

POLICY COMMITTEE MEETING MINUTES
Tolland, CT Board of Education
Wednesday, April 22, 2020
6:00 pm

Committee Members Present: Anthony (Tony) Holt, Christina Plourd, Kate Howard-Bender

Also Attending: Dr. Walter Willett,

Visitors:

Meeting was called to order at 6:04 pm

- Policy 9273
 - Civility Code for Board of Education
 - New Policy
 - Covers areas of conduct not discussed in 9120, 9160, or 9170
 - Reviewed recommended draft policy (attached)
 - Discussed benefits of having a civility code codified.
 - Concern was voiced that this policy discussion should be part of the goal conversation
- Policy 5010 (attached)
 - Student Attendance and Truancy
 - Reviewed changes necessitated by state regulation changes
 - Discussed shifting areas of responsibility
 - Reviewed regulation 5010
- Reviewed Policy Tracker Bucket 1 and Bucket 2

Meeting was adjourned at 7:01 pm

Respectfully Submitted

Anthony (Tony) Holt
Policy Committee Chair

As a member of the Tolland Board of Education, I will strive to improve student achievement in public education, and to that end I will:

- Attend all Board meetings insofar as possible, review relevant information and become informed concerning the issues to be considered at those meetings;
- Recognize my responsibility as an agent of the State to seek the improvement of education throughout the State;
- Focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation;
- Ensure that all sides have a fair opportunity to present their respective positions;
- Recognize that a board member has no authority as an individual, and that decisions can only be made by a majority vote at a board meeting;
- Ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person when advocating for a belief or position;
- Arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in a meeting;
- Respect the opinions of others, and abide by each decision of the Board as a whole, regardless of my personal vote;
- Listen respectfully to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community;
- Strive for a positive working relationship with the superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district;
- Recognize the importance of an effective governance team;
- Respect the rights of the minority while working toward the will of the majority, and recognize the importance of achieving consensus as an important tool in community- building;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the superintendent;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff by appropriate supervisors;
- Conduct all business in an open and transparent manner, consistent with the intent and spirit of the open meeting law requirements;

- Respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in executive session;
- Model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all board members and engaging in respectful dialogue with fellow board members on matters being considered by the board.
- Present personal criticism of district operations or of any employee directly to the Superintendent;
- Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from actions that could compromise my ability to act if the issue rises to the board level;
- Take no private action that will compromise the Board and administration;
- Refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety;
- Be informed about the duties of school board members and current educational issues through professional development, such as programs sponsored by my state and national school boards associations;
- Remember always that my first and greatest concern must be the educational welfare of the students attending the Tolland Public Schools.

Meeting Protocol

- To ensure that the Board's meetings are conducted with maximum effectiveness and efficiency, members will:
 - come to meetings adequately prepared;
 - identify issues of concern before the meeting, whenever possible;
 - circulate proposed motions and amendments, whenever possible, at least 48 hours before meeting;
 - speak only when recognized;
 - not interrupt each other during debate;
 - not engage in disruptive and disrespectful side conversations;
 - minimize unnecessary repetition;
 - not monopolize the discussion;

- address the merits of the issue being discussed without appealing to the biases, prejudices and emotions of the audience;
- support the chair of the meeting's efforts to facilitate an orderly meeting;
- communicate openly and actively in discussion and dialog to avoid surprises;
- value equal participation of all members;
- practice respectful body language;
- listen actively when other members speak; and
- not surprise or embarrass each other or members of the staff.

Sources:

CABE Model Policy

Virginia School Boards Association Code of Conduct for School Board Members

Texas Association of School Boards Ethics for Board Members

North Carolina School Boards Association Code of Ethics

Illinois Association of School Boards Code of Conduct

Hamden and Norwalk Board of Education Code of Ethics

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

BOARD POLICY

REGARDING: Student Attendance and Truancy

Number: 5010
Students

Approved: 2/28/01

Revised: 4/28/10

Revised: 12/14/11

Revised: 6/26/13

Revised: X/X/2020

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education (*the "Board"*), through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Connecticut General Statutes §10-220
Connecticut General Statutes §10-184
Connecticut General Statutes § 10-186
Connecticut General Statutes §10-198a
Connecticut General Statutes § 10-198b
Connecticut General Statutes § 10-198c
Connecticut General Statutes § 10-198d
Connecticut General Statutes § 10-198e

Guidelines for Reporting Student Attendance in the Public School Information System
(Connecticut State Department of Education, January 2008)

~~Connecticut State Department of Education Circular Letter C 2, Utilizing Local Support Resources Prior to Referral of Students for Family With Service Needs (August 4, 2009)~~

Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences (June 27, 2012)

Connecticut State Department of Education, Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention (April 2013)

Connecticut State Department of Education, Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts (April 2017)

Connecticut State Department of Education Memorandum, Youth Service Bureau Referral for Truancy and Defiance of School Rules (February 22, 2018)

Connecticut State Department of Education, Youth Service Bureau Referral Guide (February 2018)

