

Woodbridge Board of Education Ad Hoc  
Policy Committee  
Thursday, April 14, 2011 6:30 PM

Ad Hoc Policy Committee District Office  
Conference Room Beecher Road School South  
40 Beecher Road

## **Agenda**

- I. **Call to Order**
- II. **Discuss committee structure and direction**
- III. **Review suggested changes to 9000 Series**
- IV. **Adjourn**

# CABE Policy Service

**Connecticut Association of Boards of Education, Inc.**

**81 Wolcott Hill Road • Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452**

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February 25, 2011

Dr. Guy Stella  
Superintendent of Schools  
Woodbridge Public Schools  
40 Beecham Street South  
Woodbridge, CT 06525-2006

Dear Dr. Stella:

Enclosed is the first section of the manual to be reviewed, along with a few handouts to help explain the process. This section, Series 9000 (Bylaws), should be reviewed by the Policy Review Committee.

Here is the tentative order in which the sections of the manual will be reviewed. This can be modified when we initially meet to review this process.

- Series 9000                      Bylaws of the Board
- Series 0000                      Philosophy/Goals/Objectives
- Series 1000                      Community Relations
- Series 2000                      Administration
- Series 3000                      Business and Non-Instructional Operations
- Series 4000                      Personnel - Certified/Non-Certified
- Series 5000                      Students
- Series 6000                      Instruction
- Series 7000                      New Construction

There are a few comments concerning the review process to keep in mind:

1. The Policy Review Committee will be the first group to review and edit each section of the policy manual. This committee should not be too large. Policy review committees engaged in this process are usually composed of the Superintendent or designee, a few Board of Education members and other appropriate individuals. Some districts change the composition depending upon the series being reviewed i.e., the Business Manager is involved during the review of the business section, the Pupil Personnel Supervisor is involved for review of material relating to personnel and students.

2. While I have tried to eliminate all typos in this draft some have probably managed to sneak by me. Please note any spelling errors - ten eyes are more apt to catch an error than two eyes!
3. All bylaws (policy and regulation for other sections of the manual) will have a notation at the top of the page. This is to clarify where the bylaw originated or the questions I have for the Policy Review Committee or Board concerning a particular issue.
4. Some bylaws (policies and regulations in other sections) are longer than one page. If this is the case, the number in the top right-hand corner of the page will be followed by a letter in parenthesis, i.e. 9132(a), 9132(b).
5. The last page of any bylaw, policy or regulation will have the adoption/approval date and district's name at the bottom:

Bylaw adopted by the Board:

Woodbridge Public Schools  
Woodbridge, Connecticut

6. For each section of the manual there are a few steps to follow:

**STEP ONE** - Policy Review Committee reviews and edits the first draft.

**STEP TWO** - A marked up copy is sent to CABA. CABA makes the changes to the material pursuant to the request of the Policy Review Committee.

Notations at the top of the pages will be updated to reflect the types of changes made by the Policy Review Committee. These notations assist the Board during their review of the material.

**STEP THREE** - CABA sends an annotated, revised annotated copy to the district. The Superintendent or designee disseminates this draft to the full Board for their review, edit, and adoption/approval.

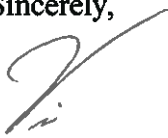
**STEP FOUR** - Upon the Board's adoption/approval, return the material to CABA. Note the date of adoption/approval of the policies, regulations and bylaws. At this step the editorial remarks and notes will be removed and the adoption/approval date(s) incorporated. After the changes are completed, this section of the manual will be brought to the printers. Policies and bylaws will be copied onto blue paper and regulations will be copied onto yellow paper.

**STEP FIVE** - CABE will send this newly printed section to the Board so it can be added to their new policy binder. This process will be followed for each Series of the manual.

7. An important point to remember in reviewing this section is that bylaws are the Board's guidelines for its own conduct. Make sure the content of the bylaw is appropriate for the Board of Education and try to avoid getting hung-up on where to place commas. Should the punctuation need to be changed, have one person assume the responsibility.

I look forward to meeting with your committee soon to review the process and to clarify any issues or details. Please call me to set up a meeting. I look forward to working with you on this project.

Sincerely,



Vincent A. Mustaro  
Senior Staff Associate  
for Policy Service

Enclosures

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## CUSTOMIZED POLICY SERVICE

**T**hank you for your interest in **CABE's** Policy Service programs. Since 1988, Policy Service has assisted school districts around the state with policy development through the following seven services:

1. Sample policies, regulations and bylaws upon request
2. Consultant Services
3. Policy Workshops
4. Update Service
5. Connecticut Reference Manual (CORE)
6. Policy Audit Service
7. Customized Policy Service

### CUSTOMIZED POLICY SERVICE

The Customized Policy Service creates a policy manual tailored to the specific needs and priorities of the community as determined by the board of education. This service provides your district with the opportunity to overhaul, update, and revise your existing policy manual. You provide **CABE** with the:

- Existing board manual
- Selected board minutes (optional)
- Student, parent and faculty handbooks
- Negotiated contracts
- City/Town Charter (if Board actions are dictated by Charter)
- Other material which may have implicit or explicit policy information

#### The Customized Policy Service includes:

- A review and analysis of existing policies and regulations for relevancy and compliance with federal and state statutes and regulations and judicial decisions.
- Review of current contracts, student, parent and faculty handbooks for policy implications.
- On-site consultation for school board members and administrators by **CABE** staff.
- Updates to existing policies.
- Legal referencing of policies to Connecticut and U.S. statutes, federal/state court decisions.
- Development of needed policies, regulations and bylaws.
- Codification of policies under the **CABE** Codification System.
- Printing of policies and arrangement in a codified manual.
- One copy of the manual on diskette.

# THE POLICY REVIEW PROCESS

Congratulations on your decision to work with CABE's Policy Service on your customized policy project. We look forward to collaborating with you in the production of a manual which will be comprehensive, up-to-date and tailored to the needs of your district.

Now that the task of creating your custom manual has begun, we thought it might be helpful to review the process, and offer some suggestions for managing the project successfully.

## Steps in the Process

While not limited to the list below, the steps to complete your manual will follow this general plan:

Your District Will	Policy Service Will
gather existing school district materials as outlined in our agreement	review and edit these materials and develop <i>working drafts</i> for each Series
form a Policy Review Committee	send <i>working draft</i> to Policy Review Committee for review
review, edit and return <i>working draft</i> to CABE	incorporate changes from the returned <i>working draft</i> , send <i>revised draft</i> (Committee Approved Draft) for the full board to review
review and edit <i>revised draft</i> , vote on adoption of this <i>revised, committee approved, draft</i>	incorporate additional changes, adoption date, make copies and bind the finished manual

## Your District Provides CABE with:

Existing district policy manual; faculty, student and parent handbooks; personnel contracts (certified and non-certified); selected board minutes impacting policy decisions and any other documents which might include implicit or explicit policy, such as the town/city charter.

## **STEP ONE: Editing Your Materials and Writing Drafts**

After you supply us with materials outlined above, we will thoroughly examine them for existing policies and/or policy issues. From these we will develop drafts, adding new policies as appropriate. Each policy or regulation will include an annotation at the top of the page indicating whether it's an existing policy or sample material from CABE's extensive policy library.

Because receiving the entire manual at once can be rather intimidating, we will send you installments based upon on a numbering system, which ranges from Series 0000s through the 9000s. We usually send out the manual Series by Series. While waiting for the first Series, you have a chance to lay some groundwork for the second step in the process.

## **STEP TWO: Reviewing the Drafts**

The purpose of the review is to ensure that all policies are in keeping with the desires of the district. The drafts we send are not carved in stone: you may delete, revise, or add to them as desired. If you make changes or add new policies, we will analyze them for regulatory and legal compliance.

Remember, this step is more than a “read-through.” Reviewers should carefully analyze each policy for both content and clarity. Some questions to keep in mind are:

1. Do the policies in this draft accurately reflect the current practice of the district?
2. If not, should current practices be changed?
3. In the opinion of the Board, do any policies need to be revised, expanded, or simply deleted?
4. Do the added policies anticipate district needs?

Meeting and foreseeing the needs of your school district, and establishing standards for district operations—these are the goals of policy making.

Why you review is evident, but how you go about reviewing may not be as clear. We suggest the following steps:

### **1. Designate a Project Manager**

Before you begin, you may wish to wish to designate a “Project Manager,” one person who will coordinate the entire review process. In our experience, either a board member, the Superintendent or an Assistant Superintendent has taken on this duty.

The Project Manager should first establish a timeline and then set deadlines for reviewing drafts, which are consistent with the timeline. He or she should then read through the drafts with committee members (described below), and encourage them to stick to the deadlines. Once an installment has been reviewed, the manager will return it in time for us to incorporate any changes, and consult with us either in person or by phone, as appropriate.

### **2. Establish Policy Review Committee**

In order to review more efficiently, we suggest that you set up a Policy Review Committee. This committee should be composed of the Superintendent or his/her designee, board members and administrators. Board members should be involved from start to finish, since they will be responsible for adopting the policies under consideration. Committee members may vary depending upon the Series being reviewed, the individual’s specialty, and the size of your district. Committee size should not exceed five to seven members.

Members of the Policy Review Committee should read the material provided by CAGE prior to the Policy Review Committee meeting, taking note of any areas of concern. At the committee meeting, members discuss these policies, and edit the draft provided by CAGE as needed. Multiple committees can also be formed to review parts of the Series. They can cover a lot of ground quickly, especially in a large district. Sub-committee managers may supervise policies directly related to their position (see chart). Their input will allow Board members to foresee how policies will affect the entire district. To ensure that all sub-committees follow the same timeline, these managers should report directly to the Project Manager about their progress.

Whether one or several, committee size(s) should be limited to five to seven members. A small committee can work efficiently and give concise reports on its progress.

### **STEP THREE: Approval and Adoption**

Once a Series has been reviewed by the committee(s), the Project Manager will then return the working draft to **CABE**. The annotations at the top of the pages will be removed and changes suggested by the Policy Review Committee will be incorporated into a second draft, with the annotation that this draft has been reviewed by the Policy Review Committee. After the changes have been incorporated, the revised Series will be mailed to the district. This revised draft, known as the "Committee Approved Draft," must be presented to the entire Board for its consideration and adoption. The Board should then decide whether any additional changes are necessary, pencil them in and then adopt the Series.

**CABE** will then make any final suggested changes, eliminate the notation at the bottom of the material, and incorporate the adoption or approval date. The material is then printed by **CABE**. Policies are printed on blue paper and regulations are printed on yellow paper.

Having an established review procedure will produce long-term benefits for your board. Whether you update existing policies or draft your own, this experience will guarantee thoughtful editing and save hours of preparation time.

We hope these suggestions will prove helpful, and we would be happy to answer any questions you may have as we work with you to develop your custom policy manual. The following chart is an example of a plan developed by a district that used multiple committees to review installments.

#### Example:

<b>Project Manager: Assistant Superintendent</b>		
<b>Section</b>	<b>Staff Assigned</b>	<b>Board Members</b>
0000 - Philosophy	Assistant Superintendent	J. Smith; A. Morse
1000 - Community Relations	Coordinator of Community Relations	M. Berger; P. Samson
2000 - Administration	Superintendent	T. Theroux
3000 - Business	Business Manager	S. Brown
4000 - Personnel	Director of Personnel	A. Fenton
5000 - Students	Guidance Counselor	P. Hoffman
6000 - Instruction	Director of Instruction	S. Brown; E. Mueller
7000 - Construction	Business Manager	E. Mueller; P. Samson
9000 - Bylaws	Director of Personnel	T. Theroux

**CABE** reviews all material, looks for implicit policy statements, and codifies material into appropriate sections.



<b>Series 0000</b>	<b>(Mission/Goals/Objectives)</b>
<b>Series 1000</b>	<b>(Community Relations)</b>
<b>Series 2000</b>	<b>(Administration)</b>
<b>Series 3000</b>	<b>(Business/Non-Instruction Operations)</b>
<b>Series 4000</b>	<b>(Personnel)</b>
<b>Series 5000</b>	<b>(Students)</b>
<b>Series 6000</b>	<b>(Instruction)</b>
<b>Series 7000</b>	<b>(New Construction)</b>
<b>Series 9000</b>	<b>(Bylaws of the Board)</b>

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#### **STEPS TO FOLLOW IN THE PROCESS:**

- FIRST:** Policy Review Committee:
- Reads Draft
  - Suggests changes
  - Decides what to recommend to entire Board for adoption/approval
- SECOND:** CABE makes the changes suggested by the Policy Review Committee
- THIRD:** CABE sends a clean copy back to the Superintendent or designee in charge of the project
- FOURTH:** Board of Education reviews the Committee Approved draft:
- Makes changes if necessary
  - Adopts the Series
  - Sends material back to CABE for final printing
- FIFTH:** CABE makes changes pursuant to Board and incorporates an adoption date for the third and final draft
- SIXTH:** CABE returns the adopted series to district for inclusion in the Policies, Regulations and Bylaws Manual

***“TEAMWORK  
is the key to  
the door of  
SUCCESS”***

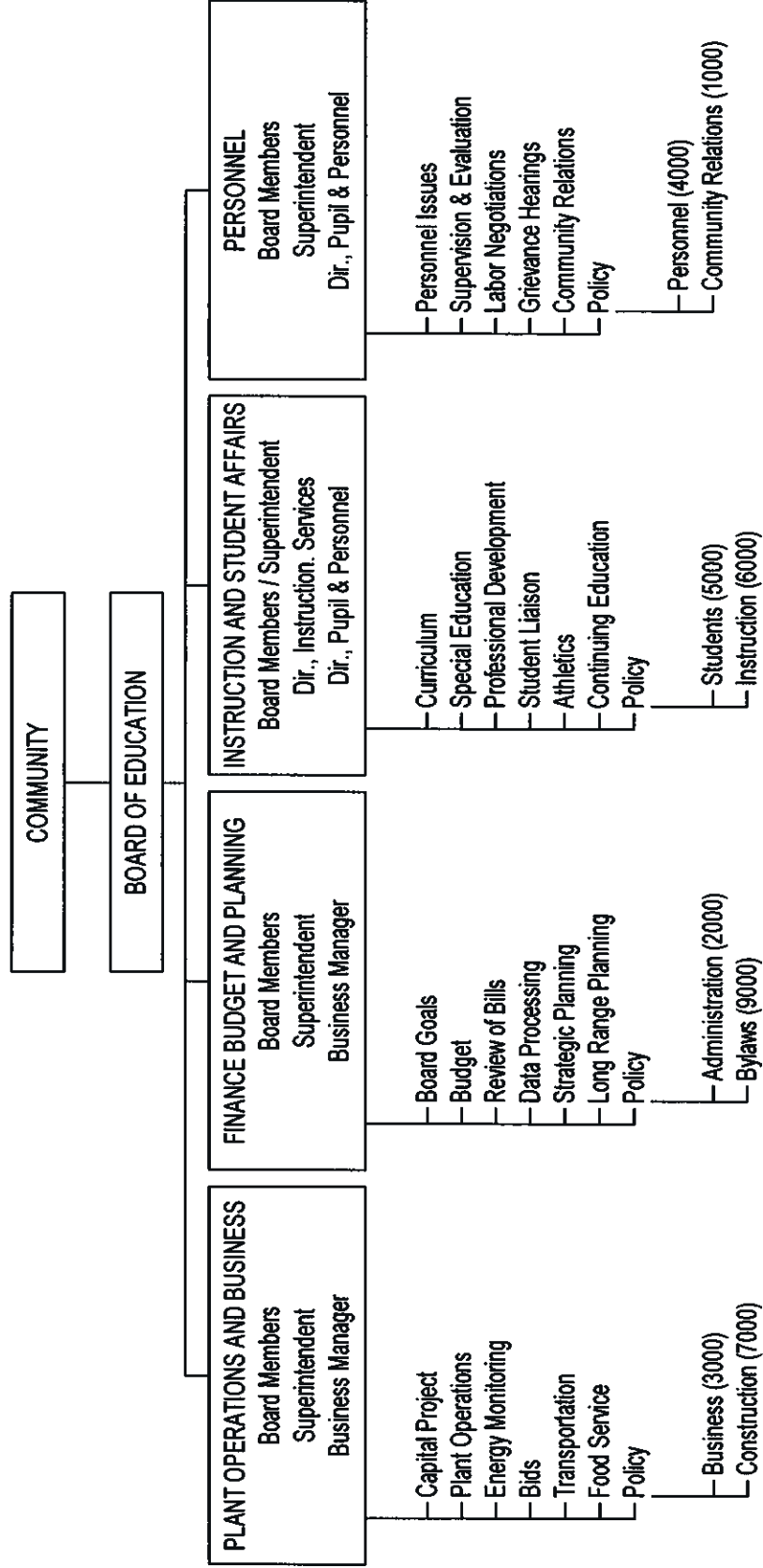
(Repeat steps with each series until process is complete)

***TENTATIVE ORDER***  
**FOR THE DEVELOPMENT OF THE POLICY MANUAL**

The following is a tentative order for the development of the policy manual. If there is a section of the manual which needs to be addressed sooner, please indicate this by renumbering the items listed below:

- 1. Bylaws (Series 9000)
- 2. Mission/Goals/Philosophy (Series 0000)
- 3. Community Relations (Series 1000)
- 4. Administration (Series 2000)
- 5. Business and Non-Instructional Operations (Series 3000)
- 6. Personnel-Certified/Non-Certified/Non-Union (Series 4000)
- 7. Students (Series 5000)
- 8. Instruction (Series 6000)
- 9. Construction (Series 7000)

# POLICY ORGANIZATIONAL CHART



**THE GOVERNANCE MANUAL: What It Should  
Contain for Board Bylaws - Series 9000**

**Fundamental Bylaws**

The very nature of bylaws makes their formation and amendment the first legislative function of the Board. Without a bylaw on the topic, the Board has no framework within which to develop rules governing its own actions. Most parliamentary authorities recommend advance notice of adoption or amendment of bylaws and at least a majority vote of the whole membership to effect a change. Since Connecticut laws do not detail voting requirements for adoption, amendment, or repeal of bylaws, a Board must enact such a rule for its own governance to protect the rights of the whole Board against the desires of a temporary voting majority to alter operating methods for its own advantage.

Because policy-making is the most important legislative function of the Board, the bylaw on policy development must be complete and detailed. A policy statement as well as a bylaw should be representative of the positions of the full Board. Policy matters should be voted on only after sufficient notice is given to all members of the Board so that they can acquaint themselves with the proposed policy. Such notice will also permit staff, students and the public to consider their positions and address their opinions to the Board. Since the law does not mention the nature of the vote required for adoption of a policy, the Board itself must make this decision.

A word about voting - the law specifies some actions require affirmation of a majority of the full Board (*CGS 10-233d Expulsion of students.*). All matters not covered by specific statute require only a majority vote of the members present and voting, unless the district's bylaws provide otherwise. This is particularly important in the case of abstentions which might otherwise distort the vote.

The Board delegates its executive authority to the appropriate administrator in a bylaw which authorizes him/her to prepare the rules and procedures needed to control the day-to-day operations of the school district.

When the laws dealing with membership on the Board allow some leeway - as in the filling of vacancies, the removal of a member, or the election of officers - the Board should adopt bylaws on these matters. A Board may wish to limit the number of terms the same member can hold the Chairperson's position to ensure rotation and "new blood" from time to time.

Some decisions should be made with regard to Board committees. Standing committees, as established in the bylaws, perform a continuing function; members are appointed annually by either the Board Chairperson or the whole Board.

## **THE GOVERNANCE MANUAL: What It Should Contain**

### **Fundamental Bylaws (continued)**

The usual function of a standing committee is to exercise some control over particular areas of district operation, make recommendations to the Board and act in an advisory capacity, but not to take any action which could bind the full Board. Areas of concern which might be assigned a standing committee are: finance, buildings and grounds, curriculum, policy and personnel. Careful delineation of the area of responsibility of each committee will avoid much possible friction.

Special (not standing) committees established by the Board often serve useful purposes. The main reasons for creation of a special committee are to:

- Study a one-time problem or situation;
- Present advice received from experts and the community;
- Involve people outside the Board who have a legitimate interest in the issue.

The law having the most impact on Board meeting bylaws is the Freedom of Information Act (FOI) - sometimes referred to as the Sunshine Law (*CGS 1-18a Definitions and 1-21 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filled. Notice of special meetings. Executive sessions.*). The FOI covers all public bodies organized by law and collectively empowered to spend public funds or affect peoples' rights. The local school district Board is one such body. Under the provisions of this law, the public must be given adequate notice of and be permitted to attend all meetings except those specifically exempted in the law itself. All discussions and official actions of the Board must take place in public. The votes of each member shall be put into writing and made available for public inspection within forty-eight hours and shall also be recorded in the Board minutes. Applied properly, the FOI and the meeting bylaws give the Board an opportunity to strengthen its relationship with the community. The Board has the right to permit, regulate, or prohibit active participation of the public at any meeting. A bylaw will regulate who may speak before the Board, when, how long, and whether advance permission must be sought.

Proper bylaws on agenda preparation, notice of meetings, advance delivery of materials, public participation, parliamentary rules, and voting method will pave the way for optimum accomplishment.

Here are some important matters which should be covered in bylaws:

- Organization of the Board: Officer and Committees
- Legal limitation of the power of an individual Board member
- Conflict of interest
- Policy formation, adoption and amendment
- Public participation at Board meetings
- Board meeting agenda preparation
- Parliamentary procedure
- Voting methods

## WHAT ARE BYLAWS?

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Bylaws are policies stating the Board's guidelines for its own proper operation and conduct. They are an internal mechanism for Board organization and procedure. A Board with a full set of bylaws will reap substantial benefits because bylaws encourage efficiency and establish authority in the actions of the Board.

Here are some important matters which should be covered in bylaws:

- Organization of the Board: Officer and Committees
- Legal limitation of the power of an individual Board member
- Conflict of interest
- Policy formation, adoption and amendment
- Public participation at Board meetings
- Board meeting agenda preparation
- Parliamentary procedure
- Voting methods

For a more extensive look at bylaws which are good for the Board to adopt, please look at the next sheet, **CABE's Policy Review of the District's Existing Material**. On this sheet you will see which existing bylaws were used, where replacements are suggested and areas where new bylaws are provided.

The Board may decide that it does not want a bylaw on a topic (and that's okay). Many topics and issues will be discussed during this review process. Some issues it may be decided that a bylaw is necessary and for other issues a bylaw may not be necessary.

**CABE's Policy Review of Woodbridge's Existing Policy Material**  
**Series 9000**      **Bylaws of the Board**

Page 1

<i>Policy Topic Title</i>	<i>Number</i>	<i>Former Number</i>	<i>Action Taken</i>			<i>Sample provided</i>		<i>Date Adopted</i>	
			<i>Appropriate as written</i>	<i>Same Modified</i>	<i>Not Used</i>	<i>Policy</i>	<i>Regulation</i>		
Role of Board and Members (Powers, Purposes, Duties)	9000	9000	X				X		12/15/08
Statement of Integrity	9005						X		
Limits of Authority	9010	9010	X						12/15/08
Accountability	9011						X		
Legal Responsibilities of Boards of Education	9012						X		
Public Statements	9020						X		
Advocacy	9020.1						X		
Commitment to Democratic Principles in Relation to Community, Staff, Students	9030						X		
Conflicts in Public Education	9030.1								
Board-Related Responsibilities	9040	9040	X						12/15/08
Organization	9100								
Number of Members, Terms of Office	9110	9110	X						6/15/09
Officers and Auxiliary Personnel	9120	9120	X						6/15/09
Chairperson	9121	9121	X						1/17/06
Vice-Chairperson	9122	9122	X						6/15/09
Secretary of the Board	9123	9123	X						1/17/06
Recording Secretary/Clerk	9124						X		
Attorney(s)/Corporation Counsel	9125								
Treasurer	9126								
Auditor	9127						X		
Committees	9130						X		
Committee of the Whole	9131	9131	X						12/15/08
Standing Committees	9132	9132	X						12/15/08
Facilities Committee	9132.5	9132.5	X						12/15/08
Special Committee	9133						X		
Board Representatives	9140						X		
Board Consultants	9150						X		

**CABE's Policy Review of Woodbridge's Existing Policy Material  
Series 9000 Bylaws of the Board**

Page 2

Policy Topic Title	Number	Former Number	Action Taken				Date Adopted
			Appropriate as written	Same Modified	Not Used	Sample provided Policy Regulation	
Student Representation on Board	9160						
Members	9200						
Oath of Office	9212	9223	X			X	12/19/05
Qualifications of Board Members	9210	9210	X				11/21/05
Election	9220						
Filling Vacancies	9221					X	
Resignation/Removal from Office	9222	9222	X				6/15/09
Orientation	9230	9230	X				12/19/05
Board Member Development	9240					X	
Remuneration and Reimbursement	9250					X	
Protection	9260					X	
Conflict of Interest	9270	9270	X				11/21/05
Code of Ethics	9271	9271	X			X	12/19/05
Code of Conduct on Data Use	9272	9272	X				11/21/05
Methods of Operation	9300	9300	X				12/19/05
Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws	9310					X	
Formulation, Adoption, Amendment of Policies	9311	9311	X				12/19/05
Review of Board Policy	9311.1					X	
Formulation, Adoption, Amendment of Bylaws	9312	9312	X				12/19/05
Administrative Regulations (Rules)	9313	9313	X				12/19/05
Suspension of Policies, Bylaws, Regulations	9314	9314	X				11/25/05
Meetings	9320						
Time, Place, Notification for Meetings	9321	9321	X				10/15/09
Work Sessions	9321.1					X	
Public and Executive Sessions	9322	9322	X				11/21/05
Agenda Construction	9323	9323	X				1/17/06
Advance Delivery of Meeting Materials	9324					X	
Meeting Conduct	9325	9325	X			X	7/21/03



# WOODBRIIDGE PUBLIC SCHOOLS

## BYLAWS OF THE BOARD

SERIES 9000

	Bylaw Number	
0. Role of Board and Members (Powers, Purposes, Duties).....	9000	B
A. Statement of Integrity.....	9005	B
B. Limits of Authority.....	9010	B
C. Accountability.....	9011	B
D. Legal Responsibilities of Boards of Education.....	9012	B
E. Public Statements.....	9020	B
(1) Advocacy.....	9020.1	B
F. Commitment to Democratic Principles in Relation to Community, Staff and Students.....	9030	B
G. Board-Related Responsibilities.....	9040	B
1. Organization		
A. Number of Members; Terms of Office.....	9110	B
B. Officers and Auxiliary Personnel.....	9120	B
(1) Chairperson.....	9121	B
(2) Vice-Chairperson.....	9122	B
(3) Secretary.....	9123	B
(4) Recording Secretary/Clerk.....	9124	B
(5) Attorney.....	9125	B
(6) Auditor.....	9127	B
C. Committees.....	9130	B
(1) Committee of the Whole.....	9131	B
(2) Standing Committee.....	9132	B
(3) Facilities Committee.....	9132.5	B
(4) Special/Advisory Committees.....	9133	B
D. Board Representatives.....	9140	B
E. Board Consultants.....	9150	B
2. Members		
A. Election		
(1) Qualifications of Board Members.....	9210	B
(2) Oath of Office.....	9212	B
(3) Filling Vacancies.....	9221	B
(4) Resignation/Removal from Office.....	9222	B
B. New Board Member Orientation.....	9230	B
C. Board Member Development.....	9240	B
D. Remuneration and Reimbursement.....	9250	B
E. Board Member Protection.....	9260	B
F. Conflict of Interest.....	9270	B
(1) Code of Ethics.....	9271	B
(2) Code of Conduct on Data Use.....	9272	B

# WOODBRIAGE PUBLIC SCHOOLS

## BYLAWS OF THE BOARD

**SERIES 9000**

**Bylaw  
Number**

3.	Methods of Operation .....	9300	B
	A. Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws .....	9310	B
	(1) Formulation, Adoption, Amendment of Policies .....	9311	B
	(a) Review of Board Policy .....	9311.1	B
	(2) Formulation, Adoption, Amendment of Bylaws .....	9312	B
	(3) Formulation, Adoption, Amendment of Administrative Regulations.....	9313	B
	(4) Suspension of Policies, Bylaws, Regulations .....	9314	B
	B. Meetings		
	(1) Time, Place, Notification of Meetings .....	9321	B
	(2) Work Sessions .....	9321.1	B
	(3) Public and Executive Sessions .....	9322	B
	(4) Construction of the Agenda .....	9323	B
	(a) Advance Delivery of Meeting Materials.....	9324	B
	(5) Meeting Conduct .....	9325	B
	(a) Quorum .....	9325.1	B
	(b) Order of Business.....	9325.2	B
	(c) Consent Agenda.....	9325.21	B
	(d) Parliamentary Procedures .....	9325.3	B
	(e) Vote Recording.....	9325.4	B
	(f) Attendance via Electronic Communications .....	9325.43	B
	(6) Minutes/Taping/Broadcasting .....	9326	B
	(a) Taping/Recording Board Meetings .....	9326.1	B
	(7) Electronic Mail Communications .....	9327	B
	C. Board/School System Records .....	9330	B
	D. School Board Memberships.....	9340	B
	E. Hearings .....	9350	B
	F. Legislative Program.....	9360	B
4.	Monitoring Products and Processes .....	9400	B
5.	Public Announcement Of Accomplishments .....	9410	B
	A. Recognition of Accomplishments by Citizens, Staff Members or Members of the Board of Education.....	9420	B

*Existing bylaw, number 9000 adopted 12/15/08, 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

*This "Statement of Integrity" was developed and adopted by the New Hartford Board of Education. It may be of interest to your Board.*

## **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;

## **Bylaws of the Board**

### **Role of the Board and Its Members**

#### **Statement of Integrity (continued)**

- 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;
- 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 New Hartford 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:

cps 5/98

rev. 7/01

*Existing bylaw, number 9010 adopted 12/15/08, 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

*A sample policy to consider.*

## **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 or 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.

## **Bylaws of the Board**

### **Accountability (continued)**

#### **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:

cps 1/02

A sample bylaw.

## **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;

## Bylaws of the Board

### Legal Responsibilities of Board of Education (continued)

- (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:

cps 12/06

*Sample bylaw to consider.*

## **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:**

*An optional bylaw to consider.*

## **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.

## **Bylaws of the Board**

### **Public Statements**

#### **Advocacy (continued)**

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;
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:

*(Optional bylaw to consider. It may help clarify roles/responsibilities of Board members.)*

## **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.

## Bylaws of the Board

### Commitment to Democratic Principles in Relation to Community, Staff, Students (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:

*Existing bylaw number 9040 adopted 12/13/08, 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 6/13/09, 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 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 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.

(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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9120 adopted 6/13/09, appropriate as written.*

## **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

*Existing bylaw, number 9121 adopted 1/17/06, appropriate as written.*

## **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 July 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 Board committees, subject to Board approval.
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.

## **Bylaws of the Board**

### **Chairperson (continued)**

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

*Existing bylaw, number 9122 adopted 6/13/09, appropriate as written.*

## **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 preside at Board meetings and shall perform such other duties of the Chairperson as necessary due to the absence or inability of the Chairperson.

(cf. 9324 Meeting Conduct and Parliamentary Procedure)

(cf. 9121 Chairperson)

(cf. 9321 Time, Place, Notification of Meetings)

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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9123 adopted 1/17/06, appropriate as written.*

## **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 July 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 is authorized to release checks for payment of Board of Education accounts.

(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.

*Optional bylaw.*

## **Bylaws of the Board**

### **Recording Secretary/Clerk**

The Board of Education shall be staffed by an individual who will serve as Recording Secretary.

*Optional Language to add:*

*The Recording Secretary/Clerk 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/President, 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:

*Sample bylaw to consider.*

## **Bylaws of the Board**

### **Attorney**

The attorney of the Woodbridge Board of Education shall be the legal advisor of the Board and its officers in questions related to their official duties. The Board of Education may appoint, either on a full-time or retainer basis, an attorney or attorneys to serve as school attorney. The primary function of the attorney is to provide professional legal counsel and representation for the Board and Superintendent.

***Alternate language:*** The Board recognizes that the increasing complexity for school district operations frequently requires procurement of professional legal services. Therefore, the Board shall designate an attorney and/or law firm to provide such services on an ongoing basis. The school attorney(s) shall be admitted to practice law in Connecticut. The Board reserves the right to obtain legal services outside of its designated attorney/law firm as deemed appropriate.

A decision to seek legal advice or assistance on behalf of the District shall normally be made by the Superintendent or Board Chairperson in accordance with Board policy and when an obvious need exists. Such services may also be obtained as a consequence of a formal vote of the Board.

***Alternate language:*** To ensure the prudent and cost-effective use of legal services, the District will limit and designate the persons with the authority to request services or advice from contracted legal counsel. [The persons authorized to confer with and/or seek the legal advice of the Board attorney include the Superintendent or his/her designee, Business Manager, Special Education Director, and Chairperson of the Board.] The Board may authorize a specific member to confer with legal counsel on its behalf. Legal counsel will not be used unnecessarily to make management decisions or to obtain readily available information such as district policies.

The attorney shall:

1. Represent the Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the Woodbridge Board of Education or the Superintendent.
3. Attend Woodbridge Board of Education meetings, conferences and other meetings as requested by the Board, Superintendent, Board Chairperson or Board committee.
4. Fulfill such other legal duties as the Woodbridge Board of Education may assign.

## **Bylaws of the Board**

**Attorney** (continued)

*Alternate language:*

Legal services required by the District may include, but not be limited to:

1. Providing general legal advice to the Board and/or administration;
2. Assisting with labor negotiations;
3. Assisting with personnel matters;
4. Assisting with expulsions and other disciplinary matters;
5. Conduct and/or assist with pending or actual litigation involving the District;
6. Other specialized legal services; and
7. Attendance at Board meetings or other activities as appropriate.

The performance of the school attorney(s) shall be subject to annual evaluation by the Woodbridge Board of Education and the Superintendent. Such evaluation shall include the areas of efficiency and adequacy of advice; results obtained for the District; reasonableness of fees; and responsiveness to and interactions with the Board, administration, and community.

The Board retains the right to terminate the service of any attorney.

Bylaw adopted by the Board:

rev 1/11

*Another sample to consider.*

## **Bylaws of the Board**

### **Attorney**

The Board of Education will appoint an attorney for the district. The attorney must be admitted to the Bar of Connecticut. The attorney will be the legal advisor to the Board. In that capacity, the attorney's duties will be:

1. to advise the Board with respect to all legal matters relating to the district, including but not limited to, interpretation of the Connecticut General Statutes and all other statutes, rules or regulations affecting the district;
2. to be easily accessible to the Board and the Superintendent of Schools (and, at the discretion of the Superintendent, to his/her administrative staff), with respect to legal matters issuing out of the day-to-day administration of the district;
3. to review and to represent the district in the preparation of any and all contracts which the district may be obliged to execute (other than purchase orders usually issued for the purchase of goods, equipment and services);
4. to advise and assist in matters of litigation;
5. to review at the discretion of the Board, a proposed policy and/or regulation to be adopted by the Board;
6. to review and advise with respect to any process served upon the district;

All requests for written opinions on school-related matters shall be directed to the attorney through either the Superintendent or the Board Chairperson. Such written opinions shall be provided to all Board members.

*Alternate language: A decision to seek legal counsel or advice on behalf of the District shall normally be made by the Superintendent or by persons specifically authorized by the Superintendent or by the Chairperson of the Board. It may also take place as a consequence of formal Board direction.*

The attorney shall receive a retainer or fee as per an agreement between the Board and the attorney.

## Bylaws of the Board

### Attorney (continued)

*Optional language to consider: Many types of legal advice to the District may be considered routine and may not require specific Board approval or prior notice. However, when the administration concludes that unusual types or amounts of professional legal service may be required, the Board directs the Superintendent to so advise it, and to expeditiously seek either initial or continuing authorization for such service.*

### Selection Procedures

The attorney of the Board of Education will be appointed at the annual reorganizational meeting. In order to provide an opportunity for firms or attorneys to apply periodically for the position, the Board shall every three years adhere to the following selection procedures:

1. the district will first locate prospective qualified lawyers/law firms by:
  - a. advertising in trade journals;
  - b. checking listings of lawyers/law firms; or
  - c. making inquires of other districts or other appropriate sources.
2. The district will then prepare a well-planned, written request for a proposal which will contain critical details of the services sought and submit this request to prospective applicants.
3. In selecting a School Attorney, the district will consider the cost of a retainer (or hourly fee), as well as such other factors as:
  - a. the special knowledge or expertise of the lawyer/law firm;
  - b. the quality of the service provided by the lawyer/law firm;
  - c. the staffing of the lawyer/law firm;
  - d. the lawyer's/law firm's suitability for the district's needs; and
  - e. the lawyer's membership and participation in the state and national council of school attorneys.
4. The district will maintain documentation of the written proposals submitted by lawyer/law firm applicants for the position of School Attorney.

Bylaw adopted by the Board:

rev. 1/11

*A sample policy for a regional school district to consider.*

## **Bylaws of the Board**

### **Auditor**

The Board shall appoint an Auditor at its regular June meeting for the ensuing year.

The duties of the independent auditor shall be as follows:

1. To examine the balance sheet of the district as at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended.
2. To conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances.
3. To render an opinion on the financial statements prepared at the close of the fiscal year.
4. To prepare such financial statements for publication as may be required by law.
5. To make such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable.
6. To perform such other related services as may be requested by the Board of Education.
7. To submit an annual auditor's report to the Chairman of the Board, the Treasurer and Superintendent of Schools. A copy of the annual auditor's report shall be filed with the Town Treasurer of \_\_\_\_\_.  
*(name the towns in the regional school district)*

Bylaw adopted by the Board:

cps 4/09

*Sample bylaw.*

## **Bylaws of the Board**

### **Committees**

Committees of the Woodbridge Board of Education shall be established at the first regularly scheduled meeting in December, or as needed, by a majority vote of the Board.

Duties of each committee shall be determined as a committee is formed.

Each committee may make a report through its Chairperson at each regular meeting of the Board of Education. Each committee shall make its annual report at the meeting **prior to** the first regularly scheduled meeting in December.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

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

The Board of Education shall act as a committee of the whole in final consideration of all matters.

### **Record Keeping**

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members. The minutes shall include the names of the committee members in attendance, listing of topics discussed and committee recommendations.

(cf. 9131 – Committee of the Whole)  
(cf. 9132 - Standing Committees)  
(cf. 9133 - Special/Advisory Committees)

Legal Reference: Connecticut General Statutes  
1-200 through 1-241 of the Freedom of Information Act.  
1-200 Definitions.  
1-225 Meetings of government agencies to be public.

Bylaw adopted by the Board:

cps 4/99  
rev. 1/06

*Existing bylaw, number 9131 adopted 12/15/08, appropriate as written.*

## **Bylaws of the Board**

### **Committee of the Whole**

The Woodbridge Board of Education shall act as a committee of the whole in final consideration of all matters. No member or committee has authority to act as an individual or group on behalf of the Board unless specifically directed to do so by the Board as a whole.

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:

WOODBRIAGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9132 adopted 12/15/08, appropriate as written.*

## **Bylaws of the Board**

### **Standing Committee**

The following shall be the standing committees of the Woodbridge Board of Education. The Chairperson shall appoint at least three Board members to each committee and may revise committee appointments at any time. The Chairperson 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 the respective organization at committee meetings. 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 nonbinding, only the Woodbridge Board of Education may determine policy.

The standing committees:

- A. Finance
- B. Policy
- C. Facilities
- D. Curriculum

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9132.5 adopted 12/15/08, appropriate as written.*

## **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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*It is optional for a Board to have a bylaw on this topic.  
This is sample bylaw A. Option B follows.*

## **Bylaws of the Board**

### **Special Committees/Advisory Committees**

The Chairperson of the Board of Education shall appoint temporary and special committees as may be deemed necessary or advisable by the Board of Education, and the Chairperson shall be an ex-officio 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.

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

#### ***Optional language to consider:***

In contrast to standing committees, advisory committees are appointed to perform a specific task. Advisory 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 advisory committee 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:

cps 4/99

rev 1/06

*Sample bylaw B.***Bylaws of the Board****Special Committees/Temporary Committees/Ad Hoc Committees**

The Chairperson of the Board of Education shall appoint temporary and special committees as may be deemed necessary or advisable by the Board of Education, and the Chairperson shall be an ex-officio 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.

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

**Ad Hoc Committees**

Ad Hoc committee members shall be designated in the first instance by the Chairperson. Any Board member interested in serving on an Ad Hoc committee shall notify the Chairperson promptly concerning his/her interest. Any member who is interested in attending Ad Hoc committee meetings may do so. They may not take part in the discussion.

In the event of vacancies on Ad Hoc committees, the Chairperson shall have the power to appoint new committee members. All appointments expire when the committee as a whole expires.

Upon completion of the assigned task, the committee will cease to function.

**Record Keeping**

All committees shall keep minutes of business conducted at meetings. The minutes will be kept on file in the Superintendent's office and available at all times to the Board of Education members.

(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:

cps 4/99

rev 1/06

*Optional bylaw - Sample A. Sample B follows.*

## **Bylaws of the Board**

### **Board Representatives**

#### **Appointments to Town Boards, Committees and/or Commissions**

The Chairperson shall appoint representatives of the Board of Education to Town Boards, Committees or Commissions. Such appointments shall be for one year or until the discharge of the assigned function of said Board, Committee or Commission.

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*Optional bylaw - Sample B.*

## **Bylaws of the Board**

### **Board Representatives**

The \_\_\_\_\_ Board of Education designates the Superintendent of Schools as the official representative of the Board on matters of common concern, as determined by the Board as being negotiable, in the preliminary stages of negotiations. However, the final decision on any matter and/or problem of common concern, considered by the Board as negotiable, shall be made by the Board. One or more members of the administrative staff may also be appointed by the Superintendent to serve on the Board's negotiating committee.

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*Optional bylaw - Sample C.*

## **Bylaws of the Board**

### **Board Representatives**

The Chairperson shall appoint Board members as representatives and alternates to organizations, such as the following: CABE, ACES.

Additional appointments as required shall be made by the Chairperson. (cf. 9121 - Chairperson)

Bylaw adopted by the Board:

*Sample bylaw.*

## **Bylaws of the Board**

### **Board Consultants**

The Willington 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:

*Existing bylaw, number 9210 adopted 11/21/05, appropriate as written.*

## **Bylaws of the Board**

### **Qualifications of Board Members**

A member of the Board of Education must be a resident of Woodbridge. No member of the Board of Education may be employed by the Woodbridge School District.

(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.

*Existing bylaw presently numbered 9223 adopted 12/19/05, appropriate as renumbered except for addition of legal reference. A sample follows for comparison and consideration.*

## **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:

WOODBRIAGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Sample bylaw to consider.*

## **Bylaws of the Board**

### **Oath of Office**

Board of Education members, before taking office, shall take the following oath or affirmation:

“I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of Connecticut and that I will honestly, faithfully, and impartially discharge my duties as a school board member to the best of my ability.”

Legal Reference: Connecticut General Statutes

10-218a Oath of office

1-25 Forms of oaths

Bylaw adopted by the Board:

cps 1/02

*Suggested bylaw.*

## **Bylaws of the Board**

### **Filling Vacancies**

Any vacancy occurring on the Board, unless otherwise provided by charter or special act, shall be filled by a vote of the remaining members of the Board until the next regular election.

Such vacancies will be formally announced to the Board at one of its regularly scheduled meetings. The next regularly scheduled meeting at which time the vacancy will be filled by majority vote of all members of the Board of Education and the action shall be recorded in the minutes of that meeting.

Legal Reference: Connecticut General Statutes

7-107 Vacancy appointments by selectmen.

9-204 Minority representation on boards of education.

10-219 Procedure for filling vacancy on board of education.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-232 Restriction on employment of members of the board of education.

Charter of the Town of Woodbridge  
Article VIII, Section 8-9(a)  
Article VIII Section 8-15(d)

Bylaw adopted by the Board:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

*Another version to consider.*

## **Bylaws of the Board**

### **Filling Vacancies**

#### **Board Member Vacancies**

Any vacancy occurring on the Ledyard Board of Education, unless otherwise provided by charter or special act, shall be filled by a vote of the remaining members of the Board until the next regular town election.

The vacancy will be filled by majority vote of all members of the Board of Education at a regularly scheduled meeting, and the action shall be recorded in the minutes of that meeting.

#### **Board Officer Vacancies**

Whenever there is a vacancy in the Office of Chairperson or Secretary, the Board shall elect a new officer to fill the vacancy for the unexpired term of office.

(cf. 9120 - Officers)

Legal Reference: Connecticut General Statutes

9-204 Minority representation on boards of education.

10-219 Procedure for filling vacancy on board of education.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-232 Restriction on employment of members of the board of education.

Bylaw adopted by the Board:

*Existing bylaw number 9222 adopted 6/15/09, appropriate as written.*

## **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

*Existing bylaw number 9320 adopted 12/19/05, appropriate as written.*

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

*A bylaw to consider.*

## **Bylaws of the Board**

### **Professional Development/In-Service**

#### **School Board Conferences, Conventions, and Workshops**

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:

## **Bylaws of the Board**

### **Professional Development/In-Service**

#### **School Board Conferences, Conventions, and Workshops (continued)**

##### **Required Receipts**

- **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.
- **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**

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.

## Bylaws of the Board

### Professional Development/In-Service

### School Board Conferences, Conventions, and Workshops (continued)

#### 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	<u>\$180.00</u> a night	<u>\$38.00</u> 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:

cps 4/09

**(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	Odometer		MILES	AMOUNT
	Start	Finish		

I hereby certify that the travel indicated hereon was accomplished; that no part of compensation claimed was of a personal nature.

Sub-Total	\$	
Total Travel Expense I & II		
Cash Advanced (Check# _____)		
Balance Due Employee.....		(-)

Signed \_\_\_\_\_  
 Board Member

Approved \_\_\_\_\_  
 Chairperson, Board of Education

Approved \_\_\_\_\_  
 Director of Business Services

*Suggested bylaw.*

## **Bylaws of the Board**

### **Remuneration and Reimbursement**

#### **Remuneration**

Board of Education members shall receive no compensation for their services.

#### **Reimbursement**

##### **1. Out-of-State Travel**

Board members authorized to attend educational conferences out of state shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures, transportation costs to and from the destination and registration fees. Board members must have approval in advance from the Board of Education.

##### **2. In-State Travel**

Board members shall be reimbursed, upon submitting vouchers and supporting documentation, for reasonable expenditures incurred in connection with the performance of their official Board duties.

Legal Reference: Connecticut General Statutes

10-225 Salaries of secretary and attendance officers.

10-232 Restrictions on employment of members of board of education.

Bylaw adopted by the Board:

*Optional bylaw.*

## **Bylaws of the Board**

### **Board Member Protection**

The Woodbridge Public Schools 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:

*Existing bylaw, number 9120 adopted 6/13/09, appropriate as written.*

## **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.
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.

## **Bylaws of the Board**

### **Conflict of Interest**

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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9271 adopted 12/19/05, appropriate as written except for addition of references. A more recent version follows for consideration.*

## **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.

## Bylaws of the Board

### Code of Ethics for Board Members (continued)

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.

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

*This Code of Ethics was adopted by the CABE Board of Directors  
on April 17, 1997 as a model for school Boards.*

## Bylaws of the Board

### Code of Ethics

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Boards members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the **fundamental goal** of all decision-making and actions.
- Board members and Superintendents are **staunch advocates** of high quality free public education for **all** Connecticut children.
- Board members and Superintendents **honor all** national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that **clear** and **appropriate communications** are key to the successful operation of the school district.
- Board members and Superintendents will always carry out their respective roles with the highest levels of **professionalism, honesty** and **integrity**.
- Board members recognize that they represent the **entire** community and that they must ensure that **the** community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of Education's **agent** and will, in that role, **faithfully apply** the policies and contracts adopted by the Board.

Board members adhere to the principle that they shall confine the Board's role to **policy-making, planning** and **appraisal** while the Superintendent shall **implement** the Board's policies.

- Board members and Superintendents both recognize that they serve as a part of an educational team with **mutual respect, trust, civility** and **regard** for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the **educational leader** of the school district.
- Board members and Superintendents practice and promote **ethical behavior** in the **Boardroom** as a **model** for all district employees.
- Board members and Superintendents consider and decide all issues **fairly** and **without bias**.

(cf. 2000.1 - Board-Superintendent Relationship)

(cf. 2300 - Statement of Ethics for Administrators)

Bylaw adopted by the Board:

*Existing bylaw number 9272 adopted 11/21/05, appropriate as written.*

## **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.

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw number 9300 adopted 12/19/05, appropriate as written.*

## **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 problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Optional bylaw.*

## **Bylaws of the Board**

### **Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws**

#### **Policy Dissemination**

The Superintendent of Schools is directed to preserve and to make accessible the policies adopted by the Woodbridge Board of Education and the administrative rules and regulations needed to put them into effect.

All policy manuals distributed to anyone shall remain the property of the Woodbridge Board of Education and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the school district for purposes of updating.

#### **Manual Maintenance/Updating**

The Board of Education directs the Superintendent to recall all policy manuals during the months of July and August for purposes of administrative updating and Board review.

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.

Bylaw adopted by the Board:

*Existing bylaw, number 9311 adopted 12/19/05, appropriate as written.*

## **Bylaws of the Board**

### **Formulation, Adoption, Amendment of Policies**

Policy proposals, suggested amendments to or revisions of existing policies shall normally be submitted in writing to all members of the Board of Education by the Superintendent of Schools prior to a regularly scheduled Board of Education meeting. Proposed policies, amendments, or revisions, thereof, shall be read and discussed.

Policies will, barring emergencies, be adopted or amended after consideration at two meetings of the Woodbridge Board of Education. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by majority vote of all members of the Board of Education present and the action shall be recorded in the minutes of the meeting. Only those written statements so adopted and so recorded shall be regarded as official policy.

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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*The newest version of this bylaw.*

## **Bylaws of the Board**

### **Board 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.

**Bylaws of the Board**

**Board Policies**

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures

Bylaw adopted by the Board:

cps 6/04

*Existing bylaw, number 9123 adopted 12/19/05 appropriate as written.*

## **Bylaws of the Board**

### **Formulation, Adoption Amendment 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.

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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Existing bylaw, number 9313 adopted 12/19/05 appropriate as written.*

## **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

*Existing bylaw, number 9321 adopted 6/15/09, appropriate as written except for update to legal references.*

## **Bylaws of the Board**

### **Time, Place and 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, and/or Secretary are not chosen within one month, 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 of the members of the Board present, at a meeting warned for that purpose.

#### **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 31<sup>st</sup> 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 and Notification of Meetings (continued)

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

*An optional bylaw to consider.*

## **Bylaws of the Board**

### **Board of Education Work Sessions**

The Board may schedule special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Topics for discussion and study will be announced publicly. Work sessions will be conducted in accordance with the state law on public meetings.

Legal Reference: Connecticut General Statutes

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public.

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:

cps 4/99

*Existing bylaw, number 9322 adopted 11/21/05, appropriate as written.*

## **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.

Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.

## **Bylaws of the Board**

### **Public and Executive Sessions (continued)**

- (cf. 1330 Use of School Facilities)
- (cf. 1331 Smoke Free Environment)
- (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.

*Existing bylaw, number 9323 adopted 1/17/06, appropriate as written.*

## **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:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

*Sample bylaw to consider.*

## **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 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:

*Existing bylaw, number 9325 adopted 7/21/03, appropriate as written except for addition of legal references. Other versions follow for comparison and consideration.*

## **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 at which time a quorum of at least five (5) members is present, and shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other persons designated by the Chairperson. All votes of the Board will be by the majority vote of those members present unless these bylaws state otherwise.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board: (1) to consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; (2) to receive, consider and take any needed action with respect to reports of accomplishment both as to students and as to school system operations; and (3) to plan for the future of the school district.

Members of the Board may express opinions, raise questions, ask for information or reports, make motions, and otherwise address the Board at the properly designated time for Board member comments and reports.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. The Chairperson may allot to each speaker 5 minutes and 20 minutes to each subject matter.
2. No boisterous conduct shall be permitted at any Woodbridge Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the chair, of that person's privilege of address. If necessary, the chairperson may ask a disruptive individual to leave the meeting and/or clear the room so that the Board may continue the meeting.
3. No oral presentation shall include charges or complaints against any employee of the Board, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board under provisions of Woodbridge Board of Education policy.
4. The Board may, by a majority vote, decide to cancel, reduce or extend the 20 minutes allotted per item of the agenda.
5. Questions which can be answered during the meeting may be answered at the option of the Board. Other inquiries, which may require analysis/investigation will, at the option of the Board, be answered at a future specified time.

## **Bylaws of the Board**

### **Meeting Conduct (continued)**

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

1-225 Meetings of government agencies to be public

1-226 Recording, broadcasting or photographing meetings

19a-342 Smoking prohibited in certain places. Sign required. Penalty

1-231 Executive sessions

1-232 Conduct of meetings (re disturbances)

10-224 Duties of the Secretary

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Another version of this bylaw.*

## **Bylaws of the Board**

### **Meeting Conduct**

Meetings of the Board of Education shall be conducted by the Chairperson of the Board of Education in a manner consistent with the adopted 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. *(Optional: 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.)*
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 cancel or extend the 20 minutes allotted per item of the Agenda.
4. Questions which can be answered during the meeting may be answered at the option of the Board. Other inquiries which may require analysis/investigation will, at the option of the Board, be answered at a future specified date.

## **Bylaws of the Board**

### **Meeting Conduct**

5. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual Board member or individual employee of the Board of Education, whether named or not. All such charges or complaints concerning individual Board members or the Superintendent should be sent to the Chairperson of the Board and to such other Members as deemed appropriate. All such charges or complaints concerning individual deemed appropriate. All such charges or complaints concerning individual employees of the Board should be sent to the immediate superior of the person to whom the complaint relates. If a satisfactory answer is not received, then a written appeal may be filed with the next higher authority.

Bylaw adopted by the Board:

rev 10/10

*A version from Madison.*

## **Bylaws of the Board**

### **Public Participation At Board Meetings**

All regular and special meetings of the Board will be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, it will schedule one or more periods during each meeting for public participation. It may set a time limit on the length of this period and/or a time limit for individual speakers.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting.

The Board Chairperson will be responsible for recognizing all speakers. To maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves. Questions asked by the public will, when possible, be answered immediately by the Chairperson or referred to staff members present for appropriate reply. Questions requiring investigation will be referred to the Superintendent for consideration and later response.

Members of the public will only be recognized by the Chairperson as the Board conducts its official business at the discretion of the Board.

(cf. 1120 - Board of Education Meetings re Public Participation)

(cf. 1312 - Public Complaints)

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

(cf. 9322 - Public and Executive Sessions)

(cf. 9323 - Construction/Posting of Agenda)

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  
                                  1-225 Meetings of government agencies to be public  
                                  1-226 Recording, broadcasting or photographing meetings  
                                  19a-342 Smoking prohibited in certain places. Sign required. Penalty  
                                  1-231 Executive sessions  
                                  1-232 Conduct of meetings (re disturbances)  
                                  10-224 Duties of the Secretary

Bylaw adopted by the Board:

cps 11/00

*A sample bylaw to consider.*

## **Bylaws of the Board**

### **Quorum**

A majority of the members of the Board shall constitute a quorum for the transaction of business.

Bylaw adopted by the Board:

cps 4/99

*Another version of this bylaw to consider.*

## **Bylaws of the Board**

### **Quorum and Voting Procedures**

1. The majority of all members of the Board shall be necessary to constitute a quorum for the transaction of business.
2. No member can vote on a question in, which he/she has a direct personal or pecuniary interest.
3. Members may vote for themselves for any office or other position.
4. While it is the duty of every members who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
5. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
6. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which the vote is taken.
7. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.

Bylaw adopted by the Board:

cps 12/06

*Suggested bylaw to consider.*

## **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:

rev 6/10

*An optional bylaw to consider.*

## **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:

rev 7/02

*Suggested bylaw to consider.*

## **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:**

*Another version of this bylaw to consider.*

## **Bylaws of the Board**

### **Parliamentary Procedures**

#### **Rules of Order**

Regular and special meetings of the Board of Education are held in public, but they are not public hearings unless so designated. Comments from those citizens present will be welcomed at times indicated by the Chair, but such participation shall not be allowed to interfere with the conduct of business by the Board.

Procedure will normally be informal for the sake of simplicity and to minimize diversion of discussion to procedural questions. Board members may, however, involve Robert's Rules of Order, Revised.

A majority of the Board members present is required to approve a motion.

When comments from the public would be particularly helpful to the Board in reaching a decision on an item, the Board may schedule a public hearing devoted exclusively to that item. In any case, final action, on a change in Board policy will not normally be taken at the time of its first discussion or at a public hearing unless postponement until the next Board meeting would hinder the intent of such action.

Upon a 2/3 vote of the members of the Board, new business, not listed on the agenda, may be considered and acted upon at a regular meeting of the Board.

No new topic will be started after 10:30 p.m. except by a 2/3 vote of the members present and voting.

If a person or group of persons is so disruptive that the meeting cannot proceed in an orderly fashion, the meeting may be cleared, except for representatives of the news media not involved in the disturbance. A meeting may be adjourned or continued to a time and place specified in the adjournment or continuance.

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  
                              1-226 Recording, broadcasting or photographing meetings  
                              19a-342 Smoking prohibited in certain places. Signed required. Penalty  
                              1-231 Executive sessions  
                              1-232 Conduct of meetings (re disturbances)  
                              10-224 Duties of the Secretary

Bylaw adopted by the Board:  
cps 9/03

*Sample bylaw to consider.*

## **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:

cps 4/99  
rev 7/99  
rev 4/00

## **Electronic Participation at Board Meetings**

Update Mailing No. 1

November 15, 2010

There are times when a member of a board of education may not be able to attend and be physically present at an officially posted meeting of the board. In our current technological society, this raises the question of whether it is legally possible for a board member to attend and participate in the meeting of the board by electronic means, such as by telephone or even video.

The original Freedom of Information Act allows for participation by electronic means. Therefore such participation is legally permissible. However, if the board does not have a policy or bylaw in place regarding electronic participation, the chairperson of the board might need to make an ad hoc decision whether to permit such participation.

Therefore, it is recommended that this issue be decided in advance via policy or bylaw language which would answer questions pertaining to the number to be allowed at any meeting to be involved electronically, the conditions to be met regarding such involvement, issues of voting, and the conditions to prompt such electronic participation.

### **Policy Implications:**

A new bylaw, with several versions to consider has been developed. Bylaw #9325.43, "Attendance at Meetings via Electronic Communications," follows for your consideration and use. This is considered a recommended bylaw for inclusion in a district's policy manual.

*An optional bylaw to consider.*

## **Bylaws of the Board**

### **Attendance at Meetings via Electronic Communications (Version 1)**

Recognizing the inherent responsibility and statutory duties of Board members, the Board strongly encourages members to attend and participate at all meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members electronically is authorized under limited conditions.

The Boards recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board member at a Board meeting, and that electronic communications can enable a Board member to participate in a meeting from a remote location.

A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances. The reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

The Board authorizes the administration to provide the equipment required to implement this Board procedure.

### **Guidelines**

A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Board Chairperson determines either condition is not occurring, he/she shall terminate the Board member's attendance through electronic communications.

A quorum of Board members shall be physically present at a Board meeting when a Board member attends through electronic communications.

To attend a Board meeting through electronic communications, a Board member shall comply with the following conditions:

- a. Submit such request to the Board Chairperson at least three (3) school days prior to the meeting.
- b. Ensure that the remote location is quiet and free from background noise and interruptions.
- c. Participate in the entire Board meeting.
- d. Board members participating electronically may cast votes. However, if a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate, nor cast any vote, until the next item of business is opened.

## **Bylaws of the Board**

### **Attendance at Meetings via Electronic Communications (Version 1) (continued)**

- e. When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/her self by name and be recognized by the Chairperson before speaking.

### **Electronic Participation (Version 2)**

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board Secretary will document it in the minutes when members participate in the meeting electronically.

Board members participating electronically may cast votes. However, if a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate, nor cast any vote, until the next item of business is opened.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.

## **Bylaws of the Board**

### **Electronic Participation (Version 3)**

Except as provided hereafter, the Board of Education shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other communication means where the members are not physically assembled.

A Board member may participate in a meeting through electronic communication means, only when a quorum of the Board is physically assembled at the meeting, from a remote location that is not open to the public:

if, on the day of a meeting, the Board member notifies the Board Chairperson that he or she is unable to attend the meeting due to an emergency and identifies with specificity the nature of the emergency, and the Board (1) approves the member's participation by a majority vote of the members present and (2) records in its minutes the specific nature of the emergency and the remote location from which the member participated.

Such participation by a Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the School Board, whichever is fewer; or if a Board member notifies the Chairperson of the Board that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the Board records this fact and the remote location from which the member participated in its Minutes.

A school board member may participate in a meeting by electronic means pursuant to this section only when:

- a quorum of the Board is physically assembled at the meeting location; and
- the Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

### **Electronic Participation (Version 4)**

*This sample text can be added to bylaw #9321, "Time, Place, Notification for Meetings," or bylaw #9322, "Public and Executive Sessions," if a separate bylaw pertaining to electronic participation is not wanted.)*

## Bylaws of the Board

### Electronic Participation (Version 4) (continued)

Provided a quorum of the Board is physically present at a Board meeting, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. Therefore, the Board authorizes that the Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good cause why the Board member cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be established. Members who participate in a Board meeting through electronic means may be counted in the quorum. The location of the meeting must be in the normal location at \_\_\_\_\_ to allow the public to adequately monitor the meeting. Due to security concerns, electronic participation in closed executive sessions will not be permitted.

#### *Additional language to consider for any of the versions:*

1. Minutes of all meetings shall specify if a member was physically present or present electronically. Lack of such a specification shall be deemed to indicate that the member in question was physically present.
2. Electronic participation may only occur if the member is prevented from physically attending by (1) personal illness or disability, (2) employment purposes, (3) a family emergency, or (4) another emergency.
3. When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/herself by name and be recognized by the Chairperson before speaking.
4. Participation from a remote location shall not occur unless the Board member who seeks to participate is prevented from attending the meeting by circumstances beyond the control of the member; such circumstances shall include, but not be limited to, natural disasters and temporary physical incapacity.

(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

Bylaw adopted by the Board:

cps 11/10

*CABE's suggested bylaw to consider.*

## **Bylaws of the Board**

### **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 a fireproof vault. Minutes shall be made available to the public for inspection within seven days after each meeting.

### **Recording of Votes**

Motions or resolutions shall be recorded as having passed or failed, and individual votes will be recorded. All motions and resolutions shall be numbered for each fiscal year beginning July 1.

### **Maintaining the Minutes**

The minutes of meetings of the Board of Education shall be maintained as outlined below:

#### **1. Content -- Board of Education procedure**

- A. The date, place, and type of meeting
- B. Members present and members absent, by name
- C. Call to order, and opening ceremony
- D. Arrival of tardy members by name and time
- E. Departure of members by name before adjournment, or if absent when any agenda items are acted upon
- F. Record of written notice of special meetings
- G. Records of items of business to be considered at future regular or special meetings

## Bylaws of the Board

### Maintaining the Minutes (continued)

#### 2. Content - Board of Education actions

- A. Approval or amended approval of the minutes of preceding meetings
- B. Complete information as to each subject of the Board of Education's deliberations
- C. Complete information as to each subject including the roll call record of the vote on a motion if not unanimous
- D. All Board of Education resolutions in complete context, numbered serially for each fiscal year
- E. A record of all contracts entered into
- F. All employment decisions and resignations or termination of employment
- G. A record by number of all purchase orders approved
- H. A record of all bid procedures, including calls for bids authorized, bids received, and other action taken
- I. A record by number of all warrants approved for payment
- J. Adoption of the annual budget
- K. Financial reports, including collections received and deposited, and sales of personal property, as presented to the Board of Education each month
- L. A record of all important correspondence
- M. A record of the Superintendent's reports to the Board
- N. Adoption of all policies and bylaws, and approval of regulations as required
- O. A record of all delegations appearing before the Board
- P. Adoption of the annual school calendar
- Q. Approval of job descriptions for each employee

Legal Reference: Connecticut General Statutes  
 1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3 and PA 10-171.  
 10-218 Election of officers.  
 10-224 Duties of the secretary.

Bylaw adopted by the Board:

cps 4/99  
 rev 8/08  
 rev 7/10

*Another version of this bylaw.*

## **Bylaws of the Board**

### **Broadcasting/Taping of Meetings**

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board of Education meetings legally open to the public according to the following guidelines:

- Photographs, broadcasting, and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting, and/or recording devices will be used.
- Persons operating cameras, broadcasting, and/or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts Board members or the audience.
- The Board will make the necessary arrangements to have video recordings of all regular meetings and any special meeting that it deems appropriate. Through the facilities of public television, the Board will televise all regular meetings and any special meetings that it deems appropriate to meet the needs of the community and to better educate citizens about the schools. Following approval of the minutes which will be the official record of the meeting, video recordings will be held for six months for reference, then erased.
- Video recordings of special hearings will be retained for a minimum of three years. Video recordings, as specified, are for the use of staff members, residents of the school district, and representatives of the news media. Audio recordings are not to be considered part of the minutes of any meeting.
- Persons who wish to review any of the above should contact the Superintendent's office. The school system also will utilize the facilities of cable television in interpreting and promoting its various programs.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies

Bylaw adopted by the Board:

cps 11/00

*A sample bylaw to consider*

## **Bylaws of the Board**

### **Taping/Recording Board Meetings**

1. Board of Education public meetings shall be recorded.
2. The recordings shall be retained for one year.
3. The recordings are not to be considered part of the minutes.

### **Recording Devices**

1. Broadcasting and recordings of meetings are permitted and electronic and photographic audio and video devices may be used at meetings of the Board of Education according to the following guidelines:
2. Persons operating recording devices are asked not to
  - a. Obstruct the view between members of the audience and the Board of Education,
  - b. Disrupt the proceedings by holding interviews,
  - c. Provide commentary in a manner that distracts Board members.

Bylaw adopted by the Board:

cps 9/03

*Existing bylaw, number 9327 adopted 11/21/05, appropriate as written.*

## **Bylaws of the Board**

### **Electronic Mail Communication**

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (email) is to expedite the passage of information. Email gives Board members quick access to one another. Communication among Board members via email should conform to the same standards as other forms of communication. (i.e., committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, email is an effective communications tool and can provide a formal record.

### **Guidelines for Board E-Mail Usage**

The Freedom of Information Act mandates that all meetings of public bodies such as school Boards be open to the public. It is the policy of the Board of Education that email shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of email by Board members when communicating with other Board members.

1. 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.
2. 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.
3. Email should be used to pass along factual information.
4. Security of email communication cannot be assured. Board members shall not reveal their passwords to anyone. If any Board member has reason to believe a password has been lost or stolen, or that e-mail is being accessed by someone without authorization, he/she shall notify the Superintendent.
5. Personnel issues and other sensitive subjects should never be discussed online. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained. Any usage contrary to the aforementioned shall be reported immediately to the Superintendent.

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:

WOODBIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

*CABE's sample bylaw to consider.*

## **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, 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 (i.e., 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.
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.

## **Bylaws of the Board**

### **Board/School District Records (continued)**

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.

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.

## **Bylaws of the Board**

### **Board/School District Records (continued)**

#### **Designation of Records Access Officer *(optional)***

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 *(optional)***

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.

## **Bylaws of the Board**

### **Board/School District Records**

#### **Requests for Public Access to Records (continued)**

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 *(optional)***

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)

1-211 Access to computer stored records.

1-214 Public contracts as part of public records.

1-225 to 1-240 Meetings of public agencies.

Federal Rules of Civil Procedure – 2006 Amendments

Bylaw adopted by the Board:

rev 6/02

rev 2/07

rev 4/09

*An optional bylaw to consider.*

## **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:

cps 9/03

*Sample bylaw to consider.*

## **Bylaws of the Board**

### **Hearings**

#### **Public Hearings**

All requests for public hearings to come before the Board of Education shall be presented to the Superintendent of Schools and the Chairperson of the Board in writing, stating clearly and definitely the purpose(s) of such requests and the action(s) desired thereon. Failure to adhere to these standards shall be reason for the Board to reject the request for hearing.

**Bylaw adopted by the Board:**

*Second sample bylaw on hearings to consider.*

## **Bylaws of the Board**

### **Hearings**

These rules shall apply to all formal hearings before the Board of Education in contested cases. Said rules shall not apply to conferences or other informal investigations or proceedings at or upon which no formal ruling or decision is made, or to any proceeding in a non-contested case.

### **Hearings or Appeals**

All requests for hearing or appeals authorized under law, and regulations of the State of Connecticut or as otherwise provided for by resolutions of the Board of Education shall be in writing to the Board Chairperson or the Superintendent. Appeals from the decision of the Superintendent shall include the appellant's statement of the issues to be presented in said appeal. All hearings in personnel actions held under Notice of Hearing, 1., will not be public unless both parties agree. All hearings held under Notice of Hearing, 2., will be public.

### **Notice of Hearing**

1. In personnel actions, written notice of hearing shall be sent by the Board Chairperson, or his/her designee, to all interested parties not less than 24 hours prior to the hearing. Such notice shall state the charges and/or issues. It shall also state the date, time and place of the hearing.
2. In all other cases involving appeals authorized by law, written notice of a hearing shall be sent by the Board Chairperson or his/her designee to all interested parties not less than 24 hours prior to the hearing and shall outline a counter statement of charges and/or issues, if any, involved in the proceeding, if the Superintendent shall deem such to be materially and substantially different from those previously raised or decided by said appellant before the Superintendent in the first instance. Any disagreement arising from the above shall be resolved by the Board.

### **Parties-Representation**

1. "Party" includes any person or agency named or admitted as a party. Any person or agency may be admitted as a party for limited purposes upon the satisfactory demonstration of the nature and extent of its interest to the Board.
2. All parties appearing at formal hearings shall have the right to appear in proper person or with counsel. All such parties shall have the right to be accompanied, represented, and advised by counsel.

## **Bylaws of the Board**

### **Hearings (continued)**

#### **Records - Transcripts**

1. The Board shall prepare an official record, which shall include all pleadings, testimony, exhibits, and other memoranda or material filed in the proceeding.
2. A stenographic record of the proceedings shall be made at the expense of the school system and shall be transcribed. Cost of copies of the transcript of any proceedings, or part thereof, shall be paid by the party requesting such copy.

#### **Presiding Officer - Duties and Authority**

Each hearing shall be held before not less than a quorum of the Board. The Board Chairperson, or in his/her absence the Vice-Chairperson, and in the absence of both a member designated by the Chairperson, shall be the presiding officer and shall have charge of the hearing, with authority to permit the examination of witnesses testifying in the proceedings.

#### **Order of Procedure**

The order in which the parties shall present their case shall be determined by the presiding officer except in cases of appeals as follows:

1. In an appeal on a dismissal or suspension, the Superintendent shall proceed first.
2. In all other appeals, the appellant shall proceed first.

#### **Examination of Witnesses and Introduction of Evidence**

1. The strict judicial rules of evidence shall not be applicable to hearings conducted hereunder, and, in each case, the test of admissibility shall be whether the evidence is reasonably relevant to a material issue and whether it has substantial probative value with respect to such material issue. The presiding officer may limit or refuse to omit cumulative or repetitive evidence, and may curtail redundant questioning. The presiding officer may encourage (but shall in no event coerce) the parties, where possible, to make proffers and stipulations in place of cumulative evidence. All testimony shall be given under oath.

## **Bylaws of the Board**

### **Hearings (continued)**

#### **Examination of Witnesses and Introduction of Evidence (continued)**

2. Counsel for any party may submit evidence, examine and cross-examine witnesses, and file objections, exceptions, and motions; provided, however, that where a party is not represented by counsel, all such submission of evidence, examination of witnesses, and filing of objections, exceptions, and motions shall be done and presented by the party.
3. The presiding officer, or any person designated by him/her for the purpose, may examine all witnesses called by any party. The presiding officer may call as a witness any person whose testimony may be relevant. Any Board member may examine any witness.

#### **Briefs**

Any party may submit briefs of the issues of fact and law involved in the hearing in such form as the presiding officer may designate.

#### **Counsel**

The presiding officer of the Board may request the Board attorney to participate in any hearing as counsel for the Board.

#### **Decision and Order**

Each decision and order of the Board shall be delivered in writing, unless it shall immediately follow the hearing, in which case it shall be delivered orally and thereafter in writing, with copies to all parties. Each decision and order shall be accompanied by findings of fact, conclusions of law, and specific disposition of the case and shall be provided to the individual. Formal action of the Board shall be taken publicly at the next regular Board meeting following the hearing, but no other information will be released by the Board or school administration as noted above.

Legal Reference: Connecticut General Statutes

4-177 - re Contested Cases.

10-238 – Petition for hearing by board of education

Bylaw adopted by the Board:

*Suggested bylaw to consider.*

## **Bylaws of the Board**

### **Legislative 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:

*A sample to consider.*

## **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.

## **Bylaws of the Board**

### **Monitoring Products and Processes**

#### **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:

*Sample bylaw to consider.*

## **Bylaws of the Board**

### **Public Announcement of Accomplishments**

The Board shall keep the public informed of the school system's progress in accomplishing its goals and priorities, including programs established to achieve them. The Superintendent shall maintain a communication program for this purpose, which shall include, but not be limited to, public meetings, publications in local newspapers and school newsletters, PTA meetings, and other appropriate methods.

Bylaw adopted by the Board:

rev 7/98

*Sample bylaw to consider.*

## **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:

rev 7/98

## Bylaws of the Board

### Quick Reference for Appropriate Motions to Use in Various Situations

<u>If you want to...</u>	<u>Motion to use</u>	<u>Needs a second</u>	<u>Can be debated</u>	<u>Can be amended</u>	<u>Vote required</u>
Introduce an item for action	Main motion	Yes	Yes	Yes	Majority
Modify the motion	Amend	Yes	Yes	Once	Majority
	Divide the question	Yes	No	Yes	Majority
	Refer to committee	Yes	Yes	Yes	Majority
Defer action	Postpone	Yes	Yes	Yes	Majority
	Table	Yes	No	No	Majority
	Refer to committee	Yes	Yes	Yes	Majority
Prevent action	Before debate: object to consideration	No	No	No	Two-thirds
	After debate: postpone indefinitely	Yes	Yes	No	Majority
Reject the question	Before debate: object to consideration	No	No	No	Two-thirds
	Move previous question or close debate	Yes	No	No	Two-thirds
	After debate: postpone indefinitely	Yes	Yes	No	Majority
Consider a question second time	Take from the table	Yes	No	No	Majority
	Reconsider	Yes	Yes	No	Majority
	Rescind previous action: without previous notice	Yes	Yes	No	Two-thirds
	with previous notice	Yes	Yes	No	Majority
Vote on the question	Call for a vote	No	No	No	Majority
	Move previous question or close debate	Yes	No	No	Two-thirds
Re-open main question to debate	Reconsider	Yes	Yes	No	Majority
Change the form of debate	Limit debate	Yes	No	No	Two-thirds
	Move previous question or close debate	Yes	No	No	Two-thirds
Interrupt; make personal request	Rise for information	No	No	No	None
	Question of privilege	No	No	No	Decided by chair
	Withdraw a motion	No	No	No	Majority
	Parliamentary procedure inquiry	No	No	No	None
Correct a mistake in proceedings	Point of order	No	No	No	None
Propose action which violates a rule of the meeting	Suspend the rules	Yes	No	No	Two-thirds
Challenge a decision of the Chair	Appeal	Yes	No	No	Majority