

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

November 14, 2019

6:30 p.m.

Windsor Locks High School

Library Media Center

58 South Elm Street

www.wlps.org

Windsor Locks Board of Education

Patricia King, Chairwoman

Margaret Byrne, Vice Chairwoman

Jim McGowan

Dennis Gragnolati

Paige Latournes

Shawn Parkhurst

Superintendent of Schools

MISSION STATEMENT AND CORE BELIEFS

The WLPS will create and sustain a community of life-long learners where all students are engaged, empowered and expected to achieve at the highest levels and to become responsible, contributing citizens in an ever-changing, global society.

In order to achieve our mission our students will receive a world class education that:

- Challenges each student to meet and exceed high expectations through a stimulating, rigorous and challenging curriculum;
- Enables each student to think critically, work collaboratively, and display the confidence necessary to be successful in a diverse and complex society;
- Prepares each student to be an adaptable risk taker who is proud to invest in the future;
- Prepare each student to use all of the technological resources available to complete research, solve problems, and identify creative solutions;
- Develops individuals who are open-minded, respectful, and compassionate,
- Develops honest, interdependent, skilled future leaders and independent thinkers who will become the world's problem solvers;
- Enriches the skills and talents of each student to be inventive and ready to achieve a sustainable future;
- Invites the entire community to be involved in providing a well-rounded education; which
- Inspires each student to become an active member of our community, the nation, and the world.

Special Meeting
November 14, 2019
WINDSOR LOCKS BOARD OF EDUCATION
Windsor Locks High School ~ Library Media Center
6:30p.m.
AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. ELECTION OF OFFICERS
 - Chairman
 - Vice-Chairman
- V. BOARD AND ADMINISTRATIVE COMMUNICATIONS INCLUDING BOARD SUB-COMMITTEE REPORT
- VI. STUDENT REPRESENTATIVE REPORT
- VII. PUBLIC AUDIENCE (Only On Agenda Items)
- VIII. CONSENT AGENDA: **VOTE NEEDED**
 - A. Minutes: p. 5 EXHIBIT VIII A
 - October 24, 2019 – Regular Meeting
- IX. BUSINESS ITEMS BEFORE THE BOARD

Goal 1: Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.

 - A. Connecticut Association of Public School Superintendents' (CAPSS) Student Award Winners p. 11 EXHIBIT IX 1 A
 - B. Student and Staff Recognition p. 15 EXHIBIT IX 1 B

Brief Recess

 - C. Out of State Field Trip Request: **VOTE NEEDED** p. 16 EXHIBIT IX 1 C
 - D. Policy Review: p. 18 EXHIBIT IX 1 D
 - 1. Second Reading – **VOTE NEEDED**
 - 1331(a) Smoke Free Environment (new)
 - 3516.5 Sexual Offenders on School Property (new)
 - 5144.4 Physical Exercise and Discipline of Students (new)
 - 9005 Statement of Integrity
 - 9020 Public Statements
 - 9020.1 Advocacy
 - 9030 Board/Staff Communications
 - 9100 Organization – Board of Education
 - 9110 Number of Members, Terms of Office
 - 9120 Officers
 - 9121 Chairperson
 - 9122 Office of the Vice-Chair
 - 9124 Recording Secretary/Clerk
 - 9125 Attorney
 - 9130 Committees
 - 9160 Student Representation
 - 9221 Filling Vacancies on Board

- 9240 Board Member Professional Development
- 9270 Conflict of Interest
- 9321 Time, Place, and Notification of Meetings
- 9322 Public and Executive Sessions
- 9323 Agenda for Regular and Special Meetings
- 9325-2 Order of Business/Agenda
- 9325.21 Consent Agenda
- 9325.3 Rules of Order
- 9325.4 Vote Recording
- 9326 Bylaws, Policy and Regulations System
- 9326.1 Taping/Recording Board Meetings
- 9326.11 Broadcasting/Taping of Meetings
- 9327 Electronic Communications Among Board Members
- 9330 Access to Public Record
- 9350 Hearings
- 9400 Board Self-Evaluation
- 9410 Public Announcement of Accomplishments

Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure achievement, growth and mastery for all.

A. Board of Education Subcommittee Assignments

- Policy
- Finance
- School Liaisons
- Other

B. Progress Towards 19-20 Goals: Update

p. 82 EXHIBIT IX 2 B

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

Goal 4: Windsor Locks Public Schools will provide a positive, equitable, safe and healthy climate for adults and students, to learn how to sustain and promote healthy living.

X. BOARD AND SUPERINTENDENT COMMENT

XI. PUBLIC AUDIENCE (GENERAL)

XII. FUTURE BUSINESS

XIII. ADJOURN

For the Chairperson of the Board of Education
Shawn Parkhurst
Superintendent of Schools

C: Town Clerk: PLEASE POST

EXHIBIT VIII A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2019
RE: APPROVAL OF MINUTES

- October 24, 2019 – Regular Meeting

**Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096**

**MINUTES OF THE REGULAR MEETING,
October 24, 2019 at 6:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present:	P. King, M. Byrne, J. McGowan, J. Tria and D. Gragnolati
Members Absent:	None
Administrators:	S. Parkhurst, C. Bradshaw-Hill, S. Lee, and J. Lavorgna
Student Representatives:	K. Goud and N. Passaro
Students:	None
Staff:	R. Dubreuil and D. Bole
Others:	P. Harrington, R. King and K. Stone
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:03 p.m. in the Windsor Locks High School Library Media Center.

II. Board and Administrative Communications including Board Sub-Committee Report

Chairwoman Mrs. King welcomed the two Student Representatives! She encouraged the students to take part in the discussions as the Board would like to hear their prospective.

Vice-Chairwoman Ms. Margaret Byrne commented that she recently attended a finance sub-committee meeting.

Board Member Mr. Jim McGowan remarked he attended the parent information night on October 2, 2019. Many parents and students were in attendance. The information given in the classrooms were given by students as this was a student lead event. He attended the Special Education Council for parents; however, it wasn't well attended. Finally, as last week was Homecoming with the Class of 1979. Some of the alumni toured the school and couldn't believe all of the changes, including technology. They commented that their smoking area was gone and they were very impressed with the Robotics program. The parade was fun and all of the classes were well represented. He hopes to have more community members and clubs to participate in the parade and attending the annual football game in the next coming years!

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He echoed the comments of Mr. McGowan on Spirit Week and Homecoming which included the pep rally, parade and football game. He gave a shout out to Ms. Donna Bole for having him

virtually present for the parade! This past week EEE curfew has been lifted. He thanked all of the coaches for changing the schedules due to the curfew. He noted that the Power Puff game has been rescheduled to November 6, 2019 at 7:00 p.m. The PSAT will be administered to Grades 9, 10 and 11 next week. He will share that data with the Board once it becomes available. Family Partnerships continues in the district and throughout the state, he participated in a focus group which included two parents, Mrs. Kristin Malone and Mr. Steve Passaro. On November 4, 2019, the high school will be offering grab-and-go breakfast in the café. On the website a link has been added for community members, who don't have children, to become involved in the district. He also noted that NBC30 has chosen the Windsor Locks/Granby football game as the game of the week! Their crews were on campus today doing interviews for Friday's game at 6:30 p.m.

He formally introduced the two new Student Representatives for this school year. Miss Kristhi Goud and Mr. Nick Passaro, both seniors will be representing the student's voice for the school year. Finally, he thanked outgoing Board Member, Mr. Joe Tria for all of his service as a Board of Education member.

Chairwoman Mrs. Patricia King echoed Mr. Parkhurst's comments about the outgoing Board Member. She thanked him for his service and contributions he gave as a Board Member.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education add an agenda item to VI. Consent Agenda (B) Personnel.

Miss Kristhi Goud, Student Representative, addressed the Board. She remarked about Homecoming and Spirit Week at the high school last week. She is part of the Peer Leadership Group at the high school which advocated an event called Red Ribbon which had students wear drunk goggles which shows the student the effects of drinking and driving. She also mentioned a fundraiser for breast cancer awareness on November 7, 2019. It will be a volleyball tournament.

Mr. Nick Passaro, Student Representative, addressed the Board. He noted that the Windsor locks High School Soccer Team is ranked 10th in the State out of 55 teams. The next game is on Saturday at Granby and senior night is scheduled for October 30, 2019. The National Honor Society is brainstorming for a community service project. If anyone has any input, it would be greatly appreciated. The college fair was held on Tuesday. There were approximately 200 colleges in attendance. The application process is now beginning for seniors.

III. Public Audience (Only on Agenda Items)

None.

IV. Consent Agenda

a. Minutes

September 26, 2019 – Regular

October 2, 2019 – Finance Subcommittee

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the Consent Agenda (a) Minutes as presented.

b. Personnel

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts Ms. Newman's resignation, effective October 22, 2019 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools

V. Business Items Before The Board

1. Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

a. Out of State Field Trip Request

Mr. Parkhurst introduced Ms. Rachel Dubriel, middle school teacher and advisor to the WLMS History Club to the Board. She indicated last year she came to the Board to obtain approval for the History Club to go to Washington D.C. This year, she is coming before the Board requesting approval to schedule a trip to Philadelphia, PA. Last year's trip was very successful and she hopes this one will be as well. There are many learning opportunities for the students outside of the classroom. This trip will be open to only members of the History Club as they are very engaged in their own heritage and history here in Windsor Locks. The trip will be scheduled for May 6 through May 8, 2020 and the cost will be \$695.00. It is more expensive than the trip last year, as many of the museums in Washington D.C. are free. There will be chaperones on the trip one per every nine students. There is financial assistance available and payment can be made on monthly installments. Fundraisers will also be organized to help fund the trip.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves the Windsor Locks Middle School History Club trip to Philadelphia, Pennsylvania as presented.

b. Policy Review:

- 1. Second Reading**
- 2. First Reading**

Mr. Parkhurst noted that there is a second reading of policies of Administration Nos. 2100 – 2460 and Non-Instructional Nos. 3160-3850; however, there are three policies which Mr. Parkhurst would like to revisit and withdraw from the approval. Those policies are No. 2420 Vandalism; No. 3500 Food Service Program; and, No. 3542 Lunch Charging Meal Policy.

Those policies will be reviewed and brought back to the Board at another time.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education to remove Policy No. 2420 Vandalism; No. 3500 Food Service Program; and, No. 3542 Lunch Charging Meal Policy from the reviewed policy list to be discussed and voted upon this evening.

Chairwoman Mrs. King asked if there were any questions or remarks about the policies that will be voted upon. Mr. Parkhurst noted the other policies to be reviewed are in the 9000's series and they are in the first read and will be brought back at the next meeting for approval.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the revisions to the policies listed on the revised list as presented.

2. Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

a. Progress Towards 19-20 Goals: Update

Mr. Parkhurst updated the Board as to the chronic absenteeism that has been a targeted goal area for the district. He gave the Board the data as of October, 2019. He noted that each month he will give the Board an update. He noted that the goals are to have North Street School below 10%, South Street School below 5%, middle school below 5% and the high school below 10%. The state average is 10.4% for the 2018-2019 school year.

A brief discussion was held.

b. CT School Finance Project: School Finance 101

This agenda item was tabled for another meeting.

c. Administrators' Bargaining Unit Contract

Chairwoman Mrs. Patricia King noted that everyone has come to a consensus on the Administrator's Bargaining Unit Contract.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approve the Administrator Bargaining Unit contract for 2020-2023.

3. Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

This goal was not discussed at this meeting

4. Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

This goal was not discussed at this meeting

VI. Board and Superintendent Comments

Mr. Parkhurst noted that in the Board Member's packets there is a time line of the budget process that is just beginning. He has outlined the due dates and possible workshop meeting dates which include two Saturdays. This will be posted on the website. He wanted to thank Ms. Charmaine Bradshaw-Hill for all of her work to get this put together while going through the annual audit.

VII. Public Comment

Mr. Paul Harrington of 10 Meg Way, addressed the Board. He wanted to comment on the great job that the new superintendent and the Board of Education is doing. Months ago, he visited the schools to see what has been going on there and he was very impressed. HE is happy the schools are trying to reach out to the community, for example the website link and video taping of the meetings. He will be leaving the Board of Finance as of November 5 and he wanted to thank the Board for their cooperation during his time as a member of the Board of Finance. .

IX. Future Business

None.

X. Adjournment

It was **MOVED** (Gragnotati) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of October 24, 2019 at 6:35 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2019
RE: CONNECTICUT ASSOCIATION OF PUBLIC SCHOOLS
SUPERINTENDENTS AWARD WINNERS

For over twenty years, the Connecticut Association of Public School Superintendents (CAPSS) has sponsored a Recognition Award Program for students throughout the state of Connecticut. CAPSS, the statewide school superintendents' professional organization, is based in West Hartford and provides professional development, personal support, statewide conferences, legislative information, and educational services to its membership.

The purpose of this program is to strengthen the relationship between the student and school administration. Students are nominated by teachers and selected based on exemplary student leadership, achievement, and demonstrated service to others in the community. The CAPSS awards are generally given during American Education Week in order to highlight the accomplishments of school age youngsters in public schools.

Tonight, I am pleased to announce the recipients of the Superintendent/Student Recognition Award.

High School:

Grace Canon

Grace Canon is a hardworking, conscientious student who is involved in her school and community. She has countless hours of community service helping with the middle school play, creating book drives for elementary schools, and volunteering at the West Springfield Lions Club. Grace has been the Class of 2020 secretary for the last four years, and is a four-year participant in the spring musical and Vocal Motion, the Windsor Locks High School Show Choir.

Throughout high school Grace has worked hard to maintain good grades. She has earned First Honors distinction all four years of high school for both Academics and Habits of Scholarship. Grace has received the CT Association of Schools Leadership Award and the George Eastman Young Leaders Scholarship from the University of Rochester. Furthermore, she was inducted into the Leander Jackson Chapter of National Honors Society.

Grace is doing an Extended Learning Opportunity this year that allows her to work with special education students at an elementary school to further her classroom learning. She is looking to pursue a career as a special education teacher and is currently applying to colleges that will help her post-secondary dream become a reality.

Shannon Deshaies

Shannon Deshaies is an intelligent, dedicated, hardworking student. Teachers view her as a role model and leader for the entire Windsor Locks High School student body as Shannon is an advocate for the rights and concerns of others. Additionally, as a Public Relations Officer for the Class of 2020, she helps organize fundraising efforts and plan senior activities for the class.

Shannon's commitment to the Windsor Locks community can be seen through her participation in numerous extracurricular activities and volunteering in a variety of capacities. Some of those activities include: Vocal Motion, Leads in WLHS Theatre Club, Peer Leadership, Unified Theatre, Girl Scouts (9 years), the WLHS NEASC Self-Reflection Committee, BRIDGES Leadership Institutes, Rotary Youth Leadership, and many more.

Academically, Shannon has taken advantage of honors and Advanced Placement classes throughout high school. Shannon's performance in those classes have First Honors distinction for both academics and Habits of Scholarship each year.

Being able to help others is her greatest passion in life. After high school Shannon plans to pursue a career as a pediatric nurse to be able to aid others at their weakest times. She is currently applying to colleges in Connecticut in order to remain close to home.

Middle School:

Diyas Morgan

Diyas's teachers describe him as a positive role model, respectful and self-motivated and always on task in his classes. He is a conscientious student, friendly and well-liked by his peers, and goes out of his way to respond to the needs of all students, always effective in whatever role he is assigned in group work. He has been a member of Student Council for two years, in service to the school community, and has taken a leadership role in the WLMS band in the percussion section for all three years at WLMS. He has served as a member of the History Club, participating in the Patriot's Pen essay contest, and has helped to organize both the Geography Bee and Heritage Day. Finally, Diyas demonstrates his acting and musical ability when he plays an active part in school musical productions. We are proud to recognize Diyas for his service to others, his scholarship and work ethic and his leadership by example.

Madison Evans

Madison Lily Evans is a very involved student at Windsor Locks Middle School. She loves music and performs in Honors Choir, Power Company and the play last year. She lives with her parents, brother and her yellow lab. Her morning routine is to come into school and after going to her locker, she stops by Mrs. Shoemaker's room to say good morning to the students in her classroom. Maddie likes all her classes for one reason or another. Sometimes it's the connection to the teacher, sometimes the subject but she enjoys them all. Maddie is also involved in Heritage Club and visited Washington DC last year with the club.

Maddie rides horses and has since she was 2 years old. She helps at the barn to work with the younger students teaching them the importance of taking care of the horses and the barn as well as riding them. Maddie learned her love of horses from her grandmother. She has always looked up to her grandmother because she is a breast cancer survivor, taught Maddie how to sew and how to take care of animals. Maddie likes to watch Hockey (New York Rangers) and her favorite musical group is Pentatonix.

Maddie thinks when she grows up, she might be a detective, an actor, or a baker. She has always wanted to work at Disney World.

South Elementary:

Jacob Lambert

Jacob Lambert is 10 years old and lives in Windsor Locks with his mom, dad, a brother and two sisters. He also has a Golden Retriever named Chomper. His favorite subject in school is math because it really challenges to him think hard and do his best. He loves to come up with many different ways to solve a problem. In reading, he likes to read the Geronimo Stilton series. He has been reading the series since 3rd grade. He has read about 3/4 of the 43 books in the series and he plans to keep going until he has read them all. Jacob is a very creative young man. He loves to play with Legos, create craft projects with his family, and he really enjoys drawing. Jacob is involved in Cub Scouts and loves to camp. He loves the activities and skills he learns in scouts such as whittling, tying knots, and building derby cars. He has won third and second place in the Pine Wood Derby. Jacob loves to help others. He helps his classmates with their work whenever they need it. He also helps the environment by picking up trash.

Sara Obeidallah

Sarah Obeidallah is 11 years old and the oldest of five girls in her family. She is a positive role model for her four younger sisters. She likes to teach them about life and about

school and she often helps them with their homework. Sarah is very creative and she loves to draw. She improves her drawing skills by emulating artists on Youtube. Sarah is a student dedicated to showing mastery in all areas of the curriculum. She comes to school ready and eager to learn each day. She seeks to go the extra mile when it comes to assignments, taking careful notes, and working diligently toward a final presentation showcasing her true ability. Sarah's favorite subject in school is math. She loves the sense of accomplishment she feels when she sees her progress from pre assessments to post assessments. She is proud of her learning.

EXHIBIT IX 1 B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2019
RE: STUDENT AND STAFF RECOGNITION

Tonight, I would like to recognize and congratulate two of our student athletes, Ryan Kittredge and Aleynah Taylor. Ryan, a Windsor Locks High School Junior, recently placed 2nd at the NCCC Cross Country Championship, while Aleynah, also a High School Junior, placed 9th at the NCCC Cross Country Championship.

I would also like to recognize and congratulate staff members:

High School Athletic Director Jim O'Brien for being appointed to the Connecticut Association of Athletic Directors Board of Control for the 2019-2020 year, and;

Ann Marie Charette, Central Office Human Resource Assistant, for recently receiving SHRM Certified Professional certification.

EXHIBIT IX 1 C

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2019
RE: OUT OF STATE FIELD TRIP REQUEST

The Windsor Locks Middle School Show Choir Power Company would like to request permission to travel to Hershey Park, Pennsylvania to attend a large scale competition.

The date of the trip would be May 29 – May 30, 2020

This request is in accordance with BOE Policy 6143.

Possible Board Motion: “Move that the Board of Education approve the Middle School overnight field trip request as presented.”

**Windsor Locks Board of Education
Manual of Policies, Regulations, and Bylaws**

RECEIVED

SEP 17 2019

**Policy 6153
Field Trips, Recreational Trips and Other Trip Sponsored by the Schools
REGULATION/PROCEDURES/FORMS**

WINDSOR LOCKS
BOARD OF EDUCATION

FORM A – TEACHER REQUEST FOR SCHOOL SPONSORED TRIPS

Date of Field Trip Request: 8/20/2019 Teacher Sponsor: J. ST-SAUVEUR-DANDURAND

1. A "Request for School Sponsored Trips" form is to be completed in full by the teacher and submitted to the building principal in duplicate at least three (3) weeks prior to a day trip; ten (10) weeks prior to an overnight trip, and four (4) months prior to a school sponsored trip out of the country.
2. School sponsored trips should support and enrich curriculum-related goals. If a majority of a grade level is planning a trip, it should be open to all students at that grade level.
3. Upon principal's approval, the teacher will contact the bus company and make arrangements for the transportation. Arrangements should be made well in advance of the trip for students with disabilities to be transported with their peers. Smyth Bus Company is the district's contracted carrier (623-2211 or 623-8775). Arrangements with carriers other than Smyth Bus are allowable and follow the same procedure. Costs associated with any trip should be determined in advance by contacting the carrier directly.

School: <u>WLMS</u>	Grade(s): <u>6, 7, 8</u>	Destination/Location: <u>HERSHEY PARK, PENNSYLVANIA</u>
Purpose/Curriculum Connection: <u>To attend a large scale competition, to travel as a group and enjoy celebrating together at Hershey Park.</u>		
Desired Date: <u>6/5 - 6/6</u>	Alternative Dates	<u>2. 3.</u>
Time of Trip <u>5/25 - 5/26</u> <u>5/29 - 5/30</u>		
From: <u>6:30 AM 6/5</u>	To: <u>11 PM 6/6</u>	Total Number of Students Attending: <u>40</u>
<u>All school buses must return to school by 1:30 p.m. unless other arrangements have been made.</u>		
Indicate # of students who will be missing each lunch. Notify Food Service		
Lunch 1: <u>N/A</u>	Lunch 2: <u>N/A</u>	Lunch 3: <u>40</u>
Chaperone in Charge: <u>J. ST-SAUVEUR-DANDURAND</u>		
Chaperone certified to distribute medication: <u>J. ST-SAUVEUR-DANDURAND</u>		
Chaperone List: Ratio – Grades K-8 1:10 Ratio – Grade 9-12 1:15		
<u>INUSAH</u>	} Parents will apply to chaperone; and this will be updated.	
<u>GOUOH</u>		
<u>MCLEAN</u>		
Arrangements for Students with Disabilities:		
Transportation: <u>N/A</u>		
Other:		
Cost per Student (include transportation and all other fees): <u>\$260</u>		
Name of Bus/Transportation Company: <u>TBD</u>		
Approval of Principal: <u>[Signature]</u>		

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2019
RE: POLICY REVIEW

Second Reading and Vote:

- 1331(a) – Smoke Free Environment (new)
- 3516.5 – Sexual Offenders on School Property (new)
- 5144.4 – Physical Exercise and Discipline of Students (new)
- 9005 – Statement of Integrity
- 9020 – Public Statements
- 9020.1 – Advocacy
- 9030 – Board/Staff Communications
- 9100 – Organization – Board of Education
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- 9400 – Board Self-Evaluation
- 9410 – Public Announcement of Accomplishments

BOARD MOTION: “**MOVE** that the Board of Education approves the revisions to the polices listed above as presented.”

Community Relations

Smoke Free Environment

Students

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings, and all school property, both inside and outside, and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

Definitions

Electronic cigarette liquid means a liquid that, when used in an electronic nicotine delivery system or vapor product, produces a vapor that may or may not include nicotine and is inhaled by the user of such electronic nicotine delivery system or vapor product.

Electronic nicotine delivery system means an electronic device that may be used to simulate in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device including, but not limited to, electronic cigarette liquid.

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

Community Relations

Smoke Free Environment (continued)

Staff and Public

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson.

An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

An ongoing program of staff support and counseling will be offered to provide support for staff who wishes to break the smoking habit.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes is prohibited by state law.

Legal Reference: Connecticut General Statutes

19a-342 Smoking prohibited in certain places. Signs required. Penalties. (as amended by PA 19-13)

21a242 Schedules of controlled substances.

P.A. 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.

PL 107-110, Section 4303, "Non-smoking Policy for Children's Services"

20 U.S.C. 7181-7184 The Pro Children Act of 2001

Policy Adopted:

Business and Non Instructional Operations

Safety

Sexual Offenders on School Property

Definitions:

For the purpose of this policy, a sexual offender is defined in Connecticut General Statutes §54-250 through §54-261 and /or is required per these statutes to register on the state's sex offender registry. A *parent/guardian sexual offender* is an individual who meets this policy's definition of sexual offender and who has either parental or legal guardianship rights to a child attending a District school. A *non-parent/non-guardian sexual offender* is an individual who meets this policy's definition of sexual offender and who has no parental rights or legal guardianship rights to a child attending a district school.

School Property includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the school district, and the site of any school-sponsored activity.

Non-Parent/Guardian Sexual Offenders

A non-parent sexual offender is prohibited from entering a District school except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
2. To attend an open meeting.

A non-parent sex offender who attempts to communicate electronically with a student while the student is on school property will be considered on school property without permission and will be in violation of this policy.

Parent/Guardian Sex Offenders

Parent/guardian sexual offenders are prohibited from entering school property except:

1. When he/she is a qualified voter and is entering school property solely for the purpose of casting his/her vote.
2. To attend an open meeting.
3. With the Superintendent's prior written approval in the following instances:
 - a. To transport his/her own child to and/or from school
 - b. To attend a conference to discuss his/her student's progress, placement, or individual education plan (IEP)
 - c. Under other circumstances on a case-by-case basis, as determined by the Superintendent.

Business and Non Instructional Operations

Safety - Continued

Sexual Offenders on School Property

A parent/guardian sex offender who attempts to communicate electronically with a student other than his/her child while the student is on school property will be considered on school property without permission and will be in violation of this policy.

Student Sex Offenders

The Superintendent of his/her designee shall determine the appropriate educational placement for student sex offenders except those identified as having a disability. When determining educational placement, the Superintendent or his/her designee shall consider such factors as the safety and health of the student population. The Superintendent or designee shall develop guidelines for managing each student sexual offender in District schools. If the Superintendent or designee determines that, in the best interest of District schools, the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

A PPT/IEP team shall determine the educational placement of a student sexual offender with a disability. The student with a disability is entitled to all the due process procedures available to a student with a disability under the Individuals with Disabilities Education Act. The PPT/IEP team shall develop procedures for managing each student sexual offender with a disability that attends a District school. If the PPT/IEP team determines that the student sexual offender should be placed in an alternative educational setting, the District shall pay for the costs associated with this placement.

General Provisions

The Superintendent or his/her designee will inform the appropriate principal and other relevant District staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the Superintendent's or designee's written permission statement. The building Principal shall assign a chaperone to accompany the sexual offender while he/she is on district property. The only exceptions to these requirement are when the Superintendent grants permission to a parent/guardian sex offender to transport his/her child and when a student sex offender receives permission to attend District school in which case the guidelines developed for this individual shall apply.

Business and Non Instructional Operations

Safety - Continued

Sexual Offenders on School Property

The Superintendent will contact law enforcement anytime a sexual offender violates this policy and will immediately revoke any privileges granted to the sexual offender under this policy.

Legal Reference: Connecticut General Statutes

§54-250 through 54-261 Registration of Sexual Offenders.

PA 07-143: An Act Concerning Jessica's Law and Consensual Sexual Activity Between Adolescents Close in Age to Each Other.

PA 07-4, June 07 Special Session: An Act Concerning the Provisions of the Budget Concerning Education.

United States Code, Title 42 14071 Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program Act.

Policy Adopted:

Students

Discipline

Physical Exercise and Discipline of Students

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. The Board requires that each student in elementary school shall have not less than twenty minutes daily in total devoted to physical exercise, except that a Planning and Placement Team may alter such schedule for a child requiring special education and related services. Further, the Board permits, in its elementary schools, including an additional amount of time, beyond the required twenty minutes for physical exercise, devoted to undirected play during the regular school day, subject to the approval of the building administration.

All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity. Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

1. Loss of Recess as Disciplinary Consequence

Except as provided below, school employees may NOT prevent a student in elementary school from participating in the entire time devoted to physical exercise or undirected play in the regular school day as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved in writing by the building administration prior to the imposition of the discipline. Such approval may be granted for safety reasons, as a last resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective.

This restriction shall not apply to students who are receiving in-school suspension.

2. Physical Activity as Punishment

School employees may NOT require students enrolled in grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day.

Students

Discipline

Physical Exercise and Discipline of Students (Continued)

3. Wellness Instruction

School employees shall not prevent students from participating in physical exercise or undirected play during wellness instruction as a form of discipline.

This restriction does not apply to brief periods of respite/time-outs, referrals to the building administrator, or for safety reasons.

At no time shall an entire class be prevented from participating in wellness instruction or physical exercise activity as a disciplinary consequence.

The Superintendent of Schools is authorized to develop guidelines to implement this policy.

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For the purpose of this policy, "school employee" means a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to, or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

Any employee who fails to comply with this policy will be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of District students and who fails to comply with the requirements of this policy may be subject to having his/her contract for services suspended by the District.

(cf. 6142.10 - Health Education Program)

(cf. 6142.101 - Wellness)

(cf. 6142.61 - Physical Activity)

(cf. 6142.6 - Physical Education)

Students

Discipline

Physical Exercise and Discipline of Students (Continued)

Legal Reference: Connecticut General Statutes

10-221o Lunch periods. Recess (as amended by P.A. 12-116, An Act Concerning Educational Reform, and P.A. 13-173, An Act Concerning Childhood Obesity and Physical Exercise in Schools and P.A. 19-173 An Act Concerning the Improvement of Child Development Through Play)

10-221u Boards to adopt policies addressing the use of physical activity as discipline. (as amended by PA 18-15)

Policy adopted:

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Bylaws of the Board

Role of the Board and Its Members

9005 - Statement of Integrity

As Windsor Locks Board of Education (Board) members, our goal is to improve the education of our students and to advocate for them and their best interests. Board members must work collaboratively and with others in the community to successfully reach this goal.

To this end, the Board members will:

- focus primarily on the educational welfare of the students;
- render all decisions based on the available facts and not on individual special interests or personal agendas;
- attend Board meetings whenever possible, and be responsible for becoming informed on issues coming before the Board, as well as being prepared to discuss and/or act upon agenda items;
- facilitate ongoing communication between the Board and students, staff, parents and all members of the community regarding the purposes, values, conditions and needs of public education in town;
- declare a conflict of interest when it arises;
- refrain from using Board membership for personal or financial gain, and shall not exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee;
- review annually and establish plans, with the Superintendent of Schools, which support the educational priorities and long range plan of the school district;
- create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise;
- select and annually evaluate the Superintendent of Schools in accordance with state statutes;
- consider and adopt an annual budget, prepared by the Superintendent of Schools;
- establish policy for governance of the school system in accordance with state statutes;
- consider and adopt curricula;
- support all decisions by the Board to the community once a decision has been reached;
- exercise no decision making authority beyond that which is granted at Board meetings.
- act in accordance with all state statutes and such policies as adopted by the Board of Education; and
- commit to and maintain high legal, ethical, and moral standards.

Bylaw adopted: June 14, 2012

Bylaws of the Board

9020 - Public Statements

The Windsor Locks Board of Education (Board) recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the Board and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parent/guardians are regarded as appropriate media of information for meeting the requirements of this bylaw. Press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. 1112.2 - School News Releases)

(cf. 1120 - Board of Education Meetings)

Bylaw adopted: June 14, 2012

Bylaws of the Board

Public Statements

9020.1 - Advocacy

The Board of Education (Board) believes that advocacy is a critical part of its activity and an important responsibility of school Board members. Advocacy is engagement in the political process at local, state and national levels to influence the public policies that affect Boards of Education and school children.

Education advocacy requires the Board to publicly state what is needed to achieve effective public education. It is a recognition that the Board has an important message to deliver to all governmental levels, the media and community, that affect educational policy and power to influence outcomes.

Education must be a priority in local, state and national policy and actions. Advocacy is necessitated by the many laws mandated on the school district by the state and federal government as well as regulations promulgated by State and Federal Departments of Education.

School Board members, respected by legislators are powerful advocates, with the responsibility to explain to legislators, the local impact of state and federal policy decisions. Local school Board members must help the Connecticut Association of Boards of Education deliver its message to legislators.

In fulfilling its advocacy responsibilities, the Board will cooperate with parent groups, other educators, special interest groups, business and service organizations other school Boards, CAFE, and community members to achieve favorable legislation on education issues. Coalition building is critical to effective advocacy.

To fulfill its advocacy role, the Board will:

1. join broad advocacy networks, such as CAFE, at the state and national levels;
2. nominate, at the annual organizational meeting, a point person to be the conduit for information and action; with the power to write and contact legislators on behalf of the entire Board;
3. schedule time at Board meetings for a report on state and national advocacy issues;
4. recognize the Board Chairperson, or his/her designee, as the press spokesperson for the Board on state and national educational issues;

5. use varied available means of communication, such as newsletter, general media, public forums to publicize federal and state legislative policy issues being addressed by the Board;
6. agree as a Board, in its lobbying effort on the particular issues and tactics, to be given priority;
7. cooperate, in a coalition with other Boards of Education, teachers parents, administrators, local elected officials, business and community leaders on agreed upon education lobbyist issues;
8. use media as an advocacy tool, meeting with the editorial board of newspapers serving the local area, writing letters to the editor and talking with reporters on educational legislative issues.

Bylaw adopted: June 14, 2012

Bylaws of the Board

Commitment to Democratic Principles in Relation to Community, Staff, Students

9030 - Board-Staff Communications

The Windsor Locks Board of Education (Board) recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas - administration, policy and philosophy. While the Board recognizes the necessity for Board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

1. Staff Communications to the Board

All formal reports to the Board or any Board committee from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. (cf. 4135.4 and 4235.4 re Complaints/Grievances)

Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate first hand the Board's deliberations on problems of staff concern.

2. Board Communication to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions. (cf. 9020 - Public Statements)

3. Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.

4. Social Interaction

Staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education members are expected to avoid discussion of:

- A. Matters that are, or have the potential of becoming, the subject of an executive session;
- B. Information and data contained in personnel records protected by the privacy act;
- C. Contested issues that may require final resolution by the Board.

(cf. 2220 - Representative and Deliberative Groups re staff involvement in decision making)
(cf. 5145 - Civil and Legal Rights & Responsibilities)
(cf. 9133 - Special/Advisory Committee re: staff advisory committee and student advisory committee)

Legal References:

Connecticut General Statutes
10-220 Duties of boards of education

Bylaw adopted: June 14, 2012

Bylaws of the Board

9100 - Organization – Board of Education

The Board of Education (Board) shall be organized bi-annually at the first regular meeting following election during each odd numbered year. The meeting shall be called to order by the Chairperson of the Board for the preceding year, or by the Vice-Chairperson, in that order of priority. If none of the former officers is a member of the Board, the meeting shall be called to order by a temporary chairman. The person calling the meeting to order shall preside until a Chairperson is chosen.

Election of officers shall require a majority vote of the members of the Board. The new officers shall take office upon election.

The Chairperson shall preside at all meetings of the Board. The Chairperson shall perform all duties imposed by statute and shall sign all papers and documents as required by law, or as authorized by the action of the Board. If the Chairperson is absent during a meeting, the Vice-Chairperson shall preside.

Whenever there is a vacancy in the office of Chairperson or Vice-Chairperson, the Board shall elect a new officer to fill the vacancy during the unexpired term of office.

The Board of Education shall within thirty days of the date of election of members and/or officers of such Board, return to the Secretary of the State Board of Education the names and addresses of the members of the Board of Education.

Legal References:

Charter, Town of Windsor Locks, Sec. 205, p.3 and Sec. 302, p. 5

Bylaw adopted: June 14, 2012

Bylaws of the Board

9110 - Number of Members, Terms of Office

There shall be elected two members of the Board of Education (Board) not more than one of whom shall be of the same political party, who shall hold office for terms of four years so that there shall be a Board of five members, not more than three of whom shall be of the same political party, serving terms of four years.

All terms shall commence on the day following the regular biennial Town election.

Legal References:

Charter, Town of Windsor Locks, Sec. 302, pp.4-5

Bylaw adopted: June 14, 2012

Bylaws of the Board

9120 - Officers

The Windsor Locks Board of Education (Board) shall, no later than one month after the date of which the newly elected members take office, elect from its number a Chairperson and a Vice-Chairperson, of such Board for the ensuing two years and may prescribe their duties.

How Elected

Each voting Board member shall cast his/her vote for election of officers. The vote of each member shall be reduced to writing and shall be made available for public inspection within forty-eight hours, excluding Saturday, Sunday and legal holidays. The results of the election shall also be recorded in the minutes of the meeting and the minutes shall be available for public inspection at all reasonable times. If such officers are not chosen after one month because of a tie vote of the members, the Town Council shall choose such officers from the membership of the Board.

(cf. 9221 - Filling Vacancies)

(cf. 9222 - Resignation/Removal from Office/Censure)

Legal References:

Connecticut General Statutes

10-218 Officers. Meetings

City Charter

Chapter IX, Department of Education, Section 2: Organization

Bylaw adopted: June 14, 2012

Bylaws of the Board

9121 - Chairperson

The Chairperson shall preside at all meetings of the Windsor Locks Board of Education (Board) and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.
8. Assume such other duties as may be authorized by the Board.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

(cf. 9020 - Public Statements)
(cf. 9325 - Meeting Conduct)

Legal References:

Connecticut General Statutes
10-218 Officers. Meetings

Bylaw adopted: June 14, 2012

Bylaws of the Board

9122 – Office of the Vice-Chairperson

The Vice-Chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.
2. Work with the Chairperson and Superintendent to become generally informed of Board of Education (Board) business.
3. In the absence of the Chairperson, act as a resource to the Superintendent on decisions which may require further input between board meetings.

The Vice-Chairperson's signature shall be an alternative signature on all legal documents requiring the signature of a Secretary.

Bylaw adopted: June 14, 2012

Bylaws of the Board

9124 - Recording Secretary/Clerk

The Board of Education (Board) shall appoint the Superintendent to act as the Secretary to the Board.

The Secretary shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board, reports of the Chairperson of the Board and reports of the Superintendent.

The Secretary shall cause written notices of regular Board meetings and suitable notices of special meetings to be sent to Board members through the office of the Superintendent.

The Superintendent, as appointed Secretary, shall report to the Commissioner of Education such returns and statistics respecting the schools of the Town as the Commissioner requests.

The Secretary will write an annual report on the activities of the Board for the Town Annual Meeting Report.

The Superintendent acting as Secretary to the Board is authorized to hire a Clerk.

Legal References:

- Connecticut General Statutes
- 10-218 Officers
- 10-224 Duties of secretary
- 0-225 Salaries of secretary and attendance officers

Bylaw adopted: June 14, 2012

Bylaws of the Board

9125 - Attorney

The Board of Education (Board) recognizes that the increasing complexity for school district operations frequently requires procurement of professional legal services. Therefore, the Board shall designate an attorney and/or law firm to provide such services on an ongoing basis. The school attorney(s) shall be admitted to practice law in Connecticut. The Board reserves the right to obtain legal services outside of its designated attorney/law firm as deemed appropriate.

A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or Board Chairperson in accordance with Board policy and when an obvious need exists. Such services may also be obtained as a consequence of a formal vote of the Board.

The performance of the school attorney(s) may be subject to annual evaluation by the Board and the Superintendent. Such evaluation may include the areas of efficiency and adequacy of advice; results obtained for the District; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community.

Bylaw adopted: June 14, 2012

Bylaws of the Board

9130 - Committees

Committees of the Windsor Locks Board of Education (Board) shall be established as needed, by a majority vote of the Board. The Chairperson shall be an ex-officio member of each committee.

Each committee may make a report through its Chairperson at each regular meeting of the Board.

No committee shall have power other than to recommend to the Board. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money.

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute. All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations.

The Board shall act as a committee of the whole in final consideration of all matters.

(cf. 9131 - Committee of the Whole)

(cf. 9132 - Standing Committees)

(cf. 9133 - Special/Advisory Committees)

Legal References:

Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act

1-200 Definitions

1-225 Meetings of government agencies to be public

Bylaw adopted: June 14, 2012

Bylaws of the Board

9160 - Student Representatives on the Board of Education

The Board of Education (Board) believes it is important and recognizes the value of having student representatives to the Board for input into their decisions, which affect all students.

Student representation to the Board is open to all students in grades 11 and 12. Representation shall not exceed two (2) members who have met the requirements for participation in Windsor Locks standards for interscholastic sports and extracurricular activities. Student representatives shall serve a term of two academic years with a junior being selected each fall during the month of September as recommended by the high school administration.

1. Each year student representatives shall attend an orientation session arranged by the Superintendent and at least one Board member. Each student representative will be assigned a Board of Education member mentor.
2. Student representatives shall be committed to represent their constituencies by attending regular Board meetings but not executive sessions of the Board. After two unexcused absences from meetings, the Superintendent and high school administration will arrange for consultation with the representative regarding attendance. If a student representative misses more than five (5) Board meetings in a given school year, the Board may vote to remove the student representative from the Board.
3. Student representatives will receive all regular meeting agenda, minutes and other pertinent information as determined by the Superintendent of Schools.
4. Student representatives shall represent all students in the Windsor Locks Schools, and dispense information and seek input from students at all grade levels, where appropriate, and may serve on committees as appointed by the Board.
5. Student representatives will have an opportunity to speak during any portion of the Board meetings and shall be encouraged to fully participate in any and all matters brought before the Board in a nonvoting capacity.
6. At least one week prior to a regular Board meeting, a student representative may request of the Superintendent of Schools in consultation with the Board Chairperson, consideration of a specific item for the upcoming agenda.
7. Student representatives may be removed from service on the Board for conduct unbecoming a member, including but not limited to, suspension/expulsion from school, and for other due and sufficient causes as determined by the high school administration in consultation with the Superintendent of Schools and the Board.

Legal References:

Connecticut General Statutes
9-203 Number and term of members of boards of education

Bylaw adopted: June 14, 2012

Bylaws of the Board

9221 - Filling Vacancies on Board

Vacancies in the Board of Education (Board) shall be filled within sixty days by a majority vote of the remaining members of such Board by the appointment of a member of the same political party in which was enrolled the person whose discontinuance in office caused such vacancy, until the next succeeding biennial election at which time a person shall be elected to fill the unexpired term of such Board. In case of a tie vote in the vote of such Board, in carrying out the provisions of this section, such tie vote may be dissolved by vote of the First Selectman.

Legal References:

Connecticut General Statutes
10-219 Procedure for filling vacancy on local board of education

Charter, Town of Windsor Locks, Sec. 205, p.3

Bylaw adopted: June 14, 2012

Bylaws of the Board

9240 - Board Member Professional Development

The Board of Education (Board) desires that its individual members of the Board, and especially new members, learn, understand and practice effective governance principles. The Superintendent and Board Chairperson are responsible for new member orientation and development. The orientation should include a discussion of issues currently before the Board, reference to the minutes of the Board on the website, a copy of the Board's policies, rules, and regulations, a copy of the current school budget and the latest financial statement, a new Board Member packet and any other materials relevant to their duties and responsibilities as members of the Windsor Locks Public Schools.

All Board members will have an equal opportunity to attend state and national meetings designed to familiarize members with public school issues, governance and legislation.

In order to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, Board members will be encouraged to participate in opportunities for development that may include the following:

- In-service activities planned by the Board and by the administration for staff members, as appropriate;
- Participation in conferences, workshops and conventions held by State and National School Boards Associations and other educational organizations;
- Subscriptions to publications addressing Board member concerns.

In order to control the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. The Superintendent shall maintain a calendar of school board conferences, conventions and workshops. The Board will periodically decide which meetings appear to be most promising in terms of producing benefits to the District.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. Board members authorized to attend educational conferences and/or performing official duties for the Board shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures, transportation costs to and from the destination and registration fees. Board members must have approval in advance from the Board.
4. When a convention, conference or workshop is attended, those who participate will be requested to make a report of their participation at the next regular Board meeting.

Professional journals and books in school professional libraries shall be made available to all Board members.

(cf. 1100 – Communication with the Public)
(cf. 4133 – Travel Reimbursement)

Bylaw adopted: June 14, 2012

(Attach All Bills and Receipts to this Report)

Date of Report _____
 Name of Board Member _____
 For Attendance At _____
 Sponsored By _____
 Location _____
 Date(s) _____

I. Travel Expenses—(Expenses other than privately-owned automobile-expenses over \$10.00 must be accompanied by receipt)

ITEMS	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	AMOUNT
Transportation Air, Rail, Bus								\$
Local Transportation Taxi, etc.								
Hotel								
Breakfast								
Lunch								
Dinner								
Telephone/Telegraph								
Tolls								
Parking								
Registration Fee								
Other								

Sub-Total \$ _____

II. Mileage Allowance – (for the use of privately-owned auto on trip)

DATE	Odometer		MILES	AMOUNT
	Start	Finish		

I hereby certify that the travel indicated hereon was accomplished; that no part of compensation claimed was of a personal nature.

Sub-Total	\$	
Total Travel Expense I & II		
Cash Advanced (Check# _____)		
Balance Due Employee.....	(-)	

Signed _____
 Board Member

Approved _____
 Chairperson, Board of Education

Approved _____
 Director of Business Services

Bylaws of the Board

9270 – Conflict of Interest

The Board of Education (Board) requires that its members adhere to all Connecticut and town conflict of interest laws and ordinances applicable to Board members. Board members should also refrain from engaging in conduct that gives the appearance of a conflict of interest. In addition, Board members are required to adhere to the following provisions, which may also require them to recuse themselves at certain times:

Recusal Defined. For the purposes of Board policy, recusal shall be defined as refraining from any debate, discussion or vote on matters, motions, or actions directly related to the subject of the conflict of interest (i.e., specifically related individuals or entities). This definition does not prohibit a Board member with a conflict of interest from participating in discussions, votes or other actions of a general nature beyond that specific subject of the conflict of interest. For example a Board member with a conflict of interest, may participate in discussions and vote on collective bargaining agreements where the bargaining unit happens to include an individual related to the conflict of interest, but the Board member may not participate or vote on contracts or other matters solely affecting the specific subject of the conflict of interest.

1. No member of this Board shall accept employment for compensation by the Board in any position in this school district. Pursuant to Connecticut General Statute §10-232, if a member of this Board does obtain such employment within the district, the Board member shall be deemed to have forfeited his or her Board membership.
2. If a child, grandchild, parent, guardian, sibling, spouse, or civil union partner, of a Board member or said member's spouse's or civil union partner's child, grandchild, parent, guardian, or sibling, is employed or is being considered for employment by this Board, such Board member shall declare that they have a conflict of interest in ~~matters~~ matters directly related to that individual and recuses himself or herself.
3. No Board member shall use his or her position on the Board to influence a non-Board member in an employment or contractual decision; nor shall a Board member use his or her position on the Board to influence a Board member in employment or contractual decisions other than those routinely made by this Board. As necessary, a Board member shall declare that they have a conflict of interest and recuse himself or herself.
4. No Board member shall have a direct pecuniary interest in in a contract with the school district. This prohibition includes directly furnishing any labor, services, equipment, or supplies to the school district for compensation. This bylaw does not, however, prohibit the district from contracting with corporations or businesses which employ or are associated with a Board member, provided that the Board member declares to the Board his or her employment or association with such business or corporation and the Board member recuses himself or herself in matters or actions directly related to said business or corporation and refrains from otherwise attempting to influence Board members regarding any directly related matters or actions.
5. No Board member shall have a direct pecuniary interest involving any District employee that is incompatible with the discharge of their official duties, or tends to impair their

official duties or creates a conflict of interest. Board members shall not directly or indirectly solicit any business or pecuniary benefit from any District employees including, but not limited to, payment for services, commissions, contracts, loans, gifts, favors or promises. When a Board member has received any financial benefit (e.g., payment for services, commissions, contracts, loans, gifts, favors or promises) from any District employee having a value of \$100 or more in a calendar year the Board member shall recuse himself or herself in matters directly related to that individual for a 12-month period. If a specific code of Professional Conduct prohibits a Board member from identifying a client, they do not need to declare a conflict of interest but must still recuse himself or herself.

6. The Board shall not give preferential treatment to any business or corporation which employs a town official or paid town employee or in which any town official or paid town employee has a substantial financial interest.
7. No Board member shall solicit information from the public regarding the performance, behavior, or competence of a Board employee. This provision does not, however, prevent a Board member from listening to the public's concerns regarding a particular Board employee. Any information that results in a complaint, however obtained, should be related to the superintendent who shall follow contractual procedures.

The above-noted conflict of interest rules are not intended to be a complete list of prohibited conduct or activity by Board of Education members. Board members should be continually aware of any situations which may create actual or apparent conflicts of interest and compromise one's integrity.

(cf. 1313 – Gifts to School Personnel)

(cf 3313 – Relations with Vendors/Affirmative Action)

(cf. 3313.1 – Local Purchasing)

(cf 9005 – Statement of Integrity)

Legal References: Connecticut General Statutes
7-479 Conflicts of Interest
10-156e Employees of Boards of Education permitted to serve as elected officials; exception
10-232 Restrictions on employment of members of the Board of Education

P.A. 05-10 An Act Concerning Civil Unions

Bylaw adopted: June 14, 2012

Bylaws of the Board

9321 – Time, Place and Notification of Meetings

Regular Meetings

The Board of Education (Board) shall annually determine the schedule of its regular meetings for the subsequent school year no later than November 30 of the current school year.

The Board shall annually file the schedule of its regular meetings for with the town clerk, not later than December 10 of the year. No meeting shall be held sooner than thirty days after such filing.

The Board may, by a majority vote of its members, alter the schedule of regular meetings. Notice of the change of a regularly scheduled meeting must be filed with the town clerk and posted in the town clerk's office and on the District website not less than forty-eight hours in advance of the meeting.

Special Meetings

The chairman of the Board or, in case of the chairman's absence or inability to act, the secretary may call for a special meeting of the Board whenever such chairperson deems it necessary or is requested in writing so to do by three of its members.

Notice of each special meeting of the Board shall be filed with the town clerk not less than twenty-four hours in advance of the meeting and posted in the office of the clerk, in the main office of each school and on the District website giving time and place of the special meeting and the business to be transacted. Each member of the Board shall be notified in writing by the Superintendent of the time, place and business to be transacted not less than 24 hours prior to the time of the special meeting, such written notice being delivered to the residence of each member or via electronic mail. Any Board member may dispense with the requirement of delivery of such written notice by filing a written waiver of delivery of such notice or telegram with the town clerk at or prior to the time the meeting convenes, or by appearing at the meeting at the time it convenes.

Photographing, Broadcasting, or Recording Meetings

Meetings of the Board are conducted for the purpose of carrying out the business of the schools, and therefore, are not public meetings but meetings held in public. At any meeting of the Board which is open to the public, proceedings of such may be recorded, photographed or broadcast or recorded for broadcast by any person or by any newspaper, radio broadcasting company, or television broadcasting company, conducted in such manner as to not disturb the proceedings.

Notice of Meetings

Notice of meetings shall, where applicable, be mailed one week in advance to persons filing a written request for such notice with the Superintendent. Any request shall be valid for one year, unless a renewal request is filed. Requests are renewable in January of each year. The Board of Education will charge a fee for these notices based upon the estimated cost of service.

Meetings

A meeting of the Board shall include any hearing or other proceeding of the Board or a subcommittee thereof, 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 Board has supervision, control, jurisdiction or advisory power.

The following shall not be considered a meeting of the Board according to Connecticut General Statute Section 1-200:

- Any meeting of a personnel search committee for executive level employment candidates;
- Any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business;
- Strategy or negotiations with respect to collective bargaining;
- A caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency;
- An administrative or staff meeting of a single-member public agency;
- Communication limited to notice of meetings of any public agency or the agendas thereof.

A quorum of the members of a public agency who are present at any event which has been noticed and conducted as a meeting of another public agency under the provisions of the Freedom of Information Act shall not be deemed to be holding a meeting of the public agency of which they are members as a result of their presence at such event.

Electronic Participation

The Board may allow electronic participation of Board members whenever there is a physical quorum of the Board, or in emergent situations as approved by the Board Chairperson. 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 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. 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 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.

Legal References:

- 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: June 14, 2012

Bylaws of the Board

9322 – Public and Executive Sessions

Public Meetings

Meetings of the Board of Education (Board) shall be open to the public with the exception of executive sessions.

Executive Sessions

The public shall be excluded from meetings of the Board which are held in executive session. The Board may hold an executive session upon a two-thirds vote of the members present and voting, taken at a public meeting and stating the reasons for such executive session, which shall be for one or more of the following:

1. Discussion concerning the appointment, employment, performance evaluation, health, or dismissal of a public officer or employee, provided that such individual may require the discussion be held at an open meeting.
2. Discussion concerning strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security, strategy, or the deployment of security personnel or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by the Board when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of Section 1-210 of the Connecticut General Statutes, including, but not limited to:
 - a. Preliminary drafts or notes.
 - b. personnel files or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
 - c. Test questions, scoring keys and other examination data.
 - d. Records, reports and statements of strategy or negotiations with respect to collective bargaining. Records pertaining to strategy and negotiation with respect to pending claims or pending litigation to which the Board is a party.
 - e. The name or address and other information about students protected by the Family Educational Rights and Privacy Act of any student enrolled in the district, without the consent of the parent or guardian of the student or the student if he/she is eighteen years of age or older.
 - f. Legal opinions of the Board's Counsel

Legal References:

Connecticut General Statutes

1-200 Definitions

1-210 Access to Public Records

1-225 Meetings of Government Agencies to be Public

1-226 Recording, Broadcasting or Photographing Meetings

1-206 Denial of Access to Public Records or Meetings

1-231 Executive Sessions

Policy adopted: May 1993

Revised: June 1999

Replacers: 7400

Bylaws of the Board

9323 - Agenda for Regular and Special Meetings

Agenda for Regular Meetings

The Superintendent in cooperation with the Chairperson of the Board of Education (Board) shall prepare an agenda for each regular meeting. Any member of the Board may call the Superintendent and request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda.

Posting of the Agenda

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the office of the Town Clerk and at the Board Offices in a location available to the general public.

Altering the Agenda

Upon the affirmation vote of two-thirds of the members of the Board present and voting, any, subsequent business not included on the agenda of the regular meeting may be considered and acted upon at such meeting.

Agenda for a Special Meeting

The notice posted for the special meeting which shall specify the time and place of the special meeting and the business to be transacted. Only the business included in the posted agenda may be conducted.

Procedures to be as followed:

1. Agenda is developed collaboratively by the Board Chair and Superintendent at the Agenda Planning Meeting; additional topics may be added as per this policy.
2. Agenda is published by the Superintendent and the Executive Assistant to the Superintendent; it is given to the Board Recording Secretary.
3. Finalized agenda is posted at the Town Hall by Board Recording Secretary.
4. Town Clerk signs and dates posted agenda and a copy for Board files.
5. Each school is provided an extra copy of the agenda, and any minutes included on the agenda, to post for the public. This is provided in the administrative Board packet and marked "Please Post" by the Executive Assistant to the Superintendent.
6. The Executive Assistant to the Superintendent posts a copy of the agenda in the lobby to the Central Office.

7. Minutes are completed and emailed by the Board Recording Secretary to the Board Chair for review no later than four (4) calendar days following the meeting.
8. A copy of the meeting minutes is provided for the Superintendent to review honoring the same time frame.
9. Corrections are made and the minutes are posted by the Board Recording Secretary at the Town Hall within the seven calendar day time frame, designated by State Law, for the posting of minutes.
10. The Board of Education Recording Secretary will provide a copy of the posted minutes to the Executive Assistant to the Superintendent for inclusion in the Board Meeting Packet.

Legal References:

Connecticut General Statutes
1-225 Meetings of government agencies to be public. (as amended by PA 07-213)

Bylaw adopted: June 14, 2012

Bylaws of the Board

9325.2 - Order of Business/Agenda

The order of business shall be at the discretion of the Chairperson in consultation with the Superintendent.

Bylaw adopted: June 14, 2012

Bylaws of the Board

Order of Business

9325.21 - Consent Agenda

To make more efficient use of meeting time, the Board of Education (Board) authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Chairperson of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

Routine, standard, non-controversial, and self-explanatory items are those that will be placed on the consent agenda. Examples include:

- Committee and previous Board meeting minutes
- Office reports
- Routine correspondence
- Minor changes in a procedure (i.e., e-mail added as method of communication to announce a change in a meeting schedule)
- Routine revisions of a policy (changes in dates, dollar amounts due to changes in law or regulation, changes to legal references)
- Standard contracts used regularly (i.e., confirmation of using the traditional in-house contract with a new vendor)
- Confirmation of conventional actions required in the bylaws (Signatory authority for a bank account, acceptance of gifts)

Bylaw adopted: June 14, 2012

Bylaws of the Board

Parliamentary Procedures

9325.3 - Rules of Order

Regular and special meetings of the Board of Education (Board) are held in public, but they are not public hearings unless so designated. Comments from those citizens present will be welcomed at times indicated by the Chair, but such participation shall not be allowed to interfere with the conduct of business by the Board.

Procedure will normally be informal for the sake of simplicity and to minimize diversion of discussion to procedural questions. Board members may, however, involve Robert's Rules of Order, Revised.

A majority of the Board members present is required to approve a motion.

When comments from the public would be particularly helpful to the Board in reaching a decision on an item, the Board may schedule a public hearing devoted exclusively to that item. In any case, final action, on a change in Board policy will not normally be taken at the time of its first discussion or at a public hearing unless postponement until the next Board meeting would hinder the intent of such action.

Upon a 2/3 vote of the members of the Board, new business, not listed on the agenda, may be considered and acted upon at a regular meeting of the Board.

No new topic will be started after 10:30 p.m. except by a 2/3 vote of the members present and voting.

If a person or group of persons is so disruptive that the meeting cannot proceed in an orderly fashion, the meeting may be cleared, except for representatives of the news media not involved in the disturbance. A meeting may be adjourned or continued to a time and place specified in the adjournment or continuance.

Legal References:

Connecticut General Statutes

1-200 Definitions

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

1-210 Access to public records

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Signed required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

Bylaw adopted : June 14, 2012

Bylaws of the Board

9325.4 - Vote Recording

The votes of each member of the Board of Education (Board) upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or Minutes of special and emergency special meetings) and shall also be recorded in the Minutes of the session at which taken, which Minutes shall be available for public inspection at all reasonable times.

Minutes

The Superintendent, acting as Secretary to the Board or the board clerk, shall keep Minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official Minutes of the Board meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or Minutes of a special meeting or an emergency special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday.

Legal References:

Connecticut General Statutes
1-225 (formerly 1-21) Meetings of government agencies to be public. Recording of votes.
Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
(as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of
Information Act Eliminating Outdated and Unnecessary Freedom of Information
Provisions.)

Bylaw adopted: June 14, 2012

It is recommended that the Board replace P9310, District Mission, Goals, Procedures and Policies with P/R 9326 Bylaws, Policy and Regulations System (below). Revised P/R 9326 was previously provided to the Board at the time of the 2000 series review. Additionally, note that Broadcasting/Taping of Meetings is also codified as 9326. Therefore, it is recommended that Broadcasting/ Taping of Meetings be recodified as 9326.11.

By-Laws and Internal Policies

9326 – Bylaws, Policy and Regulations System

The development and implementation of school district policy is a critical function of the Board of Education (Board). Board policies translate beliefs and desires of the elected Board members into action through the Superintendent of Schools (Superintendent) and the school staff. Policies provide a way for the Board to shape district education through specifying in Board policy, the Board's educational philosophy or mission as well as provide for "what is to be done" in the school district. The Superintendent creates regulations to accompany Board policies where appropriate to establish "how it will be done."

The Superintendent shall establish regulations to accompany this policy outlining procedures for the formulation, adoption, amendment or revocation of bylaws, policies and regulations and for the maintenance of the Board's policy manual.

Policies

Policies are statements of intent adopted by the Board. They serve as a guide to the administration in the development and implementation of regulations for operating the district.

Policies are to be adopted only after an appropriate period of time for consideration and deliberation, as described in the regulations accompanying this policy. It shall be implicit with the adoption of any Policy pursuant to these procedures, that any existent Board Policy, which is in direct conflict with the newly adopted Policy, shall be revoked. It shall always be a preferred practice, however, to explicitly revoke or amend obsolete Policies or Policies in conflict with newly adopted Policies.

It is and shall continue to be the practice of the Board to adopt and maintain all policies directed to be in place by operation of the Connecticut General Statutes. Until the adoption of any such mandatory policy, the Board shall be deemed to have acquiesced to those Policies required by Connecticut General Statutes and/or to have amended any existing Policies in conformance with state law.

The Superintendent is an integral part of the policy-making process recommending to the Board areas requiring policy adoption or change.

Regulations

Regulations accompany and guide the implementation of board policy. The purpose of regulations is to specify recommended or required staff actions and also to direct the operations of the school district.

The Superintendent is responsible for the development and implementation of district regulations. Regulations shall be consistent with adopted board policies and capable of reasonable implementation.

Regulations shall be presented to the Board, but the Board will not adopt regulations unless requested to do so by the Superintendent or unless required by federal or state law.

Bylaws

Bylaws are the rules governing internal operations of the Board. When need for a new bylaw, or modification of an existing bylaw is recognized, the Board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of by laws.

Board Manual

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. Board bylaws, policies and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Legal References:

Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures

Policy Adopted: April 2002

Revised:

Replaces: 2003-1

R-9326 - By laws, Policy and Regulations System

1. Formulation, Adoption, Amendment and/or Revocation of Policies

The Board shall formulate, adopt, amend and revoke Policies where appropriate for the operation and improvement of the schools. Such Policies shall be adopted, amended or revoked only after reading and consideration at no fewer than two meetings of the Board of Education. The adoption, amendment and/or revocation of Policies shall be by majority vote of a quorum of the Board of Education at a regular meeting of the Board at which a second or subsequent reading of such Policy has taken place.

Policies are to be adopted only after an appropriate period of time for consideration and deliberation, as described herein. It shall be implicit with the adoption of any Policy pursuant to these procedures, that any existent Board Policy, which is in direct conflict with the newly adopted Policy, shall be revoked. It shall always be a preferred practice, however, to explicitly revoke or amend obsolete Policies or Policies in conflict with newly adopted Policies.

It is and shall continue to be the practice of the Board to adopt and maintain all policies directed to be in place by operation of the Connecticut General Statutes. Until the adoption of any such mandatory policy, the Board shall be deemed to have acquiesced to those Policies required by Connecticut General Statutes and/or to have amended any existing Policies in conformance with state law.

2. Formulation, Adoption Amendment and/or revocation of Administrative Regulations

The Superintendent of Schools is directed to promulgate Administrative Regulations, where appropriate, in a manner consistent with the Policies of the Board of Education. Although no formal action is necessary by the Board of Education to promulgate Administrative Regulations, no such Regulations shall be implemented until they have been presented to the Board at a regular meeting.

3. Administrative Protocols for the Creation, Distribution and Conservation of Board of Education Policies

1. Upon consultation with the Superintendent, the Executive Assistant to the Superintendent will prepare policy materials for Board of Education meetings.
2. The Board of Education will review new or revised policies as a first reading at a Board of Education meeting.
3. The Board will indicate changes/modifications at a Board of Education meeting. Those changes/modifications will be made to the policy by the Executive Assistant to the Superintendent, in consultation with the Superintendent, using cross outs and bolds. The revised policy will then be returned to the Board for a second reading, and possible approval, at a Regular Board meeting.
4. The policy will be adopted at a Regular Board of Education Meeting.

5. The adopted policy with the adopted/revised date indicated will be distributed by the Clerical Aide Superintendent for insertion into the following Policy Manuals maintained by the person responsible for updating the Policy Manual: inserted into a master Board of Education Policy Manual, and will be maintained in Central Office with all current Policies. All policies will be maintained online.

- ~~A master Board of Education Policy Manual is maintained in Central Office with all current policies~~
- ~~Board of Education members~~
- ~~Board of Education Attorney~~
- ~~Superintendent of Schools~~
- ~~Central Office Public Viewing Copy~~
- ~~Central Office Administrators~~
- ~~School Administrators~~
- ~~School Offices~~
- ~~Food Services~~
- ~~Adult Education~~
- ~~Maintenance~~
- ~~School Resource Officer~~
- ~~Dean of Students~~
- ~~Windsor Locks Selectman's Office~~
- ~~Windsor Locks Police Department Windsor Locks Public Library~~

6. ~~Form A will be provided with each newly adopted/revised policy or group of policies. The individual responsible for maintenance of the policy manual is asked to add or replace the policy in the policy manual and sign and return Form A to the Clerical Aide Superintendent.~~

7. ~~The master Board of Education Policy Manual will be maintained by the Board of Education Recording Secretary with all current policies. The master Board of Education Policy Manual will not be removed from the Central Office.~~

Bylaws of the Board

9326.1 – Taping/Recording Board Meetings

1. Board of Education public meeting shall be recorded.
2. The recordings shall be retained for one year.
3. The recordings are not to be considered part of the minutes.

Recording Devices

1. Broadcasting and recordings of meetings are permitted and electronic and photographic audio and video devices may be used at meetings of the Board of Education (Board) according to the following guidelines:
2. Persons operating recording devices are asked not to:
 - a. Obstruct the view between members of the audience and the Board,
 - b. Disrupt the proceedings by holding interviews.
 - c. Provide commentary in a manner that distracts Board members.

Bylaw adopted: June 14, 2012

Replace with
Policy 9326.11
(see next page)

Note this reflects a recodification of this policy; it was previously assigned 9326.

Bylaws of the Board

9326.11 - Broadcasting/Taping of Meetings

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board of Education (Board) meetings legally open to the public according to the following guidelines:

- Photographs, broadcasting, and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting, and/or recording devices will be used.
- Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts Board members or the audience.
- The Board will make the necessary arrangements to have video recordings of all regular meetings and any special meeting that it deems appropriate. Through the facilities of public television, the Board will televise all regular meetings and any special meetings that it deems appropriate to meet the needs of the community and to better educate citizens about the schools. Following approval of the minutes which will be the official record of the meeting, video recordings will be held for six months for reference, then erased.
- Video recordings of special hearings will be retained for a minimum of three years. Video recordings, as specified, are for the use of staff members, residents of the school district, and representatives of the news media. Audio recordings are not to be considered part of the minutes of any meeting.
- Persons who wish to review any of the above should contact the Superintendent's office. The school system also will utilize the facilities of cable television in interpreting and promoting its various programs.

Legal References:

Connecticut General Statutes
1-225 Meetings of government agencies

Bylaw adopted: June 14, 2012

Bylaws of the Board

Meetings

9327 - Electronic Communications Among Board Members

The Board of Education (Board) believes that electronic communication among its members and the administration is an efficient and convenient way to disseminate information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, Board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communication (committee meetings, telephone calls, etc.). Board members shall adhere to the following guidelines when communicating electronically:

1. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at Board meetings. (A Board member may discuss District business in person or by electronic means with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or use of emails or telephone calls to Board members individually.)
2. Board members shall be aware that email and email attachments received or prepared for use in Board business may be considered public records that may be open to public disclosure, upon request.
3. Board members shall avoid reference to confidential information about employees, students, or to others in email communications because of the risk of improper disclosure.
4. Board members shall adhere to the District's "acceptable use" policy in all email communications and refrain from sending inappropriate, profane, harassing or abusive emails.
5. The Superintendent or designee is permitted to email information to Board members. This can include Board meeting agendas and supporting information. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "do not reply/forward" alert to the group, such as "*BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.*"
6. Board members are permitted to provide information to each other, whether in person or by electronic means, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.

7. A Board member should include a “do not reply/forward” alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: *“BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.”*
8. Board members are permitted to discuss any matter except District business with each other, whether in person or by electronic means, regardless of the number of members participating in the discussion. (For example, they may discuss league sports, work, current events, etc.)
9. IF BOARD MEMBERS ARE NETWORKED TO THE DISTRICT SYSTEM, THE FOLLOWING MAY BE APPROPRIATE:

Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any Board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent of Schools immediately.

The following guidelines should be considered regarding the conducting of a survey on an issue among Board members using electronic means:

1. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at Board meetings.
2. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
3. The district will avoid the appearance of conducting Board discussion or actions, in which opinions are exchanged among a quorum of Board members through repeated survey questions and answers, outside an open public meeting.

The Board shall annually review its electronic communication policy and practices with the Board attorney.

Legal References:

Connecticut General Statutes
The Freedom of Information Act
1-200 Definitions
1-210 Access to public records. Exempt records
1-211 Disclosure of computer-stored public records

Bylaw adopted: June 14, 2012

Bylaws of the Board

9330 - Access to Public Records

Any recorded data or information maintained or kept on file by the Windsor Locks Public Schools relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education (Board) or the school district, whether handwritten, typed, tape-recorded, printed, photocopied, photographed or recorded by any other method is a "public record" and every person shall have the right to inspect such records promptly or to receive a copy of such records after presenting a written request during normal hours of business. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian of all public records of the school district.

The right to inspect or to copy public records does not apply to the following:

1. Preliminary drafts or notes provided the Superintendent of Schools or his/her designee has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personal or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims or litigation to which the school district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examination.
5. The contests of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated or abandoned (except that the law of public domain is not affected by this provision).
6. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
7. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney-client relationship.
8. Names or addresses of students enrolled in the public schools without the consent of the parent(s) or guardian of each student who is a minor, and of each student.

9. Educational records which are not subject to disclosure under the Family Educational Rights and Privacy Act, 20 U.S.L. 1232g.

Availability of Records

Any person wishing to inspect or to copy public records shall make such a request to the Superintendent of Schools or his/her designee citing the specific record to which the person wants access. The person making the request may inspect such record(s) at the Superintendent's office and a person making the copy request shall receive a copy of the record at a charge of 50 cents a page for the first five pages and up to 25 cents a page for each page beyond five. If any copy requested requires a transcription, the fee for such transcription shall not exceed the cost thereof to the school district. Pre-payment of fee charges shall be made.

Requests must be limited to public records that actually exist. No requests shall be considered that would require creating a record; changing the form of an existing record; or preparing a summary, rationale, interpretation or analysis of an existing record.

The fee for any copy of a public record maintained in a computer storage system shall not exceed the cost thereof to the school district. In determining such costs for a copy, other than for a printout which exists at the time that the school district responds to the request for such copy, the district may include only:

1. An amount equal to the hourly salary attributed to all employees engaged in providing the requested computer-stored public record, including their time performing the formatting or programming functions necessary to provide the copy as requested, but not including search or retrieval costs except as provided in subdivision (4) of this subsection;
2. An amount equal to the cost of engaging an outside professional electronic copying service to provide such copying services, if such service is necessary to provide the copying as requested;
3. The actual cost of the storage devices or media provided to the person making the request in complying with such request; and
4. The computer storage charges incurred by the district in providing the requested computer-stored public record where another agency or contractor provides the district with computer storage and retrieval services.

The school district shall waive any fee provided for in this section when:

1. The person requesting the records is an indigent individual;
2. The records located are determined by the school district to be exempt from disclosure;
or
3. In its judgment, compliance with the applicant's request benefits the general welfare.

The fee for any person who has the custody of any public records or files for certifying any copy of such records or files, or certifying to any fact appearing there from, shall be for the first page of such certificate, or copy and certificate, one dollar; and for each additional page, fifty cents. For the purpose of computing such fee, such copy and certificate shall be deemed to be one continuous instrument.

Legal References:

Connecticut General Statutes

1-200 Definitions

1-210 Access to public records

1-211 Access to computer stored records

1-212 Application for copies of public records

1-214 Public contracts as part of public records

1-225 Meetings of public agencies

Federal Rules of Civil Procedure – 2006 Amendments

Bylaw adopted: June 14, 2012

Bylaws of the Board

9350 - Hearings

These rules shall apply to all formal hearings before the Board of Education (Board) in contested cases. Said rules shall not apply to conferences or other informal investigations or proceedings at or upon which no formal ruling or decision is made, or to any proceeding in a non-contested case.

Hearings or Appeals

All requests for hearing or appeals authorized under law, and regulations of the State of Connecticut or as otherwise provided for by resolutions of the Board shall be in writing to the Board Chairperson or the Superintendent. Appeals from the decision of the Superintendent shall include the appellant's statement of the issues to be presented in said appeal. All hearings in personnel actions held under Notice of Hearing, 1., will not be public unless both parties agree. All hearings held under Notice of Hearing, 2., will be public.

Notice of Hearing

1. In personnel actions, written notice of hearing shall be sent by the Board Chairperson, or his/her designee, to all interested parties not less than 24 hours prior to the hearing. Such notice shall state the charges and/or issues. It shall also state the date, time and place of the hearing.
2. In all other cases involving appeals authorized by law, written notice of a hearing shall be sent by the Board Chairperson or his/her designee to all interested parties not less than 24 hours prior to the hearing and shall outline a counter statement of charges and/or issues, if any, involved in the proceeding, if the Superintendent shall deem such to be materially and substantially different from those previously raised or decided by said appellant before the Superintendent in the first instance. Any disagreement arising from the above shall be resolved by the Board.

Parties-Representation

1. "Party" includes any person or agency named or admitted as a party. Any person or agency may be admitted as a party for limited purposes upon the satisfactory demonstration of the nature and extent of its interest to the Board.
2. All parties appearing at formal hearings shall have the right to appear in proper person or with counsel. All such parties shall have the right to be accompanied, represented, and advised by counsel.

Records - Transcripts

1. The Board shall prepare an official record, which shall include all pleadings, testimony, exhibits, and other memoranda or material filed in the proceeding.

2. A stenographic record of the proceedings shall be made at the expense of the school system and shall be transcribed. Cost of copies of the transcript of any proceedings, or part thereof, shall be paid by the party requesting such copy.

Presiding Officer - Duties and Authority

Each hearing shall be held before not less than a quorum of the Board. The Board Chairperson, or in his/her absence the Vice-Chairperson, and in the absence of both a member designated by the Chairperson, shall be the presiding officer and shall have charge of the hearing, with authority to permit the examination of witnesses testifying in the proceedings.

Order of Procedure

The order in which the parties shall present their case shall be determined by the presiding officer except in cases of appeals as follows:

1. In an appeal on a dismissal or suspension, the Superintendent shall proceed first.
2. In all other appeals, the appellant shall proceed first.

Examination of Witnesses and Introduction of Evidence

1. The strict judicial rules of evidence shall not be applicable to hearings conducted hereunder, and, in each case, the test of admissibility shall be whether the evidence is reasonably relevant to a material issue and whether it has substantial probative value with respect to such material issue. The presiding officer may limit or refuse to omit cumulative or repetitive evidence, and may curtail redundant questioning. The presiding officer may encourage (but shall in no event coerce) the parties, where possible, to make proffers and stipulations in place of cumulative evidence. All testimony shall be given under oath.
2. Counsel for any party may submit evidence, examine and cross-examine witnesses, and file objections, exceptions, and motions; provided, however, that where a party is not represented by counsel, all such submission of evidence, examination of witnesses, and filing of objections, exceptions, and motions shall be done and presented by the party.
3. The presiding officer, or any person designated by him/her for the purpose, may examine all witnesses called by any party. The presiding officer may call as a witness any person whose testimony may be relevant. Any Board member may examine any witness.

Briefs

Any party may submit briefs of the issues of fact and law involved in the hearing in such form as the presiding officer may designate.

Counsel

The presiding officer of the Board may request the Board attorney to participate in any hearing as counsel for the Board.

Decision and Order

Each decision and order of the Board shall be delivered in writing, unless it shall immediately follow the hearing, in which case it shall be delivered orally and thereafter in writing, with copies to all parties. Each decision and order shall be accompanied by findings of fact, conclusions of law, and specific disposition of the case and shall be provided to the individual. Formal action of the Board shall be taken publicly at the next regular Board meeting following the hearing, but no other information will be released by the Board or school administration as noted above.

Legal Reference:

Connecticut General Statutes
4-177 - re Contested Cases

Bylaw adopted: June 14, 2012

Bylaws of the Board

9400 - Board Self Evaluation

Members of the Board of Education (Board) will conduct an annual process of Board Self Evaluation. As part of this process, members will complete a Connecticut Association of Board of Education (CABE) Self Evaluation and conduct executive sessions discussions with regard to the current status and future workings of the Board.

1. Board Relations

- a. The Board and its members should strive to make the educational interests and well-being of its school children as their top priority.
- b. Board Members should endeavor to support Board action and decisions, even if, as individuals they do not agree with the majority decision.
- c. Board members should recognize that they as individuals have no “power” to act or speak for the Board, and will endeavor to conduct themselves in a manner which supports the “Board Authority” versus individual actions.
- d. Board members should endeavor, at all times, to act in courteous manner towards other Board members, so as to foster a spirit of cooperation within the school community, and, wherever possible, work towards compromise and consensus as an appropriate method to resolve their differences.
- e. Board members should respect the confidentiality of the executive sessions due to the sensitive nature of the issues appropriate for such discussions of the Board.
- f. Board members should act only through the proper channels and should endeavor to allow the administration an opportunity to address Board concerns prior to Board action.
- g. Board members should avoid public criticism of other Board members, staff or staff recommendations, except within the appropriate Board forums, i.e. Board meetings/executive sessions.
- h. The Board should conduct a self-evaluation and orientation for all members on an annual basis.

2. Policy

- a. The Board should endeavor to take a more active role in the development of new policies and review of the existing policy manual.
- b. Board members shall become more familiar with existing policies as contained in the Board Policy manual.
- c. The Board should take a more active role in the consistent implementation of Board Policy
- d. The Board should implement a planned regular review of existing policy and should annually vote to reaffirm the policy manual.

- e. The Board should endeavor to ensure that Board decisions are consistent with existing policy and will not make decisions contrary to such policy.

3. Superintendent Relations:

- a. The Board should endeavor to work in a cooperative effort with the Superintendent to promote the educational interests of the school district.
- b. The Board and the Superintendent should cooperatively establish annual goals for the Superintendent and should perform an annual Superintendent evaluation based on the prior year's goals and objectives.

4. Community Relations:

- a. The Board should establish a policy with regard to community - Board relations.
- b. Board members should refrain from debating Board issues via the news media and individual Board members should comment on Board actions only after full discussion of the issues has taken place at the Board level.
- c. The Board should endeavor to keep the community informed of its actions in a positive, continuing manner.
- d. The Board should establish regular communication with the news media and should cooperatively work with the media to ensure maximum public awareness of school/community issues.

5. Staff and Personal Relationships

- a. The Board should direct staff complaints and suggestions through the appropriate levels of the administration.
- b. The Board should endeavor to recognize outstanding Staff performance on a regular planned basis.

6. Instructional Programs

- a. The Board should continue to support the District's commitment to academic excellence.
- b. The Board should encourage development of curriculum which challenges each student to their level of ability.

7. Fiscal

- a. The Board should continue its fiscal support of the academic, athletic, cultural and social aspects of the school district.
- b. The Board should continue to monitor budgetary issues affecting the district.
- c. The Board should endeavor to work more closely with the Town's Fiscal Authority to develop appropriate funding to meet the district's educational goals and objectives.

Specifically, the Board members in attendance are recommending the following:

1. That the Board create a Policy Committee to review the existing policy manual and to recommend a process for systematic and regular review. The committee shall also be charged with review of all proposed policy changes and new policy proposals before submission to the Board.
2. That the Board take steps to inform the public of its existing policy by making the policy materials more accessible to the public, i. e., copy to be placed in the Public Library and the Town Clerk's Office, and better publicizing policy changes prior to adoption so as to encourage greater public input.
3. That the Board develop a general informational pamphlet for public distribution at all Board meetings. This document should indicate names, addresses, and phone numbers of all Board members, a general overview of the Board structure and its general rules for the conducting of Board meetings.
4. That Board Policy Committee immediately review/recommend a change in the Board structure changing Board Secretary to Board Vice-Chairman and adopting the committee structure as the general manner of business for the Board of Education.
5. That the Board develop, in connection with the Superintendent, a planned program of staff recognition. All employees of the Windsor Locks Board of Education shall be included in this recognition program.
6. That the Board and Superintendent cooperatively establish a Superintendent evaluation program including an annual goal setting and performance review with specific objectives criteria for such evaluations.
7. That the Board complete an annual self-evaluation and develop its annual goals based on such evaluation. This evaluation process should be completed no later than May 30th of each year to allow for proper implementation prior to the beginning of each school year.

Legal References:

Connecticut General Statutes
10-14m-10-14r educational evaluation and remedial assistance
10-220 Duties of boards of education

Bylaw adopted: June 14, 2012

Leadership Team Self-Assessment Worksheet



This assessment will be used to assist your board to better function as a team by generating discussion at its self-assessment meeting. Please answer each question as honestly as possible. Remember, you are trying to ascertain how well the board functions as a team. Keep that in mind as you respond to these questions.

District: _____

		Always	Often	Rarely	Never	Not Sure
1	The board adopts a district vision and/or mission for district improvement.					
2	The board adopts annual goals and priorities for district improvement.					
3	Improving student learning is the primary focus in our decision-making.					
4	We use data and reports to assess progress and identify areas needing improvement.					
5	The board uses the policy manual to define its vision and expectations of the school district.					
6	We conduct business only at properly called meetings.					
7	Our board has effective meetings					
8	Board members are prepared for meetings.					
9	The board conducts comprehensive orientation activities to familiarize new board members with their role on the team.					
10	The board ensures parents, businesses, and the public are informed on educational activities and encouraged to participate when appropriate.					
11	I attend board-related professional development workshops annually.					
12	We conduct district business in accordance with established ethical standards.					
13	Board members communicate with one another in a respectful manner.					
14	Board members are open and honest with each other.					
15	All members of the board maintain confidentiality regarding sensitive communications.					
16	All members honor board decisions even when the vote is not unanimous.					
17	The board does not let politics interfere with district business.					
18	Our board deals with conflicts openly and honestly.					
19	Information is shared equally with each member of the board/superintendent team.					
20	The superintendent exhibits confidence and trust in each member of the board.					
21	Each board member exhibits confidence and trust in the superintendent.					
22	The board demonstrates support and respect for the superintendent's role as the chief executive officer of the district.					
23	Our board clearly states its position on controversial matters to the superintendent.					
24	The superintendent's position on controversial matters is clearly stated to the board.					
25	Our board evaluates the superintendent performance based on clearly defined performance goals and expectations.					
26	Directions to the superintendent come from the board as whole; not individual board members.					

Leadership Team Consensus Summary

Please add any additional comments here (comments will be shared with participants):

Vision:

Board Operations:

Board Ethics:

Board/Superintendent Relations:

General Comments:

Bylaws of the Board

9410 - Public Announcement of Accomplishments

The Board of Education (Board) shall keep the public informed of the school system's progress in accomplishing its goals and priorities, including programs established to achieve them. The Superintendent shall maintain a communication program for this purpose, which shall include, but not be limited to, public meetings, publications in local newspapers and school newsletters, PTA meetings, and other appropriate methods.

Bylaw adopted: June 14, 2012

Bylaws of the Board

Quick Reference for Appropriate Motions to Use in Various Situations

<u>If you want to...</u>	<u>Motion to use</u>	<u>Needs a second</u>	<u>Can be debated</u>	<u>Can be amended</u>	<u>Vote required</u>
Introduce an item for action	Main motion	Yes	Yes	Yes	Majority
Modify the motion	Amend	Yes	Yes	Once	Majority
	Divide the question	Yes	No	Yes	Majority
	Refer to committee	Yes	Yes	Yes	Majority
Defer action	Postpone	Yes	Yes	Yes	Majority
	Table	Yes	No	No	Majority
	Refer to committee	Yes	Yes	Yes	Majority
Prevent action	Before debate: object to consideration	No	No	No	Two-thirds
	After debate: postpone indefinitely	Yes	Yes	No	Majority
Reject the question	Before debate: object to consideration	No	No	No	Two-thirds
	Move previous question or close debate	Yes	No	No	Two-thirds
	After debate: postpone indefinitely	Yes	Yes	No	Majority
Consider a question second time	Take from the table	Yes	No	No	Majority
	Reconsider	Yes	Yes	No	Majority
	Rescind previous action: without previous notice	Yes	Yes	No	Two-thirds
	with previous notice	Yes	Yes	No	Majority
Vote on the question	Call for a vote	No	No	No	Majority
	Move previous question or close debate	Yes	No	No	Two-thirds
Re-open main question to debate	Reconsider	Yes	Yes	No	Majority
Change the form of debate	Limit debate	Yes	No	No	Two-thirds
	Move previous question or close debate	Yes	No	No	Two-thirds
Interrupt; make personal request	Rise for information	No	No	No	None
	Question of privilege	No	No	No	Decided by chair
	Withdraw a motion	No	No	No	Majority
	Parliamentary procedure inquiry	No	No	No	None
Correct a mistake in proceedings	Point of order	No	No	No	None
Propose action which violates a rule of the meeting	Suspend the rules	Yes	No	No	Two-thirds
Challenge a decision of the Chair	Appeal	Yes	No	No	Majority

EXHIBIT IX 2 B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: NOVEMBER 14, 2019
RE: PROGRESS TOWARD 19-20 GOALS: UPDATE

Tonight the Superintendent will provide an update on the Chronic Absenteeism progress. Please note, the October and November data is cumulative from the beginning of the year.

School	18-19 Data	19-20 Target	October	November
North Street	14.5%	Under 10%	8.7%	6.1%
South Elementary	5.1%	Under 5%	8.3%	4.4%
WLMS	7.7%	Under 5%	9.7%	7.3%
WLHS	16.7%	Under 10%	12.9%	13.1%
CT State Average	10.4%	N/A	N/A	N/A

Academic progress on the interim assessments administered from September thru November is currently being compiled and analyzed by the Assistant Superintendent. A full analysis and report on progress, and any necessary changes to the instructional plan to move all students to mastery, will be provided to board members at the December 5, 2019 Regular Board Meeting.

Windsor Locks Public Schools

www.wlps.org

EDUCATIONAL LEADERSHIP

Shawn Parkhurst
Superintendent of Schools 860-292-5000

Sharon Cournoyer
Assistant Superintendent of Schools 860-292-5750

Jeffrey Ferreira, Principal, Heather Earley, Assistant Principal
North Street School 860-292-5027

Monica Briggs, Principal
South Elementary School 860-292-5021

David Prinstein, Principal, Christine Griswold, Assistant Principal
Windsor Locks Middle School 860-292-5012

Steven Swensen, Principal, Carrie Grado, Assistant Principal
Windsor Locks High School 860-292-5032

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