I. Call to order @ 6:31 p.m.


Shane Centrella arrived at 6:32 p.m.

III. Business:

a) Board of Education Training

Melony Brady-Shanley started the meeting by reviewing the Board of Education Training presentation.

Jessica Richman Smith arrived at 6:37 p.m. and took over the presentation.

- **Board Roles and Responsibilities**
  - Implement the State’s education interests as agent of the State
  - Employ and act through the Superintendent, who serves as “chief executive officer”
  - Employ school staff
  - Establish policies
  - Establish budget and allocate resources
  - Adjudication (“quasi-judicial” function)
  - Negotiations
  - Strategic planning
  - Facilities review
  - Community relations
  - Curriculum review
  - Self-appraisal
Policy Governance
- Establish policies
  - Who drafts?
  - Who approves?
  - What about administrative regulations?

Review and modify policies as needed.
Ensure implementation

Quasi-Judicial Function
- Due Process
  - Expulsion hearings
  - School accommodations (residency, transportation) hearings
  - Teacher tenure hearings

Grievance Hearings
Public Complaint Hearings

Role of Individual Board Members
- Authority at meetings only
- Otherwise same rights as other citizens
- One member of a team

Responsibilities of Individual Board Members
- Participate and prepare
- Follow communication norms
- Act ethically
  - Maintain confidentiality
  - Follow laws and policies
  - Avoid conflicts of interest
  - Act fairly and impartially
  - Do not purport to speak on behalf of the Board

Role of the Chairperson
- Preside over meetings
- Represent the Board
- Organize committees
- Liaise with Superintendent
- Perform other duties so delegated
- Not responsible for managing Superintendent or solving problems
Role of Committees
- Perform responsibilities as delegated
- Maximize efficiency of Board work
- Bring recommendations to the Board for Board action
- Not obligated to seek full Board feedback until Board must take action, but may be so as appropriate (eg., prior to mediation)
- Must comply with FOIA as “public agencies”

Sondra Strubhar exited the meeting at 7:40 pm. Sondra Strubhar returned to the meeting at 7:42 pm.

Role of the Superintendent
- Chief Executive Office
- Enforces laws, regulations, rules, and policies
- Makes recommendations to the Board
- Carries out Board’s mission
- Appoints certain staff

Freedom of Information Act
- State law that applies to the public agencies
- Prescribes rules for meetings
- Provides that records maintained by public agencies are
  - Public unless exempt
  - Subject to prompt inspection upon request

Board Meeting Essentials
- Importance of Meetings
- Board is collective body that only has authority to take action when gathered at a meeting
- Individual members, unless expressly authorized by the Board, do not have the authority to act on behalf of the Board
- The meeting is the most visible aspect of the Board’s communication with the public and its staff, as well as between its members.

Types of Meetings
- Regular
- Special
- Emergency

All meetings must be noticed in advance
Executive Session
- Two-thirds vote is needed to enter executive session
- Motion should be clear as to the reason for the executive session
- Limited reasons to go into executive session
  - Personnel matters
  - Pending claims and litigation
  - Security devices and real estate
  - Confidential documents
  - Collective bargaining strategy (non-meeting)

Conducting a Meeting
- Meeting Procedure: Robert’s Rules of Order
- Board Member Voting
- Board Debate

MOTION to take a 5-minute break @ 8:12 p.m.

First: Nora Mocarski, Second: Jonathan Morhardt, U

Returned from Break @ 8:17 p.m.

Communication and Information-Sharing

Records and Electronic Communications
- Emails, Text Messages, Voicemails
- Communication with Superintendent
- Communication with Staff
- Communication with Community

Best Practices
DO
- Do focus on Board and school priorities
- Do come prepared to all meetings
- Do keep in mind those in attendance-staff, students, and public
- Do bear in mind the symbolic force of your meetings and conduct

DON'T
- Don’t spend time at Board meetings on administrative matters
- Don’t single out or criticize individual employees
- Don’t debate with the public
- Don’t tolerate rude or inappropriate behavior
Don’t discuss or spend time on trivia or unessential matters
Don’t make it personal

b) Discussion of Board Officer Elections and Related Procedural Issues

Jessica Richman Smith explained that in the election that took place on November 14, certain things happened, and we need to try to figure out how to move forward. She prepared a memorandum.

Was there anything wrong with the first vote? Second vote? Reinstate the first vote? What should we do?

In summary:
  ○ The first vote did not the signed ballots.
  ○ We can’t make a secret vote.
  ○ The first vote was invalid.
  ○ Waive the privilege, anything related to this subject matter is fair game.
  ○ Nothing is secret.

MOTION to waive Attorney Client Privilege to discuss issue related to the November 14, 2023 election.
First: Shane Centrella, Second: Shayne Deschamps 6, 0, 1 abstention.

Sondra Strubhar left the meeting at 8:26 p.m.

- The 1st vote was not valid because they were not signed.
- The second vote was taken and was the appropriate procedure, and ballots were signed.
- Text messaging was going on during the vote.
- There is concern that when board members are texting, it could be a concern to FOIA.
- Not necessarily a violation, but someone could bring a complaint to the Freedom of Information Commissioner.
- Hold a hearing to decide whether the texting did violate FOIA and vote on the decision.
- Third vote: should you conduct another vote?

Jessica Richman Smith was happy to give her opinion.
I realize this issue will be discussed again at the next board meeting, and wanted to answer any questions.
Jessica explained Robert's Rules of Order to make a motion and vote.

- Motion to rescind the second vote.
- We need a majority vote, two-thirds present and voting.
- If all 9 members are present. We need 6 of 9. We go with a majority vote.
- If we don’t get a majority vote, the second vote stands.
- Consideration of rescinding of the second vote, motion to rescind the second vote, and possible election of officers
- Chair secretary committee

MOTION to adjourn

First: Jonathan Morhardt, Second: Shayne Deschamps, 6, 0

IV. Adjournment: @ 8:50 p.m.