

*Existing bylaw, number 9322 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Public and Executive Sessions**

All meetings, as defined in the Freedom of Information statutes, of the Woodbridge Board of Education shall be open to the public with the exception of executive sessions which shall be held as consistent with law. A chance or social meeting, a caucus or a discussion of strategy or negotiations with respect to collective bargaining are not defined as “meetings” under the Freedom of Information Act.

### **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 on a two-thirds vote of the members present and voting taken at a public meeting for one or more of the following reasons, consistent with law:

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 (public) meeting.
2. Strategy and negotiations with respect to pending claims or pending litigation, as defined by law.
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 when publicity regarding such subjects 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 therein described in Connecticut General Statutes section 1-19(b).

At an executive session of the Board of Education, attendance shall be limited to members of the Board and persons invited by the Board to present testimony or opinion pertinent to matters before the Board, provided that such persons' attendance shall be limited to the period for which their presence is necessary to present such testimony or opinion; minutes of executive sessions shall disclose all persons in attendance with the exception of job applicants who attend the executive session to be interviewed by the Board.

(cf. 1330 - Use of School Facilities)

(cf. 9314 - Suspension of Policies, Bylaws, Regulations)

(cf. 9321 - Time, Place, and Notification for Meetings)

(cf. 9323 - Agenda Construction/Advance Delivery of Meeting Materials)

(cf. 9324 - Meeting Conduct & Parliamentary Procedure)

(cf. 9325.1 - Quorum)

(cf. 9325.2 - Order of Business)

(cf. 9326 - Minutes)

## **Bylaws of the Board**

### **Public and Executive Sessions (continued)**

Legal Reference: Connecticut General Statutes

1-200 Definitions. (as amended by PA 02-130)

1-206 Denial of access to public records or meetings.

1-210 Access to public records.

1-225 Meetings of government agencies to be public.

1-226 Recording, broadcasting or photographing meetings.

1-231 Executive sessions.

19a-342 Smoking prohibited in certain places.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

## **Bylaws of the Board**

### **Construction of Agenda**

The Superintendent shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson **and/or Leadership Team** and appropriate members of the administrative staff. Any Board member who wishes to have an item included on the agenda should notify the Superintendent in sufficient time for the Superintendent to review the request with the Board Chairperson for **his/her their** decision on agenda placement.

The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board. The agenda and supporting materials will contain matters to be considered and shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. A notation of “provided for informational purposes only” will be included on all agendas. Agendas shall also be made available to others upon request to the Board Clerk.

### **Posting of Agenda**

Agendas for regular Board of Education meetings shall be made available to the public in the Superintendent’s Office and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

- (cf. [1120](#) Public Participation at Board Meetings)
- (cf. 1331 Smoke Free Environment)
- (cf. [9121](#) Board Officers)
- (cf. [9321](#) Time, Place, Notification for Meetings)
- (cf. [9324](#) Meeting Conduct & Parliamentary Procedures)
- (cf. 9325.1 Quorum)
- (cf. [9325.2](#) Order of Business)
- (cf. 9326 Minutes)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of Government Agencies to be Public. Recording of Votes. Schedule and Agenda of Meetings to be Fixed. Notice of Special Meetings. Executive Sessions.  
(subsection (a) re Agenda)

Bylaw adopted by the Board: **October 17, 2011**

**WOODBIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

**Bylaws of the Board**

**Advance Delivery of Meeting Materials**

The Board meeting materials shall be disseminated as follows:

1. The complete Board of Education agenda and the appropriate materials pertaining thereto shall be sent **electronically** to each Board member **and** Board clerk, ~~and student representatives.~~

The agenda will be available to the public at the administration building after ~~3:00~~ 4:00 PM on Fridays preceding each regular Board of Education meeting. ~~An agenda will also be available to each member of the press on Friday afternoons.~~

2. ~~Two~~ Copies of the agenda shall be ~~sent~~ forwarded through school electronic email to each building / assistant principal; ~~one copy of which is to be posted upon the bulletin board in each school office.~~

3. Copies of the agenda shall be forwarded through school **electronic email** to presidents of each bargaining unit and president(s) of ~~PTA~~/PTO organizations.

(cf. [9323](#) - Construction/Posting of Agenda)

Bylaw adopted by the Board: ~~October 17, 2011~~

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9325 adopted 11/14/16, appropriate as written.*

## **Bylaws of the Board**

### **Meeting Conduct**

Meetings of the Woodbridge Board of Education shall be conducted by the Chairperson in a manner consistent with the bylaws of the Board.

All Board meetings shall commence at the stated time, or as soon thereafter as a quorum is present, and shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.

The meetings shall, to the fullest possible extent, enable members to conduct the business of the Board in an orderly, expeditious manner.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. A 3-minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item of the agenda. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle public comment, speakers should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible. Speakers unsure of the legal ramification of what they are about to say are urged to consult first with their legal advisor.
2. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room may be cleared except for non-participating representatives of the press.
3. The Board may, by a majority vote, decide to extend the 20 minutes allotted per item of the agenda.
4. The Board will not respond to any comments made during the Public Comment except to clarify issues. The Board of Education will take into consideration comments made by the public at meetings and hearings. Questions, concerns and requests directed to the Board will usually be deferred pending administrative and Board consideration.
5. Speakers may offer objective criticism of district operations and programs but the Board encourages members of the public to address complaints concerning individual district personnel through the proper chain of command. The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however, the Board will not respond with action but will take comments under advisement and direct the comments to the appropriate staff member to address outside of the Board meeting.

## Bylaws of the Board

### Meeting Conduct (continued)

6. The following language shall be read by the Chairperson at the beginning of the public comment portion of the meeting: *(The reading is waived if there are no participants for public comment.)*

The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate district administration will follow-up with you at a later point in time.

Legal Reference:        Connecticut General Statutes  
                                  1-200 Definitions.  
                                  1-206 Denial of access of public records or meetings. Notice. Appeal  
                                  1-210 Access to public records. Exempt records.  
                                  1-225 Meetings of government agencies to be public.  
                                  1-226 Recording, broadcasting or photographing meetings.  
                                  19a-342 Smoking prohibited in certain places. Signs required. Penalties.  
                                  1-231 Executive sessions.  
                                  1-232 Conduct of meetings (re disturbances).  
                                  10-234 Duties of the Secretary

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

*A bylaw to consider. Currently not a policy*

## **Bylaws of the Board**

### **Quorum and Voting Procedures**

1. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business.
2. No member can vote on a question in, which he/she has a direct personal or pecuniary interest.
3. Members may vote for themselves for any office or other position.
4. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
5. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
6. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which the vote is taken.
7. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

**Bylaw adopted by the Board:**

cps 12/06

**Bylaws of the Board**

**Order of Business/Agenda**

The order of business shall be at the discretion of the Chairperson may include the following items:

1. Call to Order
2. Pledge of Allegiance
- ~~3. Requests from Citizens Correspondence~~
4. Public Comment
5. Approval of the ~~Minutes~~ Consent Agenda
6. Report of the Superintendent
- ~~5. Disbursement Journal~~
- ~~6. Budget Update~~
7. Committee Reports
- ~~8. Communication/Correspondence~~
- ~~10. Information Items~~
8. Action Items
9. New Business
- ~~12. Discussion Items~~
10. Public Comment
11. Adjournment

**Access to Agenda by Disabled Persons**

The District will ensure equally effective communications are provided to qualified persons with disabilities upon request as required by the Americans with Disabilities Act.

~~Appropriate auxiliary aids and services may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.~~

~~Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.~~

~~Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.~~

Bylaw adopted by the Board: ~~October 17, 2011~~

**WOODBRIAGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut



*Existing bylaw, number 9325.3 adopted 10/17/11, appropriate as written. A sample follows for comparison and consideration.*

## **Bylaws of the Board**

### **Parliamentary Procedures**

### **Rules of Order**

The current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board of Education except when in conflict with Board policy.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Suggested bylaw to consider.*

## **Bylaws of the Board**

### **Parliamentary Procedures**

#### **Rules of Order**

The current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board of Education except when in conflict with Board policy.

In voting, the yeas and nays will be taken and recorded. The Chairperson, as a member of the Board, shall be entitled to one vote on all questions.

Bylaw adopted by the Board:

rev 3/23

*Existing bylaw, number 9325.4 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Vote Recording**

The votes of each member of the Board upon any issue before any regular, special or emergency session meeting of the Board shall be reduced to writing and made available for public inspection within 48 hours, (excluding any Saturday, Sunday or legal holiday for votes or minutes of special and emergency special meetings) and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection as noted below.

### **Minutes**

The Secretary of the Board of Education shall keep minutes of all meetings of the Board. Copies of the proceeding shall be made for distribution to the Board members with the agenda for the next regular meeting. The official minutes of the Board of Education meetings and the master copy of the policy manual shall be kept in the central office. Minutes shall be made available to the public for inspection within seven days after each meeting. The votes or minutes of a special meeting shall be made available to the public for inspection within seven days after each such meeting, excluding any Saturday, Sunday or legal holiday. The minutes of any emergency special meeting shall specify the nature of the emergency and shall be available within 72 hours of the meeting.

Legal Reference:       Connecticut General Statutes

1-225 (formerly 1-21) Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (as amended by P.A. 99-71: An Act Clarifying Certain Time Periods in the Freedom of Information Act Eliminating Outdated and Unnecessary Freedom of Information Provisions.)

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

## **Bylaws of the Board**

### **Order of Business**

#### **Consent Agenda**

To make more efficient use of meeting time, the **Woodbridge** Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board (e.g., approving Board minutes, reviewing monthly expenses) into either a single motion or several categorical motions.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Chairperson **and/or Leadership Team** of the Board.

Items on a consent agenda will not be discussed prior to action. However, if any Board member believes that any item on the consent agenda requires discussion, that Board member may remove the item from the consent agenda merely by requesting same. The exempted item then moves to the regular agenda, and the Board may take action as it deems appropriate. All non-exempted items will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

Routine, standard, non-controversial, and self-explanatory items are those that will be placed on the consent agenda. Examples include:

- ~~Committee and~~ previous Board meeting minutes
- Office reports
- ~~Routine correspondence~~
- ~~Minor changes in a procedure (i.e., e-mail added as method of communication to announce a change in a meeting schedule)~~
- Routine revisions of a policy **for 30-day review** (changes in dates, dollar amounts due to changes in law or regulation, changes to legal references)
- ~~Standard contracts used regularly (i.e., confirmation of using the traditional in-house contract with a new vendor)~~
- ~~Confirmation of conventional actions required in the bylaws (Signatory authority for a bank account, acceptance of gifts)~~

Bylaw adopted by the Board: **October 17, 2011**

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

## **Bylaws of the Board**

### **Attendance at Meetings via Electronic Communications**

Consistent with Connecticut Public Act 22-3, the Board of Education may conduct its meetings solely or in part by means of electronic equipment. If a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection, or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a member necessary to form a quorum loses the ability to participate because of the interruption, failure, or degradation of such member's connection by electronic equipment, the Board may, not less than thirty minutes and nor more than two hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person; or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored. The Board shall, if practicable, post a notification on the District website and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption as described herein.

Consistent with Connecticut Public Act 22-3, any member of the Board of Education may participate in any meeting by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if the member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. This provision shall not apply to an executive session or special meeting unless the Board member has received advance permission from the Chairperson.

Minutes of all meetings shall specify if a member was physically present or present electronically.

When a member attends a meeting electronically, all votes shall be by roll call vote unless the vote is unanimous. A member who is attending electronically must identify himself/herself by name and be recognized by the Chairperson before speaking.

(cf. [9321](#) - Time, Place, Notification of Meetings)

(cf. [9322](#) - Public and Executive Sessions)

(cf. 9325.1 - Quorum)

(cf. [9325.4](#) - Voting Method)

(cf. 9326 - Minutes)

(cf. [9327](#) - Electronic Mail Communications)

Legal Reference: Connecticut General Statutes

[1-225](#) Meetings of government agencies, as amended by June 11 Special Session, PA 08-3

Connecticut Public Act 22-3 "An Act Concerning Remote Meetings under the Freedom of Information Act"

**Bylaw adopted by the Board: June 20, 2022**

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

**Bylaws of the Board**

**Electronic Mail Communication**

Email, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.

Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records. 1

1-211 Disclosure of computer-stored public records.

**Bylaw adopted by the Board: ~~October 17, 2011~~**

**WOODBIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

*Existing bylaw, number 9330 adopted 2/24/20, appropriate as written.*

## **Bylaws of the Board**

### **Board/School District Records**

Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by the Board of Education or the school district, whether handwritten, typed, tape recorded, printed, photostated, photographed, or recorded by any other method is by definition a "public record" and access thereto during normal hours of business shall be granted to any citizen. The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (including but not limited to, audiotapes, videotapes, microfiche, computer disk) material. All such records shall be maintained at the office of the Superintendent of Schools, who shall be the custodian of all public records of the district.

Not included in the category of public records to which the privilege of access is given are the following:

1. Preliminary drafts or notes provided the custodian or the Board of Education has determined that the public interest in withholding such documents clearly outweighs the public interest in disclosure.
2. Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
3. Records pertaining to strategy and negotiations with respect to pending claims and litigation to which the district is a party until such litigation or claim has been adjudicated or otherwise settled.
4. Trade secrets.
5. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment or academic examinations.
6. The contents of real estate appraisals, engineering or feasibility estimates and evaluation made for or by the district relative to the acquisition of property or to prospective public supply and construction contracts, until such time as all of the property has been acquired or all proceedings or transactions have been terminated (except that the law of public domain is not affected by this provision).
7. Records, reports and statements of strategy or negotiations with respect to collective bargaining.
8. Records, tax returns, reports and statements exempted by federal law or state statutes or communications privileged by the attorney client relationship.
9. Names or addresses of students enrolled in the public schools without the consent of each student whose name or address is to be disclosed who is eighteen or older and a parent or guardian of such minor student.

## Bylaws of the Board

### Board/School District Records (continued)

10. Records including engineering and architectural drawings; security systems' operational specifications (except a general description, cost and quality of the system); training manuals that describe security procedures, emergency plans or security equipment; internal security audits; and logs and other documents containing information on security personnel movement or assignments if reasonable grounds exist to believe their release would pose a safety risk, including harm to anyone, a facility or equipment.
11. Security manuals, emergency plans, emergency recovery or response plans and staff meeting minutes or records or portions of them that contain or reveal security information or otherwise exempt records.
12. Educational records not subject to disclosure under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 123g; as amended.
13. Records of standards, procedures, processes, software and codes not otherwise available to the public, the disclosure of which would compromise the security or integrity of an information technology system.

### Availability of Records

Any person shall receive promptly on request, a plain or certified copy of any public record except those which access is not permitted under law, at a cost not to exceed fifty cents per page. If any copy requested required a printout or transcription, or if any person applies for a printout or transcription of a public record, the fee shall not exceed the cost to the school district. The district will require prepayment of the fee if the fee is estimated to be two dollars or more. There will be no sales tax for this service. There will be no charge if the person requesting the record is an indigent, the record requested is exempt from disclosure, or if, in the judgment of the custodian of records, compliance with the request benefits the general welfare.

An additional charge of one dollar for the first page and fifty cents for each additional page may be made for certification of any records or of any fact within the record.

An individual may use a "hand-held" scanner\* to copy a public record. The Board establishes a fee structure of twenty dollars (\$20) for an individual to pay each time the individual copies records at the Board offices with a hand held scanner. The Board considers the use of a "smartphone" as analogous to a hand-held scanner.

The Superintendent, on behalf of the Board of Education, shall notify an employee in writing when a request is made for disclosure of the employee's personnel, medical or similar files, if the Superintendent reasonably believes disclosure would invade the employee's privacy.

*\*A hand-held scanner is defined by C. G.S. 1-212(g) as a battery-operated electronic scanning device the use of which (1) leaves no mark or impression on the public record, and (2) does not unreasonably interfere with the operation of the public agency.*



## **Bylaws of the Board**

### **Board/School District Records (continued)**

#### **Designation of Records Access Officer**

1. The Superintendent of Schools is designated as Records Access Officer of the School District, who shall have the duty of coordinating the School District's response to public requests for access to records, in accordance with Connecticut Freedom of Information Commission rules and regulations.
2. The Records Access Officer is responsible for assuring that District personnel:
  - a. Assist the requester in identifying requested records, if necessary.
  - b. Upon locating the records, take one of the following actions:
    - i. Make records promptly available for inspection; or
    - ii. Deny access to the records in whole or in part and explain the reasons therefore.
  - c. Upon the request for copies of records:
    - i. Make a copy available upon payment or offer to pay established fees.
  - d. Upon request, certify that a transcript is a true copy of the records.
  - e. Upon failure to locate records, certify that:
    - i. The District is not the legal custodian for such records.
    - ii. The records of which the District is a custodian cannot be found after diligent search.

#### **Requests for Public Access to Records**

1. Requests for inspection of records shall be made at least four (4) working days in advance to the Records Access Officer.
2. The Records Access Officer shall respond promptly to a request for records. Except under extraordinary circumstances, the District shall make response no more than four (4) working days after receipt of the request.
3. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records shall supply information regarding dates, file designations or other information that may help to describe the records sought.
4. If the District does not provide or deny access to the record sought within four (4) business days of receipt of a request, the District shall furnish a written acknowledgment of receipt of the request and statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

## Bylaws of the Board

### Board/School District Records (continued)

#### Denial of Access to Records

1. If the District fails to respond to a request within four (4) business days of receipt of a request, such failure shall be deemed a denial of access by the District.
2. Any person denied access to records may appeal to the State Freedom of Information Commission identifying:
  - a. The date and location of a request for records;
  - b. The records that were denied; and
  - c. The name and return address of the appellant.

Legal Reference: Connecticut General Statutes  
 1-15 Application for copies of public records.  
 1-200 Definitions.  
 1-210 to 1-213 Access to public records. (as amended by PA 02-113)  
 1-212(g) Copies and scanning of public records  
 1-211 Access to computer stored records.  
 1-214 Public contracts as part of public records.  
 1-225 to 1-240 Meetings of public agencies.  
*Paulsen v. Superintendent of Schools, Bethel Public Schools, #FIC 2015-663*  
 (June 8, 2016)  
 Federal Rules of Civil Procedure – 2006 Amendments

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

*Existing bylaw, number 9340 adopted 10/17/11, appropriate as written, if still current practice.*

## **Bylaws of the Board**

### **School Board Memberships**

The Board of Education shall maintain membership in the Connecticut Association of Boards of Education (CABE). It holds indirect membership in the National School Boards Association through its affiliation with the state group.

It shall be the practice of the Board of Education to appoint one member to represent this Board at CABE meetings. That member shall report from time to time to the full Board on the activities of the State and National groups.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9360 adopted 10/17/11, appropriate as written, if still current practice.*

## **Bylaws of the Board**

### **Legislative Program**

The Board of Education, as an agent of the state, must operate within the bounds of the state and federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

1. The Board will develop an annual legislative program through conferences with the Connecticut Association of Boards of Education and the National School Boards Association.
2. When appropriate, the Board will work for the achievement of common legislative objectives through these associations and with the other concerned groups.
3. The Board will also seek both direct and indirect representation of its position on pending legislation with appropriate state and federal legislators and legislative committees.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9400 adopted 10/17/11, appropriate as written.*

## **Bylaws of the Board**

### **Monitoring Products and Processes**

Members of the Board of Education willingly take on the difficult but crucially important task of grading themselves and the Board on which they serve.

An effective program of evaluation contains many essential features. The following conditions are crucial to an evaluation that has as its primary purpose the improvement of Board leadership:

1. Board members should know the standards against which they will evaluate themselves. Better yet, they should be involved in the development of the standards.
2. Evaluation should be at a time and place, with no other items on the agenda, at a study or executive session and with all Board members present.
3. The evaluation should be a composite of the individual Board member's opinion, but the Board as a whole should meet to discuss the results.
4. The evaluation should include a discussion of strengths.
5. The evaluation should be fairly frequent - at least once a year.
6. The Board should not limit itself to those items which appear on an evaluation form. No form or set of guidelines could encompass the totality of a Board's responsibilities.
7. Each judgment should be supported by as much rational and objective evidence as possible.

### **Performance Objective**

When the Board has received the composite profiles from the self evaluation, the members should then discuss the results in detail and formulate a series of objectives for the ensuing year. These objectives will be stated in the form of performance change or productivity gains. Implied in this approach is an assumption that an individual is capable of improvement. The chances that he or she will improve are enhanced if evaluation is carried out systematically in accordance with good planning, conscientious follow through and careful assessment of results.

### **Policy Review and Evaluation**

The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of the policies which it has adopted.

Legal Reference: Connecticut General Statutes  
10-14m - 10-14r Education evaluation and remedial assistance.  
10-220 Duties of boards of education.

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9420 adopted 10/17/11, appropriate as written, if still current practice.*

## **Bylaws of the Board**

### **Recognition of Accomplishments by Citizens, Students, Staff Members or Members of the Board**

#### **Recognition for Accomplishment**

The Board is committed to recognizing and reinforcing the positive efforts and performance of individuals involved in the school system. The Superintendent shall develop procedures to honor the distinguished or exceptional achievements of citizens, students, and staff. This should also include retiring staff who have contributed to the school system over an extended period of time. This may be done by recognition at Board meetings, letters of recognition, or other appropriate methods.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut