

Existing bylaw, number 9000 adopted 10/17/11, appropriate as written.

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:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9005 adopted 10/17/11, appropriate as written.

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:

1. Understand that our first and greatest concern is the educational welfare of the students, and that all decisions must be based on this understanding;
2. 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;
3. 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;
4. Be responsible for becoming informed on any and all issues coming before the Board;
5. Seeks to facilitate ongoing communication between the Board and students, staff, parents and all elements of the community;
6. Conduct our meetings and foster an environment where all elements of the community can express their ideas;
7. Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;
8. Refrain from using our position on the Board for personal or partisan gain;
9. Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;
10. Fairly assess all non-instructional aspects of the school operation;
11. Support all decisions by the Board to the community once a decision has been reached;
12. 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;

Bylaws of the Board

Role of the Board and Its Members

Statement of Integrity (continued)

13. 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:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9010 adopted 10/17/11, appropriate as written.

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:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9011 adopted 10/17/11, appropriate as written.

Bylaws of the Board

Accountability

The public is accountable for:

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

The Board is accountable for:

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

The Superintendent is accountable for:

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

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

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

Bylaws of the Board

Accountability

The parents are accountable for:

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

The students are accountable for:

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

Legal Reference: Connecticut General Statutes
 10-220 Duties of boards of education.

Existing bylaw, number 9012 adopted 10/17/11, appropriate as written with update to legal reference.

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.
~~Charter, Town of Windham, Ch. X Sec. 6, "Duties of Board of Education on Budget," November 3, 1992, p. 18~~

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS
 Woodbridge, Connecticut

Existing bylaw, number 9020 adopted 10/17/11, appropriate as written.

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)

Existing bylaw, number 9020.1 adopted 10/17/11, appropriate as written.

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, CAFE, 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 CAFE membership, at the state and national levels;
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;

Bylaws of the Board

Public Statements

Advocacy (continued)

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:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9030 adopted 10/17/11, appropriate as written.

Bylaws of the Board

Commitment to Democrat 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.

Bylaws of the Board

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

Board-Staff Communications (continued)

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:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9040 adopted 10/17/11, appropriate as written.

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:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9110 adopted 2/28/22, appropriate as written.

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.

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 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:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9120 adopted 10/17/11, appropriate as written. A sample follows for comparison and consideration.

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:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Sample bylaw to consider.

Bylaws of the Board

Officers

The _____ Board of Education shall, no later than one month after the date of which the newly elected members take office, elect from its number a Chairperson, Vice-Chairperson, Secretary and Treasurer of such Board for the ensuing two years and may prescribe their duties.

How Elected

Each voting Board member shall cast his/her vote for election of officers. The vote of each member shall be reduced to writing and shall be made available for public inspection within forty-eight hours, excluding Saturday, Sunday and legal holidays. The results of the election shall also be recorded in the minutes of the meeting and the minutes shall be available for public inspection at all reasonable times. If such officers are not chosen after one month because of a tie vote of the members, the Town Council shall choose such officers from the membership of the Board.

(cf. 9221 - Filling Vacancies)

(cf. 9222 - Resignation/Removal from Office/Censure)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings

City Charter

Chapter IX, Department of Education, Section 2: Organization

Bylaw adopted by the Board: