CABE Policy Service

Connecticut Association of Boards of Education, Inc.
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November 30, 2017

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SUPERINTENDENT'S OFFICE

Board of Education
Derby Public Schools
c/o Dr. Matthew Conway
Superintendent of Schools
35 Fifth Street
Derby, CT 06418

Dear Members of the Derby Board of Education:

Congratulations on the completion of the project resulting in the new Board of Education Policy Manual for Derby. By authorizing the manual's review and revision, the Board has reaffirmed its intention to operate on the basis of written policy, to distinguish between board governance and the administration's function and to look upon policy development as one of the Board's most important on-going tasks. These are important commitments for which the Board is to be congratulated. While the task you have accomplished was arduous, you should be proud of the policies adopted by the Board.

As the agreement between the Derby Board of Education and CABE stated, CABE has provided a two-volume set of the manual to each member of the Board of Education and a copy for the Superintendent. A total of fifteen sets of policy volumes has been provided.

The manual contains policies and regulations concerning Mission, Goals and Objectives (Series 0000), Community Relations (Series 1000), Administration (Series 2000), Business and Non-Instructional Operations (Series 3000), Personnel (Series 4000), Students (Series 5000), Instruction (Series 6000), New Construction (Series 7000) and Bylaws (Series 9000). Most of the policies and bylaws have legal references to federal legislation, state statutes and regulations as well as numerous cross references (cf.) to assist the reader in locating related information on a given topic.

I wish to thank all who served on the policy review committee, as well as the administration. Special thanks are given to former Superintendent of Schools Dr. Stephen Tracy and current Superintendent Dr. Matthew Conway for their leadership in bringing this project to a successful conclusion.

CABE has also previously forwarded to the District CDs containing the Derby Public School Policies and Regulations Manual for each series of the manual. This electronic version of the manual on the CDs will facilitate future revisions to the policy manual at the district level.

However, due to continuing legislative action and judicial decisions, at the state and national levels, in addition to changing needs for policy at the local level, the new task is to continue to update the existing manual in order to keep it current and effective. New and revised federal and state legislation will continue to pose significant challenges to maintaining appropriate policy direction by the Board.

An existing CABE service to assist districts with this responsibility is the current policy publication, "***Policy Update Service***." This publication is published four times annually providing policy topics of interest and changes in legislation or court decisions impacting policy. In addition, in order to facilitate the process at the district level of updating the manual using the information contained in the policy update mailings, an electronic version on a CD is also provided for each issue, to facilitate working with this material at the local level. I am pleased that Derby subscribes to this valuable publication. However, with this service, at the district level, you have the total responsibility to use the material by adapting it for local use in the updating of current manuals.

Based upon personal experience and discussions with superintendents and board members, the task of keeping a newly revised board manual up-to-date, even using the material contained within the previously described publication, can be a difficult and time-consuming task to complete, based upon the many responsibilities of the board and superintendency. Time is often a major issue.

CABE offers another service, ***The Custom Policy Update Service,*** to facilitate the updating process. This new service is in addition to the strongly recommended policy update subscription service publication, which the district currently receives. It is offered only to those districts, which have completed the revision to their board's policy manual within the current school year or within the previous school year, using CABE's Customized Policy Service.

This service has been very successful. Districts utilizing this service have been able to keep their recently completed manuals up-to-date with a minimum of time and effort on their part. Districts are invited to subscribe to this service, upon the completion of the development of their policy manuals by CABE.

This custom service, like the service that resulted in the development of your Board's new policy manual, has CABE assuming the major responsibility for maintaining your Board's manual. Revisions will be specifically customized to your existing policies, bylaws and regulations, not as generic samples. This new service is available at an annual cost of $900.

I strongly urge you to consider this new service as a means to greatly facilitate this ongoing policy responsibility. Basically, CABE will do it all for you and also do the bulk of the process of any policy initiatives commencing at the district level. This additional service, in addition to the current annual subscription to the update publication, will provide you with all that is required to keep your new manual up-to-date, with a minimum of effort. In short, CABE will continue to keep your manual up-to-date, including printing of any new or revised policies.

In addition, CABE also offers school districts an economical way to make the District's entire policy manual fingertip accessible on the Internet. Board policy manuals posted on the Internet using CABE's ***Connecticut Online Policy Service*** enjoy many advantages. These include instant

availability to board members, staff and the public; ease of use; fast updates; paperless efficiency; searchable information; links to the Connecticut statutes; and links to cross references. Derby has previously contracted with CABE for this valuable service. Therefore, as new policies have been adopted, within a short period of time they are posted online.

Thank you for your confidence in the Connecticut Association of Boards of Education. I enjoyed working with the Derby Board of Education and its administration. Should you have any questions regarding the manual or material sent electronically, please contact me at (860) 571-7446.

Sincerely,

Vincent A. Mustaro
Senior Staff Associate
for Policy Service

cc: Robert J. Rader
Executive Director
Connecticut Association
of Boards of Education