



NORWALK PUBLIC SCHOOLS
NORWALK, CT
BOARD OF EDUCATION
NORWALK, CONNECTICUT

BOARD OF EDUCATION POLICY COMMITTEE

Committee Chairperson, Heidi Keyes

Tuesday, March 17, 2015*

6:30 pm

Room A333

(City Hall – 3rd Floor)

AGENDA

1. Call to Order
2. Action: Policy 9320 Meeting Start Time
3. Action: Bylaw 9325 Meeting Conduct
4. Information & Discussion: Policy 6142 Physical Activity
5. Agenda Items for April Meeting
6. Adjournment

*The date was wrong on the Agenda sent on Friday.

9320 (a)

Bylaws of the Board

Meetings

Regular Meetings

Regular meetings of the Board of Education shall be held at the Board of Education office on the first and third Tuesday of every month at 7:00 pm. If a regular meeting falls on a legal holiday, the meeting shall be held on the next business day. A regular meeting may be canceled by agreement of a majority of the Board.

At least 24 hours prior to the time of the regular meeting, the agenda shall be made available posted outside the Board Room of the District, in each school in or near the school office in a place readily available to each school for access by ~~to~~ parents, teachers, and the general public, in the Office of the City Clerk, posted on the District's Internet Website, and shall be filed in the Superintendent's Office.

All regular meetings of the Board shall adjourn no later than ~~at~~ 11:00 p.m. unless a motion is made and carried to extend the time of adjournment.

Special Meetings

Special meetings shall be called by the chairperson upon a written request of one-third of the members or whenever deemed necessary by the chairperson. Written notice of all special meetings shall be given to each member of the Board at least 24 hours previous to the time stated for the meeting to convene. Said notice shall indicate the purpose of such special meeting.

Notice of each special meeting also shall be given not less than 24 hours prior to the time of such meeting by posting a notice of the time and place in the office of the town clerk. The special meeting shall also be posted on the District's Internet Website.

Formatted: Highlight

Annual Organization Meeting

The Board of Education shall organize at the annual meeting which shall be held the second Tuesday next following the day of the municipal election at which such office is elected. The meeting shall be called to order by the Mayor of the City of Norwalk, who by charter is the Chairperson of the Board of the Board of Education. In the absence of the Mayor, the meeting shall be called to order by the chairperson pro tempore of the preceding year or by the vice-chairperson for the preceding year in that order of priority, provided one of these officers is still a member of the Board. If none of the former officers is a member of the Board and the Mayor is absent, a temporary chairperson shall be selected and the meeting shall be called to order by the temporary chairperson, who shall preside until the new chairperson pro-tempore is elected.

The first order of business of the annual organization meeting shall be the election of the chairperson and vice-chairperson, who shall preside at all meetings of the Board in the absence of the Mayor.

The Board of Education shall also elect from its number a secretary, who shall keep a record of all votes, acts and transactions of the Board and shall perform all duties imposed by the Board and its bylaws.

Legal Reference: Connecticut General Statutes

- 1-18a Definitions
- 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.
- 1-21d Adjournment of meetings. Notice.
- 1-21f Regular meetings to be held pursuant to regulations ordinance or resolution.
- 1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3

Bylaw adopted
by the Board: 9/10/85
Reviewed: 6/03/97
Revised: 6/14/05
Revised: 12/16/08
Revised: _____

NORWALK PUBLIC SCHOOLS
NORWALK, CONNECTICUT

9321

Bylaws of the Board

Time, Place, Notification of Meetings

Regular Meetings

The Board of Education shall file with the Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, and shall post the schedule on the District's 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 be 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) CABE does not recommend such participation. However, it is permitted under the law. Therefore this language is provided 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.

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: 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 by the Board:

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Bylaws of the Board

Meeting Conduct

Meetings of the board of education shall be conducted by the chairperson in a manner consistent with the adopted bylaws of the board.

All board meetings shall commence at the stated time and shall be guided by an agenda which will have been prepared and delivered in advance to all board members and other designated persons.

The conduct of meetings shall, to the fullest possible extent, enable members of the board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishment both as to students and as to school system operations.

Provisions for permitting any individual or group to address the board concerning any subject that lies within its jurisdiction shall be as follows:

1. The board chairperson may establish rules limiting the time for speakers and the time for each subject matter.
2. No boisterous conduct shall be permitted at any board of education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the chair, of that person's privilege of address. If necessary, the chairperson may clear the room so that the board may continue the meeting.
3. If a speaker, whether individually or representing a group, wishes to make a complaint concerning individual schools, including a complaint against a Board employee, the Chair shall advise the speaker that complaints should be presented under Board policy 1312 (Public Complaints) and that this policy does not permit the Board to consider complaints presented at a Board meeting. If the speaker insists on presenting the complaint and the complaint is against a Board employee, Board members will refrain from commenting consistent with the employee's due process rights and Board policy 1312. Nothing in the by-law is intended to preclude a member of the public from making a statement or complaint during the time allotted for speakers. The Board of Education will take no immediate action upon the presentation of any such statement or complaint.
4. With the goal of promoting open and honest communication with the public, the Chairperson (in compliance with the applicable rules of order governing the meeting) at the conclusion of comments by a public speaker may answer a general question posed during that speaker's comments (whether directly, or by directing the question to a Board member or member of the District administration) or allow a member a point of personal privilege to respond to a particular comment which was made.
5. Speakers may offer objective criticism of district operations and programs, but the Board encourages member of the public to address complaints concerning individual district personnel through the proper chain of command. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle public comment, speakers should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible.

The board may adjourn or recess any regular or special meeting to a specified time and place. Less than a quorum, or the clerk, may do likewise. A copy of the notice of adjournment shall be conspicuously displayed near the meeting room door within twenty-four (24) hours of adjournment.

(ct. 1120 - Public Participation at Board of Education Meetings)

(ct. 9320 - Meetings)

(ct. 9322 - Public and Executive Sessions)

Legal Reference: Connecticut General Statutes

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

1-21a Recording, broadcasting or photographing meetings

1-21b Smoking prohibited in certain places. Signs required.

Penalty

1-21d Adjournment of meetings

1-219 Executive sessions

1-21 h Conduct of meeting (re disturbances)

1-21 i Denial of access of public records or meetings. Notice.

Appeal .

10-224 Duties of secretary

Bylaw adopted by the Board: 9/10/85 NORWALK PUBLIC SCHOOLS

Revised: 6/3/97 NORWALK, CONNECTICUT

Revised: 10/17/00

Revised: 1/2/2013

Revised: _____

InstructionPhysical Activity

The Board of Education intends that every student be physically educated – that is, shall develop the knowledge and skills necessary to perform a variety of physical activities, understand the short- and long-term benefits of physical activity and value and enjoy physical activity as an ongoing part of a healthful lifestyle.

Therefore, it is desired that:

- Every student in grades kindergarten through 8th participate in physical education for the entire school year and high school students participate at least eight quarters out of 16. Participation shall include students with disabling conditions and those in alternative education programs.
- The teaching and physical education staffs shall not order performance of physical activity as a form of discipline or punishment.
- Exemptions from physical education courses shall not be permitted on the basis of participation on an athletic team.
- Schools endeavor to provide every secondary school student with opportunities to voluntarily participate in intramural programs, physical activity clubs and/or interscholastic athletics. Equal opportunity on the basis of gender shall permeate all aspects of program design and implementation.
- School authorities develop schedules that provide time within every school day for preschool, kindergarten and elementary school students to enjoy supervised recess. Staff shall not deny participation in recess or other physical activity as a form of discipline or punishment, nor should they cancel it for instructional time.

In addition, the Board of Education intends that preventing injuries and illnesses related to physical activity be they joint responsibility of everyone: district and school leaders, school staff, students and their families.

Therefore, the district shall:

- Establish rules and procedures concerning safety, infection control, provision of first aid, and the reporting of injuries and illnesses to students' families and appropriate school and community authorities.

It is desired that the administration make use of in-service training sessions for both certified and non-certified staff to achieve the goals of this policy, and that full cooperation with community agencies be given whenever such cooperation can be advantageous to the students.

Legal Reference: Connecticut State Statutes
House Bill No. 5344

Policy adopted: 5/3/05

NORWALK PUBLIC SCHOOLS
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Instruction**Physical Activity**

1. Students in the elementary grades shall participate in physical education for at least 60 minutes during each school week/cycle; students in middle school at least 40 minutes every other day and high school students 44 minutes every-other-day for each of eight quarters.
2. Elementary schools shall schedule recess before lunch.
3. The physical education program shall devote at least 50 per cent of class time to actual physical activity in each week/cycle, with as much time as possible spent in moderate to vigorous physical activity.
4. The benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes (secondary level), general education classes (elementary level), and with instruction about personal health behaviors in health education classes (both levels).
5. Middle schools shall offer intramural/interscholastic physical activity programs that feature a broad range of competitive and cooperative activities.
6. High schools shall offer interscholastic athletic programs that adhere to rules and regulations of FCIAC. All coaches shall comply with the policies, regulations, rules and enforcement measures codified in a regularly updated coaches' handbook.
7. Exemptions from physical education courses shall not be permitted on the basis of participation on an athletic team, community recreation program, ROTC, marching band, or other school or community activity.
8. Qualified staff, which may or may not be certified teachers, shall supervise all intramural programs, physical activity clubs, and athletic teams.

Instruction

Physical Activity

Glossary of Terms

Interscholastic athletics refers to organized individual and team sports that involve more than one school.

Intramural refers to physical activity programs that provide opportunities for all students to participate in sport, fitness and recreational activities within their own school.

Moderate physical activity refers to a planned, sequential program of curricula and instruction that helps students develop the knowledge, attitudes, motor skills, self-management skills and confidence needed to adopt and maintain physically active lifestyles.

Qualified staff refers to persons that shall satisfactorily complete courses or other professional development programs that address: child and adolescent physical development; sports-related injury prevention and safety guidelines; infection control procedures; first aid and cardiopulmonary resuscitation techniques; promotional of healthy student behaviors; safe and unsafe methods for youth weight management and conditioning; and how to provide students with experiences that emphasize enjoyment, sportspersonship, skill development, confidence building and self knowledge.

Recess refers to regularly scheduled periods within the school day for unstructured physical activity and play.

Vigorous physical activity refers to exertion that makes a person sweat and breathe hard, such as basketball, soccer, running, swimming laps, fast bicycling, fast dancing and similar aerobic activities.

Regulation adopted: 5/3/05

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