

## **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**

### **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: October 17, 2011**

**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.

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: February 28, 2022**

**WOODBIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

## 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. 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**

**WOODBRIIDGE PUBLIC SCHOOLS**  
**Woodbridge, Connecticut**

## **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**

### **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

**WOODBRIAGE PUBLIC SCHOOLS**



## **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**

**WOODBRIIDGE PUBLIC SCHOOLS**  
**Woodbridge, Connecticut**