

Board of Education Regular Meeting

Tuesday, March 5, 2024 7:30 PM

Town Campus Hammonasset Room/Zoom, 10 Campus Drive , Madison, CT 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): Eli Ackerman and Brooke Anderson

IV. Superintendent's Report

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

IV.A. Super Bowl Petition

IV.B. Polson Grade 6 ReadBOWL Champions

IV.C. 2025 PreK Configuration

V. Board Members' Comments

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

VII. Consent Agenda (Ref. Bylaw #9540.2)

VII.A. Line Item Transfers as of February 29, 2024

VII.B. Budget Expenditures as of February 29, 2024

VII.C. February 2024 Personnel Report

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. **Policy for Rescission, First Reading**
- 5100.9.6 Maintenance and Development of Athletic Programs
 - 5110.3.1 Police in Schools
 - 5142.4 School Resource Officer
 - 5120.9.5 Automobile Use and Parking
 - 5140 School and Community Service
 - 9470 School Attorney / Legal Services
 - 9480 Consultants to the Board

- IX.E.2. **Policy for Review, First Reading**
- NEW – 5050 Student Privacy
 - *then Rescind* 5180.2 Research
 - 9530 Executive Sessions / Open Meetings
 - 9820.1 Board Member Conferences, Conventions, and Workshops
 - 9840 Board Member Compensation and Expenses

- IX.E.3. **Policy for Rescission, Second Reading**
- 9650 Policy Communication / Dissemination
 - 9700 School Board Communications

- IX.E.4. **Policy for Review, Second Reading**
- 5120.9 Homeless Students
 - 9540 Transaction of Business
 - Repeal & Replace*
 - 9540 Meeting Procedures/ Bylaws
 - 9540.13 Reporting of Board Meeting Business
 - 9210 Role of Board and Members
 - *Repeal & Replace*
 - 9210 Board Member Authority
 - 9210.1 Responsibilities of Board Members
 - 1200 School District Logo and Mascot
 - Repeal & Replace
 - 9710 School District logo and/or Motto
 - 9720 Guidelines for use of District Logo/ Board Members' Names

IX.F. LEARN Liaison

Speaker (s) : Mary Ann
Connelly

- X. **Action Item: Motion to rescind the following policies: 9650 Policy Communication / Dissemination, 9700 School Board Communications**

- XI. **Action item: Motion to approve the following policies: 5120.9 Homeless Students, 9540 Transaction of Business, 9210 Role of Board and Members, 1200 School District Logo and Mascot**

- XII. **Action Item: Motion to approve a donation to the DHHS Girls Tennis Team from the Hand Tennis Boosters in the amount of \$2200 for new tennis uniforms.**

XIII. Action Item: Motion to approve the minutes of the February 27, 2024 Board of Education Special Meeting (Ref. Bylaw #9540.9)

XIV. Future Agenda Items

XV. Meetings / Dates of Importance (see attached)

XVI. Adjournment

XVII. 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.



Super Bowl Monday

Why We Should Get The Day Off After Super Bowl Sunday

- Everyone stayed up late, tired kids are not prepared to pay attention and learn
- More work productivity on a Tuesday than a Monday
- Poor behavior and disruptive students
- Break for students, reduces stress
- Teachers get the day off, time to grade assignments, or spend time with their family
- Other schools in the district got the day off
- Time to catch up on homework if students fall behind, extra day.

Most Kids In The School Stayed Up Late

Even if I wasn't a football fan, I would stay up late to watch the big game. It's the superbowl, who wouldn't? It's one of the biggest events in America, It will be talked about for who knows how long...days, weeks, months. I hear kids talking about football in the hallways all the time. It is popular and kids would love to be able to sleep in and relax after their favorite team just won.



More Work

Students get more work done on a Tuesday than a Monday. I naturally wake up and adjust to the schools schedule. Monday mornings after staying up late are tough. With Monday off we will get a reasonable amount of sleep and be ready for an early start. Then students will be more productive, and maybe even score higher on tests.



Teachers

Teachers need time with their family at home. They wake up early and go home late. Family is one of their biggest supporters and morale boosters. They need time with them. Also some teachers are behind to grade assignments. And could catch up and stop stressing out about assignments. Last even 1 even off could improve their self esteem. They could go back to school and be in no mood.



Website Usatoday.com

- In 2021, 8 million Americans said they would take a Pre-Planned day off the Monday after the Superbowl.
- A survey of 1000 people said that half of the sports fans in the U.S. would trade another holiday to have the day after Superbowl off.
- A survey by The Harris Poll for The Workforce Institute at UKG consisting of over 1000 people found that over 16 MILLION Americans would try to skip the work day after the Superbowl. They would call in sick or just blatantly not show up for work.
- Over 14000 people signed a petition in 2018. Tim Kaine, A Virginia resident made the petition to make the day after the superbowl a national holiday.



Theprovidentialonline.com

This article states that the Energy from the Super Bowl doesn't come from the game, it comes from seeing your friends and family. I can relate to this and If you watch the Super Bowl I'm sure you probably can too. For example, even if it was the Jets vs Carolina Panthers, I'd still enjoy the game and not because whose playing, or If it was a total blowout, or even if the players got into a fight (ok I might care a little here). The enjoyment of the game comes from who your watching the game with. This will Increase students morale for a long time. It will also increase their motivation because they just saw their family and friends and did something they really valued. It's practically another Thanksgiving.

Students likely have homework over the Super Bowl weekend. And being the student I am, I would NOT want to even 2 hours before the game starts. Game normally starts near 6:30 and with commercials, halftime, breaks, all that stuff, It normally goes till 10:-10:30. And with all the energy being exerted, students would be drained of their energy. Students wouldn't be able to function correctly. They would score low on tests that day and have missing assignments.

Marketplace.org

In the 2018 Super Bowl more than 100 Million people were expected to watch the game. 27 percent of employees skipped the day after the Super Bowl.. 36 percent of male employees and and 16 percent of female employees called in sick. That's 79 percent of the adult sample skipping the day after the Super Bowl. If this were to happen at Madison Public Schools, there wouldn't be enough substitute teachers to cover. That would create mayhem!!!

(What will happen to students on Superbowl Monday)



Giveback and Conclusion

In order to justify Super Bowl Monday, the students and teachers of Polson Middle school would offer a giveback. This giveback includes +1 day to the end of the school year in exchange for Super Bowl Monday off. There is no loss to the number of required school days and students and teachers would be forever grateful. This would be a groundbreaking change for the entire Polson community.

Thank you for your time and consideration Dr. Cooke

I have one question for you

Will You Support Our Request At The Next Board Of Education Meeting?

Respectfully Submitted,

Will Varone

January 23, 2004

MADISON PUBLIC SCHOOLS LINE ITEM TRANSFERS 3.5.2024

JOURNAL	LINE	SOURCE	EFF DATE	ORG	OBJECT	ACCOUNT NAME	COMMENT	INCR/DECR	AMOUNT
200	1	BUA	02/07/2024	BF55110K	51320	CUSTODIAL OVERTIME	coverage for vacant positions	INCR	20,000
200	2	BUA	02/07/2024	BF55110K	51122	CUSTODIANS	coverage for vacant positions	DECR	20,000

2023-2024 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 3.5.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		REVISED			AVAILABLE	
		APPROP	TRNFRS/ADJSMT	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	% USED
51000	51000 NEW STAFF AREA I	(295,766)	295,766					0.00
51060	51060 REDUCTION/BUDGET	(63,800)	25,000	(38,800)	(38,800)			100.00
51108	51108 AP TESTING	15,000		15,000			15,000	0.00%
51109	51109 11TH COURSE STIPENDS	8,000		8,000	4,000		4,000	50.00%
51110	51110 TEACHERS	24,295,083	(329,036)	23,966,047	13,644,773	10,226,324	94,950	99.60%
51111	51111 ADMINISTRATORS	2,217,361	13,911	2,231,272	1,551,876	675,707	3,688	99.83%
51112	51112 EPED	285,782	(5,000)	280,782	140,248	140,248	287	99.90%
51113	51113 CO CURRICULAR	537,368	4,305	541,673	216,510	167,603	157,560	70.91%
51114	51114 EARLY RETIREMENT	0	18,267	18,267			18,267	0.00%
51116	51116 DIRECTORS / MANAGERS	394,326	61,616	455,942	373,292	76,414	6,236	98.63%
51120	51120 OFFICE STAFF	1,578,248	(47,273)	1,530,975	966,810	528,358	35,807	97.66%
51121	51121 INSTRUCTIONAL PARAPROFES	1,937,762	(242,914)	1,694,848	1,014,224	636,356	44,268	97.39%
51122	51122 CUSTODIANS	1,791,618	(96,466)	1,695,152	1,000,378	622,270	72,504	95.72%
51123	51123 MEDIA / TECH PARAPROFESS	302,580		302,580	192,432	109,664	483	99.84%
51124	51124 SECURITY / SUSPENSION	582,578	74,679	657,257	497,201	157,058	2,998	99.54%
51126	51126 SCHOOL HEALTH SERVICES	383,593	(13,935)	369,659	224,799	143,311	1,549	99.58%
51127	51127 EVENT STAFF							0.00%
51128	51128 ATHLETIC TRAINER	43,971	12,679	56,650	37,767	18,883		100.00%
51129	51129 ATTENDANCE INCENTIVE	14,500		14,500			14,500	0.00%
51130	51130 THERAPISTS / OCCUP & PHY	437,792	(10,619)	427,173	229,891	192,957	4,325	98.99%
51210	51210 SUBSTITUTE TEACHERS	580,000	197,999	777,999	424,477	123,533	229,990	70.44%
51212	51212 SUBS / SCHOOL HEALTH SER	16,320	7,447	23,767	10,678		13,088	44.93%
51221	51221 CLASSIFIED SUBS	14,000		14,000	11,965		2,035	85.47%
51320	51320 OVERTIME	70,644	40,000	110,644	87,044		23,600	78.67%
51321	51321 CUSTODIAL/CASUAL LABOR	93,806		93,806	58,896		34,910	62.78%
52130	52130 LIFE INSURANCE	48,700		48,700	34,711	11,843	2,147	95.59%
52200	52200 SOCIAL SECURITY	627,012		627,012	94,410		532,602	15.06%
52201	52201 MEDICARE	537,089		537,089	537,089			100.00%
52202	52202 FSA ADMINISTRATION	1,750		1,750	1,049	454	247	85.91%
52300	52300 PENSION-DEF BENEFIT	1,090,566		1,090,566	949,487		141,079	87.06%
52301	52301 PENSION-DEF CONTRIBUTION	55,500		55,500	40,269		15,231	72.56%
52500	52500 UNEMPLOYMENT	25,000		25,000	14,135		10,865	56.54%

2023-2024 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 3.5.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		REVISED		AVAILABLE		
		APPROP	TRNFRS/ADJSMT	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	% USED
52600	52600 WORKER'S COMP	243,523		243,523	243,037		487	99.80%
52700	52700 DISABILITY INSURANCE	77,850		77,850	54,490	18,483	4,877	93.74%
53000	53000 UNBUDGETED EXPENSE	75,000		75,000	75,000			100.00%
53101	53101 LABOR & LEGAL SVCES	110,000		110,000	58,784		51,216	53.44%
53222	53222 EVALUATION SERVICES	142,125		142,125	41,313	7,973	92,840	34.68%
53224	53224 STAFF DEVELOPMENT	253,315	(138)	253,177	108,603	29,973	114,601	54.73%
53225	53225 NEASC ACCREDITATION SERV	4,816		4,816	4,470		346	92.82%
53230	53230 STUDENT SUPPORT SERVICES	54,000		54,000	5,309	5,900	42,791	20.76%
53231	53231 ADULT EDUCATION	46,000		46,000	42,000		4,000	91.30%
53300	53300 PROF / TECH SVCES	1,327,612	35,500	1,363,112	567,224	388,243	407,646	70.09%
53305	53305 PROF TECH MEDICAL	29,670		29,670	29,499		171	99.42%
54210	54210 DISPOSAL / RECYCLING	113,200		113,200	61,694	29,872	21,634	80.89%
54220	54220 SNOW REMOVAL	64,946		64,946	31,881		33,065	49.09%
54300	54300 REPAIRS & MAINT	573,767	54,858	628,625	530,074	55,832	42,719	93.20%
54307	54307 TECH / INFRASTRUCTURE	42,000		42,000		42,000		100.00%
54309	54309 EMERGENCY MAINTENANCE	50,000		50,000			50,000	0.00%
54310	54310 KITCHEN MAINTENANCE	13,401		13,401	13,401			100.00%
54313	54313 TREATMENT PLANT REPAIRS	29,000		29,000	9,690	756	18,554	36.02%
54320	54320 REPAIR / CONTRACTS	36,500		36,500	31,964	3,621	915	97.49%
54330	54330 ALARM SERVICES	12,372	1,667	14,039	14,039			100.00%
54340	54340 TELEPHONE MAINTENANCE	14,024	(1,667)	12,357	155		12,202	1.25%
54420	54420 RENTAL AGREEMENTS	35,621	(16,035)	19,586	3,258	12,107	4,221	78.45%
54600	54600 TREE SERVICES	8,828		8,828	1,900		6,928	21.52%
54900	54900 PURCHASE SVCES	155		155			155	0.00%
55110	55110 STUDENT ACTIV TRANS	14,697	(1,188)	13,508	3,525	1,984	8,000	40.78%
55111	55111 REGULAR TRANSPORTATION	2,075,000		2,075,000	1,110,725		964,276	53.53%
55113	55113 FUEL / TRANSPORTATION	335,000		335,000	139,620	10,380	185,000	44.78%
55114	55114 SCHOOL CHOICE TRANSPORT	71,750		71,750	29,218		42,532	40.72%
55120	55120 SPED TRANSPORTATION	1,477,556	(19,000)	1,458,556	697,784	104,045	656,727	54.97%
55201	55201 GENERAL INSURANCE	330,156		330,156	325,542		4,615	98.60%
55203	55203 STUDENT INSURANCE	14,806		14,806	14,806			100.00%
55301	55301 TELECOMMUNICATIONS	152,084	(1,907)	150,178	92,076	48,352	9,750	93.51%

2023-2024 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 3.5.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL		REVISED			AVAILABLE	
		APPROP	TRNFRS/ADJSMT	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	% USED
55302	55302 POSTAGE	20,159	2,200	22,359	13,534	2,839	5,986	73.23%
55303	55303 REPORTS/PUBLIC RELATIONS	4,650		4,650	1,059		3,591	22.78%
55500	55500 PRINTING & BINDING	47,069	310	47,379	25,808	10,451	11,120	76.53%
55501	55501 PRINTING / INSTRU SUPPLI	32,276	125	32,401	13,463	4,428	14,510	55.22%
55608	55608 TUITION / TYPICALS	(70,000)		(70,000)	(31,161)		(38,840)	44.52%
55610	55610 EXT PLACEMENTS / PUBLIC	581,752	(30,000)	551,752	470,440	253,611	(172,298)	131.23%
55630	55630 EXT PLACEMENTS / PRIVATE	1,784,041		1,784,041	1,326,846	608,940	(151,745)	108.51%
55640	55640 SCHOOL CHOICE TUITION	76,000		76,000			76,000	0.00%
55641	55641 EXTENDED YEAR SERVICES /	130,529		130,529	122,144		8,385	93.58%
55643	55643 EXT PLACEMENT/ GENERAL E	10,000		10,000			10,000	0.00%
55801	55801 TRAVEL (STAFF)	26,730	(780)	25,950	12,135	1,362	12,453	52.01%
55802	55802 TRAVEL (BOE)	320		320			320	0.00%
55900	55900 MISC PURCH SERVICES	10,850		10,850	4,840	5,520	490	95.48%
56101	56101 OFFICE SUPPLIES	40,222		40,222	23,965	922	15,335	61.87%
56110	56110 INSTRUCTIONAL SUPPLIES	412,050	20,065	432,115	327,272	14,058	90,785	78.99%
56111	56111 FAB LAB INSTRUCTIONAL SU	20,000		20,000	13,592	2,609	3,799	81.00%
56120	56120 INSTRUCTIONAL SOFTWARE	54,366	10,964	65,330	46,666	7,386	11,278	82.74%
56130	56130 CUSTODIAL SUPPLIES	112,132		112,132	99,557	4,111	8,463	92.45%
56131	56131 MAINTENANCE SUPPLIES	78,000		78,000	61,367	8,917	7,716	90.11%
56140	56140 FIELDS MAINTENANCE	112,900		112,900	61,698		51,202	54.65%
56206	56206 GAS SERVICES	328,814		328,814	137,192		191,622	41.72%
56207	56207 HEATING FUEL	10,944		10,944			10,944	0.00%
56210	56210 WATER	44,374		44,374	21,958		22,416	49.48%
56220	56220 ELECTRICITY	793,250	(50,000)	743,250	462,217		281,033	62.19%
56260	56260 EQUIPMENT MAINTENANCE	21,672		21,672	6,962		14,710	32.12%
56410	56410 TEXTBOOKS & REPLACEMENT	35,434	(2,148)	33,286	16,294	3,162	13,830	58.45%
56411	56411 TEXTBOOKS / NEW	36,500	7,221	43,721	12,845		30,876	29.38%
56420	56420 AWARDS	5,000		5,000	90		4,910	1.80%
56421	56421 MEDIA SUPPLIES	33,666	2,309	35,974	22,383	4,789	8,802	75.53%
56422	56422 PERIODICALS	24,813	(753)	24,060	19,890	2,008	2,162	91.02%
56423	56423 PRINT COLLECTION	68,651	(23,651)	45,000	11,977		33,023	26.61%
56550	56550 STAFF UNIFORMS	5,258		5,258	5,154		104	98.03%

2023-2024 MADISON PUBLIC SCHOOLS EXPENDITURE REPORT 3.5.24

OBJECT	ACCOUNT DESCRIPTION	ORIGINAL	TRNFRS/ADJSMT	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	% USED
		APPROP		BUDGET			BUDGET	
56551	56551 UNIFORMS / STUDENT GROUP	27,500		27,500	8,809	16,863	1,829	93.35%
56900	56900 SUPPLIES	88,149	(15,937)	72,211	38,522	14,946	18,743	74.04%
56902	56902 PROGRAM SUPPLIES		25,000	25,000	5,602	3,109	16,288	34.85%
57301	57301 EQUIPMENT	174,567	8	174,575	69,365	4,415	100,796	42.26%
57302	57302 OS SOFTWARE	322,740		322,740	247,498	5,500	69,742	78.39%
57303	57303 EQUIP - LEASE/PURCHASE	39,120		39,120	32,967		6,153	84.27%
57304	57304 COMPUTER HARDWARE	549,550	(3,316)	546,234	418,663	93,099	34,472	93.69%
57400	57400 PUBLIC SAFETY	6,623		6,623	3,885	897	1,841	72.21%
58100	58100 DUES, FEES & MEMBSHPS	84,501	(131)	84,370	71,424	5,761	7,185	91.48%
Grand Total		51,640,329		51,640,329	30,867,611	15,670,206	5,102,513	90.12%

February 2024 Personnel Report

Madison Board of Education			
BOE Meeting Date:	3/5/24	Reporting Period:	2/1-2/29/24
New Hires / Reappointments			
First Name	Last Name	Position	Location
Bianca	Lazzara	Instr. Para	Ryerson
Aubrey	Laudano	Instr. Para	Ryerson
Reassignments / Transfers			
First Name	Last Name	Position	Location
Retirements / Resignations / Separations			
First Name	Last Name	Position	Location

Maintenance and Development of Athletic Programs

A. Purpose of Programs

The Madison Public Schools' Department of Athletics provides progressive interscholastic, club and intramural opportunities that are complementary to the central academic mission of the school district. These activities are considered student privileges. Through its commitment to athletics, the Madison Public Schools supports its belief that there are many important and enduring lessons to be learned from involvement in athletics.

B. Current Athletic Activity Evaluation System

The Madison Board of Education understands the needs and interests of students may change over time. With this in mind, the Board of Education requires the Director of Athletic Programs to assess existing athletic programs by using an objective and streamlined method.

This method will include, but is not limited to the evaluation of the following categories:

<u>Category</u>	<u>Considerations</u>
1. Gender Equity	Title IX considerations
2. Facilities	Burden on available facilities
3. Existing Programs	Financial data and participation rates
4. Administration	Administrative support and supervision
5. Capital Expenses	One time capital or periodic capital outlays
6. Availability of competition	Reasonable creation of a competitive schedule
7. Annual expenses	Annual budget expenditures
8. Student Interest	Ability to attract student participation
9. Community Support	Overall financial support and attendance
10. Level of competitiveness	Potential to meet desired level of success

This evaluation process will be a function and primary duty of the Athletic Advisory Council. The Chairman of the Council shall lead the members of the Athletic Advisory Council to implement this evaluation system and assessment cycle.

The Council does not set or execute policy, but serves to influence policy development and the administration of athletic programs. First and foremost, the Athletics Advisory Council exists to help the Madison Public Schools to maintain a focus on the mission, goals, and objectives of the athletic program and the athletic, academic and social development of student-athletes.

C. New Program Implementation

The Madison Board of Education recognizes that the needs and interests of students may foster support for new athletic activities. Students, staff or parents wishing to recommend a new athletic program must submit a proposal in writing to the Director of Athletic Programs. All proposals for the addition or expansion of the athletic program shall be received by the Director of Athletic Programs and reviewed initially by the School Building Principal and the Superintendent of Schools in the context of the annual budget process. Proposals for such new or expanded programs must be received by October 1 each year for consideration in the upcoming year's budget.

Through the annual budget process, the Madison Board of Education requires the Director of Athletics to recommend the implementation of new sports activities with the expectation that the Board shall review said recommendation in the context of the operational budget for the next fiscal year. All new sports programs recommended through the budget process will be designated to begin as either an intramural or club sport activity. A new sports program must first serve at least one sports season as an intramural or club program before receiving consideration to move to varsity status.

Following the first season of a new sports activity (intramural or club), the Athletic Advisory Council will evaluate the new program to determine its future status. The

Council will use the categories listed in the Current Athletic Activity Evaluation System and other categories as deemed appropriate to evaluate the activity and make recommendations regarding the future status of the program. Any recommendation from the Athletic Advisory Council proposing eligibility as a varsity program shall be forwarded to the Madison Board of Education for action in the context of the next budget cycle.

The result of this process shall be informed decision-making based upon constructive dialogue and consensus for the entire school system and community.

Sources: Almany, David, *Athletic Activity Evaluation System: A System for the Evaluation of Current and Proposed High School Athletic Programs*, D & L Enterprises, Licking, Missouri, 1998

Madison Public Schools – *Department of Athletics, Student-Athlete / Parents Handbook*, 2007-2008

National Interscholastic Athletic Administrators Association, *Athletic Administration: A Comprehensive Guide*, National Federation of High Schools, Kansas City, Missouri, 1998.

Date of Adoption: October 3, 2000

Date of Revision: December 18, 2007

**#5110.3.1
Police in Schools**

Schools are responsible for students during school hours which includes protecting each student's constitutional rights, assuring due process in questioning and arrest, and protecting students from any form of illegal coercion.

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. In cases involving students age 16 or younger, the student's parents will be present during the questioning. The school principal, or his/her designee, will also be present.
3. In cases involving students age 17 or older, an attempt will be made to notify the student's parents so that they may be present during the questioning. The school principal or his/her designee, will be present.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes, however, they may be permitted to question students in the schools when the procedures outlined above are observed.

(c.f. 1350 Relations with Law Enforcement Agencies)
(c.f. 5090.8.1 Search and Seizure)
(c.f. 5090.8.1.2 Vehicle Searches on School Grounds)
(c.f. 5142.4 School Resource Officer)

Date of Adoption: June 4, 1996
Technical Revision: February 11, 2014

#5142.4**School Resource Officer**

It is understood and agreed that the Board of Education, School officials, the Board of Police Commissioners, and Police Department officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program in the schools:

1. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
2. To encourage SROs to attend extra-curricular activities held at schools, when possible;
3. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and/or use of weapons on campus, the sale and/or distribution of controlled substances, and riots;
4. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school; and
5. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus.
6. To be involved in the development of District and school safety/crisis plans.
7. To abide by Board of Education policies and to perform various duties developed by the Superintendent.

School Resource Officer Joint Committee (SROJC)

The SROJC is an advisory and review committee composed of at least two members each of the Madison BOE and BPC. In addition, the School Superintendent, Police Chief, and at least one SRO will be members. Together, the SROJC will periodically review and evaluate the School Resource Officer Program. Two times per academic year (according to a schedule set by the BOE), the SRJOC will report on their review and make recommendations.

Agreement for Services

The Board of Education will execute the role of School Resource Officer via a separate agreement with the Madison Board of Police Commissioners for the purpose of determining term, termination, and funding. Any such executed agreement will reference and be governed by this policy (5142.4).

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

PA 94-221 An Act Concerning School Discipline and Safety.

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.

Adopted: February 11, 2014

#5120.9.5**Automobile Use and Parking**

Upperclassmen in the high school will have permission to drive to school, subject to availability of parking spaces in school parking lots and provided that the following minimum requirements have been met:

- parental consent in written form has been received;
- possession of a valid Connecticut driver's license has been shown to school administration;
- insurance coverage is confirmed by school administration;
- and student has reviewed student handbook regulations.

Students enrolled in ninth, tenth and eleventh grades may apply for special permission to obtain parking privileges. Requests for special permission are to be considered only when the above minimum requirements have been met and there is evidence of need as determined by the building principal.

The building principal will have authorization to give special consideration to students who have special needs as a result of (student / family) medical, or school-related considerations. A minimum of special permits may be used to accommodate students who have short-term special needs.

A reasonable charge may be assessed by the building principal to recover costs involved in providing parking permits, applications, and related expenses.

In order to reduce parking congestion at school, students living more than one and one-half miles from the assigned school will be provided bus transportation by the school system.

Students enrolled in grades lower than ninth grade are not authorized to drive cars to school. Exceptions will not be granted. Parking space will be available for motorcycles and bicycles.

Juniors accumulating more than five (5) tardies per trimester will lose the privilege of applying for a permit Senior year.

Regular review of valid parking permits will be completed by the building principal (or assigned staff member).

Parking privileges may be terminated, without benefit of refund, for:

- students whose status no longer qualifies them for a permit –
- students who are suspended from school
- students who operate vehicles in a reckless or unsafe manner
- student who are chronically tardy
- failure to abide by the automobile agreement
- failure to display a valid parking permit
- selling or transferring permits without authorization
- parking in faculty spaces, visitor and other unauthorized areas
- accumulating five (5) tardies to school
- leaving school grounds
- accumulating three (3) or more parking tickets
- any other behavior judged as being unsafe or inappropriate

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.

Regulations will be enforced by the Madison Department of Police Services.

The school and Board of Education will not assume responsibility for the safe keeping of vehicles.

Date of Adoption: September 3, 1996

Date of Revision: August 16, 2005

#5140**School And Community Service**

The Board of Education recognizes the social and scholastic benefits derived from student participation in various community-sponsored activities. However, neither an individual nor the school as a whole shall be permitted to use school time for working on community-sponsored projects unless such an undertaking is deemed to contribute to the educational program. The administration has the responsibility to develop procedures for community groups to request student involvement during school hours, as well as guidelines for the consideration of such a request.

The Board is committed to preparing its high school students for active participation in community affairs in keeping with Madison's tradition of volunteerism. The student community service programs are implemented to provide service opportunities for students and to encourage students to develop projects in their areas of interest.

The program should have, as a primary objective, the development of commitment to community service among high school students. Therefore, students will receive the kind of training and support which will prepare them to be valuable helpers in their community. The program should be designed to be a collaborative effort between the schools and the community.

A supervising teacher(s) should be selected by his/her respective principals or designee for their ability to encourage students to volunteer, support students in their community service activities, solve problems where needed and, most importantly, ensure that students begin to understand that they are needed helpers and valued assets in their community.

#5140 (continued)

Opportunities for student community service may be found in, but not limited to, the following areas:

- after-school tutorial volunteers at own or nearby school
- children's centers
- in-school peer counseling
- religious volunteer
- recreation volunteer
- neighborhood organizations
- libraries
- Town Hall office volunteers
- League of Women voting-related activities (non-partisan)
- hospital helpers
- clinics
- convalescent home visits
- Big Brothers/Big Sisters
- Summer Day Camps (summers only)
- adaptive recreation programs
- Safe Rides
- non-partisan civic activities

The Superintendent is authorized to establish regulations providing for course work for community service in accordance with Section 10-221a[a] of the *Connecticut General Statutes*.

Date of Adoption: June 4, 1996

**#9470
School Attorney / Legal Services**

The Board of Education may appoint, either on a full-time or retainer basis, an attorney or attorneys to serve as School District Attorney(s). The primary function of the School District Attorney(s) is to provide professional legal representation for the Board and the Superintendent in questions related to their official duties.

The Attorney (s) shall:

- represent the Board of Education in legal proceedings;
- give an opinion on all legal questions referred by the Board of Education or the Superintendent;
- attend all Board of Education meetings, conferences, and other meetings as requested by the Board or Superintendent
- fulfill such other legal duties as the Madison Board of Education may assign.

The performance of the School District Attorney(s) shall be subject to evaluation on a continuing basis by the Board of Education and the Superintendent.

Date of Adoption: 3/21/89
1st Revision: 1/3/95
2nd Revision: 6/7/11

**#9480
Consultants to the Board**

The Board of Education may enlist the services of consultants to provide specialized advice or assistance to the school system concerning educational, management or administrative matters where it is felt an additional opinion or opinions are appropriate.

The Board encourages the use of consultants when they can provide valuable and necessary specialized services not normally required on a continuing basis and which cannot be provided by district personnel because of limitations of time, experience, or knowledge.

Any proposed contracts with consultants will be submitted to the Board for approval, and will be accompanied by figures showing the estimated cost of the consulting project to the district. Where appropriate, bids for consulting services will be sought but the Board will have ultimate discretion with respect to selection.

Consultants who serve this district will exercise no authority over the work of the employees of the district, but will act only as advisor in the field in which they are qualified to offer assistance.

Date of Adoption: 3/7/95

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4 In accordance with federal law, the Madison Board of Education (the “Board”) adopts, in
5 consultation with parents, the following provisions related to student privacy.
6

7 **I. Definitions**

- 8
9 A. *"Invasive physical examination"* means any medical examination that involves the
10 exposure of private body parts, or any act during such examination that includes incision,
11 insertion, or injection into the body, but does not include a hearing, vision, or scoliosis
12 screening.
13
14 B. *"Parent"* includes a legal guardian or other person standing in loco parentis (such as a
15 grandparent or stepparent with whom the child lives, or a person who is legally
16 responsible for the welfare of the child).
17
18 C. *"Personally identifiable information"* includes, but is not limited to,
19
20 1. the student’s name;
21
22 2. the name of the student’s parent or other family members;
23
24 3. the address of the student or student’s family;
25
26 4. a personal identifier, such as the student’s social security number, student number,
27 or biometric record;
28
29 5. other information that, alone or in combination, is linked or linkable to a specific
30 student that would allow a reasonable person in the school community, who does
31 not have personal knowledge of the relevant circumstances, to identify the student
32 with reasonable certainty; or
33
34 6. information requested by a person who the educational agency or institution
35 reasonably believes knows the identity of the student to whom the education
36 record relates.
37
38 D. *"Personal information"* means individually identifiable information including—
39
40 1. a student's or parent's first and last name;
41
42 2. a home or other physical address (including a street name and the name of a city
43 or town);
44
45 3. a telephone number; or
46

47 4. a Social Security identification number.

48
49 E. "Survey" includes an evaluation, but does not include a survey or evaluation administered
50 to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C.
51 § 1400 et seq.)
52

53 **II. Student Surveys**

54
55 A. Surveys Funded in Whole or in Part by the U.S. Department of Education:

56
57 1. The administration shall make available for inspection by parents all instructional
58 materials, including teacher's manuals, films, tapes or other supplementary
59 material which will be used in connection with any survey, analysis, or evaluation
60 funded in whole or in part by the U.S. Department of Education.
61

62 2. The administration shall obtain the prior written consent of the parent or student
63 (if the student is an adult or an emancipated minor), prior to requiring a student to
64 submit to a survey, analysis, or evaluation funded in whole or part by the U.S.
65 Department of Education that reveals information concerning any of the following
66 topics:
67

68 a. political affiliations or beliefs of the student or the student's parent;

69 b. mental or psychological problems of the student or the student's family;

70 c. sex behavior or attitudes;

71 d. illegal, anti-social, self-incriminating, or demeaning behavior;

72 e. critical appraisals of other individuals with whom respondents have close
73 family relationships;

74 f. legally recognized privileged or analogous relationships, such as those of
75 lawyers, physicians, and ministers;

76 g. religious practices, affiliations, or beliefs of the student or of the student's
77 parent; or

78 h. income (other than that required by law to determine eligibility in a
79 program or for receiving financial assistance under such program).
80

81
82 3. If a student is *not required* to submit to a survey, analysis, or evaluation that
83 reveals information concerning any of the topics in Section II.A.2 above, the
84 administration shall provide parents with notice of the district's intent to distribute
85 such survey and, upon written request, shall permit the parent or student (if an
86 adult or emancipated minor) to opt out of participation.
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94 B. Surveys Funded by Sources Other than the U.S. Department of Education:
95

96 1. Third Party Surveys
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- 98 a. Prior to distributing any third party survey, the administration shall give
99 notice to parents of the district's intent to distribute a survey on behalf of a
100 third party.
101
102 b. Upon request, the administration shall permit parents to inspect any third
103 party survey before it is administered or distributed by a school to a
104 student. The administration shall grant reasonable access to the survey
105 within a reasonable period of time after a parental request is received.
106
107 c. Student responses to third party surveys that contain personally
108 identifiable information shall be considered student records, and shall be
109 subject to the district's Confidentiality and Access to Student Records
110 Policy and any administrative regulations or procedures governing the
111 confidentiality of student records.
112

113 2. Confidential Topic Surveys
114

- 115 a. The provisions of this subsection apply to any survey (sponsored by the
116 school district or a third party) which contains questions pertaining to one
117 or more of the following items ("Confidential Topic Surveys"):
118
119 i) political affiliations or beliefs of the student or the student's parent,
120
121 ii) mental or psychological problems of the student or the student's
122 family,
123
124 iii) sex behavior or attitudes,
125
126 iv) illegal, anti-social, self-incriminating, or demeaning behavior,
127
128 v) critical appraisals of other individuals with whom respondents
129 have close family relationships,
130
131 vi) legally recognized privileged or analogous relationships, such as
132 those of lawyers, physicians, and ministers,
133
134 vii) religious practices, affiliations, or beliefs of the student or of the
135 student's parent,
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137 viii) income (other than that required by law to determine eligibility in a
138 program or for receiving financial assistance under such program).

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- b. At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.
- c. Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.
- d. Student responses to any Confidential Topic Survey that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.
- e. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

III. Collection of Personal Information

- A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.
- C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.
- D. Upon written request, the administration shall permit parents (or students aged eighteen (18) or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.

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E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. college or other post-secondary education recruitment, or military recruitment*;
2. book clubs, magazines, and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by elementary schools and secondary schools;
4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
5. the sale by students of products or services to raise funds for school-related or education-related activities;
6. student recognition programs.

*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. Non-Emergency Invasive Physical Examinations and Screenings

A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:

1. they are required as a condition of attendance;
2. they are administered by the school and scheduled by the school in advance;
3. they are not necessary to protect the immediate health and safety of the students;
and
4. they are not required by state law.

B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or the affected student if eighteen (18) or older or an emancipated

231 minor) of the district's intent to conduct non-emergency invasive physical
232 examination(s)/ screening(s) described above, except for hearing, vision or scoliosis
233 screenings. Such notice shall include the specific or approximate dates during the school
234 year of the administration of such the non-emergency invasive physical examination(s)/
235 screening(s).

- 236
237 C. Upon written request, the administration shall permit parents of affected students or the
238 affected students (if adults or emancipated minors) to opt out of participation in the non-
239 emergency invasive physical examination(s)/screening(s) described in this subparagraph.

240
241 **V. Complaint Procedure**

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243 Parents or students (if adults or emancipated minors) who believe that their rights under this
244 policy have been violated may file a complaint with:

245
246
247 Student Privacy Policy Office
248 United States Department of Education
249 400 Maryland Avenue, SW
250 Washington, D.C. 20202-5920

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253 Legal References:

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255 Family Educational Rights and Privacy Act (FERPA), U.S.C. § 1232g; 34 CFR Part 99

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257 Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

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259 UNITED STATES DEPARTMENT OF EDUCATION, STUDENT PRIVACY POLICY
260 OFFICE, Protection of Pupil Rights Amendment (PPRA), SPPO-21-01 (issued
261 November 24, 2020), *available at*
262 [https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-
263 0379.PPRA_508_0.pdf](https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-0379.PPRA_508_0.pdf)

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267 First Reading: March 5, 2024

RESCIND

Students

**#5180.2
Research**

All requests for the utilization of students in research projects, special studies, and surveys not part of the regular educational program must have prior parent and Superintendent approval and Board of Education notification.

Date of Adoption: April 2, 1996

Public Meetings and Executive Session

1. Public Meetings

- A. All meetings of the Madison Board of Education (the “Board”) for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet in executive session for the purposes specified in Conn. Gen. Stat. §§ 1-225 and 1-200(6).
- B. As defined by statute, the term "meeting" shall not include: any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. The term "caucus" means a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision.

2. Executive Sessions

- A. The public may be excluded from Board meetings that are declared to be executive sessions.
- B. Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:
 - (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open (public) meeting.
 - (2) Strategy and negotiations with respect to pending claims or pending litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party

46 until such claims or litigation have been finally adjudicated or
47 otherwise settled.

48
49 (3) Matters concerning security strategy or the deployment of security
50 personnel, or devices affecting public security.

51
52 (4) Discussion of the selection of a site or the lease, sale or purchase of
53 real estate when publicity regarding such site, lease, sale, purchase
54 or construction would adversely impact the price until such time as
55 all of the property has been acquired or all proceedings or
56 transactions concerning same have been terminated or abandoned.

57
58 (5) Discussion of any matter which would result in the disclosure of
59 public records or the information contained therein described in
60 Conn. Gen. Stat. §1-210(b).

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63

64 Legal References:

65

66 Connecticut General Statutes

67 1-200 Definitions (Public Agency; Meeting; Caucus; Person;
68 Public Records or Files; Executive Sessions)

69 1-210 Access to public records. Exempt records

70 1-225 Meetings of government agencies to be public.

71 Recording of votes. Schedule and agenda of certain
72 meetings to be filed and posted on web sites.

73 Notice of special meetings. Executive sessions

74 1-231 Executive sessions

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77 First Reading: March 5, 2024

#9530**Executive Sessions / Open Meetings**

All meetings shall be open to the public except for executive sessions, as allowed by law.

Executive sessions of the Board of Education may be held upon the affirmative vote of two-thirds (2/3) of the members present and voting, taken at a public meeting and stating the reason(s) for the executive session.

Executive sessions may be considered for the following reasons:

1. Discussion concerning appointment, employment, evaluation, performance, health or dismissal of a public officer or employee; *(The individual has the opportunity to request that such discussion be held at a public meeting)*
2. Strategy and negotiations with respect to pending claims and litigation;
3. Matters concerning security;
4. Discussion of site selection or lease, sale or purchase of real estate where publicity may cause an increased price;
5. Discussion of any matter which would result in the disclosure of exempt records or information contained therein as described in the Connecticut General Statutes, Section 1-19(b).

Attendance at executive session shall be limited to members of the Madison Board of Education, the Superintendent and other persons invited by the Board to present information pertinent to matters before the Board.

The Board of Education is required to maintain minutes of the executive session. The minutes shall indicate all persons who are in attendance, except job applicants who attend for the purpose of interview by the Board.

Legal Reference: Connecticut General Statutes
Sec., 1-18a (e), 1-21 (a), 1-21g (a)

Date of Adoption: 2/7/72
1st Revision: 6/19/90
2nd Revision: 1/3/95

#9820.1

Board Member Conferences, Conventions, and Workshops

Attendance at ~~meetings professional development events, such as conferences and conventions,~~ directly or indirectly related to education or to school matters, should be encouraged for the values that they have to the school system and to the professional growth of Board members. ~~Board members will report to the Board their findings following their attendance at such meetings.~~ The Board Chairperson and the Superintendent of Schools will notify the Board members ~~of all such scheduled meetings. Included among such activities~~ of such events including ~~are~~ conferences, workshops, local, state and national conventions, and district-sponsored meetings. Toward this end, the Board will:

- ~~establish a calendar of such events and require the Board secretary to maintain the calendar and keep the Board informed on upcoming events;~~
- ~~decide which meetings are most promising and~~ approve Board members' attendance at them such events;
- designate members who will represent the Board at such meeting events;
- provide funds in the budget to cover professional development event expenses;
- reimburse Board members for out-of-pocket expenses as may be legally permitted; and
- require Board members to report to the Board as a whole within a reasonable period of time following their return to the district.

Legal References: Connecticut Education Laws
 Sec. 10-220; 10-221 Powers and Duties of the Board of Education
~~Sec. 10-157 Appointment of Superintendent of Schools~~
~~Sec. 9-185 Municipal Officers Boards of Education~~
~~Sec. 10-248 Payment of School Expenses~~
Conn. Gen. Stat. § 10-225 Salaries of secretary and attendance officers
Conn. Gen. Stat. § 10-232 Restrictions on employment of members of board of education

Date of Adoption: 1/3/95
First Reading: March 5, 2024

Reimbursement of Board Member Expenses

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6 1. Remuneration

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8 A. A member of the Madison Board of Education (the “Board”) shall receive
9 no compensation for carrying out Board services.

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11 2. Reimbursement

12
13 A. Board members authorized to attend educational conferences, meetings or
14 travel on Board business shall be reimbursed, upon submitting vouchers
15 and supporting documentation for reasonable and necessary expenditures,
16 transportation costs, and registration fees. Board members must have
17 approval in advance from the Board to be eligible for a reimbursement.

18
19 B. All Board members that receive prior authorization for reimbursement of a
20 Board expense are expected to account for all expenditures incurred in
21 connection with the performance of their Board duties.

22
23 C. Receipts in general are required for:

24
25 (1) Lodging -- Lodging accommodations should provide normal
26 comforts and services well located in relation to the area in which
27 Board business will be conducted.

28
29 (2) Meals --Reasonable expenditures are allowed for meals. Board
30 members may submit appropriate explanatory information as
31 needed, on a separate sheet of paper attached to the receipt. The
32 Board will not reimburse Board members for the purchase of
33 alcohol.

34
35 (3) Taxi, Uber/Lyft or Bus Fare

36
37 (4) Parking Fees or Toll Charges (when applicable)

38
39 (5) Mileage – The Board may reimburse for mileage costs incurred for
40 travel for Board business other than for regular and special Board
41 meetings and subcommittee meetings, when approved in advance,
42 and in accordance with IRS standard reimbursement rates.

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44 (6) Registration Fees -- The Board will not pay any late registration
45 fees without an explicit prior authorization.
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48 Legal Reference

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50 Conn. Gen. Stat. § 10-225 Salaries of secretary and attendance officers

51 Conn. Gen. Stat. § 10-232 Restrictions on employment of members of board
52 of education

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55 First Reading: March 5, 2024

#9840

Board Member Compensation and Expenses

Remuneration:

Board members shall receive no compensation for their services.

Reimbursement:

1. Educational Conferences

Board members authorized to attend educational conferences out of state shall be reimbursed for reasonable expenditure upon submitting vouchers and supporting documentation. Board members must have approval in advance from the Board of Education.

2. Reimbursement of Expenses

Board members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures incurred in connection with the performances of their official Board duties. Board members must have approval in advance from the Board of Education.

Date of Adoption: 6/19/90

1st Revision: 1/3/95

#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.

First Reading: February 27, 2024

Second Reading: March 5, 2024

**#5120.9 Regulation
Homeless Children and Youth**

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3
4 In accordance with federal law, the Madison Board of Education (the “Board”) and the Madison
5 Public Schools (the “District”) does not permit discrimination against, segregation of, or
6 stigmatization of, homeless children and youth. The following sets forth the procedures to
7 implement the requirements of law with respect to homeless children and youth. In the event of
8 conflict between federal and/or state law and these regulations with respect to homeless children
9 and youth, the provisions of law shall control.

10
11 I. Definitions:

12
13 A. **Enroll and Enrollment:** includes attending classes and participating fully in
14 school activities.

15
16 B. **Homeless Children and Youth:** means children and youth twenty-one years of
17 age and younger who lack a fixed, regular, and adequate nighttime residence,
18 including children and youth who:

- 19
20 1. Are sharing the housing of other persons due to loss of housing, economic
21 hardship, or a similar reason.
22
23 2. Are living in motels, hotels, trailer parks or camping grounds due to the
24 lack of alternative adequate accommodations.
25
26 3. Are living in emergency or transitional shelters.
27
28 4. Are abandoned in hospitals.
29
30 5. Have a primary nighttime residence that is a public or private place not
31 designed for or ordinarily used as a regular sleeping accommodation for
32 human beings.
33
34 6. Are living in cars, parks, public spaces, abandoned buildings, substandard
35 housing, bus or train stations, or similar settings.
36
37 7. Are migratory children living in the above described circumstances.
38

39 C. **School of Origin:** means the school that a homeless child or youth attended
40 when permanently housed or the school in which the homeless child was last
41 enrolled. School of origin may include preschool administered by the District
42 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 designee of the school in which enrollment is sought shall
213 review an enrollment request in accordance with the standards discussed
214 above, and shall make an initial recommendation regarding same. If the
215 Principal's or designee's recommendation is to select a placement other
216 than the school desired by the parent(s) or guardian(s) of the homeless
217 child or youth or the unaccompanied youth, then the Principal or designee
218 shall refer the matter to the Superintendent or designee for review of the
219 recommendation and the reasons therefor, and shall notify the District's
220 Homeless Liaison of same.
221

222 2. The Superintendent or designee shall review the matter and consult with
223 the District's Homeless Liaison concerning same. If the Superintendent or

designee agrees with the recommendation of the Principal or designee, and a dispute remains between the District and the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth about a school selection and/or enrollment decision; the Superintendent or designee shall provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a written explanation of the District's decision regarding this matter, and the right to appeal such decision to the Board.

C. Dispute Resolution Process:

1. The District's Homeless Liaison shall be responsible for promoting objective and expeditious dispute resolutions, and adherence to these administrative regulations.
2. If the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth disputes the school placement decision or enrollment, the District must immediately enroll the homeless child or youth in the school in which enrollment is sought, pending resolution of the dispute. The homeless child or youth shall also have the right to all appropriate educational services, including transportation to and from the school in which enrollment is sought, while the dispute is pending.
3. If necessary, the District's Homeless Liaison shall assist parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with completion of the necessary appeal paperwork required to file for an appeal to the Board, and provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a copy of Connecticut General Statutes Section 10-186(b).
4. Not later than ten (10) days after receipt of an appeal to the Board by a parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth, the District shall hold a hearing before the Board concerning such appeal, and such hearing shall be conducted in accordance with Connecticut General Statutes Section 10-186(b).
5. If the Board finds in favor of the Superintendent or designee, a parent or guardian of a homeless child or youth or unaccompanied youth may appeal the Board's decision to the State Board of Education within twenty (20) days of receipt of the Board's written decision, in accordance with Connecticut General Statutes Section 10-186(b). If necessary, the District's Homeless Liaison shall assist a parent or guardian of a homeless child or youth or unaccompanied youth with filing the necessary appeal paperwork to the State Board of Education. The homeless child or youth or unaccompanied youth shall remain in the child's or youth's school of origin pending resolution of the dispute, including all available appeals.

270 V. Services:

271

272 A. Homeless children and youth shall be provided with services comparable to those
273 offered other students in the selected school including:

274

275 1. Title I services or similar state or local programs, educational programs for
276 students with disabilities, and preschool programs.

277

278 2. Language assistance services for students who have limited English
279 proficiency to enable students who are English learners/multilingual
280 learners to meaningfully participate in the educational programs.

281

282 3. Transportation services.

283

284 4. Vocational and technical education.

285

286 5. Programs for gifted and talented students.

287

288 6. School nutrition programs.

289

290 7. Before and after school programs.

291

292 B. The District shall coordinate with local social service agencies, other service
293 providers, housing assistance providers and other school districts to ensure that
294 homeless children and youth have access and reasonable proximity to available
295 education and support services.

296

297 VI. Transportation:

298

299 A. The District shall provide transportation comparable to that available to other
300 students.

301

302 B. Transportation shall be provided, at a parent or guardian or unaccompanied
303 youth's request, to and from the school of origin for a homeless child or youth.
304 Transportation shall be provided for the entire time the child or youth is homeless
305 and until the end of any academic year in which they move into permanent
306 housing. Transportation to the school of origin shall also be provided during
307 pending disputes. The District's Homeless Liaison shall request transportation to
308 and from the school of origin for an unaccompanied youth. Parents and
309 unaccompanied youth shall be informed of this right to transportation before they
310 select a school for attendance.

311

312 C. To comply with these requirements:

313

- 314 1. Parents/guardians, schools, and the District’s Homeless Liaison shall use
315 the district transportation form to process transportation requests.
316
- 317 2. If the homeless child or youth is living and attending school in this
318 District, the District shall arrange transportation.
319
- 320 3. If the homeless child or youth is living in this District but attending school
321 in another, or attending school in this District and living in another, the
322 District will follow the inter-district transportation agreement to determine
323 the responsibility and costs for such transportation. If there is no inter-
324 district transportation agreement, the District shall confer with the other
325 school district’s Homeless Liaison to determine an apportionment of the
326 responsibility and costs.
327
- 328 4. If no mutually agreeable arrangement can be reached, then the District
329 shall:
330
- 331 (a) arrange transportation immediately;
 - 332
 - 333 (b) bring the matter to the attention of the State Coordinator for
334 the Education of Homeless Children and Youth; and
 - 335
 - 336 (c) ensure that such disputes do not interfere with the homeless
337 child or youth attending school.
338
339

340 VII. Records:
341

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

346 VIII. Contact Information:
347

348 A. Local Contact: for further information, contact:
349

350 [Name of Liaison]

351 [Title]

352 [Telephone No.]
353

354 B. State Contact: for further information or technical assistance, contact:
355

356 Louis Tallarita, State Coordinator
357 Connecticut Department of Education
358 450 Columbus Boulevard
359 Hartford, CT 06103

360 (860) 807-2058
361 Louis.Tallarita@ct.gov
362

363 Legal References:

364 State Law:

365
366 Connecticut General Statutes § 10-186 Duties of local and regional
367 boards of education re school attendance. Hearings. Appeals to state
368 board. Establishment of hearing board. Readmission. Transfers
369

370 Connecticut General Statutes § 10-253 School privileges for
371 children in certain placements, non-resident children and children in
372 temporary shelters
373

374 Federal Law:

375 The McKinney-Vento Homeless Education Assistance Act, 42
376 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds
377 Act, Pub. L. 114-95.
378

379 United States Department of Education, Office for Civil Rights, *Protecting*
380 *Access to Education for Unaccompanied Children* (June 2023).
381

382 United States Department of Education, Office for Civil Rights, *Protecting*
383 *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.

First Reading: February 27, 2024
Second Reading: March 5, 2024

#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

#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:
79

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
89

90 First Reading: February 27, 2024

91 Second Reading: March 5, 2024

#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

#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.

First Reading: February 27, 2024

Second Reading: March 5, 2024

#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	Numbered forms
Pamphlets	Purchase Orders
Newsletters	Invoices
Public Notices	Checks
Advertisements	Curriculum Documents or other
Calendars	Copyrighted Publications
Video Presentations	Student Report Cards
Certificates and Diplomas	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



Donation (Cash / Property) to the Madison Public Schools

Completion of this form is required prior to the district's consideration of a proposed donation to the Madison Public Schools. This form is to be completed in its entirety and submitted to the building principal / assistant principal, Athletic Director, or Superintendent prior to receipt of any donated goods, services, or funds. The school principal may approve gifts to a school that are valued at \$500 to \$,1000 and meet criteria established by the administrative regulations established in accordance with this policy. Donations valued in excess of \$1,000 must be approved by the Board of Education. (Reference Policy #3281)

Date Form Completed: 2/12/24

Organization / Individual Making Donation: Hand Tennis Boosters

Address: 5 Brenda Lane Old Saybrook CT 06475

Phone #: (203) 889-8372 (Street, city, zip)

Description of Donation / Gift and intended use: new girls tennis uniforms

Approximate Value: no more than \$2200

Recipient(s) name: John Gage / Girls' Tennis Team

Acknowledgements: (optional)

In honor/memory of: _____

Acknowledgement Contact: _____

Acknowledgement Address: _____

This request cannot be acted up on before the building Principal / Assistant Principal, Athletic Director, or Superintendent has been consulted concerning this gift. Please provide the name/signature of the person who was consulted.

Signature of Person Consulted: Chris Farrell 2/20/24

Are there conditions of use attached to the gift/donation: Yes No

If yes, please explain conditions: _____

Are there installation, site preparation, labor, or equipment costs needed for installation, etc.? Yes No

If yes, who is responsible for the costs? _____

What is the annual maintenance cost of the donation, if any? Yes No

Are there any other additional costs to the District? Yes No

Kate Lee
(Signature of Donor)

For Central Office Use Only

Accepted by Superintendent: _____
Signature

2/23/24
Date

Accepted by Board of Education on: _____
Date

Board of Education Special Meeting
Tuesday, February 27, 2024 5:00 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 special meeting of the Madison Board of Education was called to order by Chairman Seth Klaskin at 5:01 p.m. Mr. Klaskin led the Pledge of Allegiance.

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

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Heather Dobson, Director of Human Resources (on Zoom)

II. School / Community Session

No members of the public spoke.

III. Superintendent's Report

Craig A. Cooke, Ph.D.

- **Increasing Educator Diversity Plan:** Dr. Cooke shared that the plan is a new state requirement. While districts have to complete a plan using the state template, Dr. Cooke said many of these efforts are already in place and spoke generally with the Board about the District's hiring practices.
- **Building Project Updates:** Dr. Cooke shared that bids have been received for the new elementary school building and the project is currently on time and on budget. Colliers International will attend a future Board meeting to give a more detailed report and the project groundbreaking will be scheduled for some time in late March / early April.

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

No members of the public spoke.

V. Consent Agenda (Ref. Bylaw #9540.2)

- Line Item Transfers as of January 31, 2024
- Budget Expenditures as of January 31, 2024
- January 2024 Personnel Report

VI. Action Item: Motion to approve the Consent Agenda

MOTION: by Rosenthal, seconded by Miller to approve the consent agenda.

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

NAYS:

ABSTAIN:
MOTION CARRIED: 8 – 0

VII. Action Item: Motion to adopt the Increasing Educator Diversity Plan and authorize the Superintendent or superintendent's designee to execute any necessary revisions.

MOTION: by Rosenthal, seconded by Infantine-Vyce to adopt the Increasing Educator Diversity Plan and authorize the Superintendent or superintendent's designee to execute any necessary revisions.

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

NAYS:

ABSTAIN:
MOTION CARRIED: 8 – 0

VIII. Action Item: Discuss and take action to approve a name for the new PreK-5 Elementary School.

Rosenthal made a motion to move the discussion, seconded by Infantine-Vyce. The Board discussion of the new school name can be heard in full on the meeting recording posted on the District website.

MOTION: by Cawley, seconded by Connelly to name the new PreK-5 elementary school building Neck River Elementary School.

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

NAYS:

ABSTAIN:
MOTION CARRIED: 8 – 0

IX. Action Item: Motion to rescind the following policies: 9800 School Board Member Services, 9810 New Board Member Orientation / Handbook, 9820 Board Member Development Opportunities, 9830 Board Facilities and Services

MOTION: by Infantine-Vyce, seconded by Lewis to rescind the following policies: 9800 School Board Member Services, 9810 New Board Member Orientation / Handbook, 9820 Board Member Development Opportunities, 9830 Board Facilities and Services.

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

NAYS:

ABSTAIN:
MOTION CARRIED: 8 – 0

X. Action Item: Motion to waive the second reading and rescind policy 5120.5 Social Services.

MOTION: by Infantine-Vyce, seconded by Lewis to waive the second reading and rescind policy 5120.5 Social Services.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis,
Miller, Pynn, Rosenthal
NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

XI. Action Item: Motion to approve policy 5090.4.2.1 Pledge of Allegiance.

MOTION: by Infantine-Vyce, seconded by Miller to approve
policy 5090.4.2.1 Pledge of Allegiance.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis,
Miller, Pynn, Rosenthal
NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

XII. Action Item: Motion to approve a donation from the Jeffrey PTO to Jeffrey Elementary School in the amount
of \$4,500 for student activities.

MOTION: by Pynn, seconded by Infantine-Vyce to approve a
donation from the Jeffrey PTO to Jeffrey Elementary School in
the amount of \$4,500 for student activities.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis,
Miller, Pynn, Rosenthal
NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

XIII. Action Item: Motion to approve a donation from Steady Photography to Ryerson Elementary School in the
amount of \$1,407.24 to support student activities.

MOTION: by Miller, seconded by Infantine-Vyce to approve a
donation from Steady Photography to Ryerson Elementary
School in the amount of \$1,407.24 to support student activities.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Lewis,
Miller, Pynn, Rosenthal
NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

XIV. Action Item: Motion to approve a donation from Scholastic Books to Ryerson Elementary in the amount of
\$4,117.55 to further enhance classroom libraries.

MOTION: by Infantine-Vyce, seconded by Lewis to approve a
donation from Scholastic Books to Ryerson Elementary in the
amount of \$4,117.55 to further enhance classroom libraries.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

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

MOTION: by Infantine-Vyce, seconded by Lewis to approve the disposal of used books and equipment.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

XVI. Action Item: Motion to approve the minutes of the January 23, 2024 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Infantine-Vyce, seconded by Lewis to approve the minutes of the January 23, 2024 Board of Education Meeting.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 0

XVII. Board Members' Comments

Dr. Infantine-Vyce said she feels the District needs to further emphasize the dangers of fentanyl and suggested additional resources to be shared with students. Mrs. Connelly said this is an issue she feels strongly about and mentioned work the District has done with DemandZERO to date.

Mr. Klaskin gave an update on the ongoing efforts surrounding a waiver for the Right to Read Act.

XVIII. Future Agenda Items

XIX. Meetings / Dates of Importance (see attached)

XX. Adjournment

MOTION: by Infantine-Vyce, seconded by Lewis to adjourn at 6:05 p.m.

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

NAYS:
ABSTAIN:
MOTION CARRIED: 8 – 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.