

The Board of Education Town of Vernon

30 Park Street – PO Box 600
Vernon, Connecticut 06066

Anne Fischer, Chairperson
Mark Kalina, Vice Chairperson
Stephen Linton, Secretary
Patricia Buxton, Treasurer
Michele Arn
Kevin Brown
Latasha Hyatt
Deborah Rodriguez
Mason Thrall

October 7, 2020

APPROVED MINUTES BOARD OF EDUCATION POLICY COMMITTEE MEETING

A Policy Committee meeting of the Vernon Board of Education was held on Wednesday, October 7, 2020.

The meeting was called to order by Mrs. Fischer at 6:07 PM. Present when the meeting was called to order were Mrs. Arn, Mrs. Fischer and Dr. Macary. Dr. Buxton joined the meeting via Zoom. Mrs. Rodriguez was absent.

The Policy Committee believes that it would be beneficial for all Board members and future Board members to have a Board of Education Handbook. This Handbook would contain information that all Board members could access easily. This Handbook would include the Board of Education’s Rules of Procedure, a reference to basic Robert’s Rules of Order, and a copy of the specific Board of Education By-Laws that have a direct impact on our job as Board members.

In an effort to prepare this document, the committee revisited the Board of Education By-Laws, suggested changes to any of the By-Laws, and determined which By-Laws would be most appropriate and pertinent to include in the Handbook.

The Committee first reviewed the Board of Education’s Rules of Procedure that had been originally adopted in 2015.

Several changes were recommended. These were:

- a) Add Vernon Public School’s Vision to the document
- b) Correct an error in regards to the time limit for each speaker at Community Forum. As our By-Laws state, it is three minutes but our Rules of Procedure show a five-minute limit which needs to be changed to three minutes to align with our By-Laws.
- c) Change the order of the agenda
 - 1) Establish Quorum by Roll Call
 - 2) Call to Order
 - 3) Pledge of Allegiance

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- 4) Recognitions and Presentations
- 5) Community Forum
- 6) Consent Agenda
- 7) Secretary's Report
- 8) Opportunity for Board Members to add or delete urgent agenda items
- 9) Personnel
- 10) Teaching and Learning
- 11) General Business
- 12) Review and Update Board of Education Calendar
- 13) Opportunity for Questions from the Press
- 14) Executive Session (if necessary)
- 15) Adjournment

The committee felt that the full Board should schedule a Workshop to review the Rules of Procedure and Robert's Rules. It was suggested that a Board member well versed on Robert's Rules serve as a Parliamentarian. This can be further discussed when the Board meets as a whole during that Workshop.

The committee proceeded to review the By-Laws and reiterate that all Board members should be well versed on the 9000 section of our Policy manual.

The following is the list of By-Laws the committee suggested NOT be included in the Handbook. As noted, some of these By-Laws have suggested revisions and some need review by our attorney:

- 9000 Roles of the Board and Members
- 9012 Legal Responsibilities of the Board of Education
- 9030 Communications with Staff and Students
First sentence under Visits to Schools should be revised to:
"If invited to visit a school or a classroom, individual Board members will make arrangements for visitations through the administrators of the school."
- 9121 Election of Officers
Bullet 6 under Duties of Chairperson should read:
"Issue, in the name of the Board, statements of policy and actions decided by the Board."

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- 9131 Committees
- 9140 Board Representatives
- 9150 Advisors/Consultants to the Board of Education
- 9210 Qualifications of Board Members
- 9214 Election of Members
- 9221 Vacancies
- 9222 Resignation/Removal from Office
- 9230 Orientation of Board Members
- 9240 Board Member Professional Development
- 9250 Renumeration and Reimbursement
- 9312 Creation and Revision of By-Laws
- 9314 Suspensions of Policies, By-Laws and Regulations
- 9321 Meetings (needs further review by attorney)
- 9322 Public vs. Executive Session (needs further review by attorney)
- 9323 Agenda Construction/Meeting Materials
 - a) First paragraph, third sentence should read:
“Any Board member who wishes to have an item included on the agenda should notify the the Board Chair or the Superintendent in sufficient time...”
 - b) First paragraph:
delete the last sentence
- 9325.2 Order of Business
 - a) The order of the agenda items should be in the exact order as in the Rules of Procedure
 - 1) Establish Quorum by Roll Call
 - 2) Call to Order
 - 3) Pledge of Allegiance
 - 4) Recognitions and Presentations
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- 12) Review and Update Board of Education Calendar
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- b) First paragraph under Community Forum, 7th sentence should read:
“Total time for public comment at any meeting will be limited to 15 minutes, unless the limit is extended by a majority vote of Board of Education members present.”
This will align with the Rules of Procedure.

9330 Board and School System Records

The following is a list of the By-Laws the committee believes SHOULD be included in the Handbook. As noted, some of these By-Laws have suggested revisions and some need review by our attorney:

- 9010 Limits of Authority
- 9020 Public Statements
- 9270 Conflict of Interest (needs further review by attorney)
- 9311 Creation and Revision of Policies
- 9324 Meeting Conduct and Parliamentary Procedures
 - First paragraph, second sentence under Voting Method should read:
“Board of Education voting shall be by a show of hands...”
- 9325.5 Requests for Information by Board Members
- 9326 Minutes
- 9327 Electronic Mail
- 9327.1 Board Member Use of Internet Social Networks (needs further review by attorney)
- 9400 Board of Education Self-Evaluation/Review

At the next Policy meeting the committee will review feedback from the attorney and prepare the Board of Education Handbook.

Mrs. Arn made the motion to adjourn at 9:09 PM. Dr. Buxton seconded the motion and it passed unanimously.

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Respectfully submitted,

Stephen Linton, Board Secretary