

POLICIES REVIEWED / APPROVED
DECEMBER 2020 THROUGH DECEMBER 2022

SY 2022/23	POLICY TITLE	ADOPTED
9122	Vice-Chairperson	7/18/2022
0523	Equity and Diversity	8/15/2022
2120	Organizational Chart	11/21/2022
3170	Extended School Day / Extended School Year Programs	
4111	Recruitment and Selection of Administrative Staff	
1313	Gifts to School Personnel	12/19/2022
2400	Evaluation of the Superintendent	
3280	Gifts, Grants, Bequests and Memorials	
SY 2021/22	POLICY TITLE	ADOPTED
5113	Attendance/Excuses/Dismissal	7/19/2021
4118.237 / 5141.8	Face Masks/Coverings (Staff / Students)	8/16/2021
5113	Attendance/Excuses/Dismissal	
5141	Student Health Services	
5141.3 - <i>DELETED</i>	Health Assessments & Immunizations	
4118.238 / 4218.238 / 5141.81	Travel and Self-Quarantine During the Covid 19 Pandemic (Staff / Students)	10/19/2021
4131	Professional Development	
4212.42	Drug and Alcohol Testing and Required Training for School Bus Drivers	
6161.51	Surveys and Screening of Students	
4112.5 / 4212.5	Security Check/Fingerprinting	12/20/2021
3542.31	Free or Reduced-Price Lunches	
3542.43	Food Charging	
5131.6	Drugs, Alcohol and Tobacco (Students)	
5131.911	Bullying	
5141.4	Reporting Child Abuse, Neglect and Sexual Assault	
9273	Civility	
4118.237 / 4218.237 / 5141.8 ALL SUSPENDED	Face Masks/Coverings (Staff / Students)	2/23/2022
5145.52	Harassment	2/28/2022
9110	Number of Members, Terms of Office, Election of Members	
9321	Time, Place and Notification of Meetings	

SY 2021/22 (Cont.)	POLICY TITLE	ADOPTED
2111	Equal Employment Opportunity	4/19/2022
3250	Materials/Services Fees, Charges	
3260	Disposal of Obsolete Books, Equipment, and Supplies	
3510	Operation and Maintenance of Plant	
4118.238 / 4218.238 / 5141.81	Travel and Self-Quarantine during the COVID-19 Pandemic (Staff / Students)	
5142.4	School Resource Officer(s)	
6171.2	Pre-School Special Education	
3160 – RETURN TO COMMITTEE	Budget Development, Administration, and Monitoring, and Transfer of Funds	5/17/2022
5111	Admission/Placement	
5118.1	Homeless Students	
4118.113 / 4218.113	Harassment (Staff)	6/20/2022
4118.238 / 4218.238 / 5141.81	Travel and Self-Quarantine during the COVID-19 Pandemic	
5125	Student Records - Confidentiality	
5131.111	Video Surveillance	
6163.3	Live Animals in the Classroom	
6171.1	Special Education	
6172.1	Gifted and Talented Students	
9121	Chairperson	
9122	Vice-Chairperson	
9123	Secretary of the Board	
9325.43	Attendance at Meetings via Electronic Communications	
2020/21 SY	POLICY TITLE	ADOPTED
4118.237/4218.237/5141.8	Face Masks/Coverings (Staff / Students)	8/6/2020
4118.238 / 5141.81	Self-Quarantine – Staff / Students	
6114.81	Emergency Suspension of Policy During Pandemic	
4000.1 / 5145.44	Title IX – Staff / Students	12/20/2020
4118.237 / 5114.8	Masks – Staff / Students	
4131	Professional Development	3/15/2021
2111	Equal Employment Opportunity	4/20/2021
2131	Superintendent of Schools	
4118.112	Sexual Harassment	
4118.238 and 5141/81	Travel and Quarantine during the Covid-19 Pandemic	5/18/2021
1110	Communications among the Board of Education, the Administration, the Parents and the Staff at BRS	6/21/2021
2120	Organizational Chart	

2020/21 SY (Cont.)	POLICY TITLE	ADOPTED
3170	Extended School Day and Extended School Year Programs	6/21/2021
5114	Suspension & Expulsion / Due Process	
9132	Standing Committees	

Draft

Bylaws of the Board

Role of the Board and Member (Powers, Purposes, Duties)

The Woodbridge Board of Education is the governing body of the Woodbridge School District and derives its authority from, and exists under the Constitution and General Statutes of the State of Connecticut and the Charter of the Town of Woodbridge.

Legal Reference: Connecticut General Statutes

[1-200](#) Definitions

[10-186](#) Duties of local and regional boards of education

[10-220](#) Duties of boards of education.

[10-221](#) Boards of education to prescribe rules

[10-240](#) Control of schools

[10-241](#) Powers of school districts

Charter of the Town of Woodbridge

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Role of the Board and Its Members

Statement of Integrity

The long term health of a representative democracy requires that citizenship and leadership act upon what is right, rather than what is popular. As Board of Education members, our goal is to improve the education of our children and to advocate for them and their best interests. Board members must be working effectively together and with others in the community to successfully reach this goal. A Board of Education that operates with integrity will be a more effective Board. Integrity is first, discerning what is right and what is wrong, second, acting upon what you have discerned even at personal cost; and third, saying openly that you are acting on your understanding of right from wrong. It requires that students, colleagues, constituents, and others in the community be considered in every decision. A Board of Education with a sense of integrity will consider what is right, and what is wrong. This takes discipline and an awareness of one's environment.

To this end, as a Board of Education with integrity, we will:

- Understand that our first and greatest concern is the educational welfare of the students, and that all decisions must be based on this understanding;
- Render all decisions based solely on our judgment of the available facts and not surrender that judgment to individuals, special interests, or our own personal agendas;
- Attend all Board meetings insofar as possible, and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;
- Be responsible for becoming informed on any and all issues coming before the Board;
- Seeks to facilitate ongoing communication between the Board and students, staff, parents and all elements of the community;
- Conduct our meetings and foster an environment where all elements of the community can express their ideas;
- Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;
- Refrain from using our position on the Board for personal or partisan gain;
- Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;
- Fairly assess all non-instructional aspects of the school operation;
- Support all decisions by the Board to the community once a decision has been reached; AND
- ~~Attend all Board meetings insofar as possible and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;~~
(repeated above)

- Understand that we have no authority beyond that which is exercised at the Board meeting, and that we shall not lend the impression that we are speaking on the Board's behalf unless that authority has been so delegated.

The Woodbridge Board of Education is committed to the highest legal and ethical standards essential in governing its school system. It endeavors to encourage growth and support established and innovative educational objectives.

(cf. [9000](#) - Role of Board and its Members)

(cf. [9271](#) - Code of Ethics)

Bylaw adopted by the Board: October 17, 2011

WOODBRIAGE PUBLIC SCHOOLS
Woodbridge, Connecticut

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Bylaws of the Board

Limits of Authority

The nine member Woodbridge Board of Education is the unit of authority. A Board member has no individual authority. Individually, a Board member may not commit the district to any policy, act or expenditure. A Board member is prohibited from doing business with the Woodbridge School District, and from being employed for compensation by the Woodbridge School, nor shall the Board member have an interest in any contract with the Woodbridge School District. A Board member does not represent any factional segment of the community, but is rather a part of the body which represents and acts for the community as a whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee.

No members of the Board of Education shall be asked to perform any routine or clerical duties which may be assigned to an employee.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

[10-232](#) Restrictions on employment of members of the board of education.

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Accountability

The public is accountable for:

- Maintaining a vigorous interest in, concern for, and constructive criticism of the schools;
- Electing the most able **men and women** available to represent them on the Board of Education;
- Providing the resources necessary for the Board and staff to accomplish publicly endorsed goals and objectives of the school district.

The Board is accountable for:

- Being responsive to the community's desires and concerns regarding the quality and performance of the school system;
- Carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives;
- Requesting the resources necessary for the achievement of the goals and objectives through the budget process;
- Evaluating the degree to which the goals and objectives are accomplished;
- Selecting and evaluating the Superintendent of Schools.

The Superintendent is accountable for:

- Providing creative professional leadership counsel and management in all aspects of the school district programs;
- Being responsive to the Board of Education's desires and concerns regarding the quality and performance of the school district;
- Effecting the policies, goals and objectives established by the Board of Education;
- Providing fiscal leadership in the implementation of the budget process;
- Selecting and evaluating all professional staff.

The administration, the teachers and other employees are accountable for:

- Achieving the goals and objectives related to their stated job responsibilities;
- Being responsive to the Superintendent of School's desires and concerns regarding the quality and performance of their job responsibilities;
- Maintaining communications with students, parents and the community regarding their stated job responsibilities;
- Conforming to the policies established by the Board of Education.

The parents are accountable for:

- Providing an atmosphere that supports the education of their child;
- Maintaining close communication with the school.

The students are accountable for:

- Diligently pursuing their own learning;
- Following the rules of the school district.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

Bylaw adopted by the Board: October 17, 2011

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Bylaws of the Board

Legal Responsibilities of Board of Education

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and Town Charter including but not limited to the following:

1. To annually establish, with the Superintendent of Schools, educational priorities for the school district.
2. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
3. To elect a Superintendent of Schools in accordance with state statutes.
4. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
5. To determine the number, classification, duties and remuneration of employees.
6. To establish policy for employment, promotion and dismissal of personnel in accordance with state statutes.
7. To provide for the appraisal of the performance of personnel.
8. To initiate and approve the acquisition and disposition of school sites and to initiate and approve plans for school buildings.
9. To consider any specific recommendations made by the Superintendent of Schools.
10. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
11. To consider, revise and adopt any changes in the curriculum.
12. To take any other actions required or permitted by law.
13. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (a) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (b) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (c) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;
 - (d) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Legal Reference: Connecticut General Statutes

[10-220 Duties of boards of education.](#)

Bylaw adopted by the Board: October 17, 2011

9020

Bylaws of the Board

Public Statements

The Woodbridge Board of Education recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board of Education to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parent/guardians are regarded as appropriate media of information for meeting the requirements of this bylaw. Press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. 1112.2 - School News Releases)

(cf. [1120](#) - Board of Education Meetings)

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Public Statements

Advocacy

The Board of Education believes that advocacy is a critical part of its activity and an important responsibility of school Board members. Advocacy is engagement in the political process at local, state and national levels to influence the public policies that affect Boards of Education and school children.

Education advocacy requires the Board of Education to publicly state what is needed to achieve effective public education. It is a recognition that the Board of Education has an important message to deliver to all governmental levels, the media and community, that affect educational policy and power to influence outcomes.

Education must be a priority in local, state and national policy and actions. Advocacy is necessitated by the many laws mandated on the school district by the state and federal government as well as regulations promulgated by State and Federal Departments of Education.

School Board members, respected by legislators are powerful advocates, with the responsibility to explain to legislators, the local impact of state and federal policy decisions. Local school Board members must help the Connecticut Association of Boards of Education deliver its message to legislators.

In fulfilling its advocacy responsibilities, the Board of Education will cooperate with parent groups, other educators, special interest groups, business and service organizations other school Boards, CABE, and community members to achieve favorable legislation on education issues. Coalition building is critical to effective advocacy.

The Board of Education will develop a plan to fulfill its advocacy responsibilities.

To fulfill its advocacy role, the Board of Education will:

1. join a broad advocacy network, ~~including CABE membership~~, at the state and national levels; **I would not cite membership in CABE as part of policy**
2. nominate, at the annual organizational meeting, a point person to be the conduit for information and action; with the power to write and contact legislators on behalf of the entire Board;
3. schedule time at Board meetings for a report on state and national advocacy issues;
4. recognize the Board of Education Chairperson, or his/her designee, as the press spokesperson for the Board of Education on state and national educational issues;
5. use varied available means of communication, such as newsletter, general media, public forums to publicize federal and state legislative policy issues being addressed by the Board;
6. agree, as a Board, in its lobbying effort on the particular issues and tactics, to be given priority;
7. cooperate, in a coalition with other Boards of Education, teachers parents, administrators, local elected officials, business and community leaders on agreed upon education lobbyist issues;

8. use media as an advocacy tool, meeting with the editorial board of newspapers serving the local area, writing letters to the editor and talking with reporters on educational legislative issues.

Bylaw adopted by the Board: October 17, 2011

Draft

Bylaws of the Board

Commitment to Democratic Principles in Relation to Community, Staff, Students

Board-Staff Communications

The Woodbridge Board of Education recognizes the need to maintain open communication between itself and the staff. Essentially, communications with staff deal with three general areas -- administration, policy and philosophy. While the Board recognizes the necessity for Board-staff communications, it also recognizes that administrative matters must be dealt with through its chief administrator. Hence, the basic line of communication for administrative matters shall be through the Superintendent.

1. Staff Communications to the Board

All formal reports to the Board or any Board committee from administrators, supervisors, teachers or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions on important matters, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. (cf. 4135.4 and 4235.4 re Complaints/Grievances)

Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe and participate first hand the Board's deliberations on problems of staff concern.

2. Board Communication to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns and actions. (cf. [9020](#) - Public Statements)

3. Visits to Schools

Individual Board members interested in visiting schools or classrooms will make arrangements for visitations through the administrators of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the Superintendent, building administrators and other supervisors.

4. Social Interaction

Staff and Board members share an interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Board of Education members are expected to avoid discussion of:

- A. Matters that are, or have the potential of becoming, the subject of an executive session;
- B. Information and data contained in personnel records protected by the privacy act;

C. Contested issues that may require final resolution by the Board.

(cf. [2220](#) - Representative and Deliberative Groups re staff involvement in decision making)

(cf. 5145 - Civil and Legal Rights & Responsibilities)

(cf. [9133](#) - Special/Advisory Committee re: staff advisory committee and student advisory committee)

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

Bylaw adopted by the Board: October 17, 2011

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Bylaws of the Board

Board-Related Responsibilities

The Board of Education shall:

1. Employ an able and qualified Superintendent of Schools.
2. Adopt policies to govern the operation of the school system.
3. Communicate the educational program to the people of the community.
4. Keep abreast of future educational needs of the Town as well as the present.
5. Adopt an annual budget.
6. Take such specific actions as are required by law.

Legal Reference: Connecticut General Statutes

[10-186](#) Duties of local and regional boards of education.

[10-220](#) Duties of boards of education.

[10-221](#) Boards of education to prescribe rules.

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Number of Members, Terms of Office, Election of Members

The Board of Education shall consist of nine members. Their terms of office shall be four years in length in accordance with the Woodbridge Town Charter and any other governing laws. Before entering upon their official duties, members of the Board of Education shall take the oath of office before the Town Clerk or their designee. **Nowhere does it say a BoE member must be a resident elector of the district, of 18 years of age and a citizen of the United States?**

No more than five nor less than four members of the Board of Education shall be elected to each serve for a four-year term at each regular Town election.

The Board of Education shall conduct its organizational meeting at its first meeting in November or December following Board elections. The Board of Education shall elect from its members at the organizational meeting a Chairperson, a Vice-Chairperson and a Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until a Chairperson is elected. In the absence of the Chairperson, the Vice-Chairperson or Secretary in that order shall preside until a new Chairperson is elected. Election of officers shall be in writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a Chairperson and/or Secretary are not chosen within one month, because of a tie vote of the members, Town Selectmen shall choose such officers from the Board membership.

Upon his/her election the Chairperson shall assume the chair and proceed with the election of the Board Vice Chairperson and Secretary.

If the office of Chairperson, Vice Chairperson or Secretary becomes vacant between organizational meetings, the Board shall, within 30 days thereafter, fill the vacancy for the unexpired term by a majority vote of the members of the Board present, at a meeting **warned -Word choice?** for that purpose.

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

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings

Charter of the Town of Woodbridge Section 8-15(a)(b)

Bylaw adopted by the Board: February 28, 2022

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Bylaws of the Board

Officers

The officers of the Board of Education shall consist of the Chairperson, the Vice-Chairperson and the Secretary.

Legal Reference: Connecticut General Statutes

[10-218 Officers. Meetings](#)

Bylaw adopted by the Board: October 17, 2011

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Bylaws of the Board

Chairperson

A Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board biannually at the organizational meeting of the Board. There is no restriction on the number of terms a Board member may serve as Chairperson.

The Chairperson shall preside at all meetings of the Board, appoint committees, sign financial and other records of the Board, and perform such other duties as may be prescribed by law, State Department of Education regulations, or the action of the Board.

In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint members to committees in accordance with Bylaws [9132](#) and [9133](#).
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it is not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.
9. Declare the meeting adjourned.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

The Chairperson of the Board may be removed as Chairperson by the affirmative vote of six (6) members taken at a duly constituted meeting for which the matter appeared as an agenda item.

(cf. [9121](#) - Bylaws of the Board of Education Officers)

(cf. [9132](#) - Standing Committees)

(cf. [9133](#) - Special Committees)

(cf. [9324](#) - Meeting Conduct and Parliamentary Procedure)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the Secretary.

[10-225](#) Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: June 20, 2022

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Vice-Chairperson

A Vice-Chairperson of the Woodbridge Board of Education shall be elected by a majority of the members of the Board bi-annually at the organizational meeting of the Board.

In the absence or inability of the Chairperson, the Vice-Chairperson shall preside at Board meetings and shall perform such other duties of the Chairperson as necessary.

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

(cf. [9324](#) Meeting Conduct and Parliamentary Procedure)

(cf. [9121](#) Chairperson)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the Secretary.

[10-225](#) Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: July 18, 2022

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Secretary of the Board

A Secretary of the Board of Education shall be selected by a majority of the members of the Board bi-annually at the organizational meeting of the Board.

In the absence of the Clerk of the Board, the Secretary shall record and maintain a record of all meetings and proceedings of the Board.

In the absence of the Chairperson and the Vice-Chairperson, the Secretary shall preside at Board meetings and perform such other duties as necessary.

(cf. [9324](#) - Meeting Conduct and Parliamentary Procedure)

(cf. [9121](#) - Bylaws of the Board of Education Officers)

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the Secretary.

[10-225](#) Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: June 20, 2022

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Clerk of the Board

The Woodbridge Board of Education shall be staffed by an individual who will serve as Clerk of the Board.

The Clerk of the Board shall be responsible for accurate records of the proceedings of the Board; and for the preservation of reports of committees and communications addressed to the Board; reports of the Chairperson and reports of the Superintendent.

Legal Reference: Connecticut General Statutes

[10-218](#) Officers.

[10-224](#) Duties of secretary.

[10-225](#) Salaries of secretary and attendance officers.

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Committee of the Whole

~~The Woodbridge Board of Education shall conduct its Curriculum Committee as a Committee of the Whole.~~

? I do not think this is accurate for current practice.

Legal Reference: Connecticut General Statutes

[10-218](#) Officers. Meetings.

[10-224](#) Duties of the Secretary.

[10-225](#) Salaries of Secretary and Attendance Officers.

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Standing Committees

The following shall be the standing committees of the Woodbridge Board of Education. The Chairperson shall appoint three Board members to each committee, whose consensus will typically be determinative of committee actions. The Chairperson may revise committee appointments at any time, and shall be an ex officio member of each committee. The Woodbridge Education Association and the Beecher Road School PTO may each designate one individual per committee to represent their respective organizations at committee meetings.

Additional members representing parents and staff may be added at the discretion of the Board and **designees from the teachers' union and PTO are non-voting participants**. Committees are formed at the beginning of the school year; communications regarding interest in serving on committees should be directed to the Board Secretary. The Superintendent is a member of each committee and may appoint up to two additional administrators/supervisors to serve on each committee. Policy decisions of the committees are non-binding; only the Woodbridge Board of Education may determine policy.

The standing committees of the Board are:

- A. Policy ([9132.2](#))
- B. Curriculum ([9132.3](#))
- C. Finance ([9132.4](#))
- D. Facilities ([9132.5](#))

(cf. [1110](#) - Communications among the Board of Education, the Administration, the Parents, and the Staff at Beecher Road School)

(cf. [9131](#) - Committee of the Whole)

(cf. [9132.2](#) - Policy Committee)

(cf. [9132.3](#) - Curriculum Committee)

(cf. [9132.4](#) - Finance Committee)

(cf. [9132.5](#) - Facilities Committee)

Legal Reference: Connecticut General Statutes

[1](#)-200 through 1-241 of the Freedom of Information Act

[1](#)-200 Definitions

[1](#)-226 Meetings of government agencies to be public

[10](#)-220 Duties of boards of education

Robert's Rules of Order

Bylaw adopted by the Board: June 21, 2021

WOODBIDGE PUBLIC SCHOOLS

Draft

Bylaws of the Board

Standing Committees

Policy Committee

A Policy Committee shall be a standing committee of the Woodbridge Board of Education with membership appointed in adherence with Board Policy [9132](#).

The Policy Committee shall meet as needed to consider matters pertaining to the creation, deletion, revision or interpretation of Board policies and bylaws and make recommendations for action to the Woodbridge Board of Education as necessary.

(cf. [9132](#) Standing Committees)

Bylaw adopted by the Board: December 17, 2018

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Bylaws of the Board

Standing Committees

Curriculum Committee

A Curriculum Committee consisting of those members of the Woodbridge Board of Education appointed by its Chairperson in adherence with Board Policy 9132 shall be a standing committee of the Board. The Curriculum Committee shall meet as needed to review and oversee the overall instructional program of the district.

The responsibilities of this committee include; but are not limited to:

- a) Work with the administration on the development of new instructional programs and courses.
- b) Work with the administration concerning the development, establishment and maintenance of a program for curriculum review.
- c) Actively participate in the review, evaluation, and development of the district's curriculum, including the revision or elimination of programs or courses.
- d) Review and make recommendations for revision of policies related to curriculum, instruction, and assessment.
 - Provide review and approval of curriculum for the district
 - Guide the teaching/learning process by defining what is to be learned, how it is to be learned and how the students' understanding of the content will be assessed
 - Ensure that the district has a planned and systematic process to develop and review curriculum in order to maintain programs consistent with quality standards.

Curriculum recommendations will be presented by the Superintendent to the Woodbridge Board of Education, which acts as a Curriculum Committee of the Whole. The Woodbridge Board of Education recognizes its obligation to oversee the curriculum development/revision process and acknowledges its statutory responsibility to recommend, develop, revise and approve all curriculums for the school district. The Board will also review and take formal action on modifications which represent a significant change in the direction for a given program or subject area, which will have an impact on the continuity or coordination of another program or subject area; which will require a substantial increase in resources, either immediately or in foreseeable future; or which will have high visibility and interest in the public eye.

Responsibility for the specific content, sequence and organization framework of the curriculum shall rest with the Superintendent and/or his/her designee(s).

(cf. [9132](#) Standing Committees)

Bylaw adopted by the Board: December 17, 2018

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Bylaws of the Board**Standing Committees****Finance Committee**

A Finance Committee shall be a standing committee of the Woodbridge Board of Education with membership appointed in adherence with Board Policy [9132](#). The Finance Committee shall meet as needed to monitor, review and make recommendations to the full Board regarding the fiscal status of the school district as well as the following items:

- Requests for additions to the budget as identified by the Superintendent.
- Requests for line item transfers as identified by the Superintendent.
- Annual town audit reports.

The Finance Committee will review, monitor, and make recommendations to the full Board on any other issues that arise relating to the finances of the district.

Bylaw adopted by the Board: December 17, 2018

WOODBRIAGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board

Standing Committee

Facilities Committee

A Facilities Committee consisting of those members of the Woodbridge Board of Education appointed by its Chairperson shall be a standing committee of the Board. The Facilities Committee shall meet as needed:

1. To serve as Board of Education liaison on matters relating to the effective utilization, operation and maintenance of the school facilities.
2. To study, investigate and examine, when necessary, future building and grounds needs of the district and report such findings to the Board.
3. To serve as Board of Education liaison on the review of the district's five-year capital improvement plan.

The Facilities Committee will make recommendations for action to the Board as necessary.

Legal Reference: Connecticut General Statutes

[1-200](#) through [1-241](#) of the Freedom of Information Act

[1-200](#) Definitions

[1-226](#) Meetings of Government Agencies to be Public

[10-220](#) Duties of Boards of Education

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Special Committees/Advisory Committees

The Chairperson of the Woodbridge Board of Education shall create and assign membership to the Ad Hoc committees as shall be deemed necessary or advisable by the Board of Education, and the Chairperson shall be, ex officio, a member of each committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education. Such final report shall be given to the Board within one (1) year of creation.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

In contrast to standing committees, Ad Hoc committees are created to perform a specific task. Ad Hoc committees may include administrators, staff, parents, students and/or community representatives as well as Board members. When it has made its final report or recommendation to the Board, the Ad Hoc ceases to exist.

(cf. 9130 - Committees)

(cf. [9131](#) - Committee of the Whole)

(cf. [9132](#) - Standing Committees)

Legal Reference: Connecticut General Statutes

[1-200](#) through [1-241](#) of the Freedom of Information Act.

[1-200](#) Definitions.

[1-226](#) Meetings of government agencies to be public.

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Board Consultants

The Woodbridge Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which present staff is unable to provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services requiring special expertise;
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any "product" (e.g., long-range plans, codified policy manual, etc.) to the Board; and
6. Costs.

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Oath of Office

A member of the Board of Education must swear or affirm the faithful performance of duties prior to participating in official actions of the Board.

Legal Reference: Connecticut General Statutes

[10-218a](#) Oath of office

[1-25](#) Forms of oaths

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Resignation/Removal From Office/Censure

A prospective Board member should realize that there is a great deal of investment in time, effort and dedication expected of each member of the Board. Before he/she seeks an appointment, this should be made clear to the candidate and that it is expected that he/she will serve a full four-year term of office.

However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Whenever a member of the Board of Education shall cease to be a bona fide resident of the Town of Woodbridge, membership in the Board shall immediately cease. Any member who fails to attend three consecutive meetings of the Board without good cause may be removed by it.

A Chairperson or Vice-Chairperson of the Board of Education may be removed from their position as Chairperson/Vice-Chairperson by the affirmative vote of six (6) members of the Board, and in case the office of the Chairperson or Vice-Chairperson shall become vacant the Board shall, within 30 days thereafter, fill the vacancy for the unexpired term.

The Board may vote to censure or reprimand a member by a two-thirds vote of the membership of the whole Board.

(cf. [9324](#) Meeting Conduct and Parliamentary Procedure)

(cf. [9120](#) Officers of the Board)

(cf. [9121](#) Chairperson)

(cf. [9122](#) Vice-Chairperson)

Legal Reference: Connecticut General Statutes

[7-103](#) Resignation of Municipal Officers

Adopted By the Board: 11/92; Revised 1993; Approved 3/29/93; Revised 11/21/05; Revised 6/15/09

Bylaws of the Board—(repeated policy from above)

Oath of Office

~~A member of the Board of Education must swear or affirm the faithful performance of duties prior to participating in official actions of the Board.~~

~~Adopted by the Board: 11/05/79; Approved 3/29/93; Revised 12/19/05~~

Draft

Bylaws of the Board

Orientation of Board Members

The Board of Education and the administrative staff shall assist each new member-elect to understand the Board of Education's functions, policies and procedures and operation of the school system before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected material on the function of the Board of Education and the school system.
2. The incoming member shall be invited to attend Board meetings and to participate in its discussions.
3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss their duties and responsibilities, and continuing Board members shall be notified and invited to such meetings.
4. Immediately following the election, incoming members shall be provided with a copy of the Board's policies and bylaws, administrative regulations and copies of pertinent materials developed by the Connecticut Association of Boards of Education.

The Board Chairperson may request a veteran Board member to mentor a new member.

5. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Professional Development/In-Service

School Board Conferences, Conventions, and Workshops- **this is very long, we should talk about it**

Attendance at meetings, such as conferences and conventions, directly or indirectly related to education or to school matters, should be encouraged for the values that they have to the school system and the professional growth of Board members. The Board Chairperson and the Superintendent will notify Board members of all such scheduled meetings.

Board members will be reimbursed for normal and reasonable business expenses incurred for out-of-district travel, lodging, meals, and related expenses. Each person is expected to account for all expenditures and to attach expense receipts to reimbursement applications.

Board members will report to the Board as a whole within a reasonable period of time following their return to the district.

Prior Travel Notification

For major conferences (two days or longer), Board members will notify the Board Chairperson and the Superintendent of their intention to travel at school system expense. Unless indicated otherwise, such notification will constitute travel approval. Consideration needs to be given to advanced registration discounts.

Expense Reports

Completed expense reports should be submitted for approval to the Board Chairperson. Upon approval, the expense report form will be forwarded to the business office where the report will be reviewed again for accuracy. Should the business office have reason to question an expense, the question should be directed to the Superintendent who will confer with the Board Chairperson. The Board Chairperson's decision will be final and the bill will be scheduled for payment. Approved expense reports are not returned to the person submitting the report. If an "Advance Request" was approved by the Board Chairperson, any portion of the advance in excess of claimed expenses must be returned as soon as possible by check, payable to the school district or to the business office.

Required Receipts

Must be attached to the expense report and, in general, are required as follows:

Required Receipts- **must be original/unaltered copy of original**

- Lodging-Lodging accommodations should provide normal comforts and services well located in relation to the area in which business is to be conducted.
- Meals-Reasonable expenditures are allowed for meals. Expenses that are lavish or extravagant must not be incurred. Any expenses that might seem unreasonable should be carefully documented and explained. Receipts are required for individual meals costing \$10.00 or more. **Alcohol will not be reimbursed**

- Taxi or bus fare-Receipts, when attainable, are required for bus/limousine fares and taxi fares of \$10.00 or more.
- Parking fees or toll charges-Receipts are required for parking fees or tolls of \$2.00 or more.

Personal Cars

In ordinary circumstances, the use of personal cars for travel on out-of-district school system business is not encouraged. If a personal car is used, the travel expense approved will be no greater than the expense that would have been incurred if had been by airplane. When private car is used, the mileage must be listed in the expense report.

Inter-City Transportation

The most economical type of transportation should be selected. The standard airline accommodation is coach class and reservations should be made well in advance to take advantage of discount rates. When coach accommodations are not available, the next higher price available accommodations may be used in emergency situations if the airline ticket reflects that coach class was not available.

~~Personal Telephone Calls—obsolete?~~

~~Personal telephone calls to the home should be kept to a minimum and be of reasonable duration. Unusually lengthy or frequent calls must be explained on the travel and conference report.~~

Other Expenses

Expenses for baggage handling and telephone are reimbursable. Non-reimbursable items include: travel insurance; child care fees; personal items such as clothing, toiletries, barber, etc.; liquor and tobacco; personal side trips; luggage; cost of personal credit cards; gifts.

Travel Expense For Spouse

Travel expenses for a spouse are not reimbursable.

Gratuities

Other than for normal tips for taxis, bellboys, maids (for extended stays), baggage handling, and meals, gratuities are not authorized. If gratuities of an unusual amount or nature are required for a major meeting, convention, etc., they must be approved in advance and detailed on the individual travel expense report.

Charge Accounts

The establishment and/or use of charge accounts in the name of the school system is prohibited as is the establishment and/or use of personal charge accounts with a school system address. Payment of expenses charged on personal charge accounts is permitted but does not eliminate the need for documentation required herein.

Guidelines For Board Members Eligible For Travel and Conference Reimbursement

POSITION	GEOGRAPHIC LIMITATIONS	AIR TRAVEL	LODGING*	MEALS*	CASH ADVANCE
Board Members	Unlimited	Coach	\$180.00 a night	\$38.00 a day	50% of estimated cost of prepayment

*The prices of lodging and meals may vary according to the location of the conference or convention. Board members should strive for lower prices whenever possible. A request for waiver of the lodging guideline should be submitted to the Chairperson prior to conference/convention attendance.

Bylaw adopted by the Board: October 17, 2011

(Attach All Bills and Receipts to this Report)

Date of Report _____

Name of Board Member _____

For Attendance At _____

Sponsored By _____

Location _____

Date(s) _____

I. Travel Expenses—(Expenses other than privately-owned automobile-expenses over \$10.00 must be accompanied by receipt)

ITEMS	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.	AMOUNT
Transportation Air, Rail, Bus								\$
Local Transportation Taxi, etc.								
Hotel								
Breakfast								
Lunch								
Dinner								
Telephone/Telegraph								
Tolls								
Parking								
Registration Fee								
Other								
								Sub-Total \$ _____

II. Mileage Allowance – (for the use of privately-owned auto on trip)

DATE	<u>Odometer</u>		MILES	AMOUNT
	Start	Finish		
Sub-Total		\$		
Total Travel Expense I & II				
Cash Advanced (Check#_____)				
Balance Due		(-)		

Draft

Bylaws of the Board**Board Member Protection**

The Woodbridge School District shall maintain adequate insurance to protect the district and its Board of Education against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the school district, and save harmless its Board and staff while acting in behalf of the school district.

Legal Reference: Connecticut General Statutes

[10-235](#) Indemnification of teachers, board members and employees in damage suits; expenses of litigation.

[10-236](#) Liability insurance.

[10-236a](#) Indemnification of educational personnel assaulted in the line of duty.

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Conflict of Interest

Board members shall comply with laws regarding conflict of interest and attempt to avoid situations which might have even the appearance of a conflict and avoid actions that might embarrass themselves or the Board. Two areas of Board operations must be approached with particular care to prevent any real or seeming conflict of interest - purchasing and personnel hiring. Therefore:

No member of the Board of Education or employee shall have any direct monetary interest in contracts with the school system nor shall he/she furnish directly any labor, equipment or supplies to the district. However, the district may contract with corporations or businesses in which a Board member is an employee. In such instances, the member must declare his/her association with the firm and refrain from debating or voting on any related votes.

No member of the Board of Education may be employed for compensation by the Woodbridge School District.

The following rules shall govern conflict of interest in the employment of staff and members of the Board of Education:

1. No spouse, including a domestic partner of a civil union, minor child or dependent of a Board of Education member shall be appointed to a full-time position in the Woodbridge School District.

~~2. Persons related otherwise by blood or marriage to a Board of Education member may be employed following full disclosure of the relationship by the Board of Education member in a public meeting and sufficient vote of appointment without counting the vote of the related Board of Education member. (The superintendent hires all positions with the exception of administration and it would not be going to the BoE for a vote, so I am not sure this is needed)~~

3. A spouse or child of a Board of Education member may be employed for limited term or short-term employment on a competitive basis among persons who are eligible.

All members and employees of the Board of Education are prohibited from accepting gifts other than of minimal value as defined by current IRS regulations from any person(s) doing or planning to do business with the school system.

This policy should not be construed so as to prohibit an employee or member of the Board of Education who is a candidate for any office (including re-election to the Board of Education) from receiving campaign contributions that he/she would otherwise be legally entitled to accept.

Legal Reference: Connecticut General Statutes

[7-479](#) Conflict of Interest

[10-156e](#) Employees of Boards of Education Permitted to Serve as Elected Officials; Exception

[10-225](#) Salaries of Secretary and Attendance Officers

[10-232](#) Restrictions on Employment of Members of the Board of Education

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Code of Ethics for Board Members

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations. Members of the Board of Education subscribe to the "Standards of Leadership for Members of Boards of Education" recommended by the Connecticut Association of Boards of Education Board of Directors, as follows:

1. I will be a staunch advocate of high quality free public education for all Connecticut children. In fulfilling my responsibilities, I will think of "children first".
2. I will, as an agent of the state, uphold and enforce all laws, rules, regulations and court orders pertaining to public schools. I will strive to bring any needed change only through legal and ethical procedures.
3. I will strive to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, physical condition or social standing.
4. I will work unremittingly to help my community understand the importance of proper support for public education.
5. I will recognize the need for fiscal responsibility in the decision-making process especially as it relates to cost/benefit considerations.
6. I will join with my Board, staff, community and students in becoming fully informed about the nature, value and direction of contemporary education in our society. I will support needed change in our schools.
7. I will strive to serve as a communications link between the community and our schools to ensure that the community is fully and accurately informed about our schools, and that the school staff understands the aspirations and desires of the community.
8. I will recognize that my responsibility is not to "run the schools" through administration, but together with my fellow Board members to see that they are well-run through effective policies.
9. I will confine my Board action to policy-making, planning and appraisal, and will help to frame policies and plans only after my Board has consulted those who will be affected by its actions.
10. I will arrive at conclusions only after discussing all aspects of the issue at an open meeting. I will respect the opinions of others, and abide by the principle of majority-rule.
11. I will recognize that authority rests only with the whole Board assembled in meeting, and will make no personal promises nor take any private action which may compromise the Board.
12. I will acknowledge that the Board represents the entire school community, and will refuse to surrender my independent judgment to special interests or partisan political groups. I will never use my position on the Board for personal gain or for friends.
13. I will hold confidential all matters pertaining to schools which, if disclosed, might needlessly injure individuals or the schools.
14. I will insist that all school business transactions be open and ethical.
15. I will strive to appoint the best professional leader available when a vacancy exists in the chief administrative position.

16. I will strive to appoint the best trained professional personnel available, upon recommendation by the appropriate administrative officer.

17. I will support and protect school personnel in the proper performance of their duties. I will strive to ensure that all personnel have not only the requisite responsibilities, but the necessary authority to perform effectively.

18. I will refer all complaints through the proper "chain of command" within the system, and will act on such complaints at public meetings only when administrative solutions fail.

19. The Board as a whole shall request data and/or reports from district personnel not as an individual.

Reference: "Connecticut Code of Ethics for Boards of Education" printed in Responsibilities of Board of Education Membership (revised June, 1989)

Bylaw adopted by the Board: October 17, 2011; Bylaw readopted: February 24, 2020

WOODBIDGE PUBLIC SCHOOLS

Bylaws of the Board

Code of Conduct on Data Use

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data gathered by District staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data as a Board or Committee, not as an individual, unless the information is readily available and will not redirect staff time.
3. Use data to represent all of the Board members' constituents honestly and equally and refuse to surrender the Board members' responsibilities to special interest or partisan political groups.
4. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
6. Respect the confidentiality of privileged information.

Adopted by the Board: 11/21/05

Bylaws of the Board

Civility

Statement and Purpose

The Woodbridge Board of Education has, as the primary objective of this policy, the promotion of mutual respect, civility, and orderly conduct in pursuing the interest and work of the Woodbridge School District. In the interest of presenting the Woodbridge Board of Education as a role model of respectful discourse, the Board encourages positive communication and discourages volatile, hostile, aggressive, and non-inclusive communications or actions. Modeling a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of our youth as thoughtful participants in our democracy.

It is the intent of the Board to promote mutual respect, civility, orderly conduct, and constructive problem-solving in our interactions as a Board and with the community. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free setting for the Board, the administration and staff, the students, and the community to engage with each other in the best interests of the District. The Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

The Woodbridge Board of Education intends to foster a culture and practice of civility in all school and school-related settings, communications, and operations. Informed debate, healthy dialogue, disagreements, and informed public opinion are to be expected and are accepted forms of interaction in a democratic society. Common norms and protocols for civil discourse and action and compliance with public meeting laws are to be expected.

Nothing in this policy shall be deemed to be in conflict with the ability of the school community to have opportunities and avenues available to express concerns and complaints about any facet of school operations or to limit an individual's ability to exercise his or her right to freedom of expression. The expectation is that this is done in a way that does not violate anyone else's rights.

The Woodbridge Board of Education seeks to promote a work environment that is safe, productive, and encouraging of the free flow of ideas without fear or intimidation, and to provide all students with appropriate role models for respectful problem solving. The Board seeks public cooperation with this endeavor.

Expectations and Procedures

Expectations of the Board of Education

The Woodbridge Board of Education and all others serving in an official District capacity, including but not limited to members of the Board of Education, District representatives, administrative representatives, community representatives, and all Committee members, are expected to treat everyone, including but not limited to fellow members, students, parents, faculty and administration, and members of the public, with courtesy, civility, respect, and inclusion.

The Woodbridge Board of Education welcomes constructive, informed, civil engagement with all members of the District.

Expectations of Interactions with the Board of Education

Community and District members engaging with the Board or any of its Committees are expected to treat each other with courtesy, civility, and respect. This expectation applies to in-person interactions as well as electronic, remote, or virtual interactions.

Uncivil and disruptive behaviors are not limited to, but include: disrupting or threatening to disrupt school or district operations; loud, intimidating, or offensive language; verbal or physical intimidation or bullying; harassment of District members through repeated communications, including but not limited to phone calls, e-mails, texts, social media blasts, or confrontations; threatening the health or safety of Board members, staff, or students; willfully causing property damage; disrupting the work of the Board; or any behavior that interferes with the operation of the District, its administrative offices, its school, or Board functions.

Process for Addressing Concerns of Incivility

The Board of Education reserves the right to censor incivility through:

- Use of parliamentary procedure to conduct the work of the Board on agenda topics, enter into recess, or enter into adjournment.
- Asking the disrupting party to leave the premises or meeting.
- Reaching out to law enforcement for any party refusing to leave or causing an unsafe environment.
- Consistent with State statute, terminating the electronic meeting attendance of a disrupting party until such time as the party complies with the expectations of this policy.

Policy adopted: December 20, 2021

WOODBRIAGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Bylaws of the Board**Methods of Operation**

The Woodbridge Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of situations and potential problems. Application of such policies to individual cases is an administrative function to be performed by the Superintendent.

Bylaw adopted by the Board: October 17, 2011

DRAFT

Bylaws of the Board

Formulation, Adoption, Amendment of Policies

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

The Board shall designate one copy of the policy manual as the official policy manual of the district. The official copy shall be kept in the Superintendent's Office and the Superintendent or designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the district's policy manual.

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual distributed throughout the district, the version contained in the official policy manual shall be regarded as authoritative.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of Education to Prescribe Rules, Policies and Procedures.

Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Formulation, Adoption, Amendment, **Deletion** of Bylaws

Proposed new bylaws and suggested amendments to or revisions of existing bylaws shall be adopted by a majority vote of all members of the Woodbridge Board of Education. This will usually occur during the second of two regularly scheduled meetings of the Board not less than four (4) weeks apart. The proposed additions, amendments, or revisions shall be described in writing in the Board member packet prepared for the first Board meeting at which the changes shall be considered by the Board. **No reference to bylaw deletion if desired... you might consider the comprehensive blurb below from another district?**

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board meeting in which the such proposed bylaws, amendments, revisions or deletions shall be read and discussed. Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such matters. When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption. Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of Education to Prescribe Rules, Policies and Procedures.

Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Formulation, Adoption Amendment of Administrative Regulations

The Woodbridge Board of Education normally does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent of Schools. When required by law to adopt administrative regulations, the Woodbridge Board of Education-adopted regulations shall be by the same procedure as that specified for policies in the Bylaw numbered 9311, regarding formulation, adoption, amendment of policies.

The Board reserves the right to review and direct revisions of administrative regulations should, in its judgment, the Board find a regulation to be inconsistent with the policies adopted by the Woodbridge Board of Education.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of Education to Prescribe Rules, Policies and Procedures.

Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Suspension of Policies, Bylaws, and Regulations

Policies, bylaws and Woodbridge Board of Education adopted regulations shall be subject to suspension for a specified purpose and a limited time by a majority vote of all members of the Board at a meeting in the call for which the proposed suspension is described in writing, or upon a two-thirds vote of all members of the Woodbridge Board of Education when no such written notice has been given.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of Education to Prescribe Rules, Policies and Procedures.

Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board: October 17, 2011

Bylaws of the Board

Time, Place and Notification of Meetings

Regular Meetings

There shall be a regular meeting of the Board each month unless canceled by special action of the Board. The Woodbridge Board of Education shall file with the Woodbridge Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, for that year. No regular meeting shall be held sooner than thirty (30) days after such filing. The schedule will include the date, time, and location of each meeting.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

Special Meetings

Special meetings may be called by the Chair or acting Chair whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the Board.

Notice of each special meeting of the Woodbridge Board of Education shall be given at least twenty-four hours in advance of the meeting by filing a notice of the time, place and business to be conducted in the Office of the Town Clerk; however, in case of emergency, any such special meeting may be held without complying with the foregoing requirement for the filing of notice, but a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting. No other business shall be considered by the Board at that special meeting. In addition, such written notice delivered to the Town Clerk less than 24 hours in advance of the meeting must also be delivered to the residence of each Board member, unless at, or prior to, the time the special meeting convenes a Board member files with the Town Clerk or Clerk of the Board of Education a written waiver of such notice.

In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the Town Clerk's office is closed shall be excluded.

- (cf. 1331 - Smoke Free Environment)
- (cf. [9121](#) - Board of Education Officers)
- (cf. [9323](#) - Agenda Construction)
- (cf. [9325](#) - Meeting Conduct & Parliamentary Procedures)
- (cf. 93251 - Quorum)
- (cf. [93252](#) - Order of Business)
- (cf. 9326 - Minutes)

Legal Reference: Connecticut General Statutes

[1-200](#) (2) Definitions. "Meeting."

[1-206](#) Denial of access to public records or meetings.

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

[1-227](#) Mailing of notice of meetings to persons filing written request.

[1-228](#) Adjournment of meetings. Notice.

[1-229](#) Continued hearings. Notice.

[1-230](#) Regular meetings to be held pursuant to regulation, ordinance or resolution.

[10-218](#) Officers. Meetings.

Bylaw adopted by the Board: February 28, 2022

WOODBRI
WOODBRIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Draft

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)

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: October 17, 2011

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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 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 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

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~~ **provided?** to each Board member, Board clerk, and student representatives.

The agenda will be available to the public at the administration building after 3:00 P.M. 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 to each building 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 mail to presidents of each bargaining unit and presidents of PTA/PTO organizations.

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

Bylaw adopted by the Board: October 17, 2011

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. **(If you want to ensure public speakers are from only Woodbridge you need to state that here, also if you do not wish a person to allow/defer their 3 minutes to someone else, you need to state that here)**
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 are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others why may be affected by their comments. While it is not the intent of the Board to stifle public comments, speakers should be aware that if their statements violate the rights of others under the saw of defamation or invasion of privacy, the speaker may be held legally responsible.** 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.
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. **Perhaps add the 20 minute time limit if you wish to adhere to it.**

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: November 5, 1979; Revised by the Board: October 17, 2011; Revised by the Board: November 14, 2016

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

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
4. Approval of the Minutes
5. Disbursement Journal
6. Budget Update
7. Committee Reports
8. Communication/Correspondence
9. Report of the Superintendent
10. Information Items
11. Action Items
12. Discussion Items
13. 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

Bylaws of the Board

Order of Business

Consent Agenda

To make more efficient use of meeting time, the 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 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 (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

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: October 17, 2011

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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: October 17, 2011

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

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

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, ? word choice, 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, micro-fiche, 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.??? What are those??
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.
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.*

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:
 1. Make records promptly available for inspection; or
 2. Deny access to the records in whole or in part and explain the reasons therefore.
 - c. Upon the request for copies of records:
 1. 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:
 1. The District is not the legal custodian for such records.
 2. 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.

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: February 24, 2020

WOODBIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

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: October 17, 2011

Bylaws of the BoardLegislative 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: October 17, 2011

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: October 17, 2011

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: October 17, 2011