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SUSAN M. PAWLUK
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STRATFORD TOWN CLERK

**Stratford Board of Education
Stratford, Connecticut 06615**

To: All Board Members, Board Members Elected

From: Teresa Lycoudes, Board Secretary
Stratford Board of Education

Date: December 13, 2019

Re: Organizational Meeting

There will be a *special meeting* of the Board of Education for the purpose of conducting a Board Orientation Meeting on *Monday, December 16, 2019*. The Orientation Meeting will take place at the **Administration Center, 1000 East Broadway in the Board Room, and will begin at 6:30 PM.**

AGENDA

Call to Order and Opening of Meeting (Reference BOE Policy #9325.3)

Presentation / Orientation

Representatives from CABA (Connecticut Association of Boards of Education) will present and hold discussion on:

1. Roles and Responsibilities of Board Members
2. Board By-Laws (Importance of)
3. Freedom of Information / Meetings, etc.

Adjournment

cc: Superintendent Robinson
Mr. Melnik
Dr. Gejda
Exec. Assistant / Board Secretary – Teresa Lycoudes
PTA
Unions
Town Clerk – Susan Pawluk
Media

“ANY INDIVIDUAL WITH A DISABILITY WHO NEEDS SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING SHOULD CONTACT SUSAN PAWLUK, COORDINATOR, AT 384-4020 (TDD) 5 DAYS BEFORE THE MEETING, IF POSSIBLE”