

**Board of Education
Newtown, Connecticut**

Minutes of the Board of Education virtual meeting held December 8, 2020 at 7:00 p.m.

M. Ku, Chair
D. Delia, Vice Chair
D. Cruson, Secretary
D. Leidlein (7:25 p.m.)
J. Vouros
R. Harriman-Stites
D. Zukowski

L. Rodrigue
N. Caruso, CABE staff
1 Press
1 Public

Mrs. Ku called the meeting to order at 7:05 p.m. and stated the meeting was being recorded. All Board members were in attendance by video with the exception of Mr. Vouros who joined by phone.

Item 1 – Effective and Efficient BOE Meetings

Mrs. Ku thanked Nick Caruso for joining the Board to facilitate the discussion, and explained that the evening’s agenda is about making meetings more efficient and effective. She reviewed the recent work done by the board, pointing out that with just seven members on the board, a lot of work is accomplished.

Nick Caruso led the discussion, focusing on three main categories of meeting conduct: agenda creation, meeting procedures, board member behavior. Several strategies for efficient and effective board meetings were raised and discussed:

- Provide time limits to board member comments
- Limit “ping-pong” discussions
- Provide materials in advance to allow for review and board members to be prepared
- Prepare for meetings
- Include interested Board Members on sub-committees
- Focus less on minutes – include less detail
- Accept that we may have different comfort levels with detail and may not all agree
- Effectively use statements of support or opposition (as opposed to asking questions)
- Shorten “reports” where there is redundancy with meeting agenda items
- Refer questions back to committee for consideration

Item 2 - Adjournment

The meeting adjourned at 8:49 p.m.

Respectfully submitted:

Daniel, Cruson, Jr.
Secretary