Policy Committee - Virtual Meeting

Thursday, March 11, 2021 5:00 PM

Policy Committee, L.P. Wilson Community Center, Board Room Zoom Instructions Dialing in by Phone Only: 1. Please call: 1-646-558-8656 or 1-312-626-6799 2. When prompted for participant or meeting ID, enter: 916 5060 3716 then press # 3. You will then enter the meeting muted. During Public Comment, if you wish to speak, press *9 to raise your hand. Joining in by Computer: 1. Please go to the following link: https://zoom.us/j/91650603716 2. When prompted for participant or meeting I, 601 Matianuck Avenue, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Audience to Visitors**
3. **Revised P/AR 5123 Promotion/Retention**
4. **Revised AR 5123.1 Promotion/Retention WHS Graduation Requirements**
5. **Revised AR 6146.1 Reporting to Parents - Marking System**
6. **Discussion on Remote Meeting Participation**
7. **Update on Board Room Upgrades**
8. **Adjournment**

P5123

Students

Promotion/Retention

The Board of Education is dedicated to the best total and continuous development of each student enrolled in its schools. Therefore, the District will establish and maintain the highest standards required for each grade and monitor student performance in a continuous and systematic manner. The administration and faculty shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, personal and social maturity, performance on objective tests, and student demonstration of mastery of the Goals for Windsor Students (P 0200) at each level.

To graduate from the Windsor Public Schools a student must demonstrate competency in specific basic skills. Assessment of the level of competency in the specified basic skills includes the results from the ~~Connecticut Academic Performance Test (CAPT)~~ Connecticut Summative Assessment system. Administration will identify a course of study to assist a student who has not successfully completed the assessments.

Legal Reference:

P.A. 99-288

10-221 (a)

P.A. 01-166

10-223

Policy Adopted: September 18, 2007

AR5123

Students

Promotion/Retention

1. The Windsor Public Schools are committed to ensuring that every graduate is a lifelong learner, productive worker, responsible citizen and thoughtful participant in our diverse communities. It is the goal of this school system that every graduate will achieve the Goals for Windsor Students, adopted by the Board of Education as Policy 0200.

2. These expectations shall frame the teaching, learning and assessment processes of the Windsor schools. Such expectations are viewed as crucial to lifelong learning and essential to gaining student's commitment to the learning process.

3. The Administration will maintain rigorous grade-by-grade standards and a curriculum and assessment system to support such standards. A high priority must be placed on ensuring a student's ability to read on grade level. These standards are based on Windsor's goals and aligned with Connecticut's ~~statewide~~ Summative Assessment system and the Connecticut Core Standards ~~CMT's, CAPT, Common Core of Learning and Curriculum Frameworks~~. They are translated into local curriculum frameworks to guide instruction based upon high expectations for student achievement.

4. Social promotion is not acceptable.

5. Student promotion and graduation shall be based on demonstrated and/or assessed mastery of the content and skills standards. *(especially in the core subjects of English/language arts, mathematics, science and social science)* Students should earn the right to move from grade to grade through demonstration of the mastery of the knowledge and skills required of them.

A. Students are expected to progress through each grade usually within one school year. To

accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. The student's readiness for work at the next grade level shall be required before he/she is promoted.

The District shall utilize multiple measures of academic performance indicators as determinants in promotion/retention decisions. Student assessment of performance shall be based upon and aligned with the adopted standards. Student evaluation shall be fair, consistent and appropriate to program goals. The assessment program shall include, but not be limited to, the use of standardized and teacher made tests, projects, portfolios, and other student demonstrations of mastery, teacher observation, and student performance on objective tests.

B. Schools shall identify students at risk, modify instruction, and offer additional support to prevent retention. Prior to deciding on retention for a student not mastering the appropriate skills, the district shall provide and may require the student to attend one or more alternatives for remedial assistance.

C. Academic achievement, attitude, effort, work habits, behavior, attendance, ~~and other significant learning related factors~~ shall be regularly ~~evaluated~~ and communicated to students and their parents/guardians.

D. Parents/guardians shall also be included in the planning of intervention strategies and the ongoing monitoring of the student's progress. Parent/guardians are to be fully involved and informed throughout the promotion/retention decision-making process. Parents will be notified as early as possible of prevention and intervention strategies, and following unsuccessful attempts to bring the student to mastery, that retention is being considered. The Principal shall be responsible for making the final promotion/retention decision.

6. The District may provide alternatives to promotion for students not successfully completing academic requirements for promotion. Such programs could include, but not be limited to, transitional programs and alternative schools/programs within the District or in cooperation with other school districts.

Legal Reference:

P-0200 – Goals for Students

P-6146.1 – Reporting to Parents

AR-6146.1 – Reporting to Parents, Marking System

P.A. 99-288 An Act Concerning Education Accountability

10-221(a) Board of Education to prescribe rules.

Regulation Approved: September 18, 2007

PROMOTION / RETENTION

Windsor High School Graduation Requirements

I. Introduction

~~Beginning with the Class of 2023~~ For classes graduating in 2024 and thereafter, a student must earn a minimum of 25 credits, ~~and must meet~~ meet the credit distribution requirements listed below and ~~must~~ complete 20 hours of verified community service to graduate from Windsor High School. Students must also meet performance standards in ~~reading/writing~~ literacy, mathematics and science.

II. Credit Distribution Requirement

10 Credits in Humanities Including:	
English	4 credits
Social Studies ~~*U.S. History and Civics required*~~ *-1 credit of U.S. History required* *-1/2 credit of Civics required* *-1 credit of Modern Global Studies required in Grade 9 or 10*	3.5 credits
Fine Arts *Music, visual arts, dance or drama*	1 credit
World Language	1 credit
Humanities Elective *Electives include English and social studies*	.5 credits
9 Credits in Science, Technology, Engineering and Mathematics Including:	
Math	3 credits
Science *-1 credit of Integrated Science required ~~for~~ in Grade 9 ~~students~~* *-1 credit of Biology required*	3 credits
Science, Technology, Engineering and Mathematics Electives *Electives include ~~science, mathematics, business education, family consumer science or technology~~ Career and Technical Education (CTE), and JROTC*	3 credits

6 Credits in College, Career and Life Skills Including:	
Physical Education and Wellness	1 credit
Health and Safety	1 credit
Personal Finance	.5 credits
Mastery Based Assessment *Mastery Based Assessment or its equivalent, as approved by the State Board of Education*	~~.5 credits~~ 1 credit
Any Elective Course	2.5 credits
Grand Total of Credits	25 credits
Citizenship	
Community Service *Students will evidence the ability to be a contributing member of the school and local community, and demonstrate knowledge and skills in career activities by satisfactory completion of 20 learning through service hours over 4 years. Prorated at 5 hours per year for students entering Windsor High School in a grade level other than 9th grade.*	20 hours

High school graduation credit will be granted to students for Algebra I, Geometry and World Language courses successfully completed in Grades six, seven or eight. Class grades in six, seven and eight do not count towards high school GPA. High school graduation credit will be granted to students for coursework completed during the school year or summer months at an institution accredited by the Board of Regents for Higher Education or Office of Higher Education or regionally accredited at a maximum of six credits. One three-credit semester course, or its equivalent, at such an institution shall equal one credit for purposes of this policy. Please see the Program of Studies for more information.

III. Promotion and Retention

The promotion and retention of students is based on earned academic credits. Promotion from grade 9 to grade 12 is determined by the following credit standards:

Grade 9 to 10	6.0 credits
Grade 10 to 11	12.0 credits
Grade 11 to 12	18.5 credits

IV. Performance Standards: Reading, Writing, Mathematics and Science

Windsor High School students must have basic skills in reading/writing, mathematics and science before graduation. To demonstrate their competency in these areas students must meet the district's performance standards.

All students, as part of the mandated State testing program, must take the Next Generation Science Standards (NGSS) Assessment and the Connecticut SAT School Day in Grade 11.

Step 1: Standardized Assessments

Students meet the district performance standard if they have met any of the following requirements in the area specified:

Reading/Writing

A. Achieve a score on the Connecticut SAT School Day in Evidence Based Reading and Writing which meets the ~~achievement standard~~ College and Career Readiness Benchmark or similar designation as determined by the State of Connecticut.

B. Achieve a minimum composite score of 20 on the ACT.

C. Achieve a grade of C- or better in courses totaling two credits of WPS English courses

Mathematics

A. Achieve a score on the Connecticut SAT School Day in Mathematics which meets the ~~achievement standard~~ College and Career Readiness Benchmark or similar designation as determined by the State of Connecticut.

B. Achieve a minimum composite score of 20 on the ACT.

C. Achieve a grade of C- or better in courses totaling two credits of WPS math courses

Science

A. Achieve a score on the Connecticut Next Generation Science Standards (NGSS) Assessment which meets the achievement standard, e.g., level 3, or similar designation as determined by the State of Connecticut.

B. Achieve a grade of C- or better in courses totaling two credits of WPS science courses

Step 2: District Performance Assessments

Reading/Writing

The District Performance Assessment in Reading/Writing will be administered quarterly during a student's senior year to those students who did not meet the achievement standard on the Connecticut SAT School Day in Evidence Based Reading and Writing. Students who score at least a 70% have met the reading and writing graduation requirement.

Mathematics

The District Performance Assessment in Mathematics will be administered quarterly during a student's senior year to those students who did not meet the achievement standard on the Connecticut SAT School Day in mathematics. Students who score at least 70% have met the mathematics graduation requirement.

Science

The District Performance Assessment in Science will be administered quarterly beginning in a student's junior year to those students who did not meet the achievement standard on the Grade 11 Connecticut Next Generation Science Standards (NGSS) Assessment. Students who score at least 70% have met the science graduation requirement.

Step 3: Options If Performance Standards Are Not Met

A. Seniors who have earned the necessary 25 credits to graduate but have not met the district performance standard on one or more of the reading/writing, mathematics, and science performance assessments must:

1. Enroll in summer school courses that, if successfully completed, would meet the standard.

OR

2. Sit for a retake of the district performance assessment during the summer, the date of administration to be determined by the school system.

B. Seniors who are short .5 to 2.0 credits for graduation must:

1. Enroll in summer school courses that, if successfully completed, would meet the standard.

OR

2. If the student does not meet all necessary credit requirements for graduation through summer school, s/he can return to WHS in September but only to make-up those courses needed to graduate. [The student may not carry a full load of courses, and will be permitted on campus only during the time s/he is in class.]

OR

3. Attend Adult Education or community college to earn the necessary credits for graduation.

C. Seniors who are short 2.5 or more credits toward graduation may return to Windsor High and carry a full load of courses.

Note: Any seniors returning for another year of school must meet the graduation standard of the students' original graduating class, which is based on the year they entered high school.

Notification: The counseling department will notify students and parents/guardians in writing at the beginning of senior year if they have not yet met the reading/writing, mathematics or science graduation requirement.

Transfers: If a student transfers into Windsor High School after completing at least three years in a high school in another district, s/he must have met the goal on the test from the sending district or state in order to be exempt from Windsor's performance standard requirement for graduation.

Special Needs: The performance standard requirement for graduation for a student with special needs may be modified if so indicated on the student's Individualized Education Program (IEP).

V. Residency Requirement:

To receive a Windsor High School diploma, students must have earned a minimum of 5.50 credits while attending Windsor High School. Of the 5.50 credits earned at Windsor High School, 2.50 credits must be earned during the senior year. Students transferring to Windsor High School and planning to graduate in June of the school year in which they transferred, must be enrolled at the school no later than February 1st of that same school year to receive a Windsor High School diploma.

Reference:

P-0200 - Goals for the School District

P-6146.1 - Reporting to Parents

AR-6146.1 - Reporting to Parents, Marking System

P-6146 - Graduation Requirements, Standards of Proficiency

Legal Reference - Connecticut General Statutes:

PA 17-42: An Act Concerning Revisions to the High School Graduation Requirements

10-5c

10-14n

10-16b

10-221a

10-223a

Regulation Approved: December 15, 2020

Terrell M. Hill, PhD

Interim Superintendent of Schools

Windsor Public Schools

Windsor, CT

P6146.1

Instruction

Reporting to Parents

1. The Board of Education believes that good communication between parent and teacher is important in the educational process.

2. With this in mind, the Board of Education believes that the reporting contacts between parent and teacher should be varied and frequent. All forms and methods of communications, such as parent/teacher conferences, mail, telephone and school visitation by parents will be utilized.

3. The progress report should reflect the educational growth of the student in relationship to the student's ability, attitudes, interests, conduct or citizenship and achievement.

Policy Adopted: April 14, 1981

AR6146.1

Instruction

Reporting to Parents – Marking System

1. Generally:

A. Written reports on student progress shall be sent to parents periodically.

B. Parents are welcome and encouraged to visit any of the Windsor Schools.

C. Should a parent desire a conference with a teacher, they should arrange in advance for a mutually convenient time for the conference.

D. A conference should usually be arranged within a maximum of 24 hours from the receipt of the request from the parent.

E. ~~Teachers should also feel free to request a conference with a parent to discuss the educational progress of their child.~~ Teachers are expected to keep educational records up to date, i.e. submit grades weekly.

2. Elementary Reporting to parents:

A. Parent conferences will be held in ~~November~~ December and March.

B. Progress reports will be issued in ~~November~~ December, March, and June.

C. Marking System

1) Each student will be graded on achievement, effort, work habits and attitudes.

2) The evaluation code is:

E = ~~Excellent Progress~~ Exceeds established expectations

~~G~~ M = ~~Good Progress~~ Meets established expectations~~-~~

~~S~~ P = ~~Satisfactory Progress~~ Progressing towards established expectations~~-~~

~~P~~ I = ~~Progress Noted, Improvement Needed~~ Improvement needed

~~I = Insufficient Progress~~

In order to provide teachers with consistent standards on which to base coding decisions, the criteria currently in place will be reviewed and adjusted where necessary ~~and similar standards for the newly introduced level G will be developed.~~ The current criteria are outlined below:

A grade of **E** indicates that the student

produces work that exceeds established expectations

~~requires minimal instructional guidance~~

consistently grasps instructional concepts

~~consistently produces high-quality work~~

consistently applies and extends learned skills

consistently demonstrates critical-and creative-thinking skills

A grade of ~~G~~ M indicates that the student

produces work that meets established expectations

consistently grasps instructional concepts

consistently demonstrates critical-and creative-thinking skills

completes class assignments and homework thoroughly and accurately

~~produces work of above average quality~~

~~is motivated and organized~~

~~does independent work in addition to the required assignment~~

A grade of ~~S~~ **P** indicates that the student

requires regular instructional guidance (move to third line)

usually grasps instructional concepts (move to fourth line)

usually produces work ~~of~~ at or near satisfactory quality (move to second line)

usually applies learned skills

shows evidence of critical-and creative-thinking skills

~~meets (minimum) standards for~~ Is progressing towards established grade level expectations (move to top of first line)

A grade of ~~P~~ I indicates that the student

requires additional instructional guidance (move to third line)

shows some progress in meeting minimum grade level standards, but still below expectations (move to first line)

produces work of inconsistent quality (second line)

needs frequent re-teaching and additional practice (fourth line)

acquires skill at slower pace than grade level expectations

has difficulty applying learned skill

~~A grade of I indicates that the student~~

~~requires frequent instructional guidance~~

~~needs modified instructional assignments~~

~~produces work of inconsistent quality~~

~~needs frequent re-teaching and additional practice~~

~~shows little evidence of critical-and creative-thinking skills~~

3. Secondary Reporting to parents:

A. ~~Interim Reports~~ Secondary Progress Reports

1. The ~~interim~~ secondary progress report is used between marking periods as a report to parents of their child's progress, ~~especially if the child is not working up to capacity.~~

2. ~~Each interim report will contain three copies, the original copy to be sent home, one copy to be retained by the administration and another copy to be filed in the guidance office for use in parent/teacher and/or parent/counselor conferences.~~ Progress reports are distributed at the mid-point of each quarter. This information should alert students and families to academic difficulties in sufficient time for students to follow teacher recommendations and improve academic performance before the end of the marking period.

B. Report Cards

~~1. The school year is divided into four marking periods, and report cards are sent home with the students at the end of each of the first three marking periods and are mailed home at the end of the fourth marking period.~~ The school year is divided into four marking periods, and report cards are distributed at the end of each quarter.

C. Marking System

1. Each student will be graded on achievement~~, effort and conduct~~. Grades ~~in achievement~~ will be given each marking period in each subject. The symbols + and - may be used on report cards.

2. In grading achievement, the letter system is used as follows:

A - Superior D- Poor

B - Good F - Failure

C - Average

D. Quality Points

1) A quality point system shall be used in grades 9-12 at Windsor High School. All courses are carefully checked for course content and difficulty and are placed in the following ~~four~~ levels: ~~Basic, Standard,~~ College, Honors and High Honors/AP.

2) The following table shows the number of quality points assigned to each letter grade at each level.

~~Grade~~	~~Basic~~	~~Standard~~	~~Honors~~	~~High Honors~~
~~A+~~	~~3.83~~	~~4.33~~	~~4.83~~	~~5.33~~
~~A~~	~~3.50~~	~~4.00~~	~~4.50~~	~~5.00~~
~~A-~~	~~3.17~~	~~3.67~~	~~4.17~~	~~4.67~~
~~B+~~	~~2.83~~	~~3.33~~	~~3.83~~	~~4.33~~
~~B~~	~~2.50~~	~~3.00~~	~~3.50~~	~~4.00~~
~~B-~~	~~2.17~~	~~2.67~~	~~3.17~~	~~3.67~~
~~C+~~	~~1.83~~	~~2.33~~	~~2.83~~	~~3.33~~
~~C~~	~~1.50~~	~~2.00~~	~~2.50~~	~~3.00~~
~~C-~~	~~1.17~~	~~1.67~~	~~2.17~~	~~2.67~~
~~D+~~	~~0.83~~	~~1.33~~	~~1.83~~	~~2.33~~
~~D~~	~~0.50~~	~~1.00~~	~~1.50~~	~~2.00~~
~~D-~~	~~0.17~~	~~0.67~~	~~1.17~~	~~1.67~~

~~F 0.00 0.00 0.00 0.00~~

Grade Earned	High Honors/AP	Honors	College
A+ = 97+	5.33	4.83	4.33
A = 93-96	5.00	4.50	4.00
A- = 90-92	4.67	4.17	3.67
B+ = 87-89	4.33	3.83	3.33
B = 83-86	4.00	3.50	3.00
B- = 80-82	3.67	3.17	2.67
C+ = 77-79	3.33	2.83	2.33
C = 73-76	3.00	2.50	2.00
C- = 70-72	2.67	2.17	1.67
D+ = 67-69	2.33	1.83	1.33
D = 63-66	2.00	1.50	1.00
D- = 60-62	1.67	1.17	0.67
F = 50-59	0.00	0.00	0.00

Regulation Approved: January 31, 2000

Table of Contents

CABE 1-5

Eastford 6-11

Woodbridge 12

Winsted 13-14

Portland 15-17

New London 18-19

Milford 20-23

COVID-19 FAQs

This document contains answers to a number of issues that have been raised during the Coronavirus (COVID-19) outbreak.

Please note: This content is continually being updated.

CABE Policy: Emergencies and Disaster Preparedness Pandemic/Epidemic Emergencies

https://www.cabe.org/uploaded/Policy/6114.8_Pandemic_Policy_2020.pdf

Paying Employees During Closure:

Decisions on the issue are made locally based on a number of variables including, input from school counsel, budget circumstances, input from the first selectman/mayor/local legislative bodies, and other district specific considerations.

All of the districts from which we have heard are paying all unionized employees through at least the next two weeks and then are going to reevaluate.

The majority are paying all employees, union and non-union, full time and part time, except daily subs (since there are not any) at least through the end of the month.

All districts reporting say that this is a fluid situation and they will continue to evaluate as events unfold.

Reports from additional districts through the public school human resource directors association mirror our information.

Sunday, March 15, 2020 Executive order important points:

Extends regional school budget deadlines and municipal budget deadlines (including deadlines for local action on school budgets) and allows the Commissioner of Education to waive:

1. high school graduation requirements
2. educator preparation programs requirements
3. educator certificate timelines
4. educator evaluation requirements

5. in-school service/professional development requirements

...NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby ORDER AND DIRECT:

1. Cancellation of School Classes. To promote and secure the safety and protection of children in schools related to the risks of COVID-19, all public school classes will be cancelled for all students effective Tuesday, March 17, 2020 until March 31, 2020, unless extended beyond that date. Private schools and other non-public schools are encouraged to follow the same schedule. The Connecticut State Department of Education, the Connecticut Department of Public Health, the Department of Children and Families, and the Connecticut Office of Early Childhood, are directed to immediately work together to implement measures to provide for the health, nutrition, safety, educational needs and well- being of children during the class cancelation period.

2. Flexibility of Graduation Requirements, and Prescribed Courses of Study. The provisions of Sections 10-16b and 10-22 la, and any associated regulations, rules, and policies regarding prescribed courses of study and graduation requirements are modified to authorize the Commissioner of Education to temporarily waive any requirements contained therein as he deems necessary to address the impact of COVID-19 and school class cancelations.

3. Flexibility for Educator Prep Programs. The provisions of Section 10-l 45a, and any associated regulations, rules, and policies regarding educator preparation programs are modified to authorize the Commissioner of Education to temporarily waive any requirements, contained therein as he deems necessary to address the repercussions of college, university, and school class cancellations on students pursuing secondary education programs. The Commissioner may issue any order that he deems necessary to implement this order.

4. Flexibility for Educator Certification Timelines, Educator Evaluations, and School In-Services. The provisions of Sections 10-145, 10-l 45b, 10-145d, 10-151b, 10-151 and 10-220a, and any associated regulations, rules, and policies regarding educator certification timelines, evaluations, and professional development requirements are modified to authorize the Commissioner of Education to temporarily waive any requirements contained therein as he deems necessary to address the impact the school class cancelations and COVID-19 risks when classes resume and students return. The Commissioner may issue any order that he deems necessary to implement this order.

5. Extension of Municipal Budget Adoption Deadlines. Notwithstanding any provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter or ordinance, that conflicts with this order, all municipal budget deadlines for the preparation of the municipal budget for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 are extended by thirty (30) days. The legislative body of the municipality, or in a municipality where

the legislative body is a town meeting, the board of selectmen, may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption. All submission dates may be postponed until such time as the legislative body approves said modified schedule and deadline, consistent with the thirty (30) day extension.

6. Extension of Regional Board of Education Budget Adoption Deadlines. Notwithstanding any provision of the Connecticut General Statutes, including Title 10, or any special act, municipal charter or ordinance, that conflicts with this order, all budget deadlines for the preparation of regional school district budgets for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 may be extended by thirty (30) days. Any regional board of education may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption.

Board of Education Meetings and FOIA During the Coronavirus Pandemic:

While it may seem obvious, it is important for the board to remember there must always be a quorum present to legally take any action/vote.

Saturday, March 14, 2020, Governor Lamont signed executive order 7B, in which he suspended sections 1-206, 1-225, and 1-226 of the Connecticut Freedom of Information Act in order to allow public agencies to meet remotely so long as they meet 5 requirements discussed in detail below.

CABE offers the following meetings guidance to boards of education, superintendents, and central office staff.

1. Meet only to discuss and vote on agenda items requiring immediate attention

The Governor has the authority to relax legal meeting requirements by executive order because the State of Connecticut is in a State of Emergency.

The ability to meet remotely, during this state of emergency, is necessary to allow boards of education to discuss and take action/vote on board business agenda requiring immediate action, while taking all appropriate steps to protect of public health and safety, i.e. acting with an "abundance of caution."

Boards should hold meetings only when they must take action for the good of the district and postpone routine business and subcommittee meetings until the state of emergency is lifted.

2. Boards of education may meet remotely with or without a policy covering electronic meetings

The in-person open meeting requirements of the FOIA ***and any municipal charter, ordinance or regulation, i.e. board of Education policy and bylaw***, are suspended to the extent necessary to permit a public agency to meet and take action without permitting or requiring in-person, public access to such meetings.

Executive order 7B provides **all** public agencies with the authority to meet remotely.

3. Remote Meetings

Per the executive order, public agencies, including Boards of Education, may hold meetings remotely, i.e. without the public physically present, so long as they:

1. Make arrangements for the public to watch or listen in real time by telephone, video or other technology.
2. Record or transcribe the meeting and then make that record available on the board website within seven days of the event.
3. Post an agenda for the meeting on the district website and include information on how the meeting can be accessed remotely.
4. Post all supporting documents and materials relevant to the agenda to the district's website. They also must be filed with Board of Education holding the remote meeting at least 24 hours beforehand.
5. Require all officials and others taking part in the meeting to clearly state their name and title before each time that they speak.

Documents relevant to agenda items must be posted with the meeting notice/agenda at least 24 hours in advance:

> The major difference is that the board packet/materials discussed/acted upon will now need to be "filed with the Board" and posted along with the agenda at least 24 hours in advance of the meeting.
>
> Previously, meeting documents, as public records, did not need to be filed with the agenda but, unless covered by an exception or exemption in the FOIA, needed to be available to the public by request after the meeting.

Meetings may be via audio conference call

The executive order specifically contemplates meetings via conference call, requiring boards to provide real time access for the public to "watch or listen." We have received a number of questions from districts for which video conferencing is not a realistic option. There are a number of free and low cost large capacity conference calling services you can utilize, including, but not limited to, FreeConferenceCall.com.

It is likely that truly remote meetings would have complied with the FOIA prior to the executive order. It appears that the order was in response to questions about boards and commissions meeting in person and physically excluding the public from the meeting room.

Public Comment

Public comment is not required at any meeting. However, we recognize how important public input is to the relationship boards have with their communities. Consider adding a line to the agenda encouraging the public to send comments via email. Some towns are working on setting up call in public comment period.

It is likely that boards will receive more email input than they would have in person attendees. While it is important for boards to devote a set amount of meeting time to acknowledging electronic input you solicit, it may not be practical to do more than thank people and describe the comments generally.

Communications:

Q. How do I access the board chair listserve?

A. Chairs of CABE Member Districts are able to participate in the CABE Chair EMail Listserv. If you are the chair of your local board and do not receive emails to this list, please contact Nick Caruso (ncaruso@cabe.org) and provide him with your name and email address, as well as the name of the prior chair.

Q. What is the email address for board chairs to access the board chair listserv?

A. The address for CABE Member Board Chairs to send to the chair list is cabechair@cabelist.org.

Series 9000 - *C19*
Bylaws

MEETING CONDUCT

Temporary amendments to this policy related to the COVID-19 pandemic have been made to all sections of this policy. All temporary revisions appear in highlighted bold italics or strikethrough text.

1. Meeting Conduct

   A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act, ~~and~~ the adopted bylaws of the Board***, and any applicable laws, rules, executive orders, and/or public health advisories pertaining to the COVID-19 pandemic***.

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

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

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

2. Smoking

   A. Smoking will not be permitted in any ***physical location*** ~~room~~ in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.

   B. ***When applicable,*** ~~A~~ ***a*** sign notifying the public that no smoking is allowed in the ~~place~~ ***physical location*** designated for the meeting will be prominently posted.

3. Procedures for Participation By Means of Electronic Equipment

   A. Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;

2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and

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

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

C. ***Notwithstanding any provisions to the contrary set forth in Sections 3.A and 3.B above, Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) or any other remote platform as permitted by, and subject to any conditions set forth in, any applicable law, rule, executive order, and/or public health advisory related to the COVID-19 pandemic.***

[***Note: The following section, including the COVID-related revisions, is optional:***

4. <u>Public Address</u>

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

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

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

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

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

B. Notwithstanding any provisions to the contrary set forth in Section 4.A above or in any other bylaw of the Board, the Board may modify the procedures for, or eliminate, public address if Board meetings are conducted remotely due to the COVID-19 pandemic. The Board authorizes the administration to develop procedures for public address during Board meetings that are conducted remotely.

Legal References:

Connecticut General Statutes

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

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

Bylaws

Time, Place, Notification of Meetings

Organizational Meeting. The Board of Education shall conduct its organizational meeting no earlier than two weeks after the municipal election. At this meeting Board officers shall be elected: chairperson, vice-chairperson, and secretary. If a chairperson and/or secretary are not chosen within one month after election results are certified, the selectmen shall choose such officers from the board membership. The organizational meeting shall be called to order by the current chairperson who will preside until his/her successor is chosen by a majority vote of the Board. In the absence of the chairperson, the vice-chairperson, or secretary in that order shall preside until a new chairperson is elected.

Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting.

Upon his/her election the chairperson shall assume the chair and proceed with the election of other Board officers.

If the office of chairperson or secretary becomes vacant between organizational meetings, the vacancy shall be filled by a majority of the members of the Board present, at a meeting warned for that purpose, until the subsequent organizational meeting.

Regular Board Meetings. There shall be a regular meeting of the Board on the second Thursday of each month unless canceled or rescheduled by action of the Board. At its regular November meeting, the Board of education shall set the schedule of regular meetings for the subsequent calendar year; such schedule to be filed with the town clerk no later than 30 days prior to the first scheduled meeting of the following January. The schedule will include the date, time, and location of each meeting.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the town clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

Special Board Meetings. The chairperson of the Board may call a special meeting whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the Board. The vice-chairperson shall in the absence of the chairperson, or in his or her inability to act, have the powers of the chairperson to call special meetings as outlined herein; the secretary shall in the absence of the chairperson and vice-chairperson, or in their inability to act, have the powers of the chairperson to call special meetings as outlined herein.

Notice of special meetings of the board of Education shall be given at least 24 hours prior to the meeting by filing a notice of the time and place and the business to be conducted in the office of the town clerk; however, in case of emergency, any such special meeting may be held without complying with the foregoing requirement for the filing of notice, but a copy of the minutes of any

Bylaw adopted: 2/12/98
Revision approved: 2/9/06
Further revised: 1/9/14

Time, Place, Notification of Meetings (continued)

such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the town clerk not later than 72 hours following the holding of such meeting. In addition, such written notice delivered to the town clerk less than 24 hours in advance of the meeting must also be delivered to the residence of each board member, unless at, or prior to, the time the special meeting convenes a board member files with the town clerk or secretary of the board of education a written waiver of such notice.

In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the town clerk's office is closed shall be excluded.

Only business identified on the call of a special meeting shall be discussed or transacted by the Board at such special meeting.

Regular and Special Board Meetings. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

Electronic Participation. The Board of Education allows electronic participation whenever there is communication by or to a quorum of the Board, whether the communication is in person or by means of electronic equipment. Meetings in which some Board members participate electronically are subject to the requirements of the Freedom of Information Act.

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

When a Board member participates electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board Secretary will document it in the Minutes when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the

Bylaw adopted: 2/12/98
Revision approved: 2/9/06
Further revised: 1/9/14

Eastford Board of Education

comments made. (Each part of the telephone conference call meeting shall be audible to the public at the location specified in the notice for the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call and the identification of each party to the telephone conference call shall be clearly stated prior to the meeting.) The Superintendent will take measures to verify the identity of any remotely located participants.

The Board of Education authorizes that the Board Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good cause why the Board members cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be set up. Members who participate in a Board meeting through electronic means may be counted in the quorum. The location of the meeting must be in the normal location at Eastford Elementary School to allow the public to adequately monitor the meeting. Due to security concerns, electronic participation in closed executive sessions will not be permitted.

Reference: Connecticut General Statutes
1-200 (2) Definitions. "Meeting"
1-206 Denial of access to public records or meetings.
1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3
1-227 Mailing of notice of meetings to persons filing written request.
1-228 Adjournment of meetings. Notice.
1-229 Continued hearings. Notice.
1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
10-218 Officers. Meetings

Bylaw adopted: 2/12/98
Revision approved: 2/9/06
Further revised: 1/9/14

Eastford Board of Education
Eastford, Connecticut

Woodbridge

Bylaws of the Board

Attendance at Meetings via Electronic Communications

Except as provided hereafter, the Board of Education shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other communication means where the members are not physically assembled.

A Board member may participate in a meeting through electronic communication means, only from a remote location that is not open to the public.

Electronic participation may only occur if the member is prevented from physically attending by (1) personal illness or disability, (2) employment purposes, (3) a family emergency or (4) another emergency.

Such participation by a Board member shall be limited each fiscal calendar year to two meetings.

A Board member may participate in a meeting by electronic means only when the voice of the remote participant can be heard by all persons at the primary meeting location.

Minutes of all meetings shall specify if a member was physically present or present electronically. Lack of such a specification shall be deemed to indicate that the member in question was physically present.

When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/herself by name and be recognized by the Chairperson before speaking.

(cf. 9321 – Time, Place, Notification of Meetings)

(cf. 9322 – Public and Executive Sessions)

(cf. 9325.1 – Quorum)

(cf. 9325.4 – Voting Method)

(cf. 9326 – Minutes)

(cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3

Bylaw adopted by the Board: October 17, 2011

Winsted

Bylaws of the Board

Electronic Meetings

Regular and special meetings of the Board of Directors may be held by electronic means, which is defined as consisting of teleconferences, audio conferences, video conferences or Web conferences, subject to the following conditions:

A. The technology used for electronic meetings shall allow all Board of Directors members present for such meetings to hear each other, and, if a video conference, to see each other as well, and to engage in full simultaneous and continuous interactive dialogue.

B. All electronic meetings shall be open to the public in accordance with Connecticut General Statutes § 1-225(c), which shall ensure that the public wishing to have access to such a meeting shall be afforded the opportunity to identify the meeting participants, and to hear or hear and observe all of the discussions and actions transpiring at the electronic meeting. Adequate prior notice of an electronic meeting shall be provided, identifying how the public can attend such a meeting.

C. Board of Directors members, if prevented from physically attending a meeting, may, on occasion, participate in regular or special meetings of the Board of Directors by means of the above-described electronic facilities.

D. A quorum of the Board of Directors shall include those members present by electronic means.

E. Board of Directors members who participate by electronic means shall be required to provide adequate verification of their identity at the start of the meeting. They must be present for the full discussion of an agenda matter in order to be allowed to vote on such action, and prior to voting shall confirm that they have been present for the entirety of that discussion.

F. Further procedural rules related to the conduct of electronic meetings may be established and promulgated by the Board of Directors.

Bylaw adopted by the Board: January 23, 2013

THE GILBERT SCHOOL
Winsted, Connecticut

Bylaws of the Board

Meetings

Electronic Mail Communications

The Board of Directors believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (e-mail) is to expedite the passage of information. E-mail gives Board members quick access to one another. Communication among Board members via e-mail should conform to the same standards as other forms of communication. (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, e-mail is an effective communications tool and can provide a formal record.

All Board members are encouraged to access email. It will be the responsibility of individual Board members who use email to provide the hardware, hook-up and pay all consumable expenses associated with email usage.

Guidelines for Board E-Mail Usage

The Freedom of Information Act mandates that all meetings of public bodies such as school Boards be open to the public. It is the policy of the Board of Education that email shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of e-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Security of e-mail communication cannot be assured.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Bylaw adopted by the Board: April 12, 2006
Bylaw revised: June 23, 2011

THE GILBERT SCHOOL
Winsted, Connecticut

Portland

9321.2(a)

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Board of Education Meetings

Definitions

"Meeting" is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or advocacy power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act.

"Public Notice" Each Board member and each person who has duly requested such notification shall be notified no later than twenty-four hours in advance of the meeting of the time, date, location, and the agenda of any regular or special meeting. The twenty-four hour notice shall also be posted in the Board office, delivered to newspapers designated by the Board, and filed with the Town Clerk, except that such notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board and filed with the Town Clerk not later than January 31 of each year in accordance with law. The meeting agenda must be filed at least twenty-four hours before the meeting convenes. (In an emergency meeting, the Board may proceed to conduct business if and to the extent required by the emergency.) The expectation shall also be adhered to in the event of a Board meeting held through electronic means as described in this bylaw.

"Voting" All Board actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted. Voice voting must occur in the event of a BOE meeting held through electronic means as described in this bylaw. Votes will be verbalized into the record by the Board Secretary. Abstentions shall not be counted as votes but shall be recorded.

"Internet (Chat) Discussions" In the event of a Board meeting held through electronic means as described in this bylaw, under no circumstances are members of the Board to have private chats while engaged in the public session of the meeting. All comments, inquiries, and votes must occur in the public forum for all to hear. All Board member(s) are expected to comply with the guidance of this bylaw.

In accordance with an Executive Order by the Governor of Connecticut, the Portland Board of Education Board (Board) acknowledges, that in the event of a prohibition on public meetings for health & safety reasons, business of the Board may still need to occur. In this event where pressing business of the Board is required such as, but not limited to, personnel issues, budget hearings, approval of bills payments, policies etc., a meeting through electronic means will be permitted.

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Board of Education Meetings (continued)

Policy Statement

In accordance with Connecticut's Freedom of Information Act (FOIA) the following provisions will be implemented so that a meeting can occur:

1. Board of Education members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, for each other and members of the public. The Board of Education will accomplish this through use of an electronic videoconferencing program, such as, but not limited to, ZOOM and YouTube Livestream, where members of the public can call and/or submit comments or questions electronically.

2. Notice of the Board meeting's virtual location shall be published through the traditional means and outlets as well as being noticed on the District website and in the Board of Education Office no less than 24 hours in advance.

3. The District shall post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will also be posted on the District website.

4. Members of the public will be provided an opportunity to make comments in the place so designated in the agenda for the meeting. These comments will be submitted through the means allowed by the videoconferencing software used by the District to host the meeting.

5. Under these circumstances when a Board of Education meeting needs to be held under the circumstances described above, a recording of the meeting with video will be posted in the same way that the audio is posted for traditional, in-person meetings of the Board. These recordings will not stand as the minutes, only the written record as approved will do so.

6. Executive session will still be held, when necessary and for the statutorily allowed reasons, in a second videoconferencing meeting open only to Board of Education members, and those individuals determined by the Board to be necessary to participate in such executive session.

7. Under no circumstances other than an Executive order prohibiting in person gatherings, does the Board of Education approve of holding its meetings electronically.

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Board of Education Meetings

Legal Reference: Connecticut General Statutes

1-200 (2) Definitions. "Meeting."

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3.

1-226 Broadcasting or photographing meetings.

1-227 Mailing of notice of meetings to persons filing written request.

1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

1-232 Conduct of meetings.

10-218 Officers. Meetings.

10-238 Petition for hearing by board of education.

Bylaw adopted by the Board of Education: October 6, 2020

Portland Public Schools
Portland, CT 06480

New London

Bylaws of the Board

Attendance at Meetings via Electronic Communications

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages members to attend and participate at all meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members electronically is authorized under limited conditions.

The Boards recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board member at a Board meeting, and that electronic communications can enable a Board member to participate in a meeting from a remote location.

The Board may allow members to participate in meetings by telephone or other electronic means. Board members participating electronically may cast votes; but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened. All votes taken during such a meeting shall be by roll call vote. A school board member may participate in a meeting by electronic means when a quorum of the Board is physically assembled at the meeting location.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The members shall not be counted present for purposes of convening a quorum and an officer may not chair a meeting if not physically present. The Administrative Assistant to the Board will document it in the minutes when members participate in the meeting electronically. The Chairperson shall take the necessary steps to ensure that a Board member participating via electronic means has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The Superintendent will take measures to identify the identity of any remotely located participants.

Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able or simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location.

Bylaws of the Board

Attendance at Meetings via Electronic Communications (continued)

If the Board Chairperson determines the condition is not occurring, he/she shall terminate the Board Member's attendance through electronic communications. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public and all participants, board members, or staff, to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(cf. 9321 – Time, Place, Notification of Meetings)
(cf. 9322 – Public and Executive Sessions)
(cf. 9325.1 – Quorum)
(cf. 9325.4 – Voting Method)
(cf. 9326 – Minutes)
(cf. 9327 – Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3

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

Bylaw adopted by the Board: June 23, 2016

NEW LONDON PUBLIC SCHOOLS
New London, Connecticut

Milford

Board Policy
Governance Process (GP-12)
BOARD OPERATIONS
Adopted: October 14, 2003
5th Revision: February 10, 2014
Monitoring Method: Internal
Monitoring Frequency: Annual - October

The Milford Board of Education will operate as follows:

12.1 The Milford Board of Education shall file with the City Clerk, not later than January 31st of each year, the schedule of the formal business meetings of the Board of Education. No meetings shall be held sooner than thirty days after such filing.

12.2 The Board will conduct a monthly business meeting. This business meeting will be held on the second Monday of the month, with exceptions based on holiday or school vacation conflicts, and in August when it will be held on the fourth Monday of the month. Business conducted during this regular monthly meeting will be devoted to Consent Items, (those addressing action on routine matters not requiring discussion); Action Items, (those requiring a board vote on items which may require discussion); and Informational items (such as presentations and reports).

A second working meeting will routinely be held on the fourth Monday of the month. This second meeting will be known as either a Committee of the Whole Meeting or a Workshop, depending on the time of year and the cycle of current events. The schedule of assigned topics will be included on the Annual Meeting Planner, and kept on file with the Board Secretary. A second monthly meeting will not be held in December, June, July or August.

A notice of each regular meeting of the Milford Board of Education shall be filed not less than 48 hours in advance of the meeting with the City Clerk. All scheduled meetings of the Board shall follow provisions of the Freedom of Information act as required by statute.

The Superintendent, along with the Board Chair and in consultation with the Majority and Minority Leaders, shall prepare an agenda for each regular meeting. No item can be added to the agenda at a meeting without a two-thirds vote of the Board.

Board members must receive their agenda for a regular meeting at least 72 hours before the date.

At least 24 hours prior to a regular/special meeting, the agenda shall be posted on the Board of Education bulletin board outside the Board of Education Meeting Room, on the district's web site, in each school in a place readily available to parents, teachers and the general public, and shall be on file in the Superintendent's office.

Every effort will be made to communicate meetings and agendas through a variety of multi-media forms. A written notice of meetings will be made available for individuals filing a written request renewable in January of each year. The Board of Education will charge a fee per copied page for these notices as provided by law.

If a meeting is to be cancelled, all members shall be notified. When a meeting is to be rescheduled, a notice of a new meeting shall be given to all Board members at least 72 hours prior to the rescheduled meeting.

12.3 Special meetings may be called at the discretion of the Chair or at the request of three members of the Board. A notice of each special meeting of the Board of Education shall be filed not less than 24 hours in advance of the meeting with the City Clerk and shall be in writing. No other business shall be considered by the Board at that special meeting.

Each member of the Board of Education shall be notified by the Superintendent or the clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted and provided with an agenda, although any Board member may waive the 24 hour notification by a written waiver.

12.4 The Board may schedule special meetings for the purpose of conducting work sessions to provide its members with opportunities of planning and thoughtful discussion. Topics for discussion and study will be announced publicly. Work sessions shall be conducted in accordance with the state law on public meetings.

12.5 All meetings of the Board of Education shall be open to the public with the exception of executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for one or more of the following reasons:

12.5.a Discussion concerning the appointment, employment, performance, evaluation or dismissal of a public officer or employee, (unless the employee concerned requests that the discussions be open to the public);
12.5.b Strategy and negotiations with respect to pending claims and litigations;
12.5.c Matters concerning security, strategy or the deployment of security personnel, or devices affecting public security;

12.5.d Discussion of the selection of a site, or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such lease, sale, purchase or construction would cause a likelihood of increased price; and
12.5.e Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-19 of the Connecticut General Statutes.

12.6 Attendance at Meetings via Electronic Communications

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages members to attend and participate at all meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members electronically, from a remote location, is permitted under limited conditions.

A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances: (1) personal illness or disability, (2) extraordinary employment conflicts, or (3) a family emergency. When a Board member attends a meeting via electronic communications, the minutes shall reflect the member's remote attendance and the reason that physical attendance is not reasonably practical.

A quorum of Board members must be physically present at a Board meeting when a Board member attends through electronic communications.

A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Board Chairperson determines either condition is not occurring, he/she shall terminate the Board member's attendance through electronic communications.

Board members participating electronically may cast votes; in these instances, all votes shall be by roll call vote. However, if a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate, nor cast any vote, until the next item of business is opened.

Legal Reference: Connecticut General Statutes
1-18 a Definitions
1-19 Access to public records
1-21 Meetings of government agencies to be public
1-21d Adjournment of meetings. Notice
1-21e Continued hearings. Notice
1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution
1-21g Executive Sessions
1-21i Denial of access to public records or meetings.
10-218 Officers. Meetings

Table of Contents

CREC 1

Mansfield 2-3

Berlin 4-5

Avon 6-10

Clinton 11-12

Suffield 13-15

Easton 16

Somers 17

Hampton 18

Cheshire 19

Granby 20

CREC

Attachment I

Bylaws Section	Proposed Changes	Discussion/Rationale
Article 3-Board of Directors Section 2 **Election, Number, Term of Office, Class and Term Limits**	**(d) Term in office.** Each director shall hold office until the next annual meeting of the Board of Directors following his or her election and until his or her successor has been duly elected and qualified. However, if earlier, a director's term shall end upon his or her death, resignation, or removal as provided in these bylaws. Each director shall hold office for a three (3) year term from the Annual Meeting when they are elected to the Board of Directors. A director's term shall end upon his or her death, resignation, or removal as provided in these Bylaws. No director may serve more than three (3) terms consecutively.	
Article 3-Board of Directors Section 3 **Board Meetings**	**(a) Annual Meeting.** An annual meeting of the Board of Directors for the election of directors and officers and for the transaction of such other business as may properly come before the Board of Directors shall be held in the month of January or at such other time as the Board of Directors may direct. An annual meeting of the Board of Directors for the election of directors and officers and for the transaction of such other business as may properly come before the Board of Directors shall be held in the month of June or at such other time as the Board of Directors may direct.	DISCUSSION: [This codifies the Annual Meeting at the end of our fiscal year, and after the CREC Annual Meeting, where elections occur and there might be a change to officers.]
Article 3-Board of Directors Section 3 **Board Meetings**	**(f)Telephonic Participation at a Board Meeting.** One or more directors may participate in a meeting of the Board of Directors by use of a conference telephone or similar communications equipment which allows all persons participating in the meeting to simultaneously hear each other and to communicate with one another. **Participation at a Board Meeting.** One or more Directors may participate in a meeting of the Board of Directors by use of an electronic means of communication such as a speakerphone, a conference call, a visual means such as, but not limited to, ZOOM, or a combination of methods. The method(s) must allow all persons participating in the meeting to simultaneously hear each other and to communicate with one another. A Director participating in a meeting by such means is deemed to be present in person at the meeting.	DISCUSSION: I think this clarifies and allows unknown future methods to be a potential option for use in our meetings.]

Section: BY-LAWS

MEETING CONDUCT

1. Meeting Conduct

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

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

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

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

2. Smoking

   A. Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, or during the time immediately prior to the meeting.

   B. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

3. Procedures for Participation By Means of Electronic Equipment

   A. Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

      1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;

2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and

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

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

4. Public Address

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

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

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

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

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

Legal References:

Connecticut General Statutes

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

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

ADOPTED: 12/11/69

SERIES: 9000 BYLAWS
9035
TITLE: MEETING CONDUCT

Berlin

ADOPTED: 11/24/08 REVISED: 3/25/19

MEETING CONDUCT

1. Meeting Conduct

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

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

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

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

2. Procedures for Participation By Means of Electronic Equipment

   A. Board members may participate in meetings by means of electronic equipment (*e.g.,* telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

      1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;

      2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and

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

   B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are

met. In addition, the president shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

3. Public Address

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

(1) Three (3) minutes may be allotted to each speaker and a maximum of nine (9) minutes per topic, with prerogative of Board chairperson to extend the time, as appropriate. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

(2) No inappropriate or disrespectful conduct shall be permitted at any Board of Education meeting. Persistence in such conduct shall be grounds for summary termination, by the chairperson, of that person's privilege of address.

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

Legal References:

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

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

Bylaws of the Avon Board of Education

Meeting Conduct

1. Meeting Conduct

A. The Chair of the Avon Board of Education will conduct meetings of the Avon Board of Education in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.

B. All Avon Board of Education meetings will commence at, or as close as practicable to, the stated time, provided a quorum is present.

C. All regular and special Board meetings will follow an agenda that the Chair and Superintendent of Schools or his/her designee have prepared and had delivered in advance to all Avon Board of Education members.

D. The meetings, to the fullest extent possible, will enable Avon Board of Education members to conduct the business of the Avon Board of Education in an orderly, expeditious manner.

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

2. Public Address

A. Provisions for permitting any individual or group to address the Avon Board of Education concerning any subject that lies within its jurisdiction will be as follows:

i. All speakers must identify themselves by name and address.

ii. The Board may permit any individual or group to address the Board during a public forum at the beginning of each meeting.

iii. The public forum will have a 15-minute limit, and individuals may speak for up to three minutes. The public may comment on any subject that lies within the jurisdiction of the Board, whether or not such subject is listed as an agenda item for the meeting. Individuals may speak for up to three minutes.

iv. The Avon Board of Education may decide by a majority vote to cancel or extend the 15 minutes of time it has allotted for the public to comment on an agenda item.

v. The Chair will not permit actions that disrupt or interrupt the orderly conduct of the Avon Board of Education meeting and will ask any participant in such conduct to leave the meeting. In case of a general disturbance, the Chair may clear the meeting room except for non-participating representatives of the press.

Bylaws of the Avon Board of Education

Meeting Conduct (continued)

vi. The Avon Board of Education has the option of answering questions from the public during a meeting. The Avon Board of Education may also opt to answer other inquiries that may require analysis or investigation at a future specified date.

vii. No speaker making an oral presentation will include charges or complaints of a personal nature against any individual Avon Board of Education member or individual employee of the Avon Board of Education, whether the speaker names the individual or not.

viii. Presentations made during "Information & Proposals" will be limited to 15 minutes, excluding time for questions and comments by the Avon Board of Education and the public. Upon the request of a presenter, the Avon Board of Education may decide by a majority vote to extend the amount of time for a presentation.

3. Smoking or Vaping

A. Smoking or vaping will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.

B. A sign notifying the public that no smoking or vaping is allowed in the place designated for the meeting will be prominently posted.

4. Procedures for Participation By Means of Electronic Equipment

A. Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

i. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;

ii. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and

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

Bylaws of the Avon Board of Education

Meeting Conduct (continued)

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

(cf. 1120 – Board of Education Meetings re Public Participation)
(cf. 1312 – Public Complaints)
(cf. 9321 – Time, Place, Notification of Meetings)
(cf. 9322 – Public and Executive Sessions)
(cf. 9323 – Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

1-200 Definitions

1-206 Denial of access of public records or meetings. Notice. Appeal

1-210 Access to public records

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meeting

19a-342 Smoking prohibited in certain places. Sign required.

Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

Bylaw adopted by the Board: April 23, 2020

AVON PUBLIC SCHOOLS
Avon, Connecticut

MEETING CONDUCT

1. Meeting Conduct

   A. Meetings of the Avon Board of Education (Board) shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act, the adopted bylaws of the Board, and any applicable laws, rules, executive orders, and/or public health advisories pertaining to the COVID-19 pandemic.

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

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

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

2. Smoking

   A. Smoking will not be permitted in any physical location in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.

   B. When applicable, a sign notifying the public that no smoking is allowed in the physical location designated for the meeting will be prominently posted.

3. Procedures for Participation By Means of Electronic Equipment

   A. Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

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1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;

2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and

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

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

C. Notwithstanding any provisions to the contrary set forth in Sections 3.A and 3.B above, Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) or any other remote platform as permitted by, and subject to any conditions set forth in, any applicable law, rule, executive order, and/or public health advisory related to the COVID-19 pandemic.

D. Notwithstanding any provisions to the contrary above or in any other bylaw of the Board, the Board may modify the procedures for, or eliminate, public address if Board meetings are conducted remotely due to the COVID-19 pandemic. The Board authorizes the administration to develop procedures for public address during Board meetings that are conducted remotely.

Legal References:
Connecticut General Statutes

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

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

Bylaw adopted by the Board: August 18, 2020

AVON PUBLIC SCHOOLS
Avon, Connecticut

Clinton

Bylaw 9325 / C-19

Meeting Conduct

Meeting Conduct

1. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act, ~~and~~ the adopted bylaws of the Board, and any applicable laws, rules, executive orders, and/or public health advisories pertaining to the COVID-19 pandemic.

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

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

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

Procedures for Participation by Means of Electronic Equipment

A. Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

   1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;

   2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and

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

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

C. Notwithstanding any provisions to the contrary set forth in Sections 3.A and 3.B above, Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) or any other remote platform as permitted by, and subject to any conditions set forth in, any applicable law, rule, executive order, and/or public health advisory related to the COVID-19 pandemic.

Bylaw 9325 / C-19

Meeting Conduct

Public Address

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

1. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

2. A Board of Education member shall act as timekeeper for the meeting, if deemed necessary by the Chairperson.

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

4. No oral presentation shall include charges or complaints against any employee of the Board, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Board under provision of Board policy.

5. All speakers must identify themselves by name and address.

B. Notwithstanding any provisions to the contrary set forth in Section 4.A above or in any other bylaw of the Board, the Board may modify the procedures for, or eliminate, public address if Board meetings are conducted remotely due to the COVID-19 pandemic. The Board authorizes the administration to develop procedures for public address during Board meetings that are conducted remotely.

Legal Reference: Conn. Gen. Stat. § 1-200 Definitions
Conn. Gen. Stat. § 1-206 Denial of access of public records or meeting.
Conn. Gen. Stat. § 1-225 Meetings of government agencies to be public
Conn. Gen. Stat. § 1-232 Conduct of meetings. (re: disturbances)
Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Bylaw adopted: September 23, 1991
Bylaw revised: March 6, 2000
Bylaw revised: February 7, 2005
Bylaw revised: November 19, 2018
Temporary revisions adopted: August 17, 2020

Suffield

--------- Forwarded message ---------

From: Laura Guerrette <LGuerrette@suffield.org>

Date: Thu, Jan 14, 2021 at 11:36 AM

Subject: RE: BOE Policy on Remote Participation at Meetings

To: Brown, Sally <sbrown@windsorct.org>

Hi Sally,

Attached is Suffield's temporary COVID-19 Meeting Conduct bylaw. Our regular bylaw does not reference electronic participation by members.

Hope you are well. Have a great day.

Laura

MEETING CONDUCT

Temporary amendments to this policy related to the COVID-19 pandemic have been made to all sections of this policy. All temporary revisions appear in highlighted bold italics or strikethrough text.

1. Meeting Conduct

   A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act, and the adopted bylaws of the Board, ***and any applicable laws, rules, executive orders, and/or public health advisories pertaining to the COVID-19 pandemic***.

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

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

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

2. Smoking

   A. Smoking will not be permitted in any ***physical location*** room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.

   B. ***When applicable,*** A ***a*** sign notifying the public that no smoking is allowed in the place ***physical location*** designated for the meeting will be prominently posted.

3. Procedures for Participation by Means of Electronic Equipment

   A. Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

      1) The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
      2) Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
      3) All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

C. ***Notwithstanding any provisions to the contrary set forth in Sections 3.A and 3.B above, Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) or any other remote platform as permitted by, and subject to any conditions set forth in, any applicable law, rule, executive order, and/or public health advisory related to the COVID-19 pandemic.***

[***Note: The following section, including the COVID-related revisions, is optional:***

4. Public Address

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.
   (1) _____ minutes may be allotted to each speaker and a maximum of _____ minutes to each subject matter. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.
   (2) A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
   (3) No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
   (4) All speakers must identify themselves by name and address.]

B. ***Notwithstanding any provisions to the contrary set forth in Section 4.A above or in any other bylaw of the Board, the Board may modify the procedures for, or eliminate, public address if Board meetings are conducted remotely due to the COVID-19 pandemic. The Board authorizes the administration to develop procedures for public address during Board meetings that are conducted remotely.***

Legal References:
Connecticut General Statutes
1-200 Definitions
1-206 Denial of access of public records or meeting. Notice. Appeal.
1-225 Meetings of government agencies to be public.
1-232 Conduct of meetings. (re: disturbances)
Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Easton

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chair of the Board of Education in a manner consistent with the adopted Bylaws of the Board.

All Board meetings shall commence at the stated time or as soon thereafter as a quorum is present and shall be guided by an Agenda which will have been prepared and delivered in advance to all Board members and other designated persons.

The meetings shall, to the fullest possible extent, enable members to conduct the business of the Board in an orderly, expeditious manner.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. A 3 minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item of the Agenda.

2. The Chair shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room many be cleared except for non-participating representatives of the press.

3. The Board may, by a majority vote, decide to cancel or alter the time limits in #1 above.

4. Questions which can be answered during the meeting may be answered at the option of the Chair. Other inquiries which may require analysis/investigation will, at the option of the Chair, be answered at a future specified date.

5. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual Board member or individual employee of the Board of Education, whether named or not. All such charges or complaints concerning individual Board members or the Superintendent should be sent to the Chair of the Board. All such charges or complaints concerning individual employees of the Board should be sent to the immediate superior of the person to whom the complaint relates. If a satisfactory answer is not received, then a written appeal may be filed with the next higher authority.

Bylaw adopted by the Board:

October 21, 1997

EASTON PUBLIC SCHOOLS
REDDING PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 9

Somers

---------- Forwarded message ---------

From: Linda Ford <linda.ford@somers.k12.ct.us>

Date: Thu, Jan 14, 2021 at 10:01 AM

Subject: Re: BOE Policy on Remote Participation at Meetings

To: Brown, Sally <sbrown@windsorct.org>

Hi Sally,

Our BOE Policy #9321.1(which is online thru our BOE Page) states

Whenever circumstances dictate that the BOE cannot have a public meeting in person, all BOE meetings and subcommittee meetings may be held virtually via teleconferencing. All teleconference meetings will adhere to the protocols established by BOE policy and adhere to Connecticut's Freedom of Information Act.

Somers BOE did Zoom meetings in the Spring, late August went back to in person meetings but at a much large room and we have gone back to Zoom meetings in November. It works for us. Linda

Linda Ford

Executive Assistant to the Superintendent

Somers Public Schools

One Vision Boulevard

Somers, Connecticut 06071

Hampton

---------- Forwarded message ---------

From: Sally Lehoux <slehoux@hamptonschool.org>

Date: Thu, Jan 14, 2021 at 10:19 AM

Subject: Re: BOE Policy on Remote Participation at Meetings

To: Brown, Sally <sbrown@windsorct.org>

Hampton has allowed attendance via Skype or cell phone for years. I can't quickly locate the policy. I am curious though, has your board been meeting publicly during the pandemic? We have been meeting via Zoom. Once the pandemic has passed it is possible that we will still live Zoom. This would make it easier for citizens to attend when they are unable to get to a public meeting at the time scheduled.

Cheshire

---------- Forwarded message ---------

From: Carol Jesensky <cjesensky@cheshire.k12.ct.us>

Date: Thu, Jan 14, 2021 at 9:54 AM

Subject: Re: [EXTERNAL] BOE Policy on Remote Participation at Meetings

To: Brown, Sally <sbrown@windsorct.org>

Hi Sally,

Our Policy Committee has been discussing adding the CABE recommended Bylaw but has not done so yet.

Carol

Carol Jesensky, Executive Assistant

to the Superintendent of Schools

Cheshire Public Schools

(203) 250-2420

cjesensky@cheshire.k12.ct.us

Granby

From: Powell, Linda <powelll@granbyschools.org>

Date: Thu, Jan 14, 2021 at 9:23 AM

Subject: Re: BOE Policy on Remote Participation at Meetings

To: Brown, Sally <sbrown@windsorct.org>

Hi Sally!

Happy New Year to you too!!!

With regard to your question, we currently run our Board Meetings in-person and via Zoom so if a Board Member cannot attend a meeting they do have the option to attend via Zoom and fully participate. Unfortunately, however, we do not have a policy about this.

Take care and have a great rest of the year (we're halfway there)!

Linda Powell

Admin. Asst. to the Superintendent

15-B North Granby Road

Granby, CT 06035

860-844-5259

860-844-6081 (Fax)

UPDATE ON BOARD ROOM UPGRADES
BOE Policy Committee Meeting
Thursday, March 11, 2021

LPW Board Room Upgrade Investigation Status Update for Windsor Board of Education
March 4, 2021

What we've done:

- Re-examined project quotes from 2012
- WIndsor Public Schools representatives met with town's Assistant Buildings and Facilities Manager Gary Dowgewicz on Thursday, February 25 in the LPW Board Room to get his insights on the project.
- Evaluated capacity of existing district resources to support future videotaping/broadcasting of BOE meetings from LPW and identified WIN-TV as a critical partner.
- Convened a virtual meeting on Tuesday, March 2 with WIN-TV and Windsor Public Schools representatives to invite WIN-TV to partner.
    - WIN-TV expressed interest in solidifying a partnership with Windsor Public Schools to support the broadcast of BOE meetings from the LPW Board Room.

Next Steps:

- WIN-TV will evaluate equipment needs to broadcast from LPW Board Room prior to the next virtual meeting between Windsor Public Schools and WIN-TV set for Thursday, March 11.
- Request a quote for the LPW Board Room upgrades through WIN-TV from a mutually agreed upon vendor by WPS IT Department and WIN-TV.