

# **Madison Public Schools Policy Committee Meeting**

Tuesday, November 29, 2022 6:30 PM

Town Campus Hammonasset Room, 10 Campus Drive, Madison, CT 06443

## **I. Policies Proposed for Rescission**

I.A. #5050 School Attendance Objectives

I.B. #5050.1 Compulsory Attendance

I.C. #5050.2 Entrance Age Requirements

I.D. #5060 Registration for School

I.E. #9200 School Board Legal Status

I.F. #9220 Board Membership Elections/Appointment

I.G. #9220.1 Board Qualifications

I.H. #9220.7 Board Election Campaigns

I.I. #9240 Treasurer

I.J. #9350 Control of Funds

I.K. #9353 Bonding of Officers

I.L. #9430 Appointed Board Officials

I.M. #9540.6 Suspension of Rules of Order

I.N. #9560 School Board Work Sessions and Retreats

## **II. Policies for Review**

II.A. #6030 School Calendar

II.B. #7551 Naming/Renaming of Schools

II.C. #9220.2 Board Member Oath of Office

II.D. #9220.3 Board Member Resignation

II.E. #9220.5 Unexpired Term  
Fulfillment/Vacancies

II.F. #9325.43 Attendance at Meetings via  
Electronic Communications

## **III. Public Comment**

**IV. The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-**

6310 or by email at [ferranted@madisonct.org](mailto:ferranted@madisonct.org) at least five (5) business days prior to the meeting.

**#5050****Student Attendance Objectives**

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The Board of Education recognizes that regular school attendance is vital to meeting the educational needs of all students.

The Board recognizes that the responsibility for regular, daily punctual attendance is shared by the community, the home, students, and school personnel.

Regular school attendance assures a sense of learning experiences necessary to build a firm, basic foundation of knowledge and skills. Additionally, students require opportunities to develop an appropriate sense of self-worth, to establish satisfactory peer relationships and to develop a sense of individual responsibility.

Schools educate students most effectively and provide the necessary support and assistance to maximize success in learning when students are present on a regular basis.

Date of Adoption: 5/2/95

**#5050.1****Compulsory Attendance**

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**Admission**

District schools shall be open to all children five years of age and over who reach age five by December 31<sup>st</sup> of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination related to race, color, sex, religion, national origin or sexual orientation. Students who are classified as homeless under federal law and, therefore, do not have a fixed residence, will be admitted pursuant to federal law and policy #5120.9. Exceptions from routine admission may be made by the school principal on the basis of supporting evidence from physical and psychological examinations.

Parents and those who have the care of children age five to eighteen years of age inclusive are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having legal guardianship of a child sixteen or seventeen years of age must consent to such child's withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. The district shall provide the parent or person having legal guardianship with information on the educational opportunities available in the school system and in the community. If a child is eighteen years of age or older, he / she is not required to attend school.

The parent or person having legal guardianship of a child five years of age shall have the option of not sending the child to school until the child is six years of age by December 31<sup>st</sup> of any school year. The parent or person having legal guardianship of a child six

**#5050.1 (continued)**

years of age shall have the option of delaying enrollment of the child in the public schools until the child has reached the age of seven years by December 31<sup>st</sup> of any school year.

The parent or person having legal guardianship shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person having legal guardianship with information on the educational opportunities available in the school system.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. If the parents or guardians of any children are unable to pay for such immunizations and/or physicals, the expense of such immunizations and/or physicals shall, on the recommendation of the Board, be paid by the town. Proof of domicile may also be requested by the building Principal.

Children who apply for initial admission to the district's schools by transfer from non-public schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, and the school Principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Children who have attained the age of seventeen and who have voluntarily terminated enrollment in the district schools and subsequently seek readmission may be denied readmission for up to ninety school days from the date of such termination.

**#5050.1 (continued)****Provisions for Special Education**

According to Connecticut General Statute 10-76d, special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

In accordance with state statutes, any child entering or returning to the district from placement in a juvenile detention school, the Connecticut Juvenile Training School, or any other residential placement, shall have the educational records of such child provided to the Superintendent of Schools by the Department of Children and Families (DCF) and the Judicial Department. Such information will be shared with the Principal of the school to which the student is assigned. The Principal can disclose them to those staff who teach or care for the child.

**Alternative School Placement**

Children who have attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one.

(cf. 5020.1 - Nondiscrimination)

(cf. 5050.2 - Entrance Age Requirements)

(cf. 5120.3 Health Services)

(5120.9 – Homeless Students)

(cf. 6080.1 - Educating Students with Special Needs)

(cf. 6146 - Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds

**#5050.1 (continued)**

10-76a - 10-76g re special education  
10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, and PA 00-157  
10-186 Duties of local and regional boards of education re school attendance. Hearings. (Amended by PA 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students)  
Appeals to State Board. Establishment of hearing board  
10-233a - 10-233f Inclusive; re: suspend, expel, removal of pupils  
10-233c Suspension of pupils  
10-233d Expulsion of pupils  
State Board of Education Regulations  
10-76a-1 General definitions (c) (d) (q) (t)  
10-76d-7 Admission of student requiring special education (referral)  
10-204a Required immunizations (as amended by PA 98-243)  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et. seq.

Policy adopted:	May 2, 1995
Date of Revision:	December 1, 1998
Date of Second Revision:	October 3, 2000
Date of Third Revision:	November 20, 2001
Date of Fourth Revision:	February 8, 2006

**#5050.2**

**Entrance Age Requirements**

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The schools within this District shall be open to all children five (5) years of age and over who reach age five (5) on or before the first day of January of any school year.

Date of Adoption: 6/6/95

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**Registration For School**

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Children of school age who are residents of Madison may attend school without payment of tuition provided that they satisfactorily meet all residency, academic, age, immunization, and other eligibility prerequisites for the school or program to which they seek admission as set forth in the Education Laws of the State of Connecticut and the policies of the Board of Education. Residents over the age of twenty-one (21) will be referred to regional adult education programs.

**Registration Procedures**

- Application for admission to the public schools will be made by registering at the District Central Office. The school to be attended is determined by the attendance zone within which the applicant resides.
- The office of the Director of Administrative Services will be responsible for receiving all applications for admission, conducting registration procedures, and certifying that all admission requirements and prerequisites have been properly met.
- Prior to the admission of a student, the student's parent or guardian will be required to provide documented proof of the date of birth of each registering student. Such proof may include, but is not necessarily limited to, any one of the following: (a) an original or certified true copy of the student's official birth certificate, or (b) a valid, unexpired passport which gives the student's date of birth, or (c) a sworn (notarized) affidavit of the student's correct date of birth, or (d) an official transcript from the last school attended which includes the student's date of birth, or (e) an original or certified true copy of the student's baptismal certificate which includes the student's date of birth.
- Students must be accompanied at registration by a parent or guardian. "Parent" means a natural parent, an adopted, or a legal guardian or an individual acting as a parent in the absence of a parent or guardian. The parent or guardian will provide the following information for each registering student: (a) full name of the student, (b) full name, home address, and work address of each parent, guardian, or other person having custody or control of the minor student for the purpose of admission, (c) the home, work, and cellular telephone numbers of each parent,

- guardian, or other responsible adult or, in each case, the telephone number through which each person may be contacted at home and at work, (d) the name and telephone number of a person or persons who should be contacted in case of an emergency, (e) the name, address, and telephone number of the student's physician, clinic, or other person or agency where the student's medical records are located, (f) the date of registration, (g) the manner or type of admission. In addition, where there is more than one custodial parent, guardian, or other person having custody or control of the minor student, and not all such persons are Madison residents, an affidavit establishing the residency of such student shall be provided, along with any relevant court order regarding custody and / or residency.
- The principal or his / her designee responsible for admission and registration procedures may require the submission of evidence of residency. Such evidence may include, but is not necessarily limited to, the following:
    - Driver's license with address on front.
    - Three different utility bills.
    - Copy of purchase and sales agreement showing purchaser's name, address of property in Madison and closing date.
    - Copy of rental lease showing date rental begins and ends, names of parties renting the property, and name of owner.
    - Resident Affidavit – used in the event the incoming student resides with a family member or friend temporarily while awaiting housing in Madison. Affidavit must be completed by the Madison resident and notarized.
    - Parent/Guardian Affidavit – to be completed by a parent who does not reside in Madison because the child is living with another parent/guardian who does live in Madison. A copy of a court-ordered guardianship document is required or a notarized affidavit must be completed by the non-custodial parent.
    - Pupil / Student Affidavit – to be completed by a student over the age of eighteen (18) who resides in Madison and qualifies to attend high school. Parents may or may not reside in Madison; however, the student must reside in Madison.

- Exceptions from routine admission may be approved by the Superintendent on the basis of supporting evidence from physical and/or psychological examinations.
- The Board reserves the right to conduct a hearing to establish residency if the conditions of residency appear to be in question.

(cf 5060.1.2 Madison Public Schools – Nonresidents)

**Legal Reference:****Connecticut General Statutes**

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-253 School privileges for students in certain placements and temporary shelters.

Date of Adoption: February 27, 1996  
Date of Revision: December 1, 1998  
Date of Revision: February 26, 2002  
Date of Revision: December 4, 2018  
Date of Revision: September 24, 2019

**#9200****School Board Legal Status**

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The Constitution of Connecticut assigns to locally elected boards of education control of the public schools in their districts. The general assembly has provided by law, for the organization of school districts, the composition of district Boards, and the election of school Board members.

Therefore, local school Boards are legal instruments of the state and derive their powers from the state constitution and acts of the general assembly. They also have responsibilities to the local citizenry they serve and by whom they are elected.

The district is governed by a Board of Education consisting of nine elected Board members, each of whom is elected, from within district boundaries, for a four-year term, except those members who have received interim appointments to unexpired terms.

**Legal Status**

The legal name of the school district is the Madison Public Schools in the County of New Haven, in the state of Connecticut. It is a corporate body under the laws of the State of Connecticut. The district is governed by the laws of the State of Connecticut relating to such districts and by the policies and procedures adopted by the Board of Education in pursuance to such state laws, and in accordance with instructions of the State Commissioner of Education.

In no event will such policies and procedures be, or be construed to have been, adopted by reference to legislative or judicial pronouncements or to statements contained in applications for membership or policy positions of organizations in which the school district has been, is, or will become a member.

**Governance**

The Board will possess powers delegated and required by law. The Board will also be governed by both written bylaws and policies consistent with the directions and regulations of the State Board of Education.

**9200 (Continued)**

In order to achieve its primary goal of providing each child with the necessary skills, commensurate with his / her ability, to become effective citizens, the Board will exercise the full authority granted to it by the laws of the state. Its legal powers, duties and responsibilities are derived from statute and regulation. Sources such as the school code, Attorney General's opinions, and regulations of the State Board of Education and the Superintendent of Public Instruction delineate the legal powers, duties and responsibilities of the Board of Education.

Date of Adoption: 3/7/95

#9220

**Board Membership - Elections / Appointment**

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The Board shall consist of nine (9) members serving overlapping terms as required by Madison Town Charter and State law.

Members shall be elected for four (4) year terms at regular Town elections. Terms shall be limited to no more than twelve (12) consecutive years or three (3) full terms. Interim appointments to unexpired terms shall not be included in this calculation. Newly-elected members shall take office the Monday following the election.

Date of Adoption: 3/7/95

**#9220.1****Board Member Qualifications**

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Under qualifications established by law, a member of a school Board must be a citizen of the United States, a resident of Connecticut and of the Town of Madison and a registered voter in the district.

A variety of other public positions, elective and appointive, have been determined by the General Assembly or the courts to be incompatible with school Board membership. Generally, offices are considered incompatible when one is subordinate to or in any way a check upon the other; or when it is physically impossible for one person to discharge the duties of both positions.

In addition, the Board believes that members of the Board of Education should have demonstrated a genuine interest in and devotion to public education, a willingness to give time and effort to the work, a capacity for understanding people, and the ability to work cooperatively with others.

Date of Adoption: 3/7/95

**#9220.7  
Board Election Campaigns**

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The Board prohibits campaigning in the public schools by individual candidates or parties for municipal, school Board, or federal elections except that:

- schools may organize all-candidate forums for educational purposes; and
- school space may be rented after school hours by a candidate or party on a commercial basis.

The Board prohibits the posting or distribution of campaign materials associated with elections on lands, or within buildings owned by the Board except that campaign materials may be:

- posted and distributed in a school rented for a campaign meeting or being used for an all-candidate forum; however, all political materials must be removed from school premises at the end of any such meeting;
- used as classroom teaching aids on condition support for an individual or political party is not solicited.

Date of Adoption: 3/7/95

**#9240****Treasurer**

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The Treasurer of the Town of Madison is by law the Treasurer of the Board of Education. The Treasurer shall sign all warrants drawn in settlement of obligations ordered by the board and shall perform the duties imposed by statutes. The Treasurer shall not be a participating member or a voting member of the Madison Board of Education.

Legal Reference:            Connecticut General Statute Sec. 10-243  
                                    Town of Madison Charter Article VII, Sec. 7-5

Date of Adoption: 1/3/72  
Revised: 3/21/89

**#9350****Control of Funds**

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The Board of Education shall be responsible for preparing and presenting an estimated budget for review and approval, in accordance with the Madison Town Charter. The Board of Finance will present a recommended budget to the electorate at the Annual Budget Meeting.

The estimated budget shall be submitted to the Board of Selectmen, who will present it to the Board of Finance not later than two months preceding the Annual Budget Meeting. The Board of Education shall appear before both the Board of Selectmen and the Board of Finance to document the budget proposal.

Upon appropriation of funds by the Board of Finance, the funds shall be expended by and at the discretion of the Board of Education. The Superintendent shall allocate funds as to programs and/or function. All expenditures for school purposes, from town appropriations, shall be requested through the Superintendent. Bills to be paid from town appropriations shall be presented to the Town Treasurer for payment upon approval by the Board of Education.

The Board of Education may transfer any unexpended or non-contracted portion of any appropriation for school purposes to any other item of such itemized estimate. Expenditures shall not exceed the appropriation made by the town. If any occasion arises whereby additional funds are needed, the Chairperson shall notify the Board of Finance in accordance with the Madison Town Charter and submit a request for additional funds. No additional funds shall be expended unless such supplemental appropriation is granted.

The annual report of the Board of Education, as well as the budget document, shall include a summary showing:

- the total cost of operating and maintaining the schools
- the amount received from the state and other sources for the operation and maintenance of the schools
- the net cost to the town for the operation and maintenance of the schools.

Legal References: CT. Gen. St., # 10-222, 10-240, 10-241, 10-242, 10-243, 10-248  
Town of Madison Charter, Sec. 3-8, 5-51D, 8-5.

Adopted: 2/7/72  
Revised: 6/19/90

**#9353**

**Bonding of Officers**

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The Town Treasurer; the Chairperson, the Vice-Chairperson, and the Secretary of the Board; and the Superintendent of Schools shall be bonded to the extent deemed appropriate by the Board.

Legal References: Madison Town Charter, Art. VI I, Sec. 7-5B

Adopted: 1/13/72  
Revised: 6/19/90

**#9430  
Appointed Board Officials**

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The Superintendent shall recommend to the Board for their approval, a candidate to serve as Clerk of the Board and a recommended compensation for this service.

The Clerk of the Board shall keep a record of all public meetings of the Board of Education and shall perform such other duties as may be required by the Board of Education.

The Superintendent is responsible for posting minutes of Board meetings.

The Clerk of the Board shall not be a Board member.

Performance of the Clerk of the Board shall be subject to evaluation on a continuing basis by the Board of Education and the Superintendent.

Legal Reference: Connecticut General Statutes  
10-224, 10-232

Date of Adoption: 3/21/89  
1st Revision: 1/3/95

**#9540.6**

**Suspension of Rules of Order**

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In accordance with *Robert's Rules of Order, Revised*, the Board of Education may suspend parliamentary rules of order by a two-thirds vote of members at the meeting.

Date of Adoption: 3/7/95

**#9560****School Board Work Sessions and Retreats**

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The Board, as a decision making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, the Board may schedule work sessions and retreats from time to time in order to provide its members and the executive staff with just such opportunities. Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in accordance with the state law on public meetings.

Date of Adoption: 3/7/95

The Board of Education shall establish an official school calendar which shall show the number of school days in each month, legal and local holidays, professional development days, early dismissal days, vacation periods, and other pertinent dates. The calendar shall meet ~~or exceed~~ all existing statutory requirements.

The school calendar should adhere to sound principles of calendar design, such as those listed below, so as to maximize the use of instructional time. Therefore, each adopted school calendar should illustrate that the Board of Education has considered the following principles for calendar design:

1. maintain contiguous five-day school weeks to the extent possible throughout the school year;
2. minimize the number of interruptions of school weeks in the fall of each school year prior to Thanksgiving;
3. maintain a balance in the number of weeks between school vacations, including the December vacation, the February vacation, and the April vacation;
4. schedule school vacation (start dates and end dates) in concert with other shoreline towns and the LEARN recommended regional calendar to the extent possible without violating other principles of calendar design;
5. observe, in accordance with applicable law, all legally-required state and federal holidays, as well as Rosh Hashanah, Yom Kippur and the day after Thanksgiving as school holidays; ~~Labor Day, Rosh Hashanah, Yom Kippur, Columbus Day, Thanksgiving Day (Thursday and Friday), Christmas, New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday Memorial Day and Independence Day as legal holidays for students.~~

34 ~~5.6. Veterans Day – observe Veterans Day by holding school-based Veterans Day~~  
35 ~~observance activities;~~

36  
37 ~~6.7. schedule the high school graduation ceremony no earlier than the 180<sup>th</sup> 183<sup>rd</sup> day~~  
38 ~~of school, recognizing that an adjustment in the date may be required at the first~~  
39 ~~regular Board meeting in April because of school cancellations;~~  
40 schedule the beginning and end of the school year to permit the first day of school  
41 to be as late as possible in August or in early September while allowing a  
42 reasonable number of make-up days for school cancellations in the month of June;  
43 and

44  
45 ~~7.8. schedule professional development days for staff per the following: (a) prior to the~~  
46 ~~beginning of school; (b) on days when students *are not* scheduled to attend~~  
47 ~~school; (c) on days immediately *preceding* or *following* a scheduled holiday for~~  
48 ~~students and / or staff; and (d) on such other dates as are consistent with sound~~  
49 ~~principles of professional development and calendar design.~~

50  
51 The Superintendent shall be charged with presenting a draft of the school calendar, based  
52 on the principles such as those above, to the Board of Education for review and approval  
53 no later than the first regular Board meeting in ~~April~~ January. The proposal shall cover  
54 the school year following the upcoming year’s calendar.

55  
56 ~~Whenever necessary, the Board shall convene a calendar advisory committee to review~~  
57 ~~such concerns and issues. The calendar advisory committee shall include representatives~~  
58 ~~from the following groups: parents, teachers, students, administrators, support staff, and~~  
59 ~~interested community members. The Superintendent shall also consult officials in~~  
60 ~~neighboring school districts in conjunction with the work of the advisory committee.~~

61  
62 Within the framework of this policy, the Board of Education shall have the prerogative to  
63 amend the school calendar when the Board considers it to be in the best interest of the  
64 school district to do so.

66 Legal Reference: Connecticut General Statutes  
67 1-4 Days designated as legal holidays  
68 10-15 Towns to maintain schools  
69 10-16 Length of school ~~day year~~  
70 ~~10-29a Certain days to be proclaimed by governor. Distribution and number of~~  
71 ~~proclamations~~  
72 ~~10-261 Definitions~~  
73 ~~PA 95-182 An Act Concerning Reduction of Education Mandates~~  
74

75 Date of Adoption: February 25, 1997  
76 Date of Revision: March 21, 2006  
77 Date of Revision: November 15, 2011  
78  
79 First Reading: October 11, 2022  
80 Second Reading: November 29, 2022

**Naming / Renaming of School Buildings, Components of Buildings, and / or School Grounds**

The naming and/or renaming of school buildings, ~~components of major portions of~~ buildings (e.g., media center, auditorium, gymnasium, field, etc.) and/or school grounds It is the responsibility of the Madison Board of Education (the “Board”) ~~to name school buildings, components of buildings and school grounds.~~ In fulfilling this responsibility, the Board will consider community preferences. The decision will be based upon ~~the~~ Board’s assessment of the special significance of a name or, in the case of an individual, exceptional service to the children of Madison. Such recognition requires substantial support and comprehensive review.

It is the policy of the Board to name school buildings as close as possible to the time construction begins in order to lessen any confusion about new schools. When naming or renaming new buildings, ~~components major portions of~~ buildings, or school grounds, the Board shall formally identify the need for a naming process, if any, for the identified location.  
~~In the naming of a previously unnamed building, the Board shall establish a sub-committee as described below to receive community input and to make a recommendation.~~ The names of buildings that are not regularly used by students shall be generic (e.g., i.e.: Maintenance Building) and shall be the sole responsibility of the Board of Education.

The Board shall establish a committee, consistent with Board Policy 9460, to expedite and facilitate the Board’s decision regarding whether and how to name a new building, ~~component major portions of~~ a building, or school grounds. The Board shall seek the advice of the Superintendent before establishing or dissolving a committee. Such committee shall be established and dissolved by Board vote, and the members of the committee shall be appointed by the Board. The committee shall be comprised of the Chair of the Board of Education (ex officio), Superintendent (ex officio), one or more a Board members, the building principal, faculty members, parents/guardians, community members, and, if appropriate, students.

The Board will establish the scope of and schedule for the committee’s work, which shall include, but not be limited to, recommending potential names for consideration by the Board and any criteria the Board wishes to be considered in the process.

At a minimum, if any of the committee’s suggestions reflect the name of an individual,

40 such individual must be shown to have had a broad-based, long-term impact on the  
41 Madison Public Schools (the “District”) and its community. Individuals to be considered  
42 shall (1) have served in the continuous employ of the Madison Board of Education for an  
43 extended period, usually in excess of ten years, with the name being submitted after the  
44 individual’s separation from compensated service for a minimum period of one ~~(1)~~ year;  
45 or (2) be a non-employee of the Madison Board of Education who has made an  
46 exceptional contribution to the children of Madison for an extended period. Particular  
47 attention shall be given to local candidates with a record of outstanding achievement and  
48 public service, as evidenced by at least ten (10) letters of recommendation.

49  
50 ~~When The Board of Education will determine when considering names for a component~~  
51 ~~of a building, is of sufficient nature to be assigned a name. A proposal to name a~~  
52 ~~component of a building such names shall meet additional criteria, including but not~~  
53 ~~limited to : the component shall being representative of a curricular discipline and the~~  
54 ~~individual shall be recognized as appropriate to that component.~~

55  
56 The committee shall follow the provisions of the Freedom of Information Act as required  
57 by state law. In addition, opportunities for public input must be made available prior to  
58 the committee's recommendation to the Board. Such opportunities for public input must  
59 be publicly announced in newspapers and on the District website. ~~The process shall be~~  
60 ~~initiated by action of the Board of Education or by presentation to the Board of a petition~~  
61 ~~representing the signatures of one hundred (100) registered voters of the Town of~~  
62 ~~Madison. Once initiated, the Chairperson of the Board of Education shall select a~~  
63 ~~sub-committee for the purpose of reviewing the proposal. The sub-committee shall~~  
64 ~~consist of the following minimum representation:~~

65 ~~#7551 (continued)~~

66  
67 ~~The Chair of the Board of Education (ex officio)~~

68 ~~The Superintendent of Schools (ex officio)~~

69 ~~(1) member of the Board of Education~~

70 ~~(1) administrator~~

71 ~~(1) teacher~~

72 ~~(1) parent of a student enrolled in the Madison Public Schools~~

73 ~~(2) residents of the community not represented above~~

74  
75  
76 ~~The Board of Education shall make public notice of the formation of the subcommittee~~  
77 ~~and its charge for the purpose of encouraging representative communication. The initiator~~  
78 ~~of the request shall bring before the subcommittee the following documentation /~~  
79 ~~exhibits.~~

80  
81 For an individual:

- 82 ~~• evidence of outstanding achievement~~
- 83 ~~• resume of public service~~
- 84 ~~• ten (10) letters of recommendation~~ For a name other than that of an individual:
- 85 ~~• a written presentation of the special significance of the name~~

86 ~~The committee shall propose a list of not more than five (5) names to the Board for Board~~  
87 ~~consideration.~~

88 ~~The sub-committee shall validate the documentation and meet with any and all~~  
89 ~~individuals or groups it deems appropriate.~~ It shall present its recommendation to the  
90 ~~Board of Education~~ in accordance with Board ~~of Education~~ bylaws and policies.

91 ~~The Board retains the right to make the final determination in the naming of school~~  
92 ~~buildings, components major portions of buildings, or school grounds. This policy~~  
93 ~~notwithstanding, it is the intent of the Board that the naming of major portions of~~  
94 ~~buildings and school grounds occur infrequently and on a limited basis.~~

95  
96 ~~Once an individual has been recognized in this manner~~ Similarly, the Board will consider  
97 ~~renaming a school building, component major portions of a building, or schools grounds~~  
98 ~~, it will be the policy of the Board not to rename the facility. Should substantial evidence~~  
99 ~~be provided that would indicate that such recognition is only after determining that a~~  
100 ~~current name is no longer appropriate, as indicated by , a subcommittee of similar~~  
101 ~~structure as outlined above would be established for review. Action to remove this~~  
102 ~~recognition would require a minimum of seven affirmative votes 2/3 affirmative votes of~~  
103 the membership of the Board of Education.

104

105 (cf. 9460 Advisory Committees)

106 (cf. 9540.8 Voting Method)

107

108 #7551 (continued)

109

110 Date of Adoption: October 2, 1984 as 7144

111 Date of Revision: May 17, 1988

112 Date of Revision: February 26, 2002

113 Date of Revision: \_\_\_\_\_, 2022

Board Member Oath of Office

Oath of Office

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

- Connecticut General Statutes
10-218a Oath of office
1-25 Forms of oaths

Each Board member elected in a regular election will qualify by taking the oath of office on or before the time set for the organizational meeting of the Board (the second Tuesday in November.) Each Board member appointed or elected at a special election will qualify within ten (10) days by taking the oath of office. The election or appointment and qualification will be entered by the Board Secretary. The oath may be administered by the Town Clerk in the manner and form prescribed by law.

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Connecticut so long as I continue a citizen thereof; and that I will faithfully discharge, according to law, the duties of the office of the Board of Education to the best of my ability, so help me God.

Date of Adoption: 3/7/95

**#9220.3  
Board Member Resignation**

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**Board Member Resignation**

If a Board member's permanent residence ceases to be in the Madison School District, the Board member will resign immediately. Resignations for this or any other reason will require a written statement of resignation by the Board member to the Town Clerk and to the Chairperson of the Board. Upon receipt of a Board member's written resignation for this or any other reason, the Board will consider the resignation request at the next regularly scheduled meeting coinciding with or next following the receipt of written resignation. The Board will then accept the resignation by formal action and declare the Board position *vacant* unless the resignation is withdrawn any time prior to the Board's action.

Vacancies may occur on the Board because of a member's resignation, death, his / her moving outside of the district, or other reasons provided by law. Or a member may be recalled or removed from office for such reasons as specified in law.

**Resignation of Board Member from an Executive Board Position**

If an Executive Board member chooses to remain on the Board of Education but resign from his / her Executive Board position, the Board will consider the resignation request at the regularly scheduled meeting coinciding with or next following the receipt of written resignation from his / her Executive Board position. The Board will then accept the resignation by formal action and declare the Executive Board position vacant unless the resignation is withdrawn any time prior to the Board's action.

The vacancy to the Executive Board position shall be filled, other than the Chairperson, by a majority vote of those members present at the next regularly scheduled Board meeting following the declaration of vacancy. A vacancy to the Chairperson's position shall be temporarily filled by the Vice-Chairperson, for a period not to exceed six weeks. In the event that the temporary Chairperson is voted to the position on a permanent basis, an election for a new Vice-Chairperson shall occur within six weeks from the date of appointment. The newly-elected officer shall take office upon election.

Date of Adoption: 3/7/95

#9220.5

**Filling Vacancies on the Board**

(formerly Unexpired Term Fulfillment/Vacancies)

~~Vacancies on the Board of Education shall be filled in accordance with Connecticut General Statutes, the Madison Town Charter and the Board of Education Bylaws.~~

1. If a vacancy occurs on the Madison Board of Education (the “Board”), the remaining members of the Board shall fill such vacancy at a meeting or a special meeting convened for that purpose.
2. A member resigning from the Board should present, or have presented, a written letter of resignation to the Board Chair or at a regular meeting of the Board.
3. Having accepted a letter of resignation, or having become aware of a vacancy created by means other than the resignation of a Board member, the Board will schedule the election of a replacement at the next regular Board meeting or at a special meeting convened for such purpose.
4. Said election, made by the majority of the Board, shall be in effect until the next regular Town election, at which a successor shall be elected for the unexpired portion of the term. The official ballot shall specify the vacancy to be filled.

Legal Reference:

Connecticut General Statutes

10-219 Procedures for filling vacancy on local board of education

**#9325.43****Attendance at Meetings via Electronic Communications**

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Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages members to attend and participate at all meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members electronically is authorized under limited conditions and with prior approval of the Chairperson.

The Board recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board member at a Board meeting, and that electronic communications can enable a Board member to participate in a meeting from a remote location.

A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances. The reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

The Board authorizes the administration to provide the equipment required to implement this Board procedure.

**Guidelines**

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 the Board allows a member to participate 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.

**#9325.43 (cont.)**

Board members participating electronically may cast votes. However, if a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate, nor cast any vote, until the next item of business is opened. All votes taken during such a meeting shall be by roll call vote.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. Upon approval of the Chairperson, the Superintendent will arrange for the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(c.f. #9540 Quorum)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3

Time, Place and Notice of Meetings

1. Regular Meetings

A. The Madison Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.

B. In compliance with the Connecticut General Statutes, ~~the Chairperson [or Secretary]~~ Board of Education Clerk shall file this calendar with the Town Clerk, and post this calendar on the Board’s Internet web site, if available, by November 30 [or other date falling on or before January 31].

~~C. Normally the Board shall schedule regular meetings two times each month with the exception of December and February. ~~on the \_\_\_\_\_ of each month of the year except \_\_\_\_\_, when the Board shall schedule no regular meetings.~~~~

~~D. \_\_\_\_\_~~

E.C. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

F.D. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment in the Administrative Offices of the

33 Board, in the office of the Town Clerk, and on the Board’s Internet web  
34 site. Such notice shall include instructions for the public to attend and  
35 provide comment or otherwise participate in the meeting, by means of  
36 electronic equipment or in person, as applicable and permitted by law.

37

38 2. Special Meetings

39

40 A. Special meetings may be held when determined by the Board, when so  
41 called by the Chairperson, or within fourteen (14) days upon written  
42 request of three members of the Board.

43

44 B. No special meeting shall be held unless a notice stating the time, place and  
45 purpose of the meeting has been given to each member and to the Town  
46 Clerk, and has been posted on the Board’s Internet web site, if available,  
47 twenty-four (24) hours before the time stated for the meeting to convene.

48

49 1. If, in accordance with applicable law, the Board holds a special  
50 meeting conducted solely or in part by means of electronic  
51 equipment, notice of such meeting shall include whether the  
52 meeting will be conducted solely or in part by means of electronic  
53 equipment. If such meeting is to be conducted by means of  
54 electronic equipment, such notice shall include instructions for the  
55 public, by means of electronic equipment or in person, to attend  
56 and provide comment or otherwise participate in the meeting, as  
57 applicable and permitted by law.

58

59 C. When a majority of the members agree that an emergency exists which has  
60 made a regular notice impossible, such a meeting may be called at a time  
61 or place which may be most convenient. In case of such emergency  
62 meeting, a copy of the minutes setting forth the nature of the emergency  
63 and the proceedings occurring at such meeting shall be filed with the

64 Town Clerk [Regional School District Option: with the Town Clerk of  
65 each municipal member of the school district] no later than seventy-two  
66 (72) hours following the holding of such a meeting.

67

68 3. Meeting Time and Place

69

70 A. All regular meetings of the Board shall begin at 7:30 p.m. or as soon  
71 thereafter as a quorum is present and shall adjourn no later than  
72 \_\_\_\_\_ unless extended to a time certain by a two-thirds vote of the  
73 Board members present. All regular meetings of the Board shall be held in  
74 \_\_\_\_\_, unless otherwise ordered by the Board.

75

76 B. Special Meetings (non-emergency) of the Board shall be held at a time and  
77 place to be determined and announced in advance of meeting.

78

79

80 Legal References:

81 Connecticut General Statutes

82

83 Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of  
84 Information Act."

85

86 1-225 Meetings of government agencies to be public. Recording of votes.  
87 Schedule and agenda of certain meetings to be filed and posted on web  
88 sites. Notice of special meetings. Executive sessions

89 1-228 Adjournment of meetings. Notice

90 1-229 Continued hearings. Notice

91 1-230 Regular meetings to be held pursuant to regulation,  
92 ordinance or resolution

93 7-3 Warning of town and other meetings

94 7-4 Record of warning

95 10-218 Officers. Meetings

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