

**CITY OF NORWALK  
BOARD OF EDUCATION  
POLICY COMMITTEE MEETING  
SEPTEMBER 20, 2016**

ATTENDANCE: Heidi Keyes, Chair; Mike Barbis, Erik Anderson (6:25 pm),  
Shirley Mosby  
STAFF: Frank Costanzo, Brenda Williams  
OTHER: Mary Yordon, NFT

Call to Order

Ms. Keyes called the meeting to order at 6:15 p.m. and noted that members were in attendance as above listed and there was a quorum.

Mr. Costanzo stated that he was pleased to be the Administrative leader for the Policy Committee. He referred to the agenda and provided an overview of the items that will be coming to the Committee for review and policy development relative to the impact of the Strategic Operating Plan impact to district systems.

Discussion of large scale policy initiatives for 2016-2017

Mr. Costanzo spoke the following areas for review in the current fall/winter timeframe and highlighted the provisions for modifications and district impact:

- BOE remote access
- Home school Instruction
- Wellness
- Food Services – Central Kitchen – Food Services provision
- Out of District Enrollment
- School Choice Initiatives
- Inter-district Transfers

There was discussion on the state guidelines and CAFE policies, and best practices maintained in surrounding cities and towns.

There was discussion on the School Choice Fair that was coordinated by Brenda Williams. It was noted that this could be better publicized and future fairs should be held in other city locations.

*Mr. Anderson entered the meeting at 6:25 p.m*

Discussion of small scale policy initiatives for 2016-2017

Mr. Costanzo spoke the following areas for review in the spring timeframe and highlighted the provisions for modifications and district impact:

Transgendered – Non-Conforming Students  
Transportation Review

Mr. Anderson added that the correct wording is ‘transgender’ and gave examples of blended learning has an impact on students in this category.

Ms. Mosby expressed her concerns that the public should have a chance to weigh in on initiatives and policy development.

Discussion and possible action of Bylaws Policy 9321

The following amendment draft was presented for discussion:

Bylaws of the Board Time, Place, Notification of Meetings Regular Meetings

The Board of Education shall file with the Town Clerk. no than January 31st of each ear, the schedule it the regular meetings of the Board of Education. and shall post the schedule the Districts Internet website. No meeting shall be held sooner than thirty days after such filing.

Special Meetings

Notice of each special meeting of the Board of Education shall he filed not less than twenty-four hours in advance of the meeting with the Town Clerk and be posted in the Office of the Clerk giving the time and place of the special meeting and the business to be transacted. The special meeting shall also be posted on the District’s Internet Website. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the Clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24 hour notification by a written waiver of notice or a telegram to the purpose.

Notice of Meetings

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

**Electronic Participation (Optional) ABE does not recommend such participation. However, it is permitted under the law. Therefore this language is pro vided for consideration and possible inclusion in this bylaw.**

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

Policy 9321 amendment – continued

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

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

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

Electronic Participation (Alternate Version #1)

Recognizing the inherent responsibility and statutory duties of Board of Education members, the Board of Education (Board) strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting in which members are attending by teleconference shall be taken by roll call. Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

Electronic Participation (Alternate Version #2)

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

(cf. 9327— Electronic Mail Communications)

Legal Reference: CT 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.

10-2 1 8 Officers. Meetings Bylaw adopted by the Board:

There was discussion on the length and number of pages that overlap with other policies.

Ms. Mosby suggested that the notations of cross referencing other policies can reduce the complexity of the policy. She requested that a list of duplicate policies and those that overlap be sent to the Committee to review, along with a prioritization of corresponding policies.

Ms. Keyes asked the members to review independently and bring changes or feedback to the next meeting.

#### Adjournment

**\*\* MR. BARBIS MOVED TO ADJOURN.  
MR. ANDERSON SECONDED THE MOTION.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,  
M. Knox,  
Telesco Secretarial Services