

DANBURY BOARD OF EDUCATION

63 Beaver Brook Road
Danbury, CT 06810-6211
(203) 797-4700
(203) 830-6562 Fax

Gladys Cooper, Chairperson
Kathleen Molinaro, Vice Chairperson
Richard Hawley, Secretary

Board Members

| | |
|------------------------|-------------------|
| Eileen Alberts | Richard Jannelli |
| Shirley Chilian | Sandy Steichen |
| Gary Falkenthal | Robert Taborsak |
| Annrose Fluskey-Lattin | Phyllis Tranzillo |

TO: **Operations/Policy Committee Members**
Eileen Alberts, Richard Hawley, Kathleen Molinaro, Sandy Steichen

FROM: Robert Taborsak, Chair

OPERATIONS/POLICY COMMITTEE MEETING

MONDAY, MARCH 5, 2012
4:00 P.M.

Please attend an Operations/Policy Committee Meeting on Monday, March 5, 2012, at 4:00 p.m. at the Administration Center, 63 Beaver Brook Road.

A G E N D A

Review Board By-Laws:

- 3-8 Electronic Communication Among Board Members
- 4-2 Agenda Construction and Posting
- 4-10 Committees

cc: Board Members
Sal Pascarella
Cabinet Members
Town Clerk
Media

DANBURY BOARD OF EDUCATION



BY-LAW 3-8

**ELECTRONIC COMMUNICATIONS
AMONG BOARD MEMBERS**

Adopted: April 13, 2011

The Board of Education believes that electronic communication among its members and the administration is an efficient and convenient way to disseminate information, but must not be misused to deliberate issues that are appropriately discussed only in a public meeting. Therefore, Board members and administrators shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to email, internet web forums and internet chat rooms. Electronic messaging communication shall conform to the same standards of judgment, propriety and ethics as other forms of board-related communication (committee meetings, telephone calls, etc.). Board members shall adhere to the following guidelines when communicating electronically:

1. Board members shall not use email or any other electronic messaging service as a substitute for deliberations at Board meetings. (A Board member may discuss District business in person or by electronic means with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or use of emails or telephone calls to, Board members individually.)
2. Board members shall be aware that email and email attachments received or prepared for use in Board business may be considered public records that may be open to public disclosure, upon request.
3. Board members shall avoid reference to confidential information about employees, students, or to others in email communications because of the risk of improper disclosure.
4. Board members shall adhere to the District's "acceptable use" policy in all email communications and refrain from sending inappropriate, profane, harassing or abusive emails.
5. The Superintendent or designee is permitted to email information to Board members. This can include Board meeting agendas and supporting information. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "do not reply/forward" alert to the group, such as "*BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.*"
6. Board members are permitted to provide information to each other, whether in person or by electronic means, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
7. A Board member should include a "do not reply/forward" alert when emailing a message concerning District business to more than one other Board member. The following is an example of such an alert: "*BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.*"
8. Board members shall not reveal their passwords to others in the network or to anyone outside of it, except to the system administrator. If any Board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent of Schools immediately.

9. In the use of paperless Board meetings, a type of electronic communication among its members and the administration that is an efficient and convenient way to exchange information pertaining to the meeting of the Board, care must be exercised to not misuse the process to deliberate issues that are appropriately discussed only in a public meeting.
10. The Board shall have no expectation of privacy for any messages sent, stored, or received electronically. Messages that have been deleted may still be accessible on a District storage device. Messages deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.
11. District email addresses of all Board members who choose to have an account shall be published on the District website. Board members who choose not to forward and reply to messages via the District email system accept personal responsibility for compliance with the Freedom of Information Act.
12. Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, email, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.

The following guidelines should be considered regarding the conducting of a survey on an issue among Board members using electronic means:

1. Board members shall not use surveys, email or any other electronic messaging service as a substitute for deliberations at Board meetings.
2. Surveying will not be used for topics referring to confidential information about employees, students or others in email communications because of the risk of improper disclosure.
3. The district will avoid the appearance of conducting Board discussion or actions, in which opinions are exchanged among a quorum of Board members through repeated survey questions and answers, outside an open public meeting.

The Board shall annually review its electronic communication policy and practices with the Board attorney.

Legal Reference: Connecticut General Statutes
 The Freedom of Information Act.
 1-200 Definitions.
 1-210 Access to public records. Exempt records.
 1-211 Disclosure of computer-stored public records.

DANBURY BOARD OF EDUCATION

| BY-LAW 4-2 | AGENDA CONSTRUCTION AND POSTING | Adopted: March 26, 2008 |
|--|---------------------------------------|-------------------------|
| <p>1. <u>CONSTRUCTION OF AGENDA</u></p> <p>A. The Superintendent, in cooperation with the Chairperson of the Board of Education, shall prepare an agenda for each meeting.</p> <p>B. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.</p> <p>1. This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.</p> <p>* 2. At least three (3) Board members must agree to the additional agenda item before it will be placed on the agenda.</p> <p>2. <u>POSTING OF AGENDA</u></p> <p>A. At least twenty-four (24) hours prior to the time of the regular or special meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.</p> <p>1. An agenda will be posted at the City and Town Clerks offices, all schools, on Danbury Public School Web Site and the Administrative Offices of the Board of Education and mailed and/or faxed to the media.</p> <p>2. The Board may add items to the agenda of any regular meeting by two-thirds vote of those Board members present and voting.</p> <p>Legal Reference: Connecticut General Statutes</p> <p>1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be med. Notice of special meetings. Executive Sessions.</p> | | |

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DANBURY BOARD OF EDUCATION

BY-LAW 4-10

COMMITTEES

Adopted: March 26, 2008

The Board of Education shall act as a Committee of the Whole, on all matters coming before it, except that Special Committees for the consideration or investigation of certain problems may be appointed by the Chairperson or may be appointed by vote of the Board.

 The membership and Chairperson of the Committee shall be appointed by the Board Chairperson. No more than five (5) members of the Board may be appointed to a Committee. The appointment of Standing Committees will be done within thirty (30) days of the annual meeting.

No Committee may speak or act for the Board of Education unless specifically designed or instructed to do so by the Board of Education.

Meetings of Committees shall be posted in accordance with the Freedom of Information Act. A record shall be maintained by the Chairperson of each Committee of each meeting, which shall include the names of the Committee members in attendance, listing of topics discussed and Committee recommendations. The Superintendent shall notify all Board members of Committee meetings.

Record Keeping

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations.

Legal Reference: Connecticut General Statutes
 1-200 through 1-241 of the Freedom of Information Act.
 1-200 Definitions.
 1-225 Meetings of government agencies to be public.