

Committee on Policy and Legislation  
January 28, 2021

Call to order 5:31pm

Attendees: Ann Sweeney, Chair  
Charles Stango  
Juanita Hernandez  
Karen Harvey

Superintendent Dr. Verna Ruffin  
Attorney Tara Shaw

**Item 1. Continued discussion: Revision of Bylaws**

Attorney Shaw reviewed the latest draft of bylaws. Noted the addition of an appendix section to address questions from December 2020 meeting. Appendix can be expanded as the Board desires to provide instruction on board meeting procedures, protocols, etc.

A change to the draft was noted for Policy 9314, Suspension of Policies: *“by majority vote of all voting members of the Board”* changed to *“by a majority vote of the Board”*. This change more clearly states a simple majority vote is needed to pass.

There was discussion of policy 9327 Electronic Mail Communications and the possible need to address text communications. It was agreed to add language stating that all means of electronic communications should be approached with caution, thereby encompassing all current and future means of electronic communications. There was also discussion on the need to be aware of the perception of gatherings of commissioners outside of Board meetings. There was a review and discussion of the town of Berlin’s BOE member handbook. A similar handbook that includes bylaws and appendix information would be a good reference material for BOE commissioners and help new commissioners become familiar with BOE roles, responsibilities and procedures. Discussions will continue at workshop for the full board.

Motion to recommend approval of draft bylaws as amended.

Motion by Karen Harvey, seconded by Charles Stango. Yeas-4/Nays-0/Abstain-0.

Motion to adjourn at 6:11 p.m.

Motion by Karen Harvey, seconded by Juanita Hernandez. Yeas-4/Nays-0/Abstain-0.

Minutes by Ann Sweeney