

**BOE Policy Committee Minutes**  
**January 3, 2020, 8:30 AM – 10:00 AM**  
**Municipal Building, Conference Room 1**  
**3 Primrose Street, Newtown, CT 06470**

**CALL TO ORDER** Meeting was called to order at 8:29 a.m.

**IN ATTENDANCE**

Rebekah Harriman-Stites, Dan Cruson, Lorrie Rodrigue

**PUBLIC PARTICIPATION**

Michelle Ku

**APPROVE MINUTES** Rebekah Harriman-Stites made a motion to approve the minutes of November 13, 2019. Dan Cruson seconded. Motion was unanimously approved.

**UNFINISHED NEW BUSINESS**

Discussion and possible action:

| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Reports                                                                                                                                                                                                                                                                                       |
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| <p><b>Bylaw 9330 – Board School System Records</b><br/>           C. Amodeo brought suggestions to the Board. There was a question regarding personnel or medical files of employees and whether it can be sent via FOIA request. R. Harriman-Stites suggested that L. Rodrigue speak with legal counsel regarding this question. L. Rodrigue agreed and will bring back his input to a future meeting.</p> <p>D. Cruson made the point that it should be clear that the Superintendent can notify the employee of any request of records even if the request is not honored.</p> | <ul style="list-style-type: none"> <li>• L. Rodrigue will speak with Rich Mills re: employee records and what is public vs. what is not.</li> <li>• S. Connell will invite C. Amodeo to an upcoming meeting.</li> </ul>                                                                       |
| <p><b>Bylaw 9326 – Taping Recording Board Meetings / Recording Devices</b><br/>           R. Harriman-Stites made a motion to move this bylaw to a future meeting. D. Cruson seconded. Motion was unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• S. Connell will bring edited bylaw to a future meeting for final review.</li> <li>• L. Rodrigue will speak with First Selectman, Dan Rosenthal, on posting a sign on the Council Chambers doors regarding meetings being recorded.</li> </ul>        |
| <p><b>Bylaw 9327 – Electronic Mail Communications</b><br/>           R. Harriman-Stites made a motion to move this bylaw to a future meeting. D. Cruson seconded. Motion was unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• S. Connell to bring the edited bylaw to a future meeting for final review.</li> </ul>                                                                                                                                                                |
| <p><b>Bylaw 9350 – Hearings</b><br/>           R. Harriman-Stites made a motion to move this bylaw to a future meeting. D. Cruson seconded. Motion was unanimously approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• S. Connell will reach out to CABA to find out if something changed in the bylaw, why our bylaw is so different from CABA's version and if this is a required bylaw.</li> <li>• L. Rodrigue will provide feedback from Shipman and Goodwin</li> </ul> |

## Bylaw 9321 – Time, Place, Notification of Meetings

A Board member submitted questions/comments regarding this bylaw. The questions and resolutions are as follows:

*“No meeting shall be held sooner than thirty days after such filing.” Does it mean that no meeting that is on the newly filed schedule should occur prior to the 30 days of filing or that ANY meeting of the board, within 30 days of filing, cannot happen?*

The committee revised the language in the first paragraph to read “The Board of Education shall set their schedule of regular meetings at the first meeting in November and provide it to the Town Clerk, no later than January 31<sup>st</sup> of each year and shall post the schedule on the District’s website.”

R. Harriman-Stites made the point that as long as we comply with FOIA and have a copy of the meetings and agenda available to the Public, then it is not necessary to send to the Town because there may be a conflict and the Town is not able to post. The meeting schedule and agenda are always posted on the District website.

The committee agreed to add an additional sub header “Committee Meetings” and will read: “Notice of committee meetings will follow the same guidelines as regular and special meetings.”

There were questions regarding the rescinded Bylaw 9320 – Meetings of the Board and why the committee did not include “two meetings per month” into Bylaw 9321. D. Cruson made the point that they thought it was necessary to have some flexibility. The committee agreed.

The committee did agree to rework the Special Committees section and add in “Special meetings shall be called by the Chairperson upon a request of three members or whenever deemed necessary by the Chairperson” from Bylaw 9320.

The paragraph now reads: Special meetings shall be called by the Chairperson upon a request of three members or whenever deemed necessary by the Chairperson. Notice and agenda of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting to the Town Clerk. The special meeting shall be posted on the District's website. 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 Chairperson 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, although any Board member may waive the 24 hour notification by a written waiver of notice to the purpose.

- The committee will review Board Member’s questions and comments on this bylaw

**Bylaw 9321 continued.....**

The next sub header “Notice of Meetings” will change to “Request for Notification of Meetings”. The sentence will read: “Notification of meetings will be emailed or mailed to the persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service as provided by law.”

A paragraph from Bylaw 9323 will be added as the second paragraph of this bylaw. It reads: Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School’s office, posted on the District’s website and provided to the Town Clerk not less than 24 hours in advance of the meeting time.

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**Bylaw 9323 – Agenda Construction / Meeting Materials**

*The questions from a board member include:  
Paragraph 2, First Sentence: What is “sufficient time”?  
If the intent is for members “to consider the issues carefully,” shouldn’t they get materials early enough so that they can have the prior weekend to attend to the material? If so, the policy may need to call out what happens if supporting material is not available until after the weekend. I think this warrants full board discussion as it pertains to our ability to truly engage in the material presented at meetings.*

The committee agreed that using the language “sufficient time” and will not change it.

The last paragraph of this bylaw will move to bylaw 9321.

- S. Connell will make all approved edits and send to K. June for Board review.

**Bylaw 9325 – Meeting Conduct**

**The comments from a board member include:**

*Paragraph 6, Last Sentence: “and voting” → “vote affirmatively”?*

The committee agreed and S. Connell will make the edits.

There was some concern about using the language “boisterous” and the committee agreed to change it to “inappropriate or disruptive behavior” in #2.

- S. Connell will make all approved edits and send to K. June for Board review.

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| <p><b>Bylaw 9325.1 – Quorum and Voting Procedures:</b><br/>L. Rodrigue discussed this bylaw with Shipman &amp; Goodwin and agreed that it is everyone’s right to vote and also abstain from voting if need be.</p> <p>R. Harriman-Stites agreed as well and also suggested a change to the last sentence. It will now read: <u>“The Board may not conduct any Board business in the absence of a quorum.”</u></p>                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• S. Connell will make all approved edits and send to K. June for Board review.</li> </ul> |
| <p><b>Bylaw 9325.2 – Order of Business</b><br/>D. Cruson requested a deletion under the examples in the section “Consent Agenda”. It is not necessary to have “routine correspondence” under this section. S. Connell will make the edit.</p>                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• S. Connell will make all approved edits and send to K. June for Board review.</li> </ul> |
| <p><b>Bylaw 9325.3 – Parliamentary Procedures (Rules of Debate)</b><br/>A board member made an observation that the edited section of this bylaw was not directly from Roberts Rules and rather from Wikipedia.<br/>The committee realized the mistake and took action to edit the paragraph. It will now read: <u>“A motion to reconsider may be made only by a member who voted on the prevailing side in the original vote (such as someone who voted “yes” if the motion had passed or voted “no” if the motion was defeated.) This motion must be made during the original meeting.”</u></p> | <ul style="list-style-type: none"> <li>• S. Connell will make all approved edits and send to K. June for Board review.</li> </ul> |
| <p><b>Bylaw 9325.4 – Vote Recording / Minutes</b><br/>A Board member had concerns regarding J. A record of all important correspondence. The committee agreed that it should be deleted because correspondence from the public should not be made public because of sensitive/private information.<br/>S. Connell will remove J. from the list.</p>                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• S. Connell will make all approved edits and send to K. June for Board review.</li> </ul> |
| <p><b>Bylaw 9360 - School Board Legislative Program</b><br/>The committee agreed to use CABE’s version of this bylaw with one exception. In the last paragraph, first sentence, S. Connell will change the word “will” to <u>“may”</u> to give more flexibility to the Board.</p>                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• S. Connell will make all approved edits and send to K. June for Board review.</li> </ul> |
| <p><b>Bylaw 9400 – Monitoring Products and Processes (Self-Evaluation)</b><br/>The committee agreed to leave this policy “as is” and send back to the Board for approval.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• S. Connell will make all approved edits and send to K. June for Board review.</li> </ul> |

**NEW BUSINESS**

**Discussion and possible action:**

| Item | Reports |
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| <p><b>Policy 5151.5 – Suicide Prevention</b><br/>D. Mailloux-Petersen and K. Larson created a new Newtown Public Schools Suicide Prevention and Intervention Policy and Procedure. D. Petersen will present the proposed policy changes to the committee.</p> <p>R. Harriman-Stites made a motion to move this policy to a future meeting. D. Cruson seconded. Motion was unanimously approved.</p> | <ul style="list-style-type: none"> <li>• S. Connell to invite D. Mailloux-Petersen to a future meeting.</li> </ul>                    |
| <p><b>BOE Policy Subcommittee Meeting Dates for 2020</b><br/>S. Connell asked the committee to discuss future meeting dates for Policy meetings.<br/>D. Cruson suggested that instead of having our Policy meetings every other week, they should be</p>                                                                                                                                            | <ul style="list-style-type: none"> <li>• S. Connell will send suggested meeting dates to the committee to review.</li> </ul>          |
| <p><b>Next Series for the Policy Committee to Review</b><br/>R. Harriman-Stites made a motion to move this policy to a future meeting. D. Cruson seconded. Motion was unanimously approved.</p>                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• The Policy Committee will decide which series to review next at a future meeting.</li> </ul> |

**UPDATE FROM THE SUPERINTENDENT**

No report

A motion was made by Rebekah Harriman-Stites to postpone discussion/action on Bylaw 9330 – Board School System Records, Bylaw 9326 – Taping Recording Board Meetings/Recording Devices, Bylaw 9327 – Electronic Mail Communications, Bylaw 9350 – Hearings, Policy 5151.5 – Suicide Prevention. Dan Cruson seconded. Motion was unanimously approved.

A motion was made by Rebekah Harriman-Stites to send Bylaw 9321 – Time, Place, Notification of Meetings, Bylaw 9323 – Agenda Construction / Meeting Materials, Bylaw 9325 – Meeting Conduct, Bylaw 9325.1 – Quorum and Voting Procedures, Bylaw 9325.2 – Order of Business, Bylaw 9325.3 – Parliamentary Procedures (Rules of Debate), Bylaw 9325.4 – Vote/ Recording/ Minutes, Bylaw 9360 - School Board Legislative Program, Bylaw 9400 – Monitoring Products and Processes (Self-Evaluation) to the Board of Education to review to rescind. Dan Cruson seconded. Motion was unanimously approved.

**PUBLIC PARTICIPATION**

None

**ADJOURNMENT**

Rebekah Harriman-Stites made a motion to adjourn the meeting. Dan Cruson seconded. Motion was unanimously approved. Meeting was adjourned at 10:10 a.m.

Submitted: Rebekah Harriman-Stites, Policy Committee Chair