

Woodbridge Board of Education Policy  
Committee Meeting  
Wednesday, May 13, 2009 6:30 PM

Policy Committee Meeting May 13, 2009 6:30  
PM District Office Conference Room - BRS  
South

## **Agenda**

- I. **Call to Order**
- II. **Review Policies**
  - A. 9110 Number of Members, Terms of Office, Election of Members
  - B. 9120 Officers of the Board
  - C. 9122 Vice Chairperson
  - D. 9222 Resignation/Removal from Office/Censure
  - E. 9321 Time, Place, Notification of Meetings
  - F. 6114.8 Pandemic/Epidemic Emergencies
- III. **Public Comment**
- IV. **Adjourn**

# **WOODBRIAGE BOARD OF EDUCATION**

## **POLICY COMMITTEE**

**Wednesday, May 13, 2009**

**6:30 PM**

**Beecher Road School South  
District Office Conference Room**

### **AGENDA**

Call to Order

Review Policies:

1. 9110 Number of Members, Terms of Office, Election of Members
2. 9120 Officers of the Board
3. 9122 Vice-Chairperson
4. 9222 Resignation/Removal From Office/Censure
5. 9321 Time, Place, Notification of Meetings
6. 6114.8 Pandemic/Epidemic Emergencies (New)

Public Comment

Adjourn

## 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 elect from its members at the organizational meeting, a Chairperson, Vice-Chairperson, and a Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until a Chair Person 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.

### Legal Reference:

Connecticut General Statute 10-218 Officers. Meetings

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 4/26/05

Bylaws of the Board

Officers of the Board

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

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 3/21/05

## 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 July organizational meeting of the Board. The Vice-Chairperson shall assume the duties of the Chairperson for the unexpired term in the event of a vacancy in that office and a new Vice-Chairperson shall be elected by a majority of all Board members to serve for the unexpired term.

The Vice-Chairperson shall preside at Board meetings and shall perform such other duties of the Chairperson as necessary due to the absence or inability of the chairperson. ~~The Vice-Chairperson is authorized to release checks for payment of Board of Education accounts, in the absence of the Chairperson.~~

(cf. 9324 Meeting Conduct and Parliamentary Procedure)  
9121(c) 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.

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 1/17/06

## 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 (see also #9121, and #9122).

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

### 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

## Bylaws of the Board

### Time, Place, Notification of Meetings

#### Organizational Meeting

The Board of Education shall conduct its organizational meeting at its first meeting in July following Board elections, and at this meeting Board officers shall be elected — Chairperson, Vice-Chairperson and Secretary. The organizational meeting shall be called to order by the current Chairperson who will preside until his/her successor is chosen by a majority vote of the Board. 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, Vice Chairperson and/or Secretary are not chosen within one month, the 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 vacancy shall be filled by a majority of the members of the Board present, at a meeting warned for that purpose, until the subsequent organizational meeting.

#### 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 Vice-Chairperson when the Vice-chairperson is acting as Chairperson whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the Board. The Vice Chairperson shall, in the absence of the Chairperson or in his/her inability to act, have the powers of the Chairperson to call special meetings as outlined herein.

Bylaws of the Board

Time, Place, Notification of Meetings

Special Meetings (Cont.)

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.

Legal Reference

- (cf. 1331 Smoke Free Environment)
- (cf. 9121 Board of Education Officers)
- (cf. 9323 Agenda Construction)
- (cf. 9325 Meeting Conduct & Parliamentary Procedures)
- (cf. 9325.1 Quorum)
- (cf. 9325.2 Order of Business)
- (cf. 9326 Minutes)

Connecticut General Statutes

1-200 Definitions. ("Public Agency")

1-225 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. 83-148 requiring "filing" of notice instead of "posting" with clerk; Saturdays, Sundays, holidays or days when office is closed are excluded from time element)

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 10/17/05

## **Instruction**

### **Emergencies and Disaster Preparedness**

#### **Pandemic/Epidemic Emergencies**

The Board recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is affected by a pandemic/epidemic outbreak. At all times the health, safety and welfare of the students shall be the first priority.

#### **Planning and Coordination**

The Superintendent shall designate one or more staff members to serve as a liaison between the school district and local and state health officials. This designee is responsible for connecting with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district.

The Principal and/or school nurse or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases such as the common cold and flu.

The Superintendent shall develop procedures and plans for the transportation of students in the event of an evacuation.

#### **Response**

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person shall be immediately quarantined pending further medical examination. The person's family, local and state health officials shall be notified immediately.

In conjunction with local and state health officials, the Superintendent shall ascertain whether an evacuation, lockdown, or shelter-in-place needs to be established. As soon as such a decision has been made, the school district shall attempt to notify the parents of all students.

**Instruction**

**Emergencies and Disaster Preparedness**

**Pandemic/Epidemic Emergencies**

**Response (Cont.)**

In the event of an evacuation, the Superintendent, in consultation with local and state health officials is charged with determining when the school shall re-open. In the event of a lockdown or shelter-in-place, the Superintendent shall notify all proper authorities and relief agencies to seek their assistance for the duration of the lockdown or shelter-in-place.

**Infection Control**

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by that individual's primary care physician or other medical personnel indicating that that person does not bear the risk of transmitting the communicable disease.

Students with excessive absences due to a communicable disease shall be given a reprieve from other Board policies relative to excessive student absences. Efforts will be made by the staff to determine what, if any, school work the student can complete while absent.

Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the Family and Medical Leave Act and/or accrued sick leave. If a staff member has still not received medical clearance to resume his/her work duties, absences in excess of a staff member's allotted leave will not affect the employees right to continued employment.

**Continuance of Education**

The Superintendent shall develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, local access cable television, or the school district's website.

**Instruction**

**Emergencies and Disaster Preparedness**

**Pandemic/Epidemic Emergencies**

The Superintendent is authorized to amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, having school days held on Saturdays, the use of previously scheduled vacation days, and/or extend the school year beyond the previously established end of school year, within applicable statutory requirements.

(cf. 5141.22 – Communicable/Infectious Diseases)

(cf. 5141.6 – Crisis Management Plan)

(cf. 6114 – Emergencies and Disaster Preparedness)

(cf. 6114.6 – Emergency Closings)

**Legal Reference: Connecticut General Statutes**

**10-154a Professional communications between teacher or nurse and student.**

**10-207 Duties of medical advisors.**

**10-209 Records not to be public.**

**10-210 Notice of disease to be given parent or guardian.**

**10-221 Boards of education to prescribe rules.**

**19a-221 Quarantine of certain persons.**

**52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.**

**The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.**