

WATERBURY BOARD OF EDUCATION
MINUTES ~ SHERIFF CALL/ORGANIZATIONAL MEETING
Tuesday, December 1, 2015 – 6:30 p.m.
Kennedy High School, 422 Highland Avenue, Waterbury, CT

PRESENT: Mayor O’Leary, Commissioners Brown, Harvey, Hernandez, Pagano, Rodriguez, Stango, Sweeney, Theriault, Jason Van Stone, and Thomas Van Stone.

ALSO PRESENT: City Clerk Michael Dalton and Superintendent Kathleen Ouellette.

Mayor O’Leary called the meeting to order at 7:43 p.m.

MAYOR: We’ll now have the Pledge of Allegiance to the Flag.

Pledge of Allegiance to the Flag.

MAYOR: I now call on City Clerk Michael Dalton to administer the Oath of Office to Board of Education elect – Elizabeth C. Brown, Charles Pagano, Ann M. Sweeney, John Theriault, and Jason Van Stone.

City Clerk Dalton proceeded to administer the Oath of Office to the following: Elizabeth C. Brown, Charles E. Pagano, Ann M. Sweeney, John E. Theriault, and Jason Van Stone.

ROLL CALL

CITY CLERK: Commissioner Brown.

BROWN: Here.

CITY CLERK: Commissioner Harvey.

HARVEY: Here.

CITY CLERK: Commissioner Hernandez.

HERNANDEZ: Here.

CITY CLERK: Commissioner Pagano.

PAGANO: Here.

CITY CLERK: Commissioner Rodriguez.

RODRIGUEZ: Here.

CITY CLERK: Commissioner Stango.

STANGO: Here.

CITY CLERK: Commissioner Sweeney.

SWEENEY: Here.

CITY CLERK: Commissioner Theriault.

THERIAULT: Here.

CITY CLERK: Commissioner Jason Van Stone.

J. VAN STONE: Here.

CITY CLERK: Commissioner Tom Van Stone.

T. VAN STONE: Here.

DALTON: I got double duty this evening. I will now ask for the nominations of a Temporary President of the Board of Education. Commissioner Elizabeth Brown.

BROWN: Honorable Mayor and members of the Board, it is my privilege **to place into nomination the name of Commissioner Ann Sweeney as Temporary President.**

TOM VAN STONE: **I second that nomination.**

DALTON: Motion has been made and seconded for election of Commissioner Ann Sweeney as Temporary President. Are there any other nominations? Are there any other nominations? Are there any other nominations? Hearing no further nominations may I have a motion to close the nominations?

HARVEY: **I move to close the nominations.**

HERNANDEZ: **Second.**

DALTON: Is there any discussion? All in favor, opposed. Nominations are closed. May I have a motion to approve Commissioner Sweeney as Temporary President?

BROWN: **Motion to approve.**

TOM VAN STONE: **Second.**

DALTON: All in favor, opposed. Congratulations Commissioner Sweeney, you are the Temporary President, please assume the Chair.

SWEENEY: Thank you Mr. Mayor, honorable members of the Board of Education. The matter now before this Board is the election of a permanent President of the Board of Education. The Chair recognizes Commissioner Stango for the purpose of a nomination.

STANGO: Madam President, Honorable Members of the Board of Education, it is both an honor and a privilege **to place into nomination the name of Commissioner Elizabeth Crichton Brown, as President.**

SWEENEY: We have the nomination of Commissioner Brown as President. Do I have a second? Commissioner Rodriguez.

RODRIGUEZ: **I second that nomination.**

SWEENEY: We have a nomination and a second. Are there any other nominations? Are there any other nominations? Are there any other nominations? Being no further nominations, may I have a motion to close nominations for the position of President?

STANGO: **I move to close the nominations.**

RODRIGUEZ: **Second.**

SWEENEY: Any discussion? All in favor? Opposed? Nominations are now closed. The business before this Board is the election of Elizabeth C. Brown as President of the Board of Education. We will now have a roll call - Madam Clerk.

ROLL CALL VOTE FOR ELIZABETH C. BROWN AS PRESIDENT

CLERK: Commissioner Brown.

BROWN: Yes.

CLERK: Commissioner Harvey.

HARVEY: Yes.

CLERK: Commissioner Hernandez.

HERNANDEZ: Yes.

CLERK: Commissioner Pagano.

PAGANO: Yes.

CLERK: Commissioner Rodriguez.

RODRIGUEZ: Yes.

CLERK: Commissioner Stango.

STANGO: Yes.

CLERK: Commissioner Sweeney.

SWEENEY: Yes.

CLERK: Commissioner Theriault.

THERIAULT: Yes.

CLERK: Commissioner Jason Van Stone.

J. VAN STONE: Yes.

CLERK: Commissioner Tom Van Stone.

T. VAN STONE: Yes.

CLERK: Ten/zero – motion passes.

SWEENEY: Motion carries. President Brown please come forward and assume the Chair.

BROWN: Thank you all very much and thank you to my family for being here tonight, I really appreciate it. Thank you Mr. Mayor, Honorable Members of the Board of Education, the matter now before this Board is the election of a Vice President. The Chair recognizes Commissioner Ann Sweeney for the purpose of the nomination.

SWEENEY: Madam President, Honorable Members of the Board of Education, it is both an honor and a privilege **to place into nomination the name of Commissioner Felix Rodriguez as Vice President.**

PAGANO: **I second that nomination.**

BROWN: We have a nomination and a second. Are there any other nominations?

HERNANDEZ: Yes Madam President, **I'd like to nominate Karen Harvey for Vice President.**

BROWN: Is there a second.

T. VAN STONE: **Second.**

BROWN: Are there any other nominations? Are there any other nominations? Are there any other nominations? We have before us the names of Commissioner Felix Rodriguez and Commissioner Karen Harvey. May I have a motion to close nominations?

PAGANO: **I move to close the nominations.**

SWEENEY: **Second.**

BROWN: Will the Clerk call the roll.

CLERK: Please state the name as I call the roll. Commissioner Harvey. Please state the name for Vice President as I call the roll.

ROLL CALL VOTE FOR VICE PRESIDENT

HARVEY: Commissioner Harvey.

CLERK: Commissioner Hernandez.

HERNANDEZ: Commissioner Harvey.

CLERK: Commissioner Pagano.

PAGANO: Commissioner Rodriguez.

CLERK: Commissioner Rodriguez.

RODRIGUEZ: Commissioner Rodriguez.

CLERK: Commissioner Stango.

STANGO: Commissioner Rodriguez.

CLERK: Commissioner Sweeney.

SWEENEY: Commissioner Rodriguez.

CLERK: Commissioner Theriault.

THERIAULT: Commissioner Rodriguez.

CLERK: Commissioner Jason Van Stone.

J. VAN STONE: Commissioner Rodriguez.

CLERK: Commissioner Tom Van Stone.

T. VAN STONE: Commissioner Harvey.

CLERK: President Brown.

BROWN: Commissioner Rodriguez.

CLERK: Vice President Rodriguez has received seven votes and Commissioner Harvey has received three.

BROWN: Congratulations Vice President Rodriguez, can we please have order. The business before this Board now is the adoption of the By-laws.

T. VAN STONE: I move to adopt the By-laws of the Board of Education as presented.

J. VAN STONE: **Second.**

Bylaws of the Board

Organization

- a) The Board of Education shall consist of the Mayor and ten elected members. Six members shall constitute a quorum. The Mayor is the Chairman Ex-Officio of the Board. The members of the Board shall elect, by majority vote, a President and Vice-President.
- b) The organizational meeting of the Board shall be held at such time as the Mayor may direct or on December 1st of each odd numbered year. The meeting shall be called to order by the Chairman. Before acting, the members shall be duly sworn to the faithful performance of the duties of their office as prescribed by law. The Board shall proceed to elect by roll call by a majority of its members, present and absent, a President and Vice President.

Public Meetings

- a) All meetings of the Board of Education shall be open to the public with the exception of executive sessions (cf. 9320 – Meetings)
- b) All meetings of the Board shall be held at its office or at any other place designated by a majority vote of the Board.
- c) The Board shall hold its regular meetings on the first and third Thursday of each month, except in July and August, when meetings shall be held only on the first Thursday. The President of the Board shall have the discretion to reschedule meetings which under the above formula would otherwise fall on a holiday.
- d) All meetings shall be held at 6:30 p.m. or at any other time designated by the majority vote of the Board. Committee meetings shall be held at 5:30 p.m., unless otherwise designated by the Chairman.

- e) Special meetings may be called and held whenever requested in writing by any three members. The written request shall contain a description of the matters to be considered, and shall be sent to the President of the Board with a copy to the Clerk of the Board. No business shall be transacted at such special meeting other than that specified in the call.
- f) Citizens are encouraged to submit prepared written statements to the Commissioners. Comments by an individual shall be limited to a maximum of five (5) minutes. Commissioners believe that this will permit wider participation while also expediting the business of the meeting.
- g) Commissioners may respond to the concerns and/or comments of public speakers only with the permission of the Chair and **without debate**.
- h) Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted (cf. 1331 – Smoking in School Facilities).
- i) During meetings of the Board of Education, all cellphones or other electronic communication devices shall be turned off or changed to a silence mode.

Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-19 of the Connecticut General Statutes.

Construction of the Agenda

The Superintendent in cooperation with the President of the Board of Education shall prepare an agenda for each meeting. Any member of the Board of Education may call the Superintendent to request an item be placed on the agenda. Deadline for requests is 48 hours prior to the legally required public posting of the agenda. Finalization of the agenda lies with the Board President.

Posting of the Agenda

At least 24 hours prior to the time of the meeting, the agenda shall be posted in the Office of the Board of Education and in the Office of City Clerk and shall be filed in the Superintendent's Office.

Duties of the Chairman

The Chairman shall call the Board to order at the **appointed hour**, or as soon as a quorum is present. It shall be the duty of the Chairman to assure that all proceedings are in compliance with the laws enacted by the General Assembly, these rules and regulations and, otherwise, parliamentary usage.

Duties of the President

- a) In the absence of the Chairman, the Board President shall preside at all Board meetings.
- b) The President shall appoint liaison positions as appropriate.
- c) The President shall appoint ad-hoc committees as needed.

Duties of the Vice President

In the absence of Chairman and the President, the Vice President shall preside at the Board meeting.

Order of Business

a) Business shall proceed in the following order, unless the Board otherwise directs:

1. Silent Prayer
2. Pledge Allegiance to the Flag
3. Minutes of previous meeting
4. Communications
5. Public addresses the Board
6. Superintendent's Report
7. President's Comments
8. Consent Calendar
9. Committee reports
10. Unfinished business of preceding meeting only
11. Other unfinished, new, and miscellaneous business
12. Adjournment

b) The yeas and nays shall be taken and recorded by the Clerk of the Board whenever called for by any member of the Board.

Standing Committees

a) The President shall appoint the following standing committees, each consisting of a minimum of three members to serve two calendar years or less, the member first named to be chairperson, who will appoint a vice-chairperson:

- 1) The Committee on Policy
- 2) The Committee on Curriculum
- 3) The Committee on School Personnel
- 4) The Committee on School Facilities and Grounds
- 5) The Committee on Building
- 6) The Committee on Finance
- 7) The Committee on Grievances
- 8) The Committee on Legislation

At least one member of each committee shall be a member of the minority party.

- b) The President shall call committees together when requested to do so by the respective Chairperson, but in case the Chairperson refuses or neglects, then, at the request of the remaining members of the Committee, he shall call a meeting of the Committee, and a majority of the Committee shall constitute a quorum.
- c) Every report shall be signed by a majority of the Committee. A minority report in writing may be presented.
- d) All Committee actions are subject to the approval of the Board.

Committee on Policy

- a) The Committee on Policy shall review all recommended additions, revisions or deletions of Policy, as referred by the Superintendent of Schools, pertaining to operation and functions of the School District.
- b) The Committee shall have general authority over the by-laws of the Board.
- c) The Committee shall report to the Committee of the Whole prior to Board action.
- d) The Committee shall ensure alignment of Policy to Local, State, or Federal Enactments.
- e) The Committee shall evaluate the effectiveness of current standing committees bi-annually in October of the even years.

Committee on Curriculum

- a) All proposals to add to or change the course of study or the textbooks used in the school system shall be referred to and reported upon by this Committee prior to the action by the Board. In reporting upon any such proposals, the Committee shall give due consideration to the recommendations of the Superintendent of Schools and the consultative groups acting under the provisions of School Board Policy.
- b) All requisitions for books, supplies and the like shall be presented to this Committee and/or its duly appointed representatives for approval.
- c) Proposals for special regulations or changes to regulations regarding instruction in the school system shall be submitted to the Committee for transmittal to the Board.
- d) Proposals for overnight field trips and/or to destinations outside the State of Connecticut shall be submitted to the Committee for transmittal to the Board.

Committee on School Personnel

- a) The Committee on School Personnel shall act as an advisory body to the Superintendent in the appointment and transfer of teachers and in all other matters concerning the teaching and administrative and supervisory corps.
- b) The Committee shall conduct studies from time to time, as may appear necessary, regarding the number of teaching and supervisory personnel required to achieve the goals of the system and the salaries and other benefits required to obtain and retain professional personnel of a high caliber. Such studies shall include consultation with the Superintendent and other interested standing committees. The Committee shall report its findings and recommendations to the Superintendent for such use as he/she may require and for transmittal to the Board.
- c) The Committee shall develop methods by which teachers' performance shall be evaluated to determine whether such performance meets the standards developed by

the Board so as to entitle the teacher to advancement on the salary schedule if not at the maximum of the applicable schedule.

- d) The Committee shall also develop methods by which the performance of supervisors and administrators shall be evaluated to determine whether such performance meets the standards established by the Board for the administrative or supervisory position to which they are assigned.
- e) The Committee shall be responsible for reporting to the Board the names of those teachers, supervisors and/or administrators who should no longer be employed by the Board on the ground that they have failed to meet the standards established by the Board for their particular position, and should not be advanced to the next step in the applicable salary schedule because of their failure to meet the standards developed by the Board.

Committee on School Facilities and Grounds

- a) Subject to Board approval, the Committee on School Facilities and Grounds shall have general authority for the maintenance and operation of all buildings. The Committee shall coordinate the Board's operation of school buildings and other state and local authorities having an interest in the same, such as the Fire Department, the Health Department, the Plumbing Inspector, and the State Board of Education.
- b) The Committee shall supervise the appointment of all employees not otherwise provided for in these Policies, including such extra or part-time help as may be necessary, all in conformity with the Charter of the City of Waterbury, if applicable.
- c) The Committee shall exercise overall supervision of the school bus program. It shall consult with the administrative personnel who are assigned the responsibility of operating the program. The Committee shall conduct periodic studies of the effectiveness of the program and shall submit reports, recommendations, and proposals to the Board for its approval.
- d) The Committee shall present to the Board for its approval all requests for permission to use school buildings for all academic and/or non-academic purposes.

Committee on Building

The Committee on Building shall report to the Board upon the desirability of constructing new buildings or enlarging pre-existing facilities. When so instructed by the Board, the Committee shall procure plans and specifications for additions or new facilities and submit them to the Board of its approval.

Committee on Finance

- a) The Committee on Finance shall serve the Superintendent in an advisory capacity in conjunction with the preparation of the annual education budget and the Superintendent's presentation of the budget to the Board of Aldermen.
- b) The Committee shall be responsible for reviewing all grants and grant-funded contracts or agreements submitted for Board of Education approval for submission to the State and/or other agency.
- c) The Committee shall be responsible for seeing that the lunch program is running as efficiently as possible, both monetarily and nutritionally, and that it meets State and Federal mandates in regard to the nutrition of the children in the Waterbury Public Schools.
- d) Financial reports of all school entertainment and athletic events shall be reported to the Department of Education's Chief Operating Officer in writing within thirty days of

the event and said Officer may control the disposition of the same, provided, that the Athletic Association of each high school may submit an annual financial report at the end of the school year in June, in lieu of monthly reports.

Committee on Grievances

- a) The Committee on Grievances shall assist the Board in the Board's determination of grievances. All grievances shall be submitted to the Committee. The Committee, in conjunction with the President of the Board, shall schedule and hold the necessary hearings to comply with any collective bargaining agreement in effect between the Board and duly authorized representative of its employees or a group of its employees.
- b) The Clerk shall be responsible for the preparation and distribution of grievance forms.
- c) Committee members are expected to be present during all grievance hearings.

Committee on Legislation

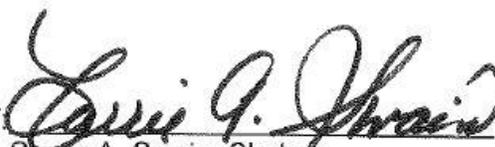
- a) The Committee on Legislation will maintain open communication with State and Federal officials regarding the district's needs and how they may be affected by proposed, pending or enacted state and federal legislation.
- b) The Committee will keep the Board abreast of any legislation that could impact the district.
- c) Approval of the full Board is required for all communications of positions on issues on the Board's behalf.

BROWN: The motion has been made and seconded. Is there any discussion? All in favor? Opposed? Motion passes unanimously. I'll entertain a motion to adjourn.

ADJOURNMENT

Upon a motion by Commissioner J. Van Stone and duly seconded by Commissioner Theriault, it was voted unanimously to adjourn at 7:50 p.m.

ATTEST


Carrie A. Swain, Clerk
Board of Education