youth, for consistency and legal compliance.

9540 Transaction of Business

Repeal & Replace

9540 Meeting Procedures/ Bylaws

We recommend repeal and replacement with our model bylaw, Transaction of Business, for consistency and legal compliance.

9210 Board Member Authority

We recommend repealing this bylaw and adopting the model bylaws Transaction of Business and Role of Board and Members, for consistency.

Rescind – 9540.13 Reporting of Board Meeting Business

This bylaw is not required and we recommend repeal. To the extent this bylaw clarifies that the Board acts as a whole and that individual board members shall make no commitments for the Board, this issue is addressed in our model bylaw Transaction of Business, which we recommend for adoption.

9210.1 Responsibilities of Board Members

We recommend repealing this bylaw and adopting the model bylaw Role of Board and Members, which outlines the responsibilities of the Board, for consistency and consolidation.

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

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

**#5120.5
Social Services**

District student services personnel will identify and assist children with problems that interfere with their education, including but not limited to juvenile offenders and children with severe behavioral problems or character disorders. The Director of Special Education and Student Services will coordinate efforts of district personnel, local police departments, truant officers, and probation officers in working with students, dropouts, and parents in identifying and correcting factors that adversely affect the education of the children.

Date of Adoption: September 3, 1996
Technical Revision: August 22, 2006

#9650**Policy Communication / Dissemination**

The Superintendent will establish and maintain an orderly plan for preserving and making accessible the policies and regulations of the public schools. Accessibility will extend to students, to all employees of the school division, to members of the Board, and to persons in the community.

All employees are expected to know and observe the school policies and regulations contained in this manual. Each school will be furnished a copy of the Board of Education's policy manual. The Superintendent will arrange for school employees to be informed of new policies and revision of existing policies.

Dissemination of Policy Manuals

- Policy manuals will remain the property of the Board of Education and will be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time for updating.
- The Board's policy manual will be considered a public record and will be open for inspection at the Central Office.
- Copies of approved policies will be distributed to the following:
 - each building principal / assistant principal;
 - each Board member;
 - each Central Office administrator;
 - the president of the organization selected to represent teachers; cafeteria workers, custodians, and clerical staff
 - the school attorney; and district media / press (upon request).

Personnel policies will be published annually in policy booklets for certified and classified employees.

9650 (Continued)

Regulations Based on Policy Statements

Additionally, it will be the responsibility of the Superintendent to see that the regulations developed to implement committee policies and administer the school system are appropriately coded and included as regulations in the Board of Education's policy manual.

A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

Members of the Board of Education will also receive copies of all new or revised regulations that are issued for insertion in the manual.

Date of Adoption: 3/7/95

#9700**School Board Communications**

It is the belief of the Board that keeping open communication with the public is critical to its proper functioning.

The Chairperson or appropriate administrative officer of the Board will acknowledge expeditiously any letter, if appropriate, other than letters of acknowledgment, circular letters, or letters terminating a correspondence.

In general, letters directed to the school district, and addressed to the Chairperson of the Board, or to the School Board, or to officials of the Board, will be acknowledged within ten days following receipt of such letters, if appropriate.

Through the procedures below, the Board will ensure that its members have knowledge of the communications directed to it from the public, and the public will know that Board members have received the communication.

All communications received by the district which are addressed to the Board will be copied and distributed to all Board members, either in the agenda materials for the next meeting or at the beginning of the meeting.

Significant complaints or communications from teachers, parents, or patrons to individual Board members or to the Board as a whole, will be conveyed to the office of the Superintendent.

Communications to individual Board members requesting action or a statement of view may be acknowledged. It is recommended that an answer which commits the Board member should be avoided until the full Board has reviewed the issue.

Statements of a Board member's opinion to any citizen will be clearly identified as an individual opinion which does not necessarily reflect the thinking of the entire Board.

9700 (Continued)

The Secretary will be informed of all invitations to speak or represent the Board received by Board members.

Date of Adoption: 4/4/95

Homeless Children and Youth

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In accordance with federal law, it is the policy of the Madison Board of Education (the “Board”) to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

Legal References:

State Law:

Connecticut General Statutes § 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

Connecticut General Statutes § 10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

#5120.9 Regulation

In accordance with federal law, the Madison Board of Education (the “Board”) and the Madison Public Schools (the “District”) does not permit discrimination against, segregation of, or stigmatization of, homeless children and youth. The following sets forth the procedures to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these regulations with respect to homeless children and youth, the provisions of law shall control.

I. Definitions:

A. **Enroll and Enrollment:** includes attending classes and participating fully in school activities.

B. **Homeless Children and Youth:** means children and youth twenty-one years of age and younger who lack a fixed, regular, and adequate nighttime residence, including children and youth who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
2. Are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.
3. Are living in emergency or transitional shelters.
4. Are abandoned in hospitals.
5. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
7. Are migratory children living in the above described circumstances.

C. **School of Origin:** means the school that a homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled. School of origin may include preschool administered by the District and, when a homeless child or youth completes the final grade level served by the

43 school of origin, school of origin also includes the designated receiving school at
44 the next grade level for all feeder schools.

45
46 D. **Unaccompanied Youth:** means a homeless child or youth not in the physical
47 custody of a parent or guardian.

48
49 II. Homeless Liaison:

50
51 A. The District's Homeless Liaison is _____.

52
53 B. The duties of the District's Homeless Liaison include:

- 54
55 1. Ensuring that homeless children and youth are identified by school
56 personnel and through outreach and coordination with other entities and
57 agencies.
- 58
59 2. Ensuring that homeless children and youth enroll in, and have full and
60 equal opportunity to succeed in the District's schools, including ensuring
61 that such homeless children and youth have opportunities to meet the same
62 challenging state academic standards as other children and youths.
- 63
64 3. Ensuring that homeless families, children, and youths receive educational
65 services for which such families, children and youth are eligible, including
66 services through Head Start and Even Start, early intervention services
67 under Part C of the Individuals with Disabilities Education Act and
68 preschool programs administered by the District.
- 69
70 4. Ensuring that parents and guardians of homeless children and youth and
71 unaccompanied youth receive referrals to health care services, dental
72 services, mental health and substance abuse services, housing services,
73 and other appropriate services.
- 74
75 5. Ensuring that parents and guardians of homeless children and youth and
76 unaccompanied youth are informed of educational and related
77 opportunities available to homeless children and youth, including
78 extracurricular activities, and that parents and guardians of homeless
79 children and youth are provided with meaningful opportunities to
80 participate in the education of their children.
- 81
82 6. Ensuring that public notice of the educational rights of homeless children
83 under the McKinney-Vento Act is disseminated in locations frequented by
84 parents, guardians, and unaccompanied youth in a manner and form that is
85 understandable to them.
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7. Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act, including carrying out the initial dispute resolution process and ensuring that homeless students are immediately enrolled pending resolution of any enrollment dispute.
 8. Ensuring that parent(s)/guardian(s) of homeless children and youth and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing those services.
 9. Assisting homeless children and youth in enrolling in school and accessing school services and removing barriers to enrollment and retention due to outstanding fees, fines or absences.
 10. Ensuring that students who are English learners/multilingual learners are not deterred or discouraged from applying and/or accessing special academic programs and offerings, including advanced courses and programs, because they are English learners/multilingual learners or because they have interrupted formal schooling due to work-related mobility.
 11. Informing parent(s)/guardian(s) of homeless children and youth and unaccompanied youth, school personnel, and others of the rights of such students.
 12. Assisting homeless children and youth who do not have immunizations or immunization/medical records to obtain necessary immunizations or immunization/medical records.
 13. Assisting unaccompanied youth in placement/enrollment decisions, including considering the unaccompanied youth's wishes in those decisions, and providing notice to the unaccompanied youth of his or her right to appeal such decisions.
 14. Ensuring that high school age homeless children and youth receive assistance from counselors to advise such youths on preparation and readiness for college, including informing such children and youths of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the district to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA).
 15. Ensuring collaboration with community and school personnel responsible for providing education and related support services to homeless children and youth.

- 133 16. Collaborating with and participating in professional development and
134 technical assistance activities offered by the State Office of the
135 Coordinator for the Education of Homeless Children and Youth.
136
- 137 17. Ensuring that school personnel providing services to homeless children
138 and youth receive professional development and other technical assistance
139 activities regarding the McKinney-Vento Act.
140
- 141 18. Ensuring that unaccompanied youth are enrolled in school and that
142 procedures are implemented to identify and remove barriers that prevent
143 them from receiving credit for full or partial coursework satisfactorily
144 completed at a prior school, in accordance with state, local, and school
145 policies.
146
- 147 19. Ensuring that information about enrollment, classes, and other educational
148 programs and activities is made accessible to parents and guardians who
149 have limited English proficiency.
150
- 151 20. With appropriate training, affirming that a child or youth who is eligible
152 for and participating in a program provided by the District, or the
153 immediate family of such a child or youth, is eligible for homeless
154 assistance programs administered under Title IV of the McKinney-Vento
155 Act.
156

157 III. Enrollment of Homeless Children and Youth:

- 158
- 159 A. Enrollment of homeless children and youth may not be denied or delayed due to
160 the lack of any document normally required for enrollment. However,
161 administrators shall require the parent/guardian or unaccompanied youth to
162 provide contact information prior to enrollment.
163
- 164 B. To facilitate enrollment, administrators:
- 165
- 166 1. May permit parents/guardians of homeless children and youth and
167 unaccompanied youth to sign affidavits of residency to replace typical
168 proof of residency.
169
- 170 2. May permit unaccompanied youth to enroll with affidavits to replace
171 typical proof of guardianship.
172
- 173 3. Shall refer parent/guardian/unaccompanied youth to the District's
174 Homeless Liaison who will assist in obtaining immunizations.
175
- 176 4. Shall contact previous schools for records and assistance with placement
177 decisions.
178

179 5. Shall maintain records so that the records are available in a timely fashion
180 when the student enters a new school or school district.
181

182 IV. School Selection:

183
184 A. Standards for School Selection:
185

186 1. The District is required to make a determination as to the best interests of a
187 homeless child or youth in making a determination as to the appropriate
188 school of placement.
189

190 2. In making such a determination, the District is required to keep a homeless
191 child or youth in the child's or youth's school of origin for the duration of
192 homelessness when a homeless child or youth becomes homeless between
193 academic years or during an academic year; or for the remainder of the
194 academic year if the homeless child or youth becomes permanently housed
195 during an academic year, to the extent feasible, unless it is against the
196 wishes of the parent or guardian or unaccompanied youth. Otherwise, the
197 homeless child or youth shall be enrolled in a public school that non-
198 homeless students who live in the area where the homeless child or youth
199 is actually living are eligible to attend.
200

201 3. The District must presume that keeping the homeless child or youth in the
202 school of origin is in the child's or youth's best interest unless doing so is
203 contrary to the request of the child's or youth's parent or guardian, or in
204 the case of an unaccompanied youth, the unaccompanied youth. In
205 considering the child's or youth's best interest, the District must consider
206 student-centered factors related to the child's or youth's best interest,
207 giving priority to the request of the parent or guardian or unaccompanied
208 youth.
209

210 B. Procedures for Review of School Selection Recommendation:
211

212 1. The Principal or principal's designee of the school in which enrollment is
213 sought shall review an enrollment request in accordance with the standards
214 discussed above, and shall make an initial recommendation regarding
215 same. If the Principal's or principal's designee's recommendation is to
216 select a placement other than the school desired by the parent(s) or
217 guardian(s) of the homeless child or youth or the unaccompanied youth,
218 then the Principal or principal's designee shall refer the matter to the
219 Superintendent or superintendent's designee for review of the
220 recommendation and the reasons therefor, and shall notify the District's
221 Homeless Liaison of same.
222

223 2. The Superintendent or superintendent’s designee shall review the matter
224 and consult with the District’s Homeless Liaison concerning same. If the
225 Superintendent or superintendent’s designee agrees with the
226 recommendation of the Principal or principal’s designee, and a dispute
227 remains between the District and the parent(s) or guardian(s) of a
228 homeless child or youth or an unaccompanied youth about a school
229 selection and/or enrollment decision; the Superintendent or
230 superintendent’s designee shall provide the parent(s) or guardian(s) of a
231 homeless child or youth or an unaccompanied youth with a written
232 explanation of the District’s decision regarding this matter, and the right to
233 appeal such decision to the Board.
234

235 C. Dispute Resolution Process:
236

- 237 1. The District’s Homeless Liaison shall be responsible for promoting
238 objective and expeditious dispute resolutions, and adherence to these
239 administrative regulations.
240
- 241 2. If the parent(s) or guardian(s) of a homeless child or youth or an
242 unaccompanied youth disputes the school placement decision or
243 enrollment, the District must immediately enroll the homeless child or
244 youth in the school in which enrollment is sought, pending resolution of
245 the dispute. The homeless child or youth shall also have the right to all
246 appropriate educational services, including transportation to and from the
247 school in which enrollment is sought, while the dispute is pending.
248
- 249 3. If necessary, the District’s Homeless Liaison shall assist parent(s) or
250 guardian(s) of a homeless child or youth or an unaccompanied youth with
251 completion of the necessary appeal paperwork required to file for an
252 appeal to the Board, and provide the parent(s) or guardian(s) of a homeless
253 child or youth or an unaccompanied youth with a copy of Connecticut
254 General Statutes Section 10-186(b).
255
- 256 4. Not later than ten (10) days after receipt of an appeal to the Board by a
257 parent(s) or guardian(s) of a homeless child or youth or an unaccompanied
258 youth, the District shall hold a hearing before the Board concerning such
259 appeal, and such hearing shall be shall be conducted in accordance with
260 Connecticut General Statutes Section 10-186(b).
261
- 262 5. If the Board finds in favor of the Superintendent or superintendent’s
263 designee, a parent or guardian of a homeless child or youth or
264 unaccompanied youth may appeal the Board’s decision to the State Board
265 of Education within twenty (20) days of receipt of the Board’s written
266 decision, in accordance with Connecticut General Statutes Section 10-
267 186(b). If necessary, the District’s Homeless Liaison shall assist a parent
268 or guardian of a homeless child or youth or unaccompanied youth with

269 filing the necessary appeal paperwork to the State Board of Education.
270 The homeless child or youth or unaccompanied youth shall remain in the
271 child's or youth's school of origin pending resolution of the dispute,
272 including all available appeals.
273

274 V. Services:

- 275
- 276 A. Homeless children and youth shall be provided with services comparable to those
277 offered other students in the selected school including:
278
- 279 1. Title I services or similar state or local programs, educational programs for
280 students with disabilities, and preschool programs.
281
 - 282 2. Language assistance services for students who have limited English
283 proficiency to enable students who are English learners/multilingual
284 learners to meaningfully participate in the educational programs.
285
 - 286 3. Transportation services.
287
 - 288 4. Vocational and technical education.
289
 - 290 5. Programs for gifted and talented students.
291
 - 292 6. School nutrition programs.
293
 - 294 7. Before and after school programs.
295
- 296 B. The District shall coordinate with local social service agencies, other service
297 providers, housing assistance providers and other school districts to ensure that
298 homeless children and youth have access and reasonable proximity to available
299 education and support services.
300

301 VI. Transportation:

- 302
- 303 A. The District shall provide transportation comparable to that available to other
304 students.
305
- 306 B. Transportation shall be provided, at a parent or guardian or unaccompanied
307 youth's request, to and from the school of origin for a homeless child or youth.
308 Transportation shall be provided for the entire time the child or youth is homeless
309 and until the end of any academic year in which they move into permanent
310 housing. Transportation to the school of origin shall also be provided during
311 pending disputes. The District's Homeless Liaison shall request transportation to
312 and from the school of origin for an unaccompanied youth. Parents and

313 unaccompanied youth shall be informed of this right to transportation before they
314 select a school for attendance.

315
316 C. To comply with these requirements:

317
318 1. Parents/guardians, schools, and the District’s Homeless Liaison shall use
319 the district transportation form to process transportation requests.

320
321 2. If the homeless child or youth is living and attending school in this
322 District, the District shall arrange transportation.

323
324 3. If the homeless child or youth is living in this District but attending school
325 in another, or attending school in this District and living in another, the
326 District will follow the inter-district transportation agreement to determine
327 the responsibility and costs for such transportation. If there is no inter-
328 district transportation agreement, the District shall confer with the other
329 school district’s Homeless Liaison to determine an apportionment of the
330 responsibility and costs.

331
332 4. If no mutually agreeable arrangement can be reached, then the District
333 shall:

334 (a) arrange transportation immediately;

335 (b) bring the matter to the attention of the State Coordinator for
336 the Education of Homeless Children and Youth; and

337 (c) ensure that such disputes do not interfere with the homeless
338 child or youth attending school.

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343 VII. Records:

344 An unaccompanied youth, as defined in section I.D, above, is entitled to knowledge of
345 and access to all educational, medical, or similar records in the cumulative record of such
346 unaccompanied youth maintained by this District.
347
348

349 VIII. Contact Information:

350 A. Local Contact: for further information, contact:

351 [Name of Liaison]

352 [Title]

353 [Telephone No.]

358 B. State Contact: for further information or technical assistance, contact:
359
360 Louis Tallarita, State Coordinator
361 Connecticut Department of Education
362 450 Columbus Boulevard
363 Hartford, CT 06103
364 (860) 807-2058
365 Louis.Tallarita@ct.gov
366

367 Legal References:

368 State Law:
369

370 Connecticut General Statutes § 10-186 Duties of local and regional
371 boards of education re school attendance. Hearings. Appeals to state
372 board. Establishment of hearing board. Readmission. Transfers
373

374 Connecticut General Statutes § 10-253 School privileges for
375 children in certain placements, non-resident children and children in
376 temporary shelters
377

378 Federal Law:

379 The McKinney-Vento Homeless Education Assistance Act, 42
380 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds
381 Act, Pub. L. 114-95.
382

383 United States Department of Education, Office for Civil Rights, *Protecting*
384 *Access to Education for Unaccompanied Children* (June 2023).
385

386 United States Department of Education, Office for Civil Rights, *Protecting*
387 *Access to Education for Migratory Children* (June 2023).
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#5120.9**Homeless Students**

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on lack of proof of residency or due to barriers such as fines, fees & absences. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District in compliance with federal and state law. Access to District programs include public preschool programs administered by the District.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent and detailed in the administrative regulation accompanying this policy. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youth, as well as unaccompanied youth.

(cf. Student Health Assessments and Immunizations)

(cf. Child Abuse)

Legal Reference:

State Law:

Public Act 19-179, “An Act Concerning Homeless Students’ Access to Education”

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

10-253 School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

Date of Adoption: June 4, 1996
Date of Revision: February 8, 2006
Date of Revision: January 24, 2017
Date of Revision: January 7, 2020

Transaction of Business

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- A. The Madison Board of Education (the “Board”) shall transact all business at a legal meeting of the Board.
- B. The Board shall act as a whole entity, except that a committee created in accordance with these bylaws may act on matters before it in conformity with the committee’s purpose or charge.
- C. Individual members shall make no commitments for the Board or issue orders for the Board, except when executing an assignment delegated by the Board.
- D. The Board shall concern itself with questions of educational policy, and not with administrative details concerning the Madison Public Schools’ daily operations.

**#9540
Meeting Procedures / Bylaws**

All actions of the Board shall be taken only in official Board meetings called, scheduled, and conducted in accordance with the bylaws of the Madison Board of Education and the Connecticut General Statutes.

Legal Reference: Connecticut General Statutes
10-220
10-221

Date of Adoption: 1/3/72
1st Revision: 3/21/89
2nd Revision: 1/3/95

#9210**Board Member Authority**

The Board of Education is the unit of authority for the Madison Public Schools. Apart from their function as part of the unit, Board members have no individual authority. Members of the Board shall have authority only when acting as a legally convened Board. Individually, the Board member may not commit the district to any policy, act or expenditure, except when such action is in pursuance of specific instructions of the Board of Education which has been approved by a majority vote of the entire Board.

The Board member is prohibited from doing business with the school district and from having an interest in any business contract with the school district in general. The Board member shall not seek employment within the school district while serving his / her term on the Board.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee. Visits to the schools by individual members, when acting in that capacity, shall be pre-arranged through the office of the building principal.

No member of the Board of Education shall be asked to perform any routine or clerical duties which may be assigned to an employee.

The Board member does not represent a factional segment of the community, but is rather a part of the body which represents and acts for the community as whole. The Board member shall respect confidentiality as well as abide by the Freedom of Information Act when communicating with the public and the media.

Date of Adoption: 3/7/95

#9540.13**Reporting of Board Meeting Business**

Public statements in the name of the Board will be issued by the Board Chairperson, or if appropriate, by the Superintendent, at the direction of the Board Chairperson. The Board supports the use of established channels of communication and members must recognize that only the Board has authority and that Board action is corporate action. It is inappropriate for an individual Board member to make public statements in the name of the Board.

Date of Adoption: 3/7/95

Role of Board and Members

1. General Duties

- A. The Madison Board of Education (the “Board”) represents the residents of Madison, Connecticut (the “Town”), in carrying out the mandates of the Connecticut General Statutes pertaining to education.
- B. The Board shall determine all questions of general policy to be employed in the conduct of the schools.
- C. In determining school policy, the Board shall:
 - (1) hear and consider facts and recommendations;
 - (2) adopt a plan, policy or course of action; and
 - (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

2. Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under the Connecticut General Statutes and Madison Town Charter including but not limited to the following:

- A. To create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect a Superintendent of Schools in accordance with the Connecticut General Statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the Connecticut General Statutes.
- F. To provide for the appraisal of the efficiency of personnel.

- 45 G. To provide for the proper maintenance of facilities; initiate and approve
46 the acquisition and disposition of school sites; and initiate and approve
47 plans for school buildings.
48
- 49 H. To consider any specific recommendations made by the Superintendent of
50 Schools.
51
- 52 I. To keep the citizenry informed of the purposes, values, conditions and
53 needs of public education in the Town.
54
- 55 J. To establish a curriculum committee to recommend, develop, review and
56 approve all curriculum for the district.
57
- 58 K. To take any other actions required or permitted by law.
59
- 60 L. To make reasonable provision to implement the educational interests of
61 the State, as defined by law, so that
62
 - 63 (1) each child shall have for the period prescribed in the Connecticut
64 General Statutes equal opportunity to receive a suitable program of
65 educational experiences;
66
 - 67 (2) the school district shall finance at a reasonable level an educational
68 program designed to achieve this end;
69
 - 70 (3) the school district shall provide educational opportunities for its
71 students to interact with students and teachers from other racial,
72 ethnic and economic backgrounds; and
73
 - 74 (4) the mandates in the Connecticut General Statutes pertaining to
75 education within the jurisdiction of the State Board of Education
76 shall be implemented.
77

78 Legal References:
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80 Connecticut General Statutes

- 81 1-200 Definitions (public agency)
- 82 10-4a Educational interest of state identified
- 83 10-4b Complaint alleging failure or inability of board of education to
84 implement educational interests of state. Investigation; inquiry;
85 hearing. Remedial process. Regulations
- 86 10-220 Duties of boards of education
- 87 10-221 Board of education to prescribe rules, policies and procedures
- 88 10-241 Powers of school districts

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#9210.1**Responsibilities of Board Members**

Members of the Madison Board of Education are responsible for the education of Madison's children, and to that end they will . . .

1. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the agenda items to be considered at those meetings;
2. recognize that the Board's primary role is the establishment of policy in governance of public elementary and secondary education in our community; Therefore, they will . . .
 - formulate and adopt written policies in consultation with groups affected, and properly delegate implementation of those policies;
 - recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
 - work as a group to establish effective Board policies, to monitor implementation of said policies, and to delegate authority for the administration of the schools to the Superintendent;
 - develop policies that support the concept of citizen advisory bodies and establish clear guidelines that define the task, composition, operation, duration, reporting, and evaluation of such bodies;
 - adopt policies which establish the use of volunteers as a means of enriching the learning experiences of students and building school-communities;
3. work with the Superintendent and the community to develop a vision for the schools;

9210.1 (Continued)

4. establish a structure and create an environment that will help the school system achieve its vision;
5. develop academic standards based on high expectations and an assessment system to measure academic performance toward the achievement of such standards, so that the school Board can be accountable to the people of the community;
6. encourage free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
7. make special efforts to involve parents and the public in the process of formulating educational policy; such participants will enhance advocacy and give parents and the public a sense of proprietorship that will benefit the instructional program for all students;
8. support the Superintendent in all decisions that conform to Board policy, other decisions made by the Board, or recognized professional standards;
9. hold the Superintendent responsible and accountable for the administration of the schools through regular, constructive, written and oral evaluations of the Superintendent's work; performance evaluation is an ongoing effort and should be linked to goals established by the Board with the advice and counsel of the Superintendent;
10. provide the Superintendent with a comprehensive employment contract;
11. provide fair and adequate compensation that will attract and retain excellent people in all circumstances;
12. give the Superintendent the benefit of individual Board members' expertise, familiarity with the local school system, and community interests;

9210.1 (Continued)

13. conduct school district business in open session, except as otherwise provided by law, with the Superintendent or a designee present (except in personnel matters involving the Superintendent specifically), and endeavor by every possible means to inform the public concerning the schools;
14. consult with the Superintendent on all matters, as they arise, that concern the school system, and on which the Board may take action;
15. develop a plan for Board - Superintendent communications;
16. channel communications with school employees through the Superintendent, especially if any action is suggested, and to refer all applications, complaints, and other communications, oral or written, first to the Superintendent: doing so ensures that such communications can be processed in a coordinated fashion that is responsive to students and patrons;
17. take action on matters only after hearing the recommendation of the Superintendent, except in personnel matters involving the Superintendent specifically;
18. exercise continued oversight of all educational programs;
19. work closely, where appropriate, with other governmental agencies and bodies;
20. seek information about current educational issues through programs and publications providing needed information, such as those presented by local, state and national school boards association, resources and / or workshops;
21. collaborate with other school boards through state and national school boards associations to let state legislators, members of Congress, and all other appropriate state and federal officials know of local concerns and issues;

9210.1 (Continued)

22. mandate and provide resources for high-quality Board and professional development programs using qualified trainers that will enable school leaders to have the knowledge and skills needed to provide excellent policy leadership for the school system; in some cases, the Board and Superintendent should engage in joint training;
23. provide for self-evaluation of the Board's own effectiveness in meeting its stated goals and performing its role in public school governance;
24. establish a periodic review of all school Board policies for current relevance and necessity to ensure students' needs are being appropriately served;
25. conduct an annual review of all school Board policies for compliance with current state law;
26. work to ensure that the district has the necessary funds and that a balance is maintained between needs and resources in the distribution of available monies;
27. delegate to the Superintendent responsibilities for all administrative functions, except those specifically reserved to the Board's presiding officer through Board policy; those reserved areas include establishing a regular time for the Superintendent and the leader of the school Board to meet for discussion of school Board policy matters and joint preparation of each meeting agenda, conducting Board meetings and certain public hearings, approving the agenda and minutes of Board meetings, and engaging in other activities related to serving as the presiding officer of the Board;
28. ensure Board members understand that, under law, the school Board acts as a Board and that individual Board members have no independent authority.

Date of Adoption: 4/4/95

#12009710

School District Logo and Mascot

The Madison Board of Education (“the Board”) recognizes the importance of a logo and mascot as ~~an~~ identifiers of the Madison Public Schools (“the District”). The Board shall adopt an official logo and/or mascot for the District.

~~The logo shall appear on all documents intended for public circulation and all official forms of communication.~~ All uses of the District logo or school-specific logos and mascots shall comply with the parameters set forth by the administration.

The Superintendent is authorized to develop regulations as required to support this policy.

It is the intent of the Board that the changing of a logo and/or mascot occur infrequently and only if the current logo and/or mascot is determined to be no longer appropriate, as indicated by a 2/3 affirmative vote of the membership of the Board.

The Board shall seek the advice of the Superintendent when determining whether to change the logo and/or mascot.

If the Board determines the need/desire to change the District logo or mascot, the Board shall establish a committee consistent with Policy #9450 to expedite and facilitate the Board’s decision.

The Board shall seek the advice of the Superintendent before establishing or dissolving a committee. Such committee shall be established and dissolved by Board vote, and the members of the committee shall be appointed by the Board.

The committee shall be comprised of the Chair of the Board of Education (ex officio, non-voting), Superintendent (ex officio, non-voting), one or more Board members and representatives of stakeholders as the Board deems appropriate. With respect to changing the mascot, the Athletic Director shall be the chairperson (non-voting) of the committee.

The Board will establish the scope of and schedule for the committee’s work. The Board retains the right to make the final determination of any logo and/or mascot change and the change will be approved by a 2/3 affirmative vote of the membership of the Board.

Minor changes or variations to the mascot (e.g. temporarily changing color to honor an awareness month, adding sport specific icons, etc.) will be at the discretion of the Athletic Director with approval from the Superintendent.

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#9710**School District Logo And / Or Motto**

The school district logo will be given prominence in identifying the schools, departments and services of the Madison Public Schools. Specifically, it will appear on all documents generated in schools and administrative offices which are intended for public circulation, and on all official forms of communications.

These will include, but not be limited to, the following:

Letterheads

Pamphlets

Newsletters

Public Notices

Advertisements

Calendars

Video Presentations

Certificates and Diplomas

Numbered forms

Purchase Orders

Invoices

Checks

Curriculum Documents or other

Copyrighted Publications

Student Report Cards

Board-owned Vehicles

Individual schools or departments who wish to use local identifying symbols in their own publications, letterheads, etc., may do so provided the official Board Logo is also used. In such cases, the Board Logo will appear on the first or cover page of any multi-page document.

The Superintendent is authorized to issue procedures as may be necessary to support this policy.

Date of Adoption: 3/7/95

#9720**Guidelines for Use of District Logo / Board Members' Names**

Guidelines are necessary to establish uniform use of the District Logo, Board of Education members' names, and use of the approved Equal Employment Opportunity statement that is printed on appropriate district publications. Therefore, it shall be the responsibility of the Superintendent to assure that all individuals responsible for the development and printing of district publications adhere to application of the following guidelines:

- Indication of the date of all publications shall be included on the publication;
- On any publications produced for general distribution, and at least once a year on all regular publications, the District's Equal Employment Opportunity statement should appear as follows:

The Madison Public Schools is committed to affirmative action and equal opportunity for employment. No student will, on the basis of race, color, creed, sex, handicap, national origin, or sexual orientation, be denied access to any appropriate educational program or activity provided by the District. The Title IX compliance coordinator and the Section 504 compliance coordinator is the Director of Special Educational and Regional Services.

- On any publications produced for employment purposes, the District's Affirmative Action statement should appear as follows:

The personnel policies, procedures, and practices of the Madison Public Schools will be administered to best assure equal employment opportunities for all applicants and employees. The District has identified and eliminated any personnel policies, procedures, or practices which discriminate on the basis of race, color, ancestry, national origin, gender, age, religion, handicap, political affiliation, sexual orientation, or status as a veteran and will continue to do so,

9720 (Continued)

remaining vigilant against development of unlawful employment discrimination. The District will comply with all applicable state and federal laws and regulations prohibiting employment discrimination, and all contractors and vendors will be requested to do likewise.

- Names of Board of Education members serving at the time of a publication should appear in the following publications annually: Board Policies and Administrative Regulations manuals, student handbooks, school / faculty handbooks, Board meeting agendas, the district annual report, all district council and committee publications, professional publications for dissemination both within and without the district, and other such publications considered to be representative of the district.
- The District Logo should appear on district-printed publications prepared for distribution to the public;
- Names of Board of Education members serving at the time of publication should be published annually in at least the first issue of the parent / community newsletter and commencement programs; use of the logo on invitations is encouraged but not required; and
- Publications currently in print must be modified to conform with this regulation at the time they are reprinted.

Date of Adoption: 4/4/95