

Woodbridge Board of Education  
Woodbridge Board of Education Regular  
Meeting  
Monday, September 19, 2011 7:00 PM

Woodbridge Board of Education Regular  
Meeting October 19, 2009 Library Media  
Center 7:00 PM Beecher Road School

## **Agenda**

- I. **Preliminary Business**
  - A. Call to Order
  - B. Salute to the Flag
  - C. Correspondence
  - D. Public Comment
- II. **Consent Agenda**
  - A. Approval of August 22, 2011 Regular Meeting Minutes
  - B. Accept Policy Series 9000 and 0000 for 30-Day Review
- III. **Reports**
  - A. Superintendent's Report
    - 1. BRS Update
      - a. BRS Monthly Enrollment Report
    - 2. School Climate Project
    - 3. 3.1.3 CMT Report (SY 2010/11 Spring Testing)
  - B. PTO Update
  - C. Policy Committee
  - D. CABE Liaison Report
  - E. ACES Liaison Report
- IV. **Finance**
  - A. Approval of Financial Reports
    - 1. Monthly Summary Financial Report Ending August 31, 2011
    - 2. Monthly Detail Financial Report Ending August 31, 2011
    - 3. Combining Financial Statements through August 31, 2011
- V. **Old Business**
  - A. Approve Board Goals
- VI. **Other**
  - A. Public Comment
  - B. Executive Session, in accordance with State Statute
    - 1. Superintendent Evaluation and Process
- VII. **Adjournment**

# MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING

Monday, August 22, 2011

BRS Library Media Center

**CALL TO ORDER:** Ms. Hamilton, Chair called the Public Session to order at 7:13 PM.

**BOARD MEMBERS PRESENT:** Mr. David Barkin, Mr. David Bernard, Dr. Clotilde Dudley-Smith (7:36 PM), Dr. Steve Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary (7:49 PM); Ms. Margaret Hamilton, Chair; Mr. Carl Linskog, Ms. Sheila McCreven, Chair; and Dr. YanYun Wu.

**STAFF:** Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; and Marsha DeGennaro, Clerk of the Board.

**MEMBERS OF THE PUBLIC:** Sandy Simowitz, WEA; Laurence Grotheer, BOS Liaison; and Pua Ford, community.

**CORRESPONDENCE** – None

## **PUBLIC COMMENT**

Ms. Simowitz, on behalf of the WEA, welcomed new Board members, expressed sincere appreciation to Dr. Handler and Mr. Livesay on their departure from the Board and looked forward to working collaboratively with the Board in the coming year.

## **CONSENT AGENDA**

*Minutes*

### **MOTION #1 – MINUTES, JULY 18, 2011 REGULAR MEETING**

Move that we approve the minutes of the July 18, 2011 Regular Board meeting.

Dr. Fleischman

Second by Mr. Linskog

Ms. McCreven noted a correction on Page 3, under Motion #7, where “In Favor” was repeated twice when it should have read “Against”.

### **MOTION #1A – MINUTES, JULY 18, 2011 REGULAR MEETING**

*Move that we approve the minutes of the July 18, 2011 Regular Board meeting as amended.*

*Dr. Fleischman*

*Second by Mr. Linskog*

**UNANIMOUS**

## **REPORTS**

### **Superintendent's Report**

➤ **Beecher Road School Update** – Superintendent Stella highlighted the summer programs, the extensive cleaning of the building and grounds, the sustainable and environmentally friendly ground assessment study group, upcoming professional development days for staff and the anticipation of the return of students on August 30. The Board was apprised of the need to hire an additional TA in support of student services. Concern was expressed regarding class sizes in Grade 5.

**PTO Update** – Ms. Hamilton invited everyone to the Welcome Back Luncheon on Wednesday, August 24.

**Board Committee Structure** – The Board reviewed Policy 9132 Standing Committees. Rather than continue to meet twice a month, the Board would revert to standing committees with one regular Board meeting per month. It was agreed the Board would continue to meet as a “Committee of the Whole” regarding curriculum initiatives and the current Ad Hoc Policy Committee membership would transfer to the Policy Committee.

**MOTION #2 – CURRICULUM COMMITTEE**

Move that we keep the Curriculum Committee as a “Committee of the Whole” for this year.

Dr. Fleischman  
Second by Mr. Lindskog  
**UNANIMOUS**

Board members were asked to forward committee preferences to Ms. Hamilton. *Dr. Dudley-Smith arrived (7:36 PM).*

Discussion ensued regarding the Board’s role in oversight of curriculum. It was agreed the Policy Committee would develop policy specifying roles and responsibilities for each standing committee.

Ad Hoc Policy Committee – Ms. Hamilton noted this committee will meet on Thursday, September 1 at 6:00 PM and will commence review of the 1000 Series.

CABE Liaison – Ms. McCreven noted that CABE will appoint three members to serve on three state-wide committees pertaining to teacher, administration and superintendent evaluation. Board members were urged to review possible topics for submission of proposed legislation changes to CABE.

ACES Liaison – It was suggested that Board members rotate throughout the year to attend these monthly meetings. The schedule thus far is:

September	Dr. Fleischman	December	Mr. Barkin	June	Dr. Dudley-Smith
October	Ms. McCreven	January	Mr. Lindskog		
November	Ms. Hamilton	February	Mr. Bernard		

Cable Advisory Board –Ms. McCreven will serve as the representative on this committee in support of government access television.

**NEW BUSINESS**

Board/District/Superintendent Goals – The Board will meet September 12 at 7:15 PM to develop Board Goals loosely based on the working draft outline prepared at the July 29, 2010 meeting. The Board retained the 2010/11 district goals for 2011/12.

**MOTION #3 – 2011/12 DISTRICT GOALS**

Move that we adopt the following as District Goals for 2011/12.

**Goal 1:** *Prepare every child to be a highly successful and independent reader, writer, critical thinker and problem solver by the end of sixth grade.*

**Goal 2:** *Build the foundations of character and wellness that are essential for responsible participation as a local, national and global citizen.*

**Goal 3:** *Maximize the use of district resources; building, grounds, budget process and contract negotiations.*

Ms. McCreven  
Second by Dr. Fleischman  
**UNANIMOUS**

Superintendent Stella presented a certified staff leave request for child rearing purposes.

**MOTION #4 – CERTIFIED STAFF CHILD-REARING LEAVE (CHICK)**

Move that we grant a child-rearing leave to Nicole Chick for the 2011/12 school year.

Dr. Fleischman  
Second by Mr. Lindskog  
**UNANIMOUS**

Superintendent Stella recommended the hiring of a certified staff member to fill the vacancy created by the leave request.

**MOTION #5 – CERTIFIED STAFF APPOINTMENT (FANELLI)**

Move that we ratify the appointment of Carrie Fanelli as an elementary teacher for the 2011/12 school year, at a salary of \$54,851, BA Step 8, effective August 23, 2011.

Dr. Fleischman  
Second by Ms. McCreven  
**UNANIMOUS**

Superintendent Stella apprised the Board of recently completed negotiations with the Woodbridge Association of School Administrators and presented the new contract for ratification.

**MOTION #6 – WASA CONTRACT AGREEMENT**

Move that we ratify the contract as presented with the Woodbridge Association of School Administrators effective July 1, 2012 through June 30, 2015.

Dr. Fleischman  
Second by Mr. Linskog  
**UNANIMOUS**

**FINANCIAL REPORTS**

The Board reviewed the Final Financial Reports for the 2010/11 school year. It is anticipated that \$73,000 will be returned to the Town. Cost savings associated with staff retirements, the custodial reorganization and electricity/oil all contributed to the surplus.

**MOTION #7 – 2010/11 BOARD OF EDUCATION FINAL MONTHLY SUMMARY FINANCIAL REPORT**

Move that we approve the 2010/11 BOE Final Monthly Summary Financial Report through June 30, 2011, F1, as submitted by the Director of Business/Operations.

Dr. Fleischman  
Second by Ms. McCreven  
IN FAVOR: Messrs. Barkin, Bernard, Gilbride, Drs. Dudley-Smith, Fleischman, Wu, Ms. Hamilton,  
and Ms. McCreven  
AGAINST: Mr. Linskog

***MOTION PASSES 8-0-1***

Mr. Pullo noted that all ancillary programs finished with a positive fund balance for 2010/11.

**MOTION #8 – 2010/11 BOARD OF EDUCATION FINAL MONTHLY DETAIL FINANCIAL REPORT**

Move that we approve the 2010/11 BOE Final Monthly Detail Financial Report ending June 30, 2011, F2-6, as submitted by the Director of Business/Operations.

Dr. Fleischman  
Second by Ms. McCreven  
IN FAVOR: Messrs. Barkin, Bernard, Gilbride, Drs. Dudley-Smith, Fleischman, Wu, Ms. Hamilton,  
and Ms. McCreven  
AGAINST: Mr. Linskog

***MOTION PASSES 8-0-1***

**MOTION #9 – 2010/11 FINAL COMBINING FINANCIAL STATEMENTS**

Move that we approve the 2010/11 BOE Final Combining Financial Statements through June 30, 2011, 7-8, as submitted by the Director of Business/Operations.

Dr. Fleischman  
Second by Ms. McCreven  
IN FAVOR: Messrs. Barkin, Bernard, Gilbride, Drs. Dudley-Smith, Fleischman, Wu, Ms. Hamilton,  
and Ms. McCreven  
AGAINST: Mr. Linskog

***MOTION PASSES 8-0-1***

The Board reviewed the Financial Reports for the 2011/12 school year.

**MOTION #10 – 2011/12 BOARD OF EDUCATION MONTHLY SUMMARY FINANCIAL REPORT**

Move that we approve the 2011/12 BOE Monthly Summary Financial Report through July 31, 2011, F9, as submitted by the Director of Business/Operations.

Dr. Fleischman  
Second by Ms. McCreven  
IN FAVOR: Messrs. Barkin, Bernard, Gilbride, Drs. Dudley-Smith, Fleischman, Wu, Ms. Hamilton,  
and Ms. McCreven  
AGAINST: Mr. Linskog

***MOTION PASSES 8-0-1***

**MOTION #11 – 2011/12 BOARD OF EDUCATION MONTHLY DETAIL FINANCIAL REPORT**

Move that we approve the 2011/12 BOE Monthly Detail Financial Report ending July 31, 2011, F10-12, as submitted by the Director of Business/Operations.

Dr. Fleischman  
Second by Ms. McCreven  
IN FAVOR: Messrs. Barkin, Bernard, Gilbride, Drs. Dudley-Smith, Fleischman, Wu, Ms. Hamilton,  
and Ms. McCreven  
AGAINST: Mr. Linskog

***MOTION PASSES 8-0-1***

It was noted that participation in the Summer Enrichment program increased dramatically this year. It was suggested that parents be surveyed regarding the summer programs as their likes, dislikes and suggestions as their experiences would be fresh in their mind. Consideration should also be given the possibility of reducing program fees in the coming year.

**MOTION #12 – 2011/12 COMBINING FINANCIAL STATEMENTS**

Move that we approve the 2011/12 BOE Combining Financial Statements through July 31, 2011, F13-14, as submitted by the Director of Business/Operations.

Dr. Fleischman  
Second by Ms. McCreven  
IN FAVOR: Messrs. Barkin, Bernard, Gilbride, Drs. Dudley-Smith, Fleischman, Wu, Ms. Hamilton,  
and Ms. McCreven  
AGAINST: Mr. Linskog

***MOTION PASSES 8-0-1***

**PUBLIC COMMENT** – None

**MOTION TO ADJOURN:** (8:22 PM)  
Dr. Fleischman  
Second by Mr. Gilbride  
UNANIMOUS

Recorded by Marsha DeGennaro, Clerk of the Board

# WOODBRIIDGE PUBLIC SCHOOLS

## BYLAWS OF THE BOARD

SERIES 9000

	<b>Bylaw Number</b>	
0.	Role of Board and Members (Powers, Purposes, Duties).....	9000 B
A.	Limits of Authority.....	9010 B
B.	Public Statements	
(1)	Advocacy.....	9020.1 B
C.	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)	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
2.	Members	
A.	Election	
(1)	Qualifications of Board Members.....	9210 B
(2)	Filling Vacancies.....	9221 B
(3)	Resignation/Removal from Office.....	9222 B
B.	New Board Member Orientation.....	9230 B
C.	Board Member Protection.....	9260 B
D.	Conflict of Interest.....	9270 B
(1)	Code of Ethics.....	9271 B
3.	Methods of Operation.....	9300 B
A.	Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws	
(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

# WOODBRIIDGE PUBLIC SCHOOLS

## BYLAWS OF THE BOARD

**SERIES 9000**

### **Bylaw Number**

<b>B.</b>	<b>Meetings</b>		
(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
(5)	Meeting Conduct.....	9325	B
	(a) Quorum.....	9325.1	B
	(b) Consent Agenda.....	9325.21	B
	(c) Parliamentary Procedures.....	9325.3	B
	(d) Attendance via Electronic Communications .....	9325.43	B
(6)	Minutes/Taping/Broadcasting.....	9326	B
(7)	Electronic Mail Communications.....	9327	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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **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 CABA 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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9121 with modifications.*

## **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.~~ **Appoint members to committees in accordance with Bylaws 9132 and 9133.**
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. 9132 – Standing Committees)

(cf. 9133 – Special Committees)

(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.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, modified.*

## **Bylaws of the Board**

### **Vice-Chairperson**

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

In the absence or inability of the Chairperson, 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:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **Bylaws of the Board**

### **Clerk of the Board**

The Woodbridge Board of Education shall be staffed by an individual who will serve as Clerk of the Board.

The Clerk of the Board 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 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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **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:

**WOODBIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9131 reised.*

## **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.~~ conduct its Curriculum Committee as a Committee of the 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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

## Bylaws of the Board

### Standing Committees

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. **Each of the following may designate one individual per committee to represent their respective organization at committee meetings: the Superintendent and/or his/her designee(s), the Board of Selectmen, the Board of Finance, the Woodbridge Education Association and the Beecher Road School PTO.** ~~may each designate one individual per committee to represent their 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 non-binding, only the Woodbridge Board of Education may determine policy.

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

The standing committees:

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

### 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**

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 11/00; Revised 8/20/01; Revised 1/22/02; Revised and Approved 10/20/03; Revised 11/15/04; Revised 9/19/05; Reviewed

**Bylaws of the Board**

**Standing Committees**

**Policy Committee**

**A Policy Committee shall be a standing committee of the Woodbridge Board of Education with membership appointed in adherence with Board Policy 9132.**

**The Policy Committee shall meet as needed to consider matters pertaining to the creation, deletion, revision or interpretation of Board policies and bylaws and make recommendations for action to the Woodbridge Board of Education as necessary.**

**(cf. 9132 Standing Committees)**

**Adopted by the Board:**

**Bylaws of the Board****Standing Committees****Curriculum Committee**

Unless otherwise specified by action of the Board, The Woodbridge Board of Education shall operate as a Committee-of-the-Whole in consideration of all matters pertaining the review and approval of curriculum for the district. Curriculum, of the Woodbridge School District, guides the teaching/learning process by defining what is to be learned, how it is to be learned and how the students' understanding of the content will be assessed. The Woodbridge Board of Education will ensure that the district has a planned and systematic process to develop and review curriculum in order to maintain programs consistent with quality standards.

Curriculum recommendations will be presented by the Superintendent to the Woodbridge Board of Education, which acts as a Curriculum Committee-of-the-Whole. The Woodbridge Board of Education recognizes its obligation to oversee the curriculum development/revision process and acknowledges its statutory responsibility to recommend, develop, revise and approve all curriculums for the school district. The Board will also review and take formal action on modifications which represent a significant change in the direction for a given program or subject area, which will have an impact on the continuity or coordination of another program or subject area; which will require a substantial increase in resources, either immediately or in foreseeable future; or which will have high visibility and interest in the public eye.

Responsibility for the specific content, sequence and organization framework of the curriculum shall rest with the Superintendent and/or his/her designee(s).

(cf. 9132 Standing Committees)

Adopted by the Board:

**Bylaws of the Board**

**Standing Committees**

**Finance Committee**

**A Finance Committee shall be a standing committee of the Woodbridge Board of Education with membership appointed in adherence with Board Policy 9132. The Finance Committee shall meet as needed to monitor, review and make recommendations to the full Board regarding the fiscal status of the school district as well as the following items:**

- **Requests for additions to the budget as identified by the Superintendent.**
- **Requests for line item transfers as identified by the Superintendent.**
- **Annual town audit reports.**

**The Finance Committee will review, monitor, and make recommendations to the full Board on any other issues that arise relating to the finances of the district.**

*A new bylaw.*

## **Bylaws of the Board**

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

The Chairperson of the Woodbridge Board of Education shall create and assign membership to the Ad Hoc committees as shall be deemed necessary or advisable by the Board of Education, and the Chairperson shall be, *ex officio*, a member of each committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education. Such final report shall be given to the Board within one (1) year of creation.

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

In contrast to standing committees, Ad hoc committees are created to perform a specific task. Ad Hoc committees may include administrators, staff, parents, students and/or community representatives as well as Board members. When it has made its final report or recommendation to the Board, the Ad Hoc ceases to exist.

(cf. 9130 – Committees)

(cf. 9131 – Committee of the Whole)

(cf. 9132 – Standing Committees)

Legal Reference: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act.

1-200 Definitions.

1-226 Meetings of government agencies to be public.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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.

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw number 9222 adopted 6/15/09, modified.*

## **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 two-thirds vote of the membership of the whole Board.**

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

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **Bylaws of the Board**

### **Board Member Protection**

The Woodbridge School District 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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9271 adopted 12/19/05, with modification.*

## **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.
19. The Board as a whole shall request data and/or reports from district personnel not as an individual.

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

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw number 9300 adopted 12/19/05, modified.*

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

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9311 adopted 12/19/05, modified.*

## **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.~~

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 maintain a publicly accessible on-line copy of the policy manual as the official policy manual of the district.

## Bylaws of the Board

### Formulation, Adoption, Amendment of Policies (continued)

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.

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

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*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

Bylaw adopted by the Board:

WOODBRIAGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9314 adopted 12/19/05 appropriate as written.*

## **Bylaws of the Board**

### **Suspension of Policies, Bylaws, and Regulations**

Policies, bylaws and Woodbridge Board of Education adopted regulations shall be subject to suspension for a specified purpose and a limited time by a majority vote of all members of the Board at a meeting in the call for which the proposed suspension is described in writing, or upon a two-thirds vote of all members of the Woodbridge Board of Education when no such written notice has been given.

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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9321 adopted 6/15/09, modified.*

## **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 ~~shall be filled by a majority vote~~ of the members of the Board present, at a meeting warned for that purpose. ~~until the subsequent organizational meeting.~~

#### **Regular Meetings**

There shall be a regular meeting of the Board each month unless canceled by special action of the Board. The Woodbridge Board of Education shall file with the Woodbridge Town Clerk, not later than January 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 or acting Chair~~ 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

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9322 adopted 11/21/05, modified.*

## **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.

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9325 adopted 7/21/03, modified.*

## **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~~ as soon thereafter as 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 ~~designated~~ 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.~~

~~The meeting 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. The Chairperson may allot to each speaker 5 minutes and 20 minutes to each subject matter. 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. 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 the legal advisor.~~
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. 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 general disturbance the meeting room may be cleared except for non-participating representatives of the press.~~

## Bylaws of the Board

### Meeting Conduct (continued)

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. The Board may, by a majority vote, decide to extend the 20 minutes allotted per item of the agenda.~~
4. ~~The Board may, by a majority vote, decide to cancel, reduce 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 time.

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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw. (Please select one)*

## **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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Another version of this bylaw to consider. (Please select one)*

## **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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **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:

**WOODBIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

*A new bylaw.*

## **Bylaws of the Board**

### **Attendance at Meetings via Electronic Communications**

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 from a remote location that is not open to the public.

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.

Such participation by a Board member shall be limited each fiscal calendar year to two meetings.

A Board member may participate in a meeting by electronic means only when the voice of the remote participant can be heard by all persons at the primary meeting location.

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.

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.

(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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*CABE's suggested bylaw to consider. (Please select one version)*

## **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

*Existing bylaw, number 9327 adopted 11/21/05, modified.*

## **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:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

# WOODBIDGE PUBLIC SCHOOLS

## MISSION-GOALS-OBJECTIVES

## SERIES 0000

		Number	Policy or Regulation
1.	Vision, Mission, Goals .....	0000	P
2.	<b>*District Goals .....</b>	<b>0200</b>	<b>P</b>
3.	Policies for the Woodbridge Public Schools.....	0300	P
4.	Educational Evaluation and Remedial Assistance .....	0500	P
5.	<b>Equal Opportunity Plan/Nondiscrimination.....</b>	<b>0521</b>	<b>P</b>

**\*Bolted line indicates policies which boards of education must have due to federal or state law**

*Recommended replacement for existing policy numbered 0000 adopted 11/18/02.*

## **Mission-Goals-Objectives**

### **Vision, Mission, Goals**

#### **Vision**

To accomplish our mission, Beecher Road School must be a nurturing and stimulating community that values achievement, creativity, personal integrity and self-discipline. Here, each child will develop intellectually, socially, emotionally, physically and ethically in an environment that promotes self-awareness and respect.

#### **Mission**

To work together to prepare our children to pursue knowledge and learning throughout their lives so they can become responsible, caring and contributing members of an ever changing and diverse global community. In the best interests of our children, we are committed to:

- Learning as a challenging process of choice, discovery, change and growth for all
- Inspiring the development and sharing of everyone's unique gifts and talents
- Providing a learning community that nurtures and integrates social, emotional, physical and academic development

#### **Goals**

1. Prepare every child to be a highly successful and independent reader, writer, critical thinker and problem solver by the end of sixth grade.
2. Build the foundations of character and wellness that are essential for responsible participation as a local, national and global citizen.

Legal Reference: Connecticut General Statutes

10-22 Duties of Boards of Education

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Statement of Goals found on District's Website, are appropriate as written.*

## **Mission-Goals-Objectives**

### **Board Goals**

#### **Goal 1**

Prepare every child to be a highly successful and independent reader, writer, critical thinker and problem solver and build the foundations of character and wellness essential for responsible participation as a global citizen.

#### **Goal 2**

Improve internal and external communication to unite parents, educators, students and the community in working collaboratively to achieve our mission and goals for learning.

#### **Goal 3**

Implement a systematic process to ensure continuous improvement and proactive maintenance of the district's buildings, grounds and capital assets.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Mission - Goals - Objectives**

### **Policies for Woodbridge Public Schools**

The Board of Education is the policy-making body for the Woodbridge Public School District.

The District is administered by the Superintendent and those to whom he/she delegates. The role of the Board in this process is limited to the adoption of written policies, which are codified in a Policy Manual and may be further articulated by administrative regulations. The policies must at all times be in harmony with applicable law.

The Board of Education's policies shall have their sources in the Board-adopted Vision, Mission, and Goals.

The Board of Education views its policies as aids to decision-making and will, to the best of its abilities, make all its actions consistent with those policies.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, presently numbered 0522 adopted 3/29/93, modified.*

## **Mission - Goals - Objectives**

### **Educational Evaluation and Remedial Assistance**

If required by law, the Board of Education shall prepare, maintain and submit to the State Board of Education, a plan for educational evaluation and remedial assistance as required. Said plan shall include at least (a) annual testing in ~~grades four and six~~, ~~three through six~~, to examine basic reading, language arts, ~~and~~ mathematics ~~and science~~ skills; (b) provision for application of local testing and for instructional improvement and identification of individual student needs; and (c) provision for remedial assistance. Said plan also shall be in conformity with existing State Department of Education specifications and requirements.

The Board, in order to help defray the costs of remedial instruction, will ~~annually~~ apply to the State Board of Education for ~~any~~ remedial assistance grants ~~as such are provided by law~~. ~~as may be provided~~.

Legal Reference: Connecticut General Statutes

~~10-14m through 10-14r. Education Evaluation and Remedial Assistance~~

~~10-220 Duties of boards of education~~

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Recommended replacement for existing policy #0410 adopted 3/18/02. This is a mandated policy.*

## **Mission – Goals – Objectives**

### **Nondiscrimination**

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, (including gender identity/expression) national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the District strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relationships within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the District will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

- (cf. 4111 – Recruitment and Selection)
- (cf. 4111.1/4211.1 – Affirmative Action)
- (cf. 4118.11 – Nondiscrimination)
- (cf. 4118.111 – Grievance Procedure-Title IX)
- (cf. 4118.113/4218.113 – Harassment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)
- (cf. 5145.52 – Harassment)
- (cf. 5145.6 – Student Grievance Procedure)
- (cf. 6121 – Nondiscrimination)
- (cf. 6121.1 - Equal Educational Opportunity)

## Mission – Goals – Objectives

### Nondiscrimination

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.  
 29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.  
 Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.  
 34 CFR Section 106.8(b), OCR Guidelines for Title IX.  
 Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)  
*Meritor Savings Bank. FSB v. Vinson*, 477 U.S. 57 (1986)  
*Faragher v. City of Boca Raton*, No. 97-282 (U.S. Supreme Court, June 26, 1998)  
*Gebbs v. Lago Vista Indiana School District*, No. 99-1866, (U.S. Supreme Court, June 26, 1998)  
*Davis v. Monro County Board of Education*, No. 97-843, (U.S. Supreme Court, May 24, 1999.)  
 The Vietnam Era Veterans’ Readjustment Act of 1974, as amended, 38U.S.C. §4212  
 Title II of the Genetic Information Nondiscrimination Act of 2008  
 Connecticut General Statutes  
 46a-60 Discriminatory employment practices prohibited.  
 10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include “sexual orientation”)  
 10-153 Discrimination on account of marital status.  
 17a-101 Protection of children from abuse.  
 The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008  
*Meacham v. Knolls Atomic Power Laboratory* 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)  
*Federal Express Corporation v. Holowecki* 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)  
*Kentucky Retirement Systems v. EEOC* 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)  
*Sprint/United Management Co. v. Mendelsohn* 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008)

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

**Beecher Road School  
Woodbridge School District  
Student Enrollment as of September 16th, 2011**

Gr./Teacher	Girls	Boys	Total
<b>PRE-K</b>			
DePalma	8	13	<b>21</b>

**KINDERGARTEN**

Belisle	10	9	19
Coleman	8	10	18
Dempsey	10	9	19
Salindardi	8	10	18
Wyman-Anctil	9	10	19
<b>TOTAL</b>			<b>93</b>

**GRADE 1**

<b>Fanelli</b>	8	9	17
Piascyk	9	8	17
Regan	7	10	17
Sanders	9	8	17
<b>TOTAL</b>			<b>68</b>

**GRADE 2**

Buzzard	10	8	18
<b>Halsey</b>	10	7	17
Hamm	11	6	17
Navadu	10	7	17
Shepard	10	8	18
<b>TOTAL</b>			<b>87</b>

**GRADE 3**

Concilio	8	10	18
<b>Don</b>	8	9	17
Hutchinson	8	9	17
Lavigne	8	9	17
Vincitorio	9	9	18
<b>TOTAL</b>			<b>87</b>

**O.O.D.** **2**

**MAGNET** **3**

Gr./Teacher	Girls	Boys	Total
<b>GRADE 4</b>			
Echeverry	10	11	21
Krawec	9	12	21
Reizfeld	8	11	19
Waldron	8	10	18

**TOTAL** **79**

**GRADE 5**

Blinstrubas	10	11	21
Guerra	8	15	23
McCollom	12	9	21
Mulligan	11	11	22
Rourke	9	14	23

**Total** **110**

**GRADE 6**

Chase	9	12	21
Eleck	6	10	16
Holowienko	8	10	18
Katzen	7	11	18
Smerekanicz	12	9	21
White	<b>8</b>	<b>13</b>	<b>21</b>
<b>TOTAL</b>			<b>115</b>

**M.A.G.**

Golden(Yr. 1)	9	9	18
Burness(Yr. 2)	12	9	21
HartRooney(Yr. 3)	10	10	20
Ahern(yr 4)	9	7	16
<b>TOTAL</b>			<b>75</b>

**ENROLLMENT DATA**

B.R.S	736 (K-6: 714 / PreK: 21)
Other	5
<b>TOTAL</b>	<b>741</b>

**COMPARISON TOTALS - Sep-10**

<b>COMPARISON</b>	726 (K-6: 706/Pre-K: 20)
<b>COMPARISON</b>	6
<b>Total</b>	<b>732</b> O.o.D.=6

# THE SCHOOL CLIMATE PROJECT

PRESENTS

## YOUR SURVEY RESULTS



### **“DATA DRIVEN DECISION MAKING FOR SCHOOLS”**

#### **Data Analysis and Recommendations**

Prepared by  
Dickon Pownall-Gray  
and by Kiki Cahn

# Introduction

Our report is divided into six sections:

School Connectedness, Bullying, Bystanders,  
Sleep, Weight Bias and Loneliness.

In each section we graphically review your students' survey results and comment on the result. At the end of each section, we make specific recommendations.

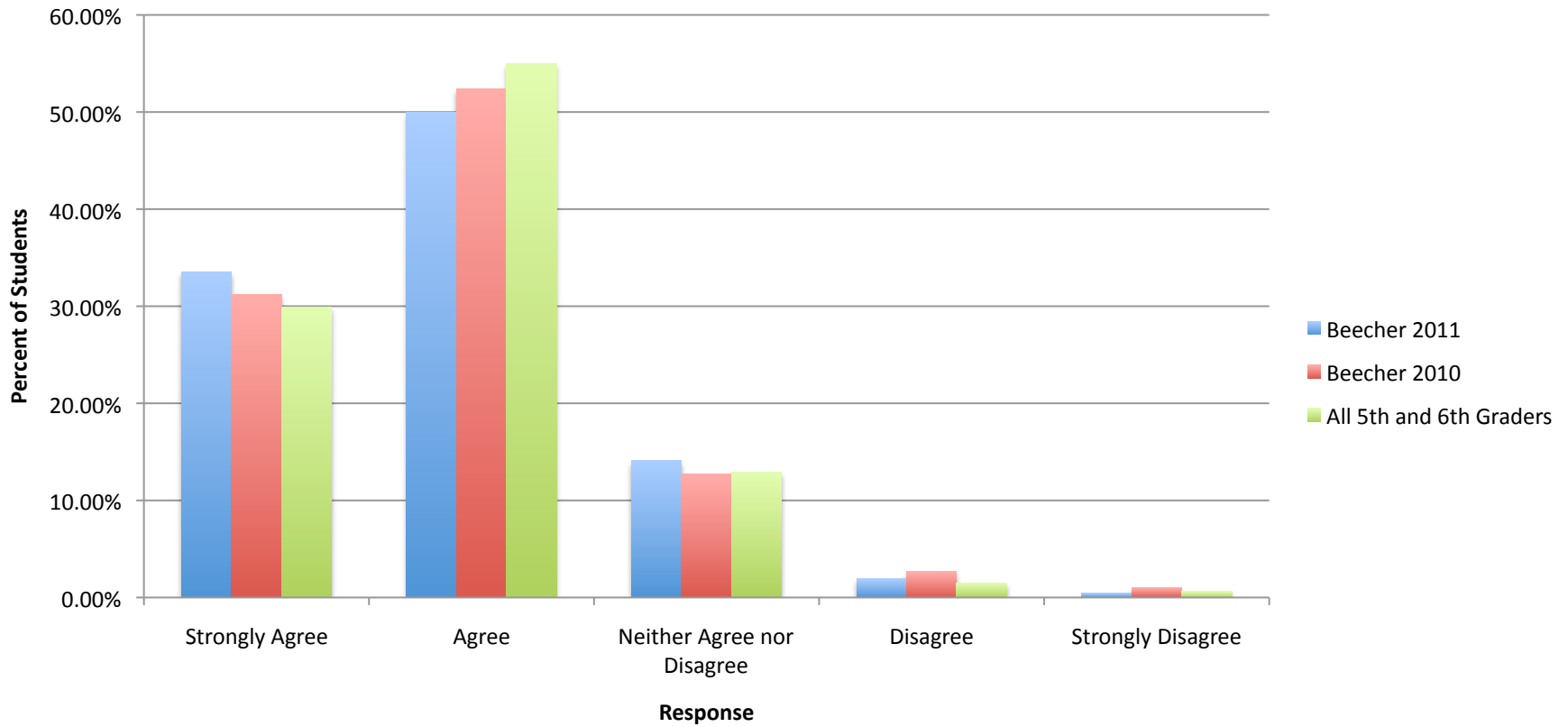
The School Climate Project utilizes two forms of support intervention: the Videobook Program and the Psychologist Family Support Program.

In total, 20 students received support from us (see details on the penultimate slide).

# School Connectedness

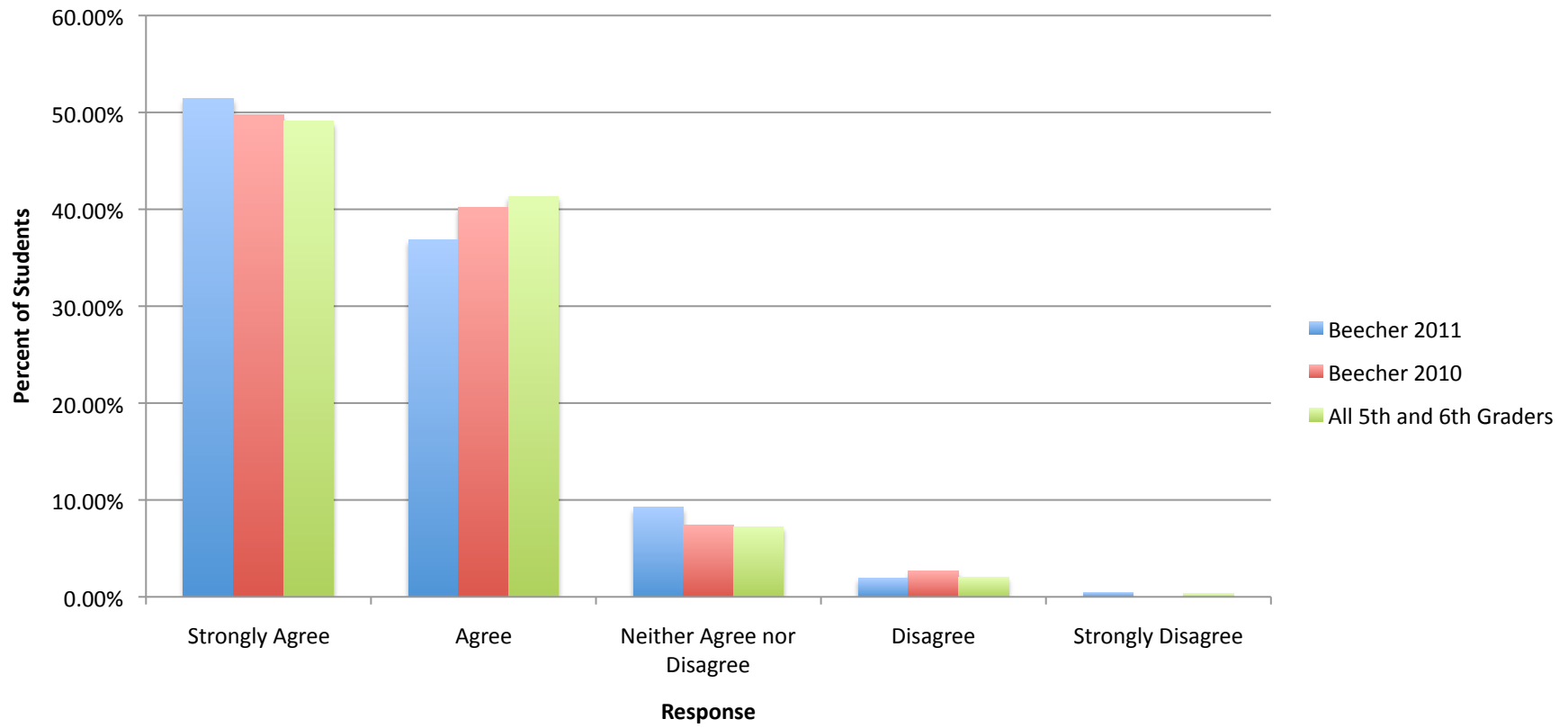
- We start by analyzing school connectedness results, because they are the most highly predictive of a good school “climate”
- Research from the National Longitudinal Study of Adolescent Health has shown a strong association between school connectedness and every risk behavior studied, including:
  - Substance abuse
  - Emotional distress
  - Violent or deviant behavior
  - Teen pregnancy

From “Improving School Climate to Support Student Achievement: Creating ‘Climates of Respect’”,  
by Jo Ann Freiberg, as part of CALI – CT Accountability for Learning Initiative



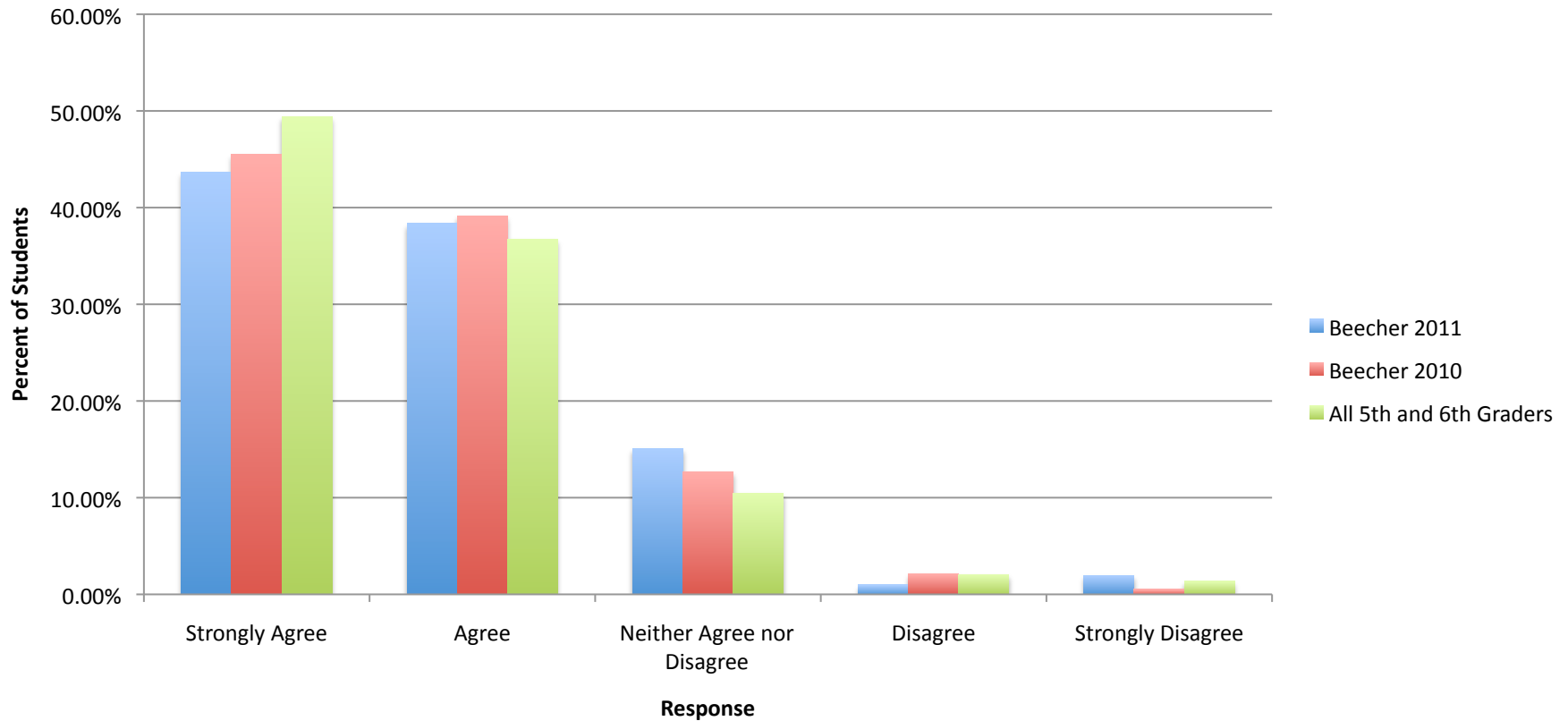
## SCHOOL1: I feel close to people at this school.

Slightly more students strongly agree with this statement this year than last. Only 5 students (2%) disagree or strongly disagree.



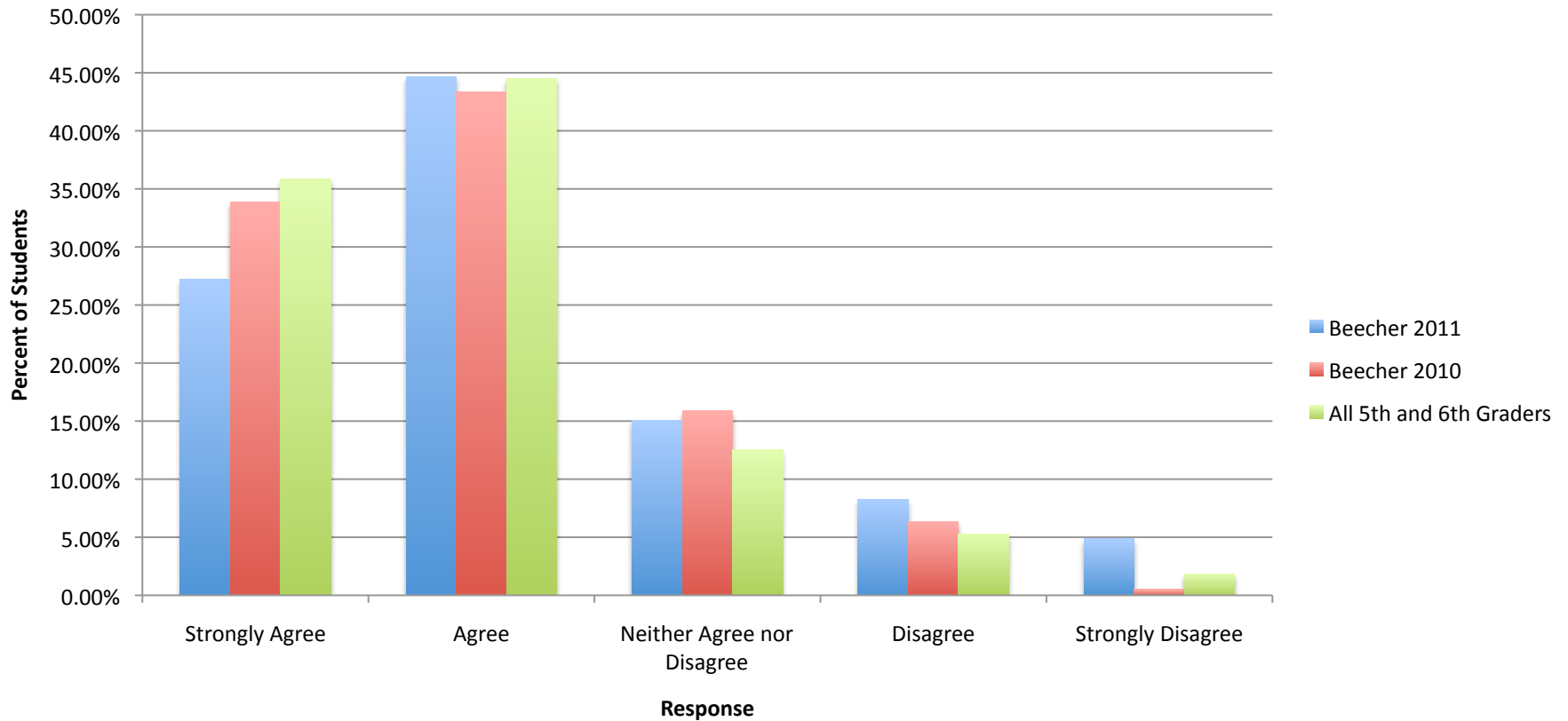
## SCHOOL2: I feel like I am part of this school.

Eighty-eight percent of this year's 5th and 6th graders strongly agree or agree that they feel like they are a part of this school; only 5 students (2%) disagree or strongly disagree.



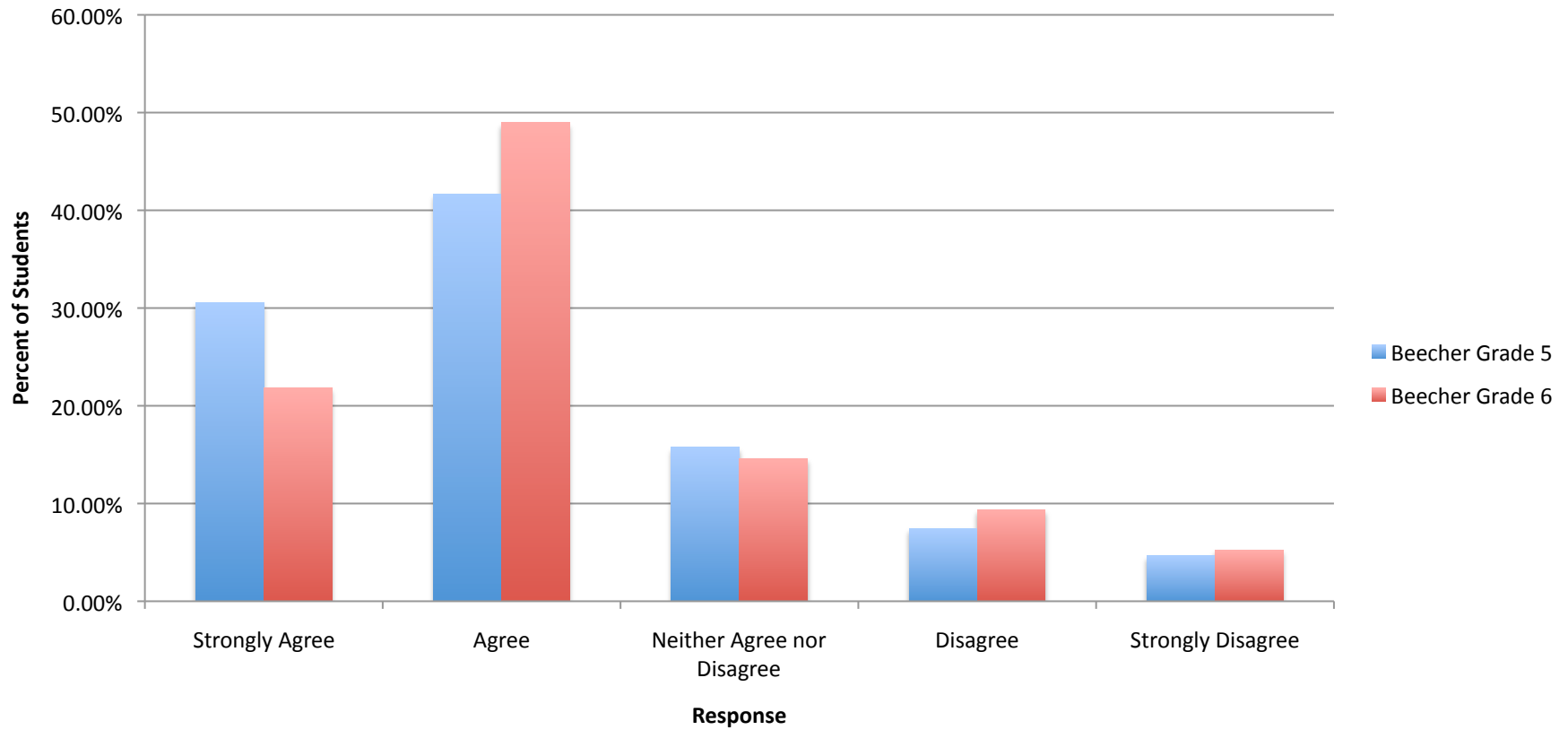
### **SCHOOL3: I am happy to be at this school.**

More students last year (and at other schools) than this year strongly agree with this statement. But overall, 82% of this year's 5th and 6th graders agree or strongly agree that they are happy to be at Beecher Rd. versus 86% of all the 5th and 6th graders that we have surveyed. Six students (3%) disagree or strongly disagree.



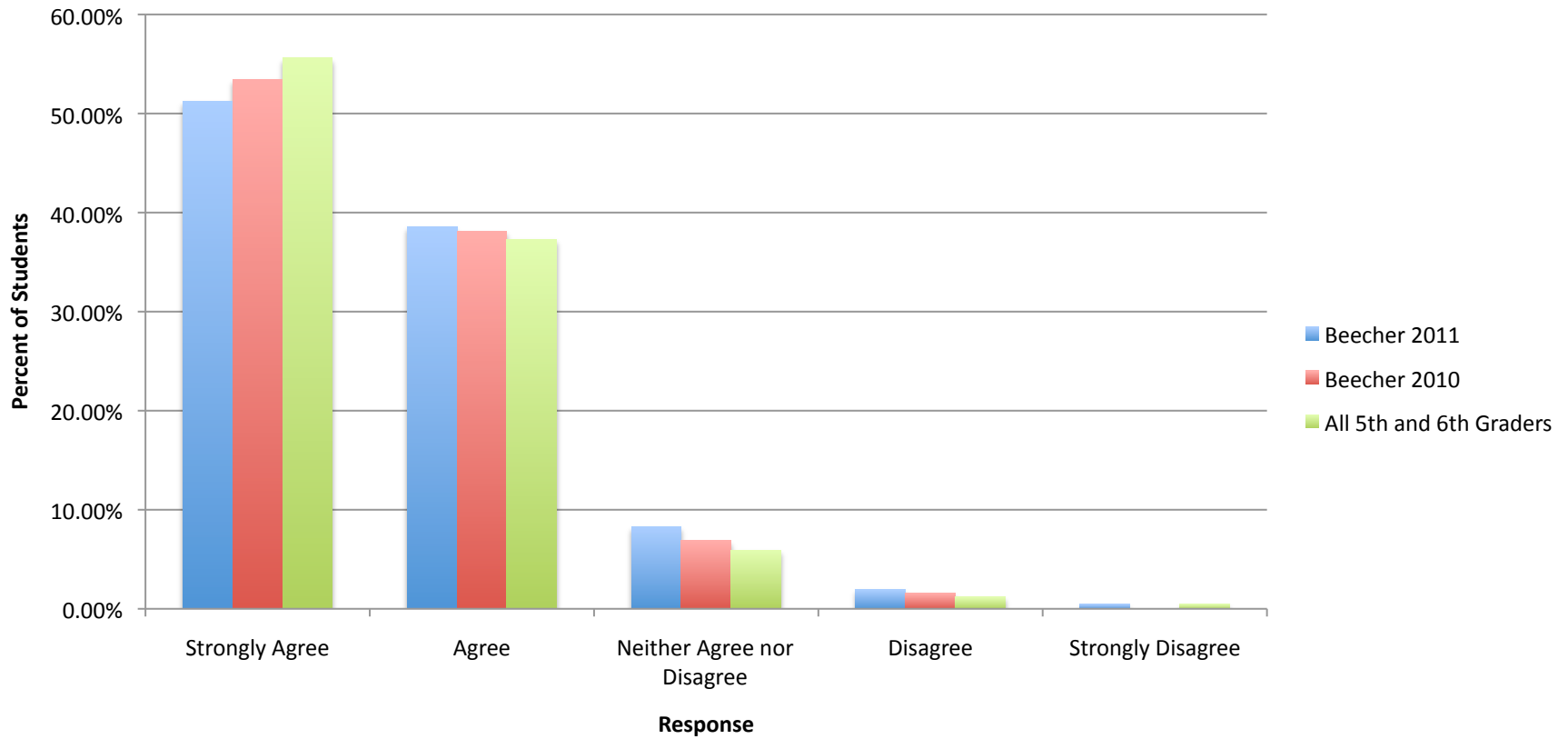
## **SCHOOL4: The teachers at this school treat students fairly.**

There is some variation on this question between this year's students and last year's (and with all other 5th and 6th graders). 72% of this year's students strongly agree or agree with this statement vs 80% of all the 5th and 6th graders surveyed. 27 students (13%) disagree or strongly disagree (vs 7% at all the other schools).



## **SCHOOL4: The teachers at this school treat students fairly.**

Grade: 31% of 5th graders strongly agree with this statement vs 22% of 6th graders. 12% of 5th graders disagree or strongly disagree vs 15% of 6th graders.



### SCHOOL5: I feel safe in my school.

Ninety percent of students feel safe at Beecher Rd; 5 students (2%) disagree or strongly disagree with this statement.

# School Connectedness - Summary

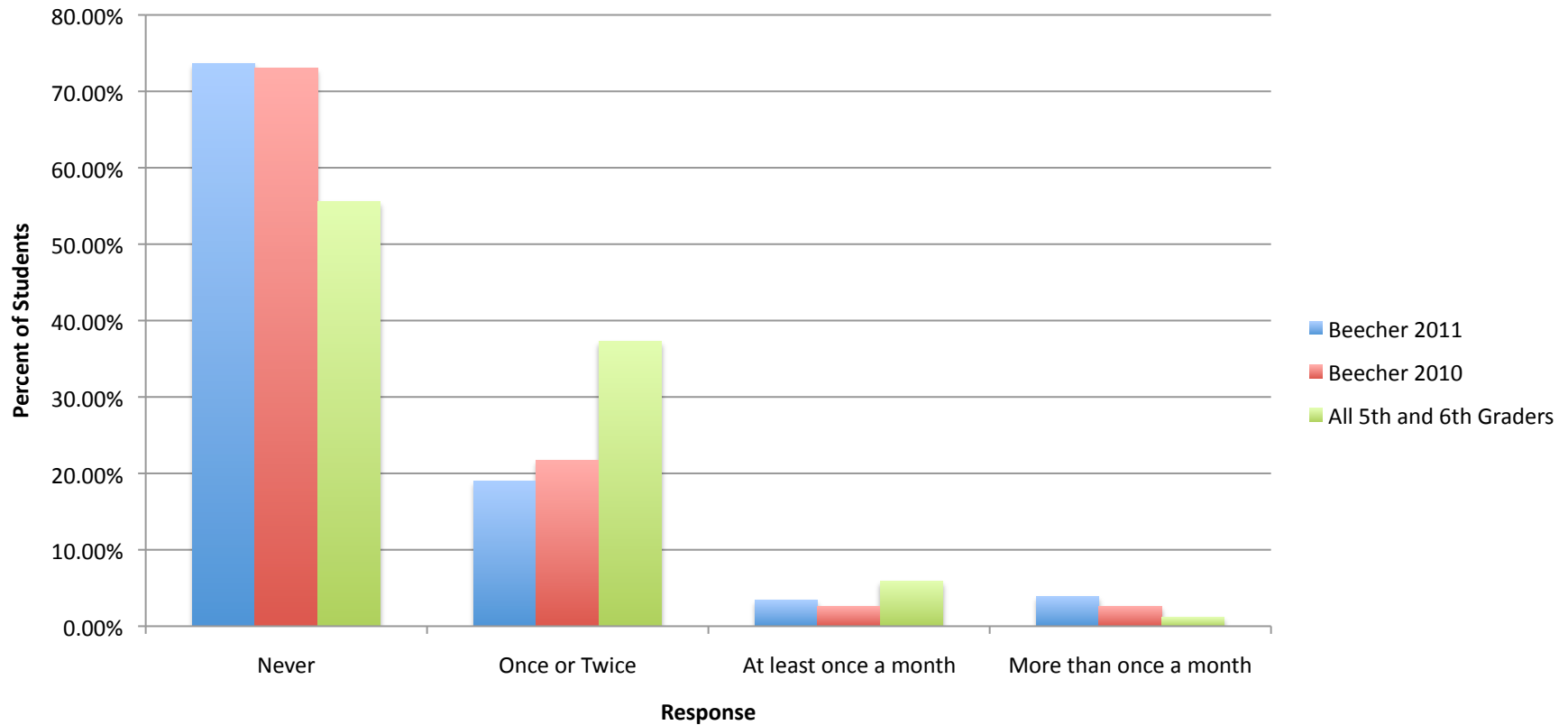
- The Beecher Road student body is rating the school highly by showing that they feel **connected** to the school.
- Similar to last year, the lowest mark is for “teacher fairness” and the marks were somewhat lower this year than last year, particularly among 6<sup>th</sup> graders. Although this can just be a sign of complaints about grades, if a few teachers are perceived to be unfair (teacher’s pet etc), it tarnishes the reputation of all the staff.
- The school continues to get high marks for “safety” which also reflects well on a lack of overt bullying.

# School Connectedness: Recommendation

- Teacher training workshops on the importance of teachers modeling fairness and tolerance in order to pass those concepts on to students.
- Recognition for students who model good behavior and go out of their way to positively contribute to the classroom environment.

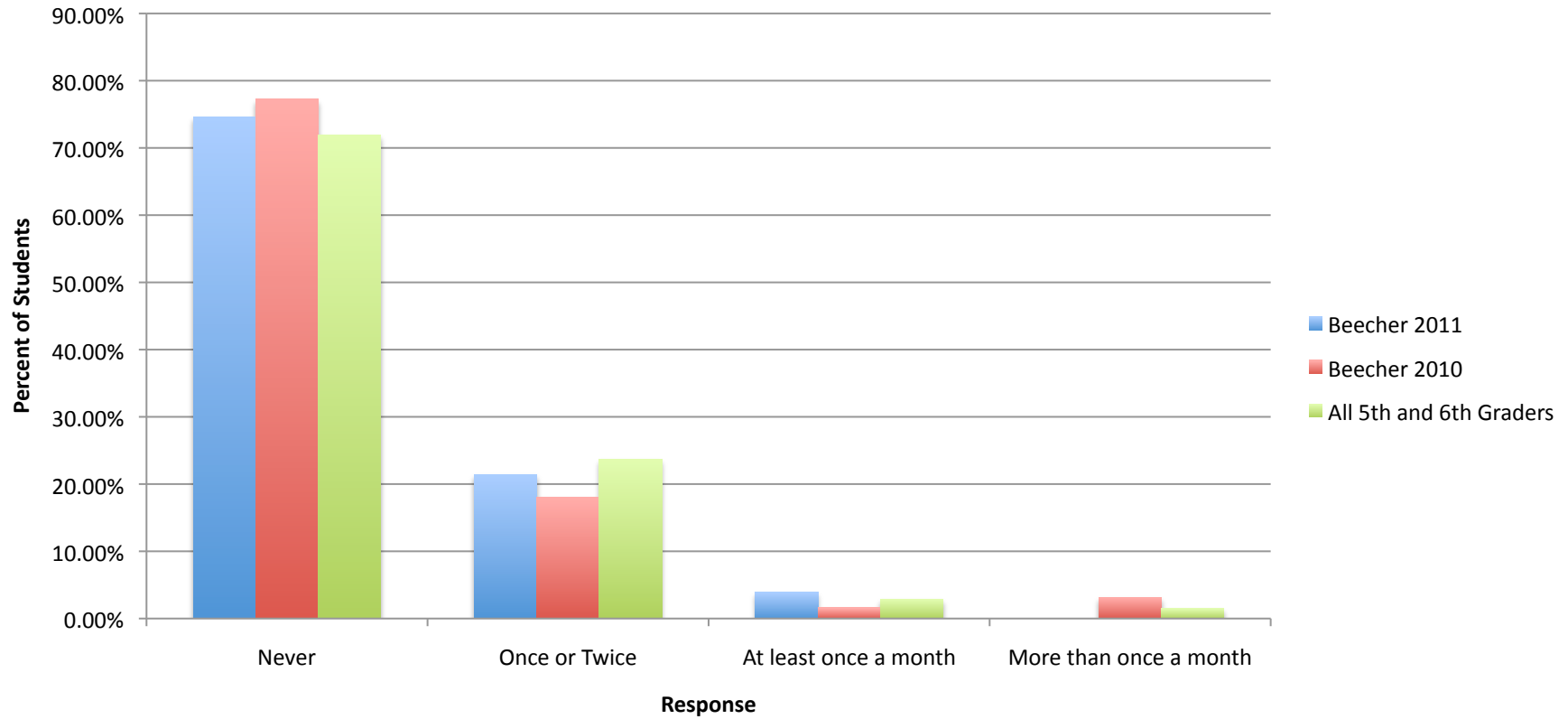
# Bullying

- We surveyed students about 6 different forms of bullying: physical, relational, verbal, exclusional, sexual and cyberbullying.
- We also looked at the reported effects of bullying on the students as well as the locations where it occurs.
- The results were similar to last year. Three types of bullying were slightly lower than last year (and than at other schools): relational, verbal, exclusional. The other 3 types were slightly higher than last year and at other schools: physical, sexual, cyberbullying.
- 5<sup>th</sup> graders reported significantly more bullying than 6<sup>th</sup> graders, a pattern similar at other schools (but to a greater extent at Beecher Road).



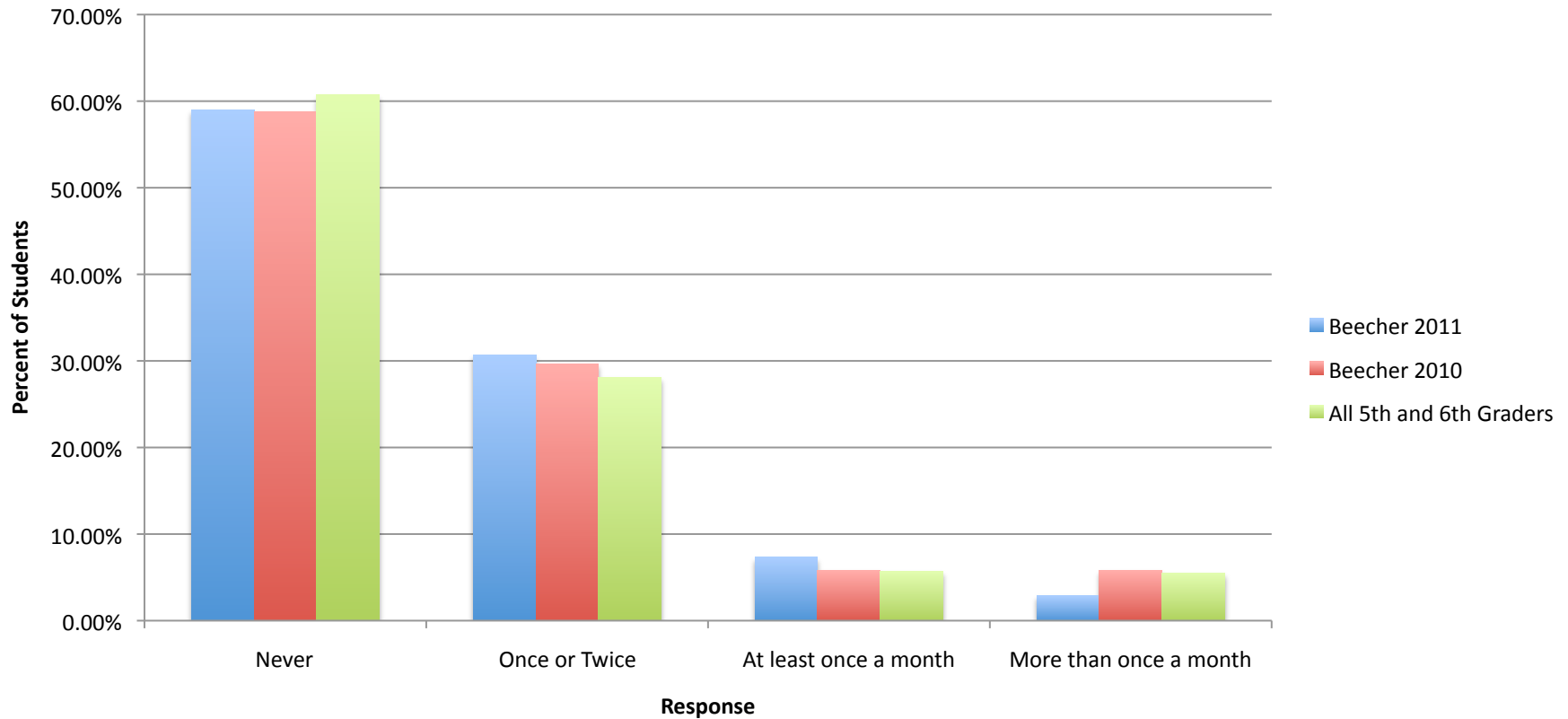
**DBQ1: During the last year, how often has someone at school pushed you, kicked you, hit you or otherwise tried to hurt you a a way of bullying you?**

Physical Bullying: Beecher Rd compares very well with other schools in physical bullying with 74% of students saying they've never been physically bullied, compared to 56% at other schools. 15 students (7%) say this happens once a month or more.



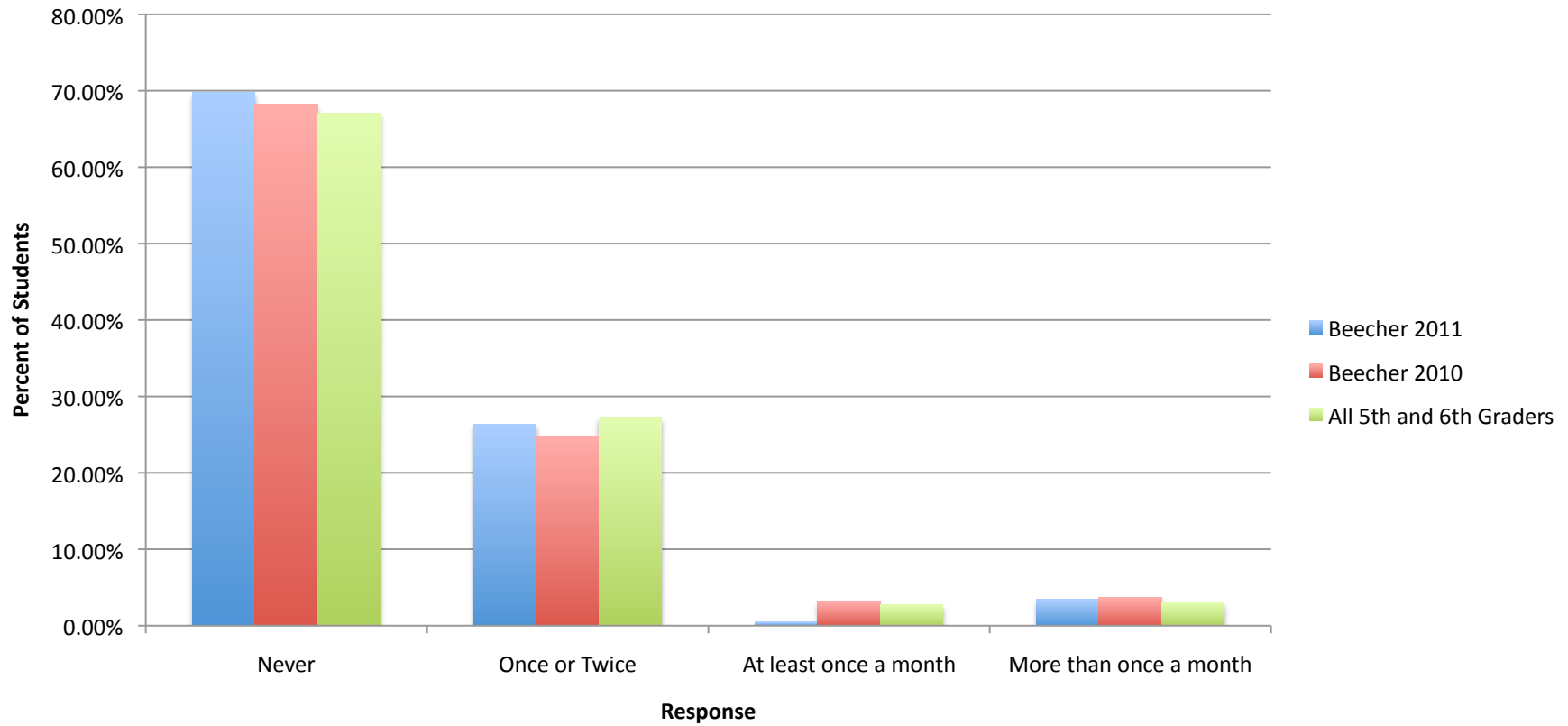
**DBQ2: During the last year, how often has someone intentionally and harmfully spread rumors about you to try and hurt your feelings?**

Relational Bullying: The numbers are fairly consistent for this type of bullying. 74% of this year's students say they've never had rumors spread about them; 8 students (4%) say this happens at least once a month.



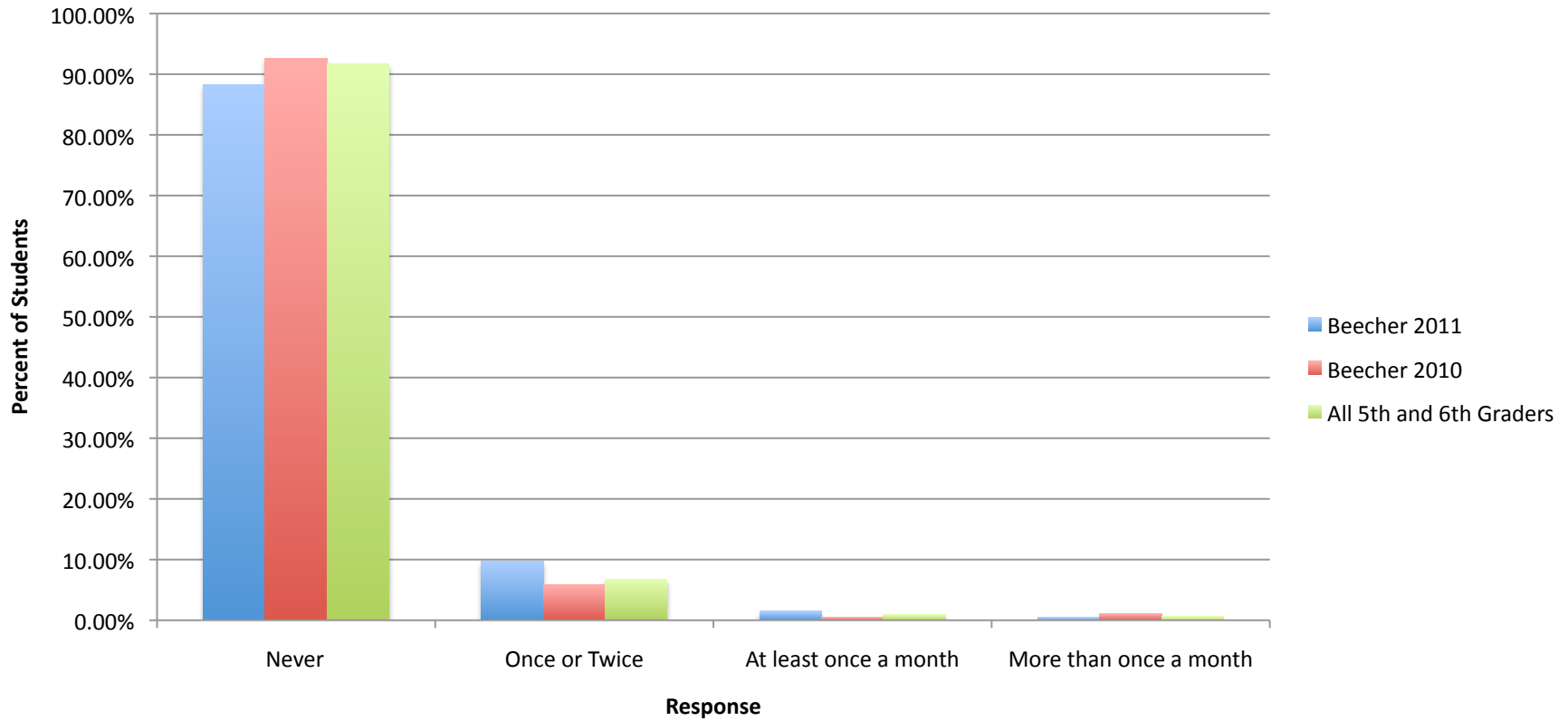
**DBQ3: During the last year, how often has someone called you an offensive name, teased you over something you can't control, taunted you or otherwise verbally bullied you?**

Verbal Bullying: Again, the numbers are consistent across years and schools. 59% of students this year say they have never been verbally bullied. 20 students (10%) say it happens once a month or more.



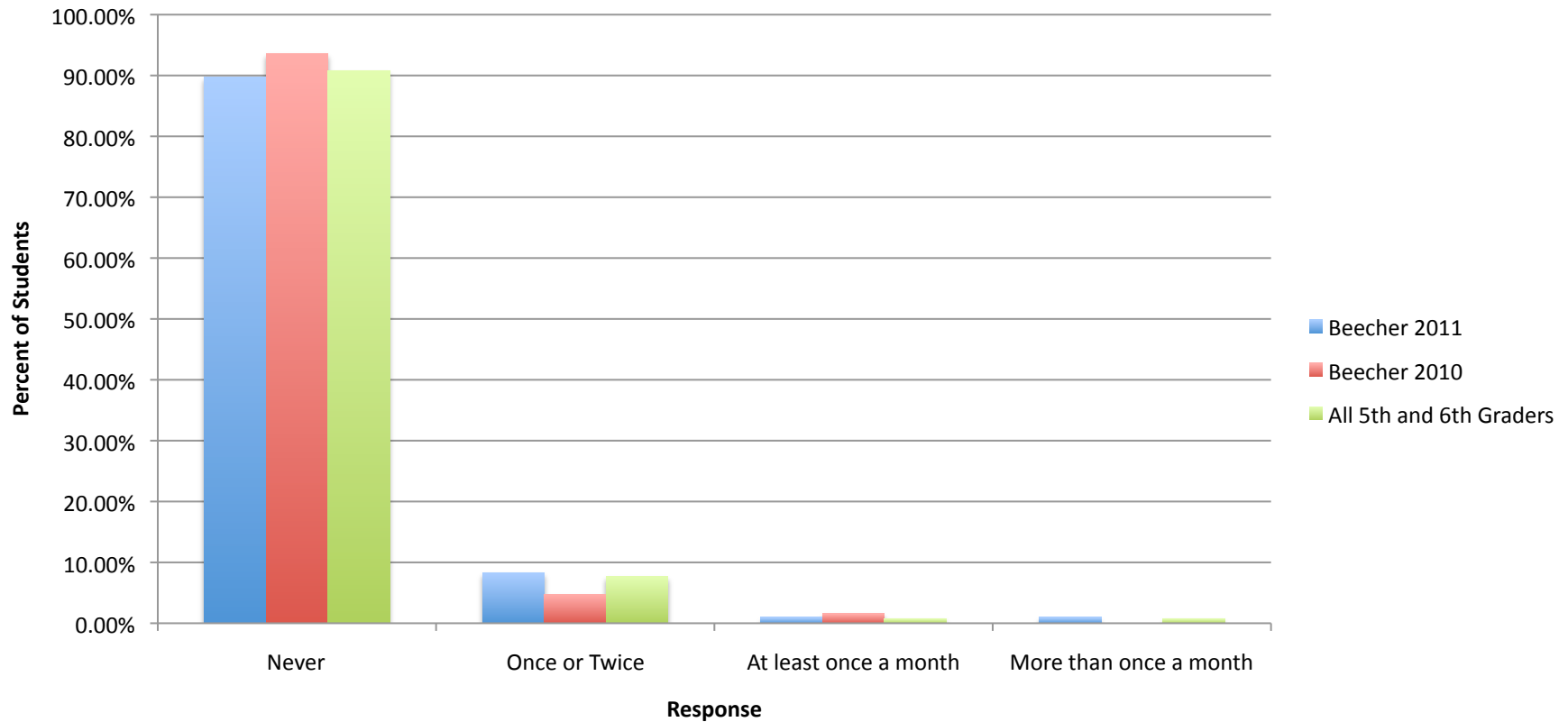
**DBQ4: During the last year, how often has someone tried to exclude you and ensure that you were left out of a particular situation in order to make you feel bad?**

Exclusional Bullying: 70% of students say they have never been excluded on purpose; 8 students (4%) say it happens once a month or more.



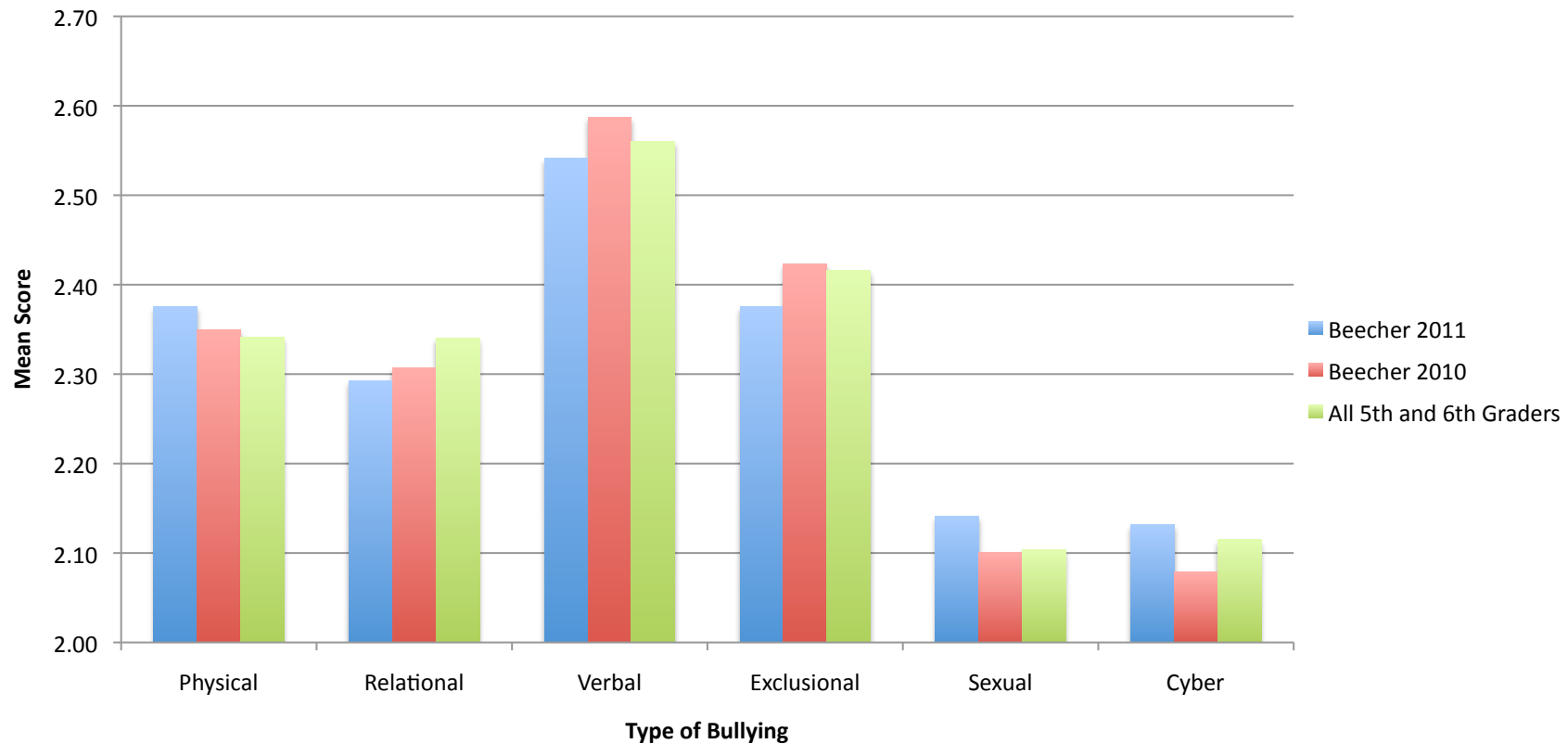
**DBQ5: During the last year, how often has someone intentionally physically harassed you against your will by touching you inappropriately, calling you sexually explicit names, pulling on your clothes, etc.?**

Sexual Bullying: 88% of students say they have never experienced sexual bullying; 4 students (2%) say it happens once a month or more.



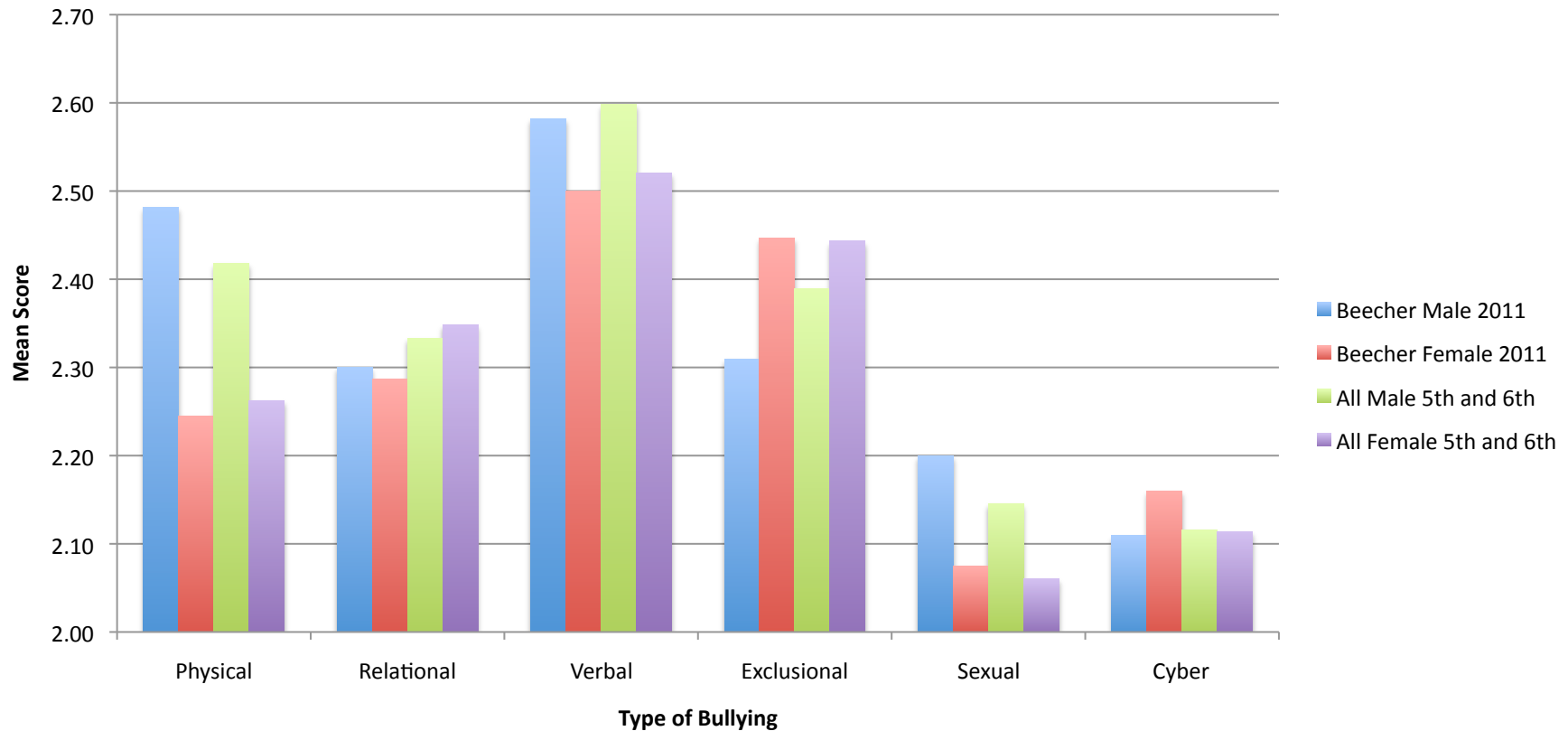
**DBQ6: During the last year, how often has someone intentionally tried to make you feel bad by spreading rumors about you on an electronic device (email/cell phone/IM/social networking page...)?**

Cyberbullying: 90% of students have never experienced cyberbullying; 4 students (2%) say it happens once a month or more.



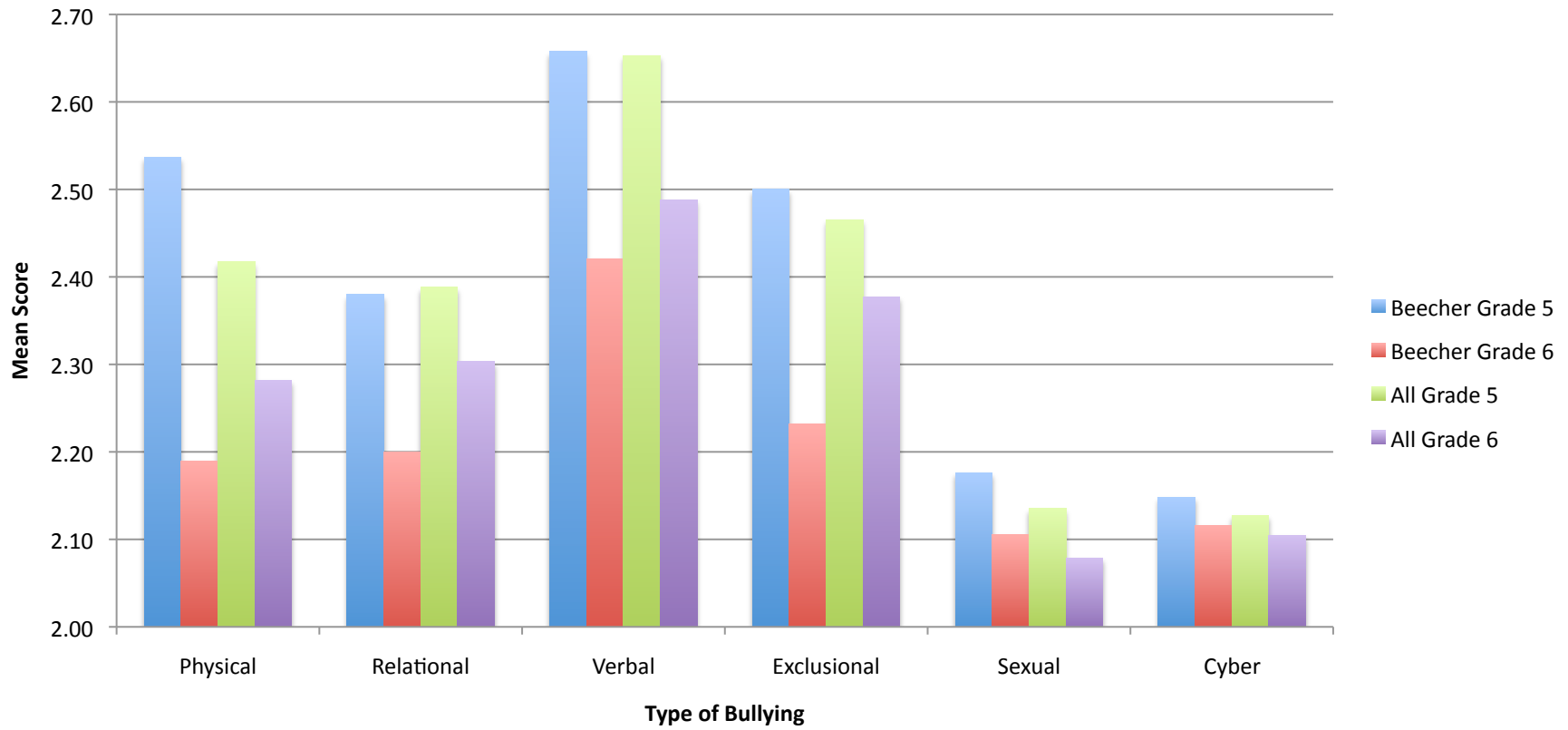
**Average scores for DBQ1 to DBQ6, showing relative frequency of different types of bullying. Scores range from 2 to 5, with 2 being "Never" and 5 being "More than once a month."**

Verbal bullying is the most common form of bullying followed by exclusional and physical which are tied for second. Compared to last year, the students say they experience slightly less verbal and exclusional bullying, slightly more physical, sexual and cyberbullying.



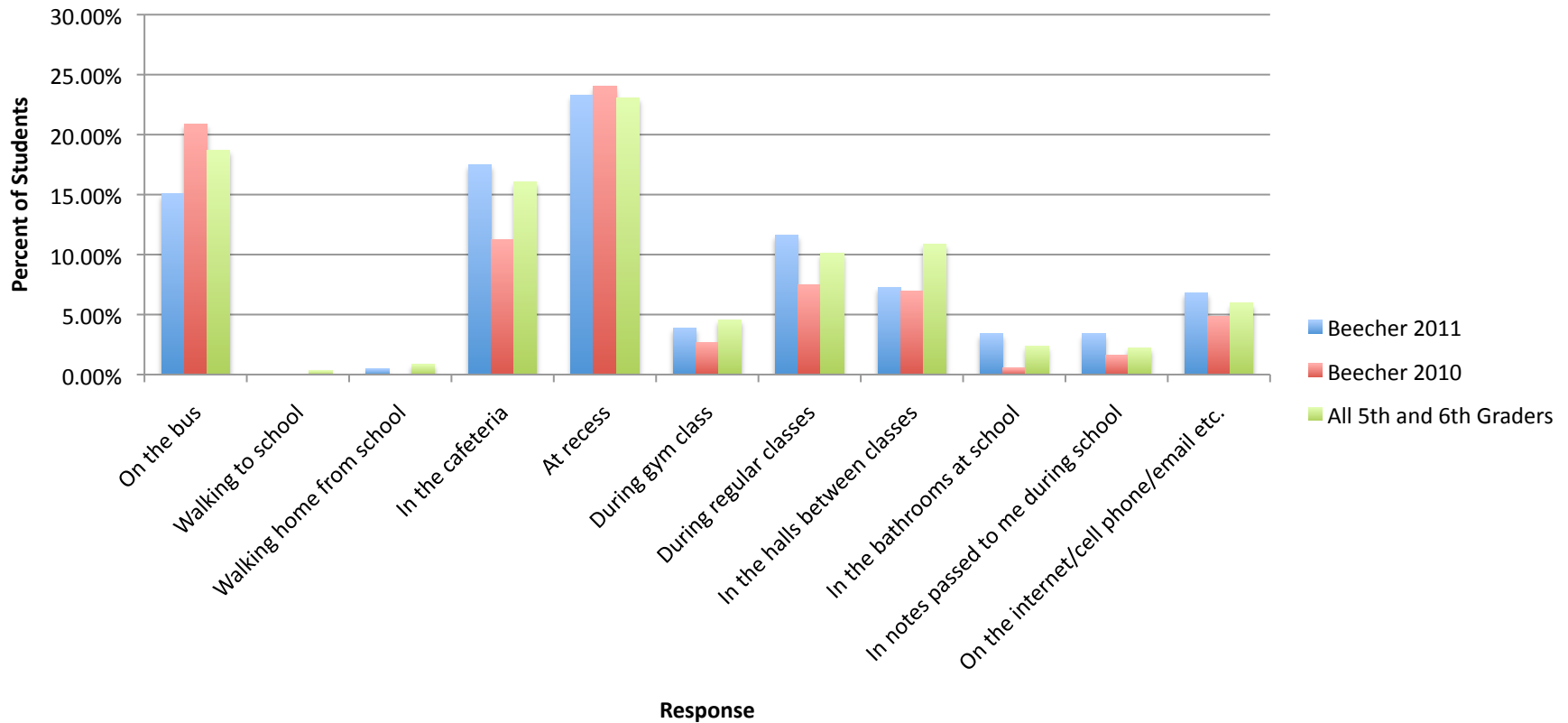
**Average scores by gender for DBQ1 to DBQ6, showing relative frequency of different types of bullying. Scores range from 2 to 5, with 2 being "Never" and 5 being "More than once a month."**

By Gender: Boys experience verbal bullying more than any other type, but physical bullying follows closely behind. Relational and exclusional bullying are then tied for 3rd most common. For girls, verbal bullying is the most common followed by exclusional and then relational bullying. Boys complain of sexual bullying more than girls; girls complain of cyberbullying more than boys. Similar gender patterns are exhibited by the other 5th and 6th graders in our surveys.



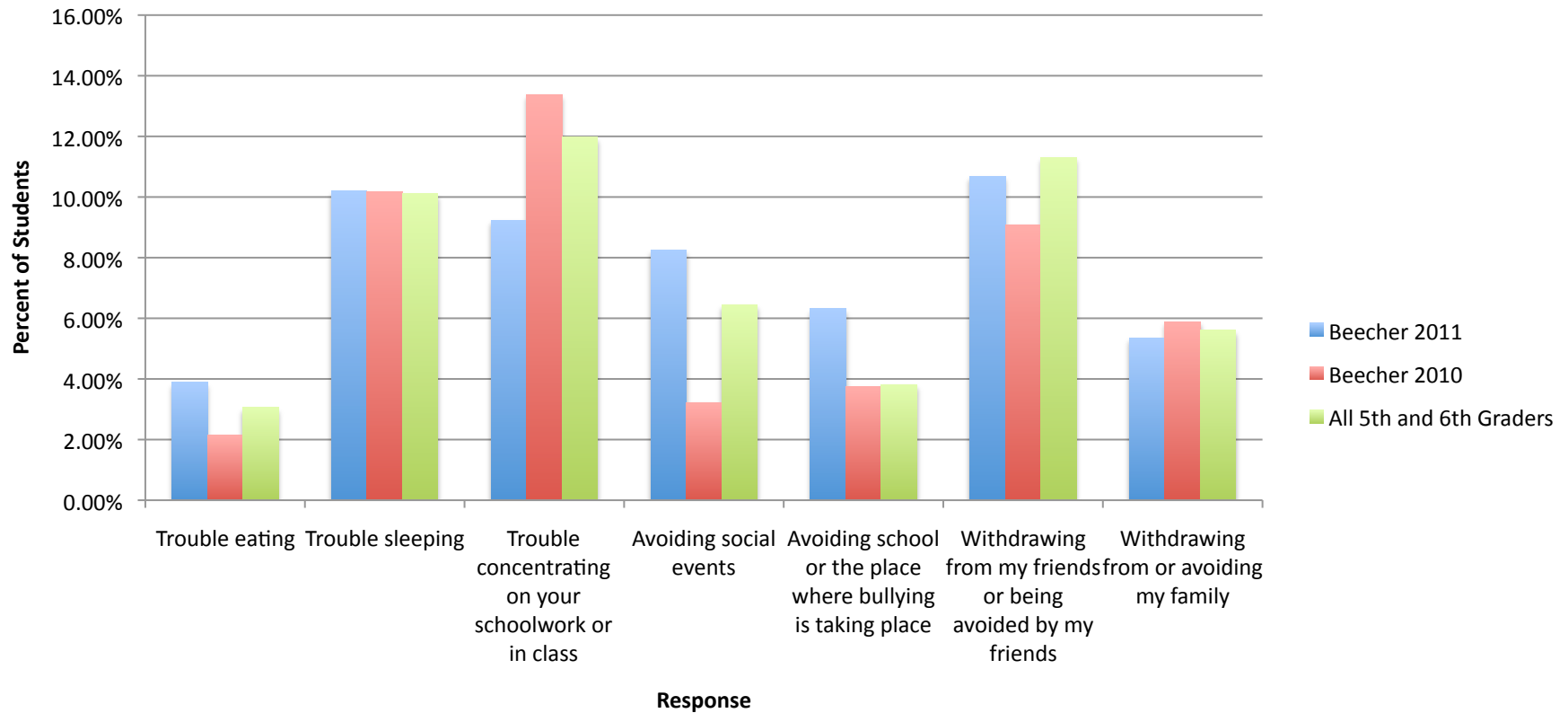
**Average scores by grade for DBQ1 to DBQ6, showing relative frequency of different types of bullying. Scores range from 2 to 5, with 2 being "Never" and 5 being "More than once a month."**

In all 6 categories of bullying, 5th graders report experiencing bullying more often than 6th graders. This is also true at the other schools we surveyed, but the contrast is less pronounced. Particularly with physical and exclusional bullying, there seems to be a wide variation between the experiences of 5th and 6th graders.



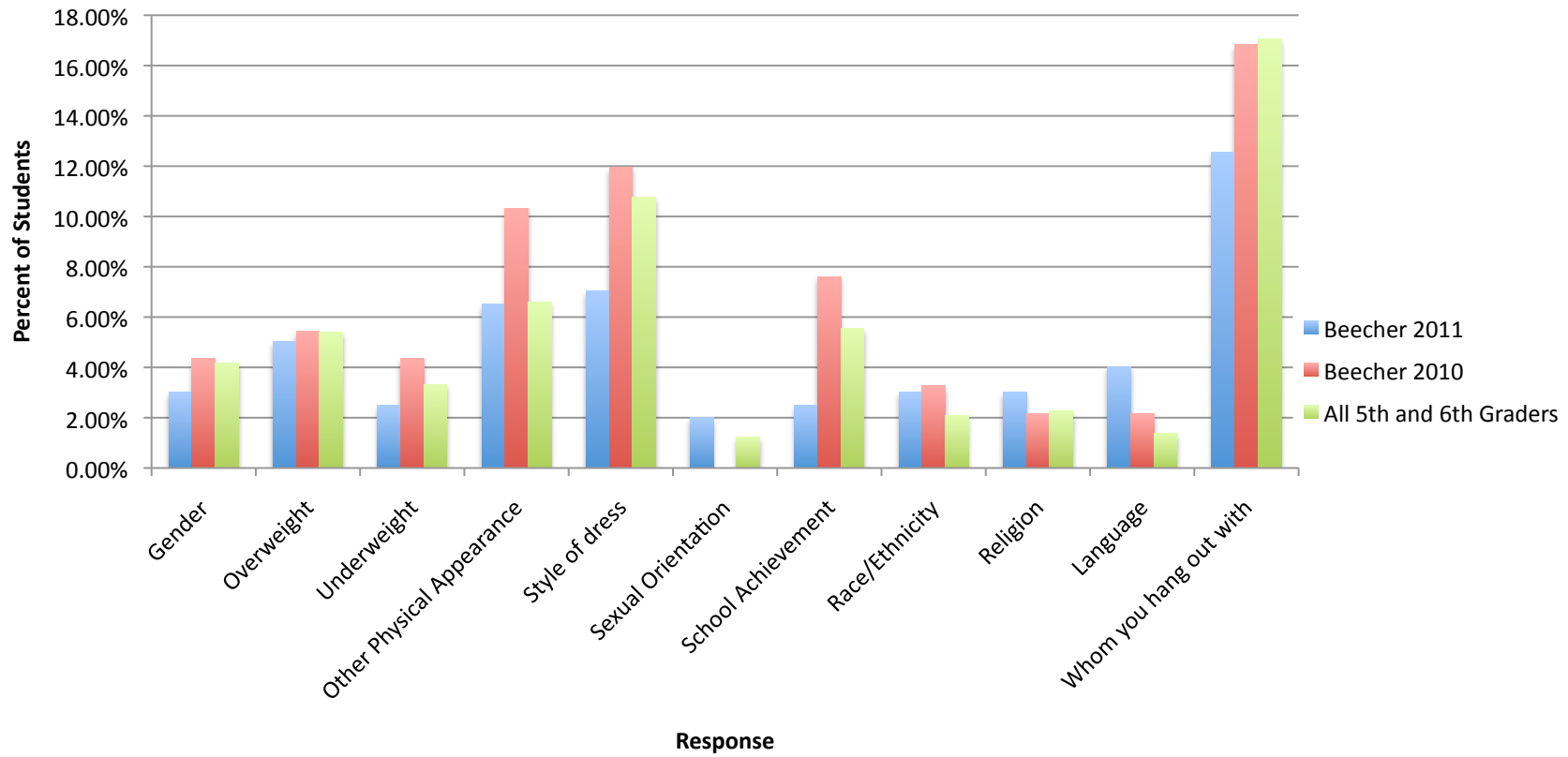
**DBQ7: If you have ever experienced bullying (i.e. you answered something other than "never" to any of the questions above), check off the locations where it has happened.**

Recess is the most common place for bullying to occur, followed this year by the cafeteria, on the bus and during regular classes. Compared to last year, the cafeteria is more prevalent and the bus less so.



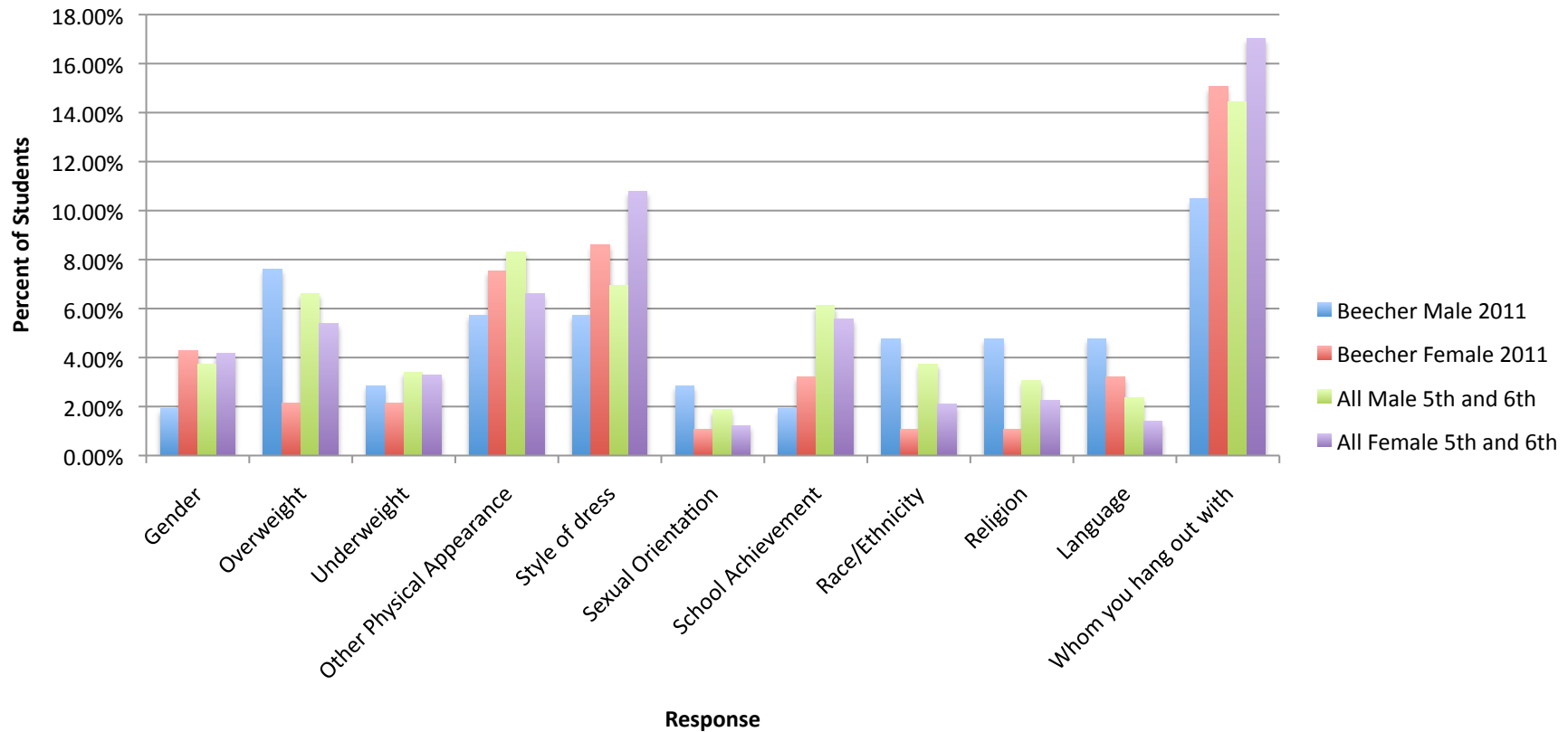
**DBQ10: If you have ever experienced bullying, in which ways do you think it affected you (check all that apply.)**

Students this year said they were most affected by withdrawing from their friends or being avoided by friends. Last year (as is most common at other schools), they said they had the most trouble concentrating on their schoolwork or in class. This came in third place this year after trouble sleeping.



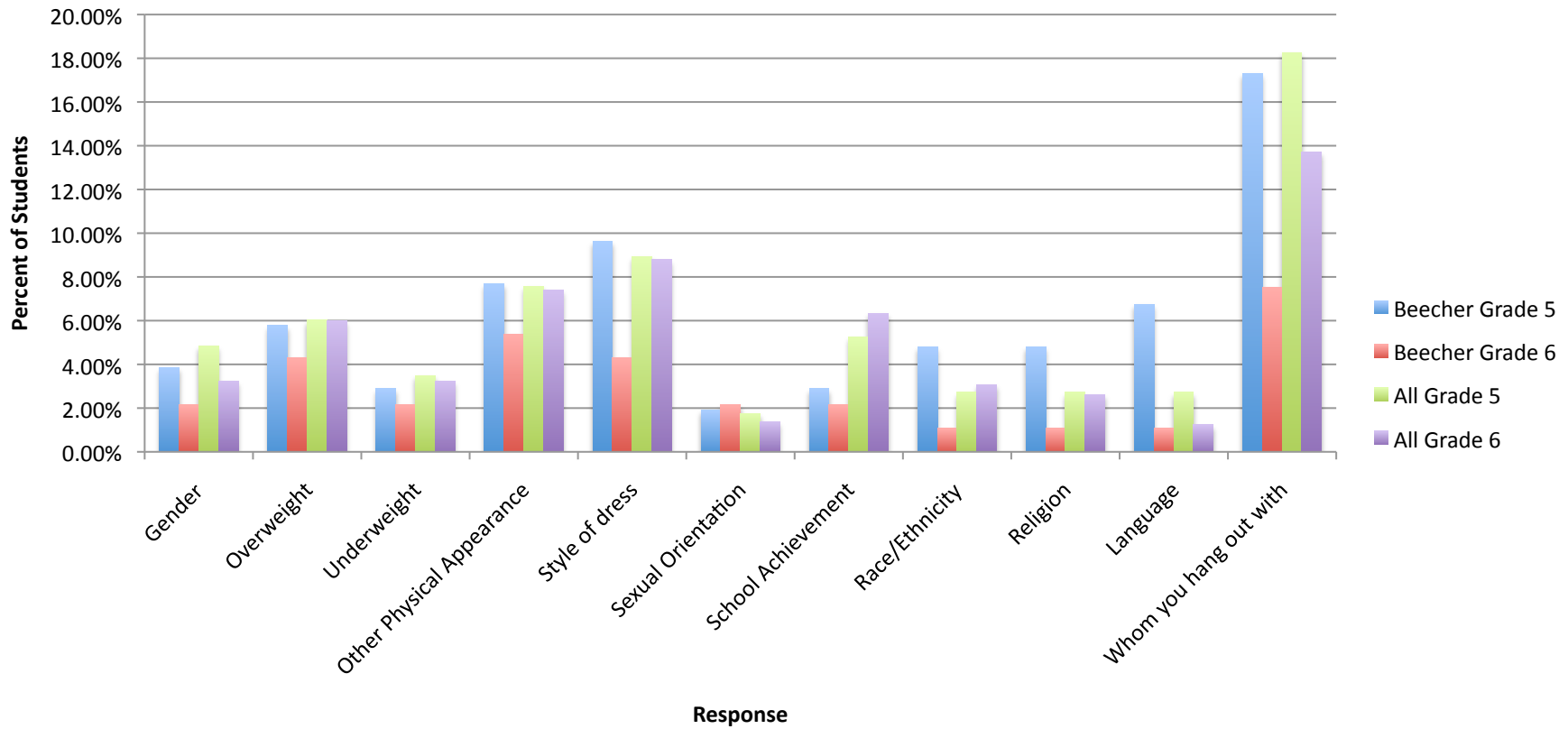
**PVQ19: Were [you picked on or excluded] due to your gender, physical appearance, sexual orientation, race/ethnicity, or was it due to other reasons? Please check ALL the reasons that apply.**

As with other schools, students report being picked on for who they hang out with more than for any other reason (but less so than last year). Style of dress and other physical appearance are next most common, followed by being overweight. Language is the only category that is higher than last year, and school achievement is significantly down compared to last year (2.5% vs. 7.5% last year).



**PVQ19: Were [you picked on or excluded] due to your gender, physical appearance, sexual orientation, race/ethnicity, or was it due to other reasons? Please check ALL the reasons that apply.**

Gender: Boys report being picked on most for who they hang out with, but much less so than girls (10% vs. 15%). Boys are picked on more than girls for being over- or underweight, and also for race/religion/language. Girls are picked on more than boys for their style of dress, physical appearance, gender and school achievement.



**PVQ19: Were [you picked on or excluded] due to your gender, physical appearance, sexual orientation, race/ethnicity, or was it due to other reasons? Please check ALL the reasons that apply.**

Grade: Fifth graders feel that they are picked on for who they hang out with at twice the rate of 6th graders and the same is true for style of dress. Those who are picked on for race/religion/language are almost all 5th graders as well.

# Bullying: Recommendations

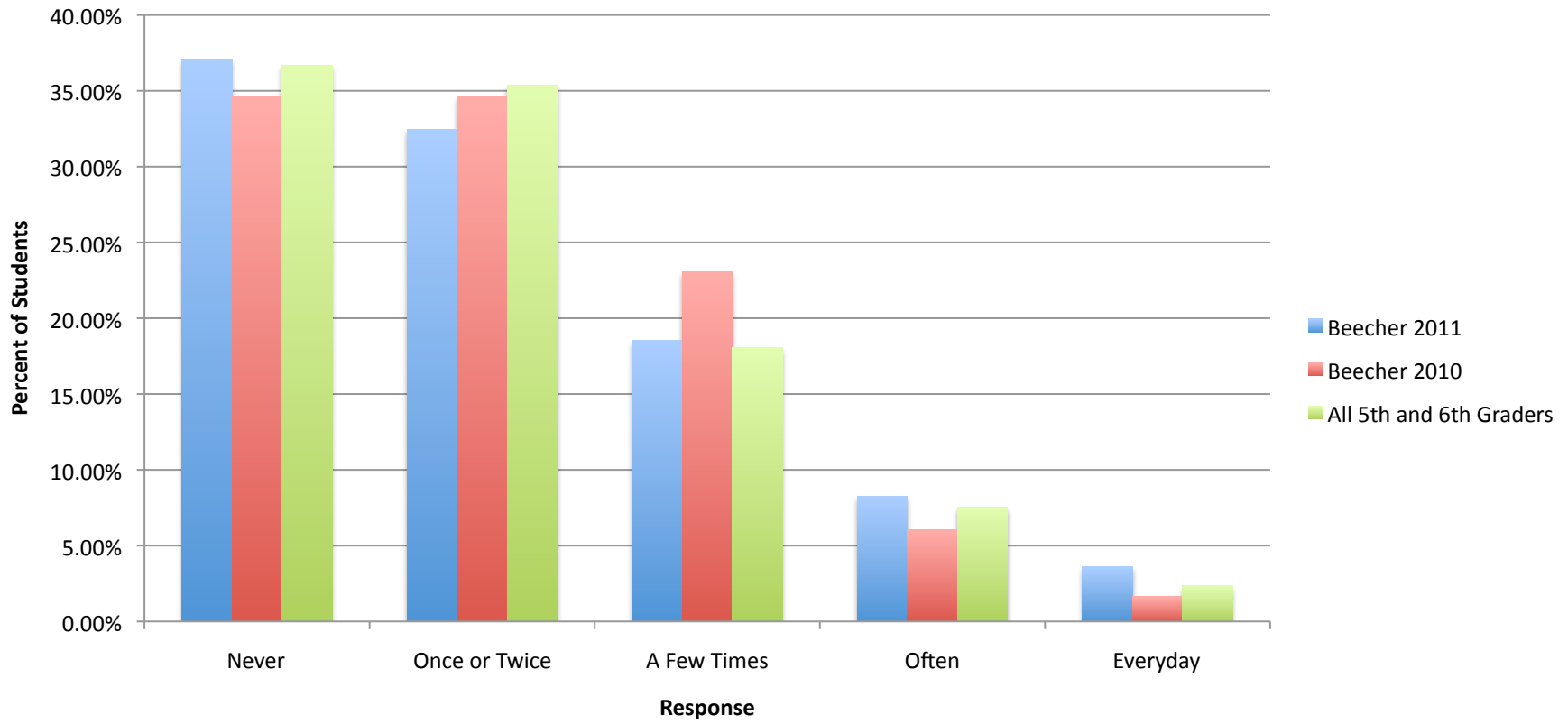
- Take advantage of gender differences: have boys “educate” girls about promoting tolerance for different appearances and school achievement levels, and have girls “educate” boys about promoting tolerance for different race/religion/sexual orientation. Or use these results as a basis for discussion between boys and girls about why these gender differences exist.
- Increase teacher presence at recess and in the cafeteria. Educate teachers about what to look for and how to handle bullying situations.
- Have the PTO investigate whether some parents would be willing to ride the buses occasionally to help with bullying on the buses.

# Bystanders

- Bystanders are the “silent majority” in most cases of bullying. They don’t like what they see but by standing and watching, or just walking away, they appear to be on the bullies “side” because they are not helping the target.
- Most of us (children and adults) do not intervene when we see something bad happening to someone else, even though we usually want to help. This “bystander effect” is caused by two powerful forces that prevent us from helping.
  - We think that there is someone else more qualified than we are to help (“diffusion of responsibility”).
  - We think that because no one else is helping, there’s nothing wrong or helping is somehow wrong (“pluralistic ignorance”).

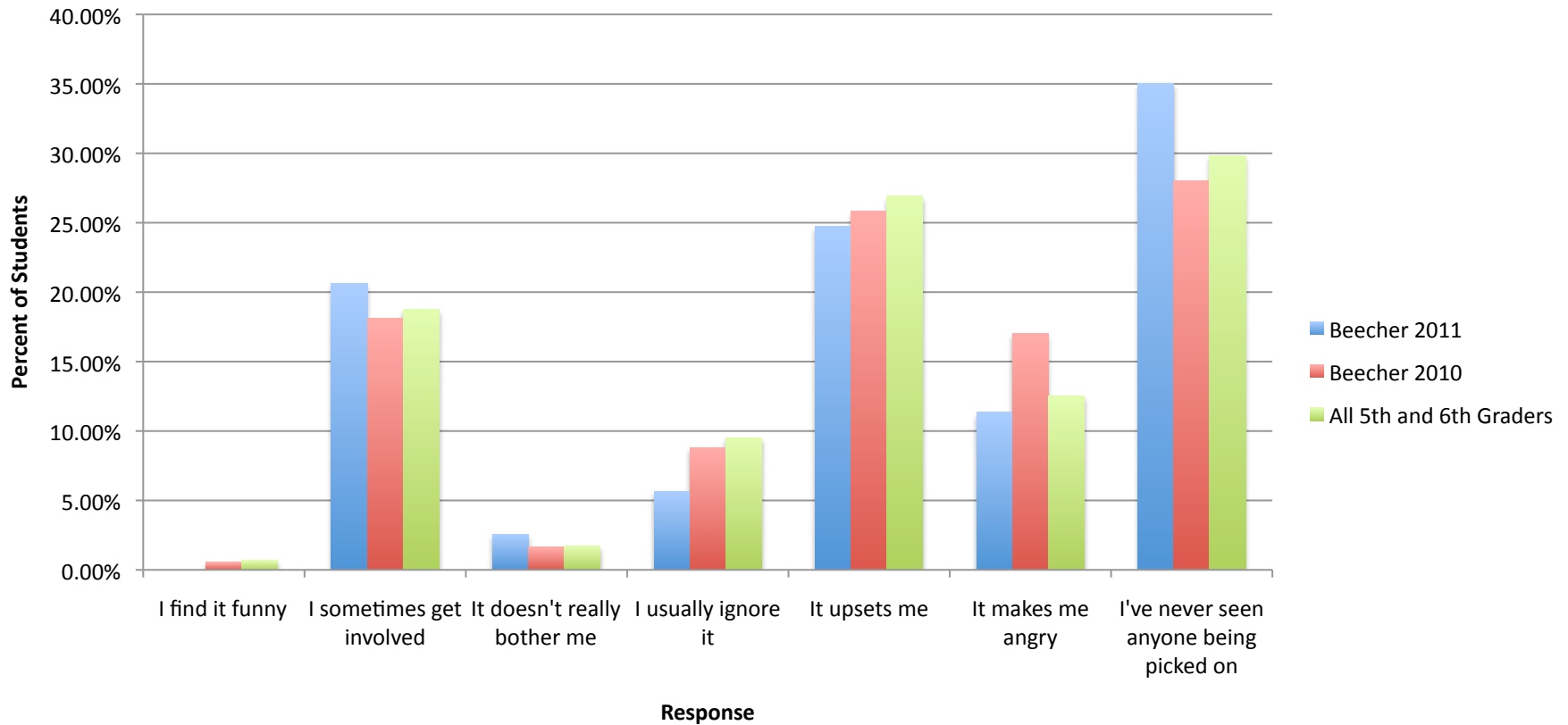
If we are the only “witness”, it’s much more likely that we will help.

We have to work hard to overcome these natural psychological tendencies. Understanding that they exist is the first step to surmounting the problem.



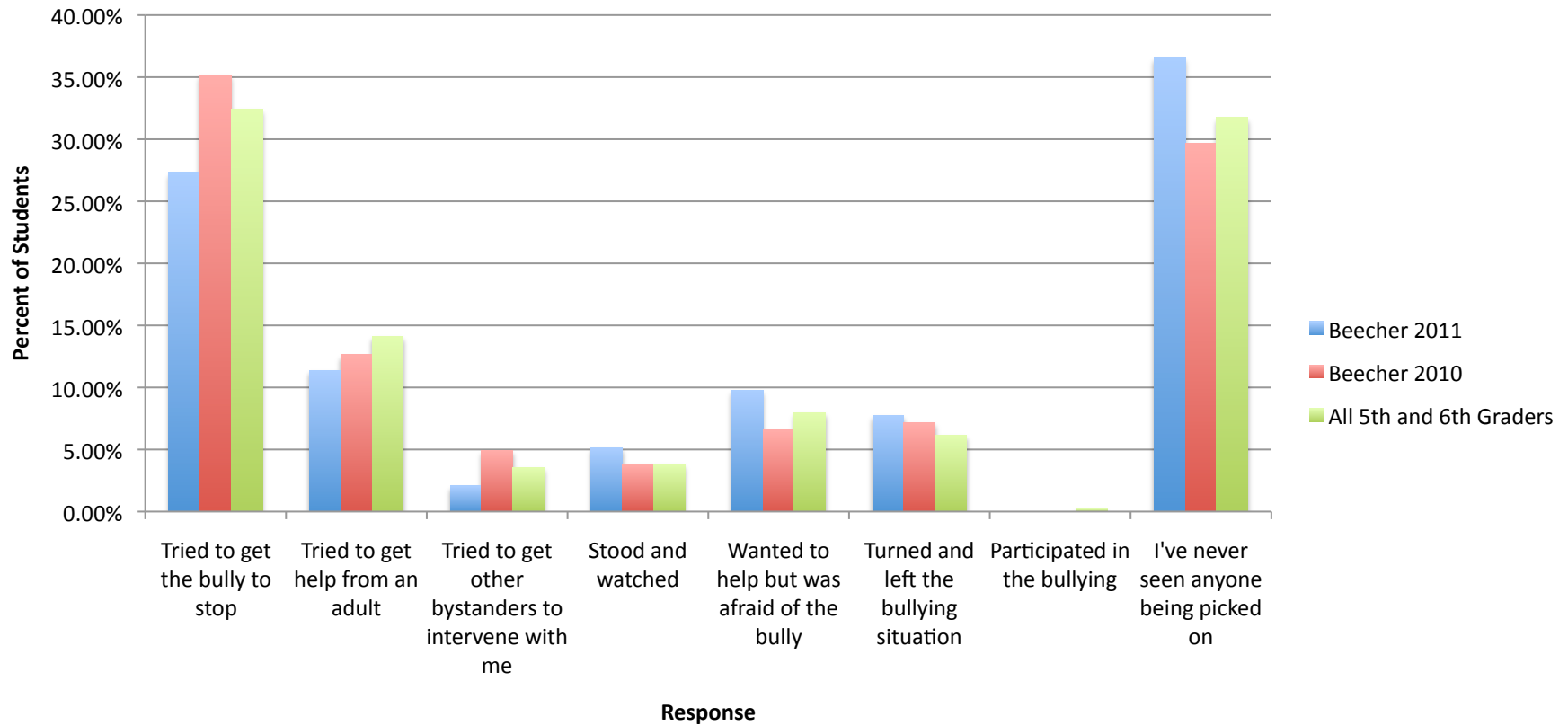
**BQ2: How often in the last year have you seen a kid being picked on at school (including verbal, emotional, physical, cyber-bullying)?**

Seventy percent of students said they'd seen other kids being picked on at most once or twice. 23 students (12%) said they see if often or every day.



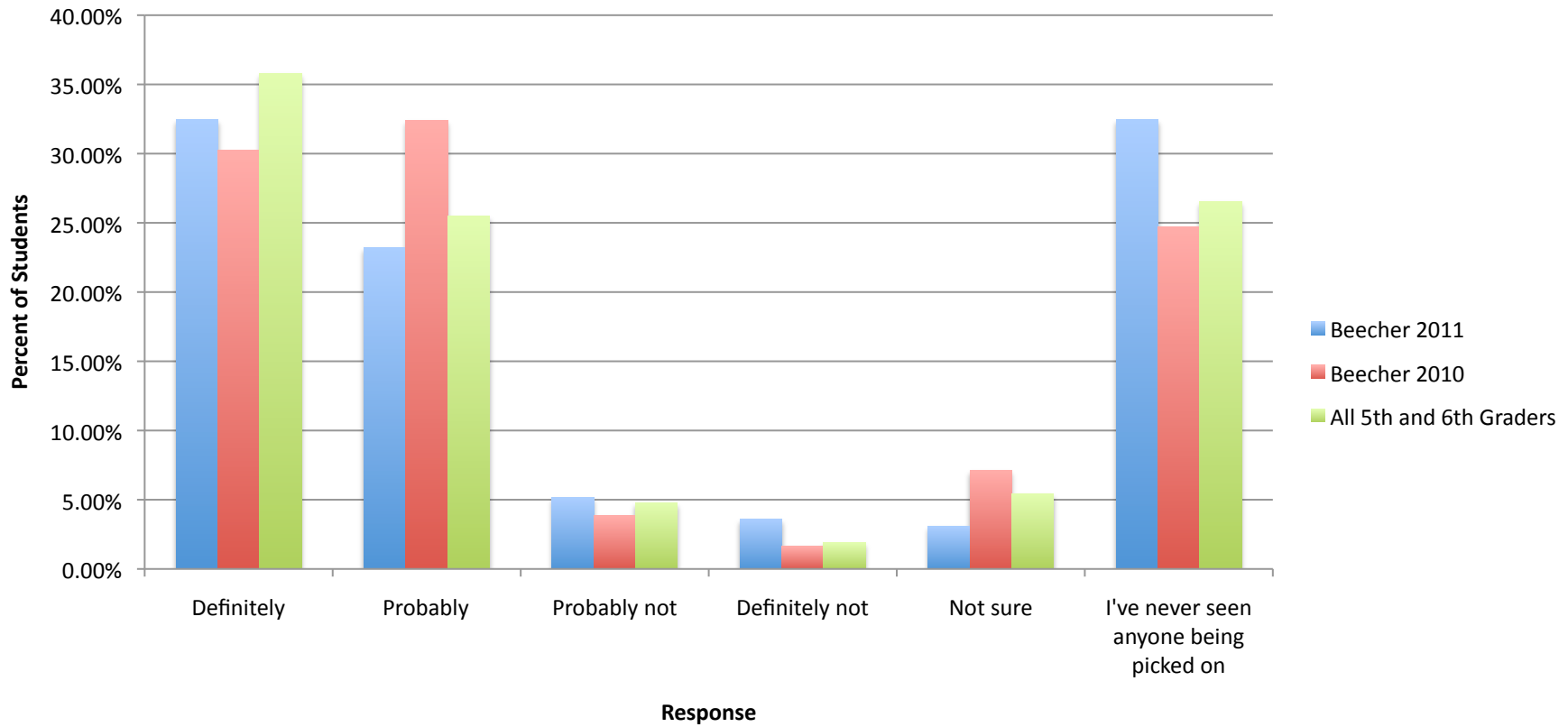
**BQ3: How do you react to seeing kids being picked on? Please select one.**

Thirty-five percent of this year's class said they'd never seen anyone being picked on (compared to 30% at other schools). Another 36% said that it upsets them or makes them angry when they see someone getting picked on. Not one student admitted that they find it funny, but sixteen students (8%) said they either ignore it or it doesn't bother them.



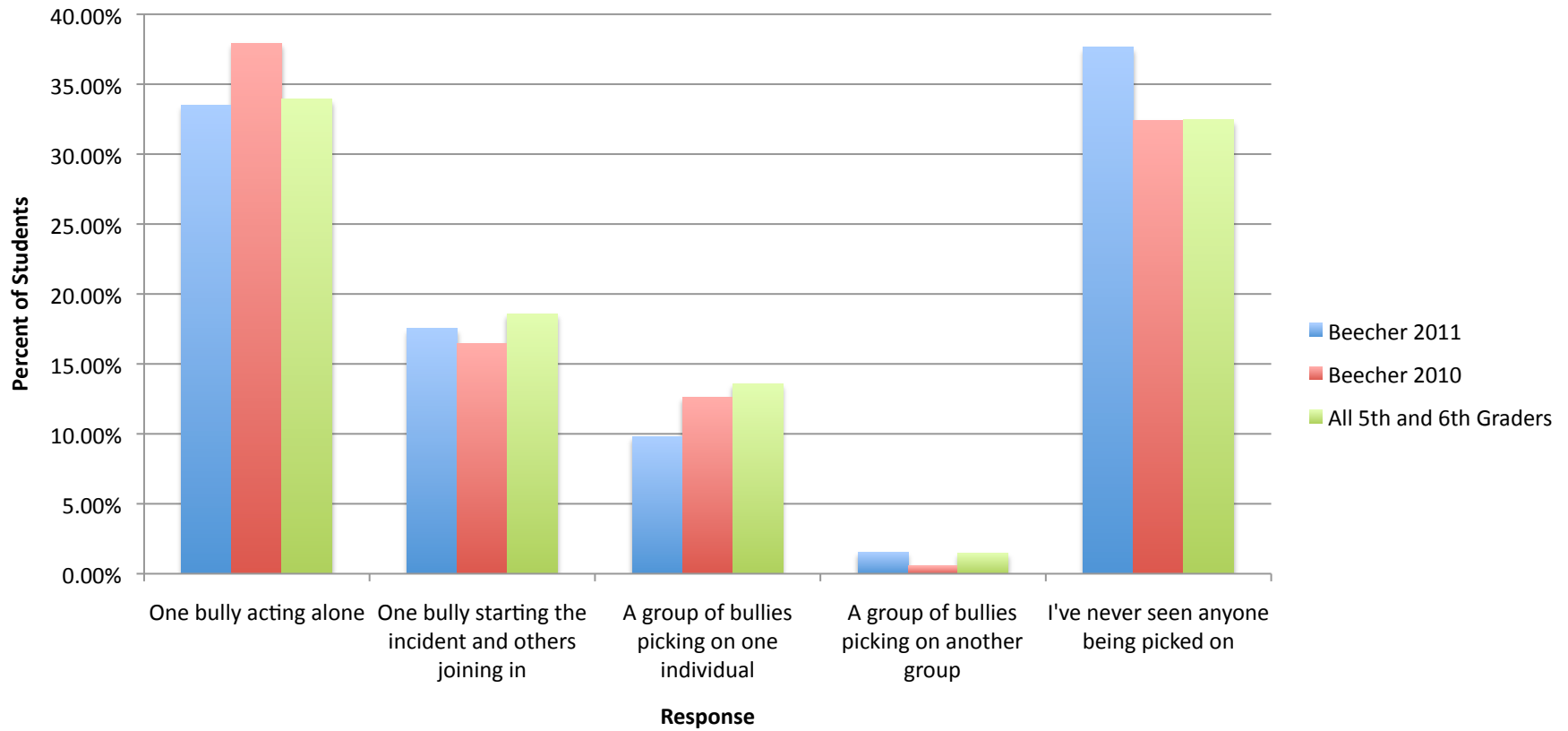
## BQ6: What did you do when you saw a kid being picked on?

Forty-one percent of students say they try to help in some way (either themselves, by getting an adult or by getting their peers to help intervene) when they see someone being picked on. Again, no one said they participate in the bullying.



**BQ7: If you were to tell a teacher about what you saw, do you think the teacher would do anything about it?**

Fifty-six percent of students think that a teacher would definitely or probably help if they were told about a bullying situation (another 32% say they've never seen such a situation - this percentage varies between questions!).



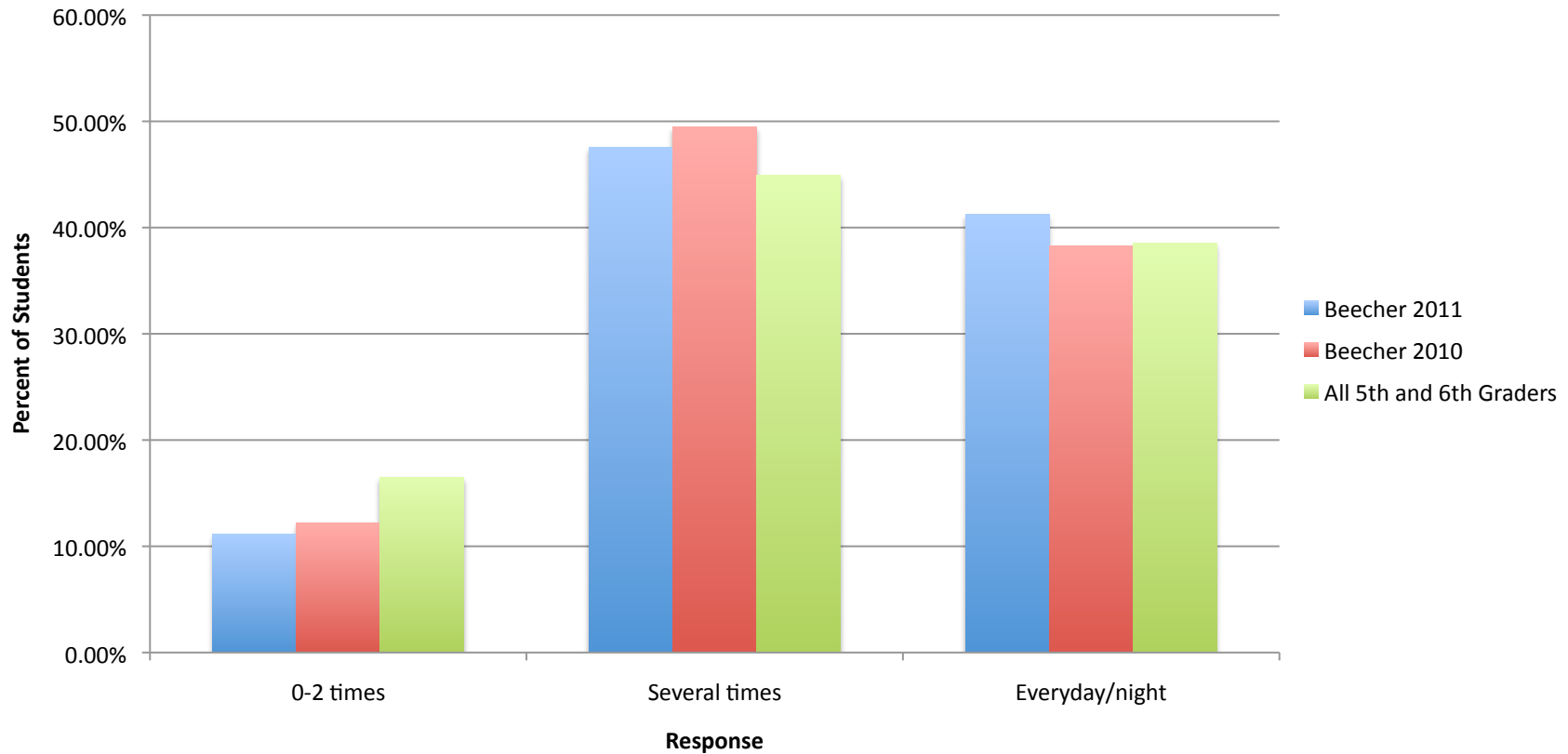
**BQ8: Of the incidents that you have seen, has it usually been:**

# Bystanders - Recommendations

- Educate kids about the “bystander effect” so that they recognize that most of their peers are ready and willing to help – they just need to reach out to them.
- Use our bystander scenarios as training and the basis for discussion in health classes as to how to intervene safely.
- Set up character recognition awards: if a teacher sees a student being a good bystander, they can submit a write-up and the student will be rewarded in some way, or their picture and their “story” can be put on a bulletin board.

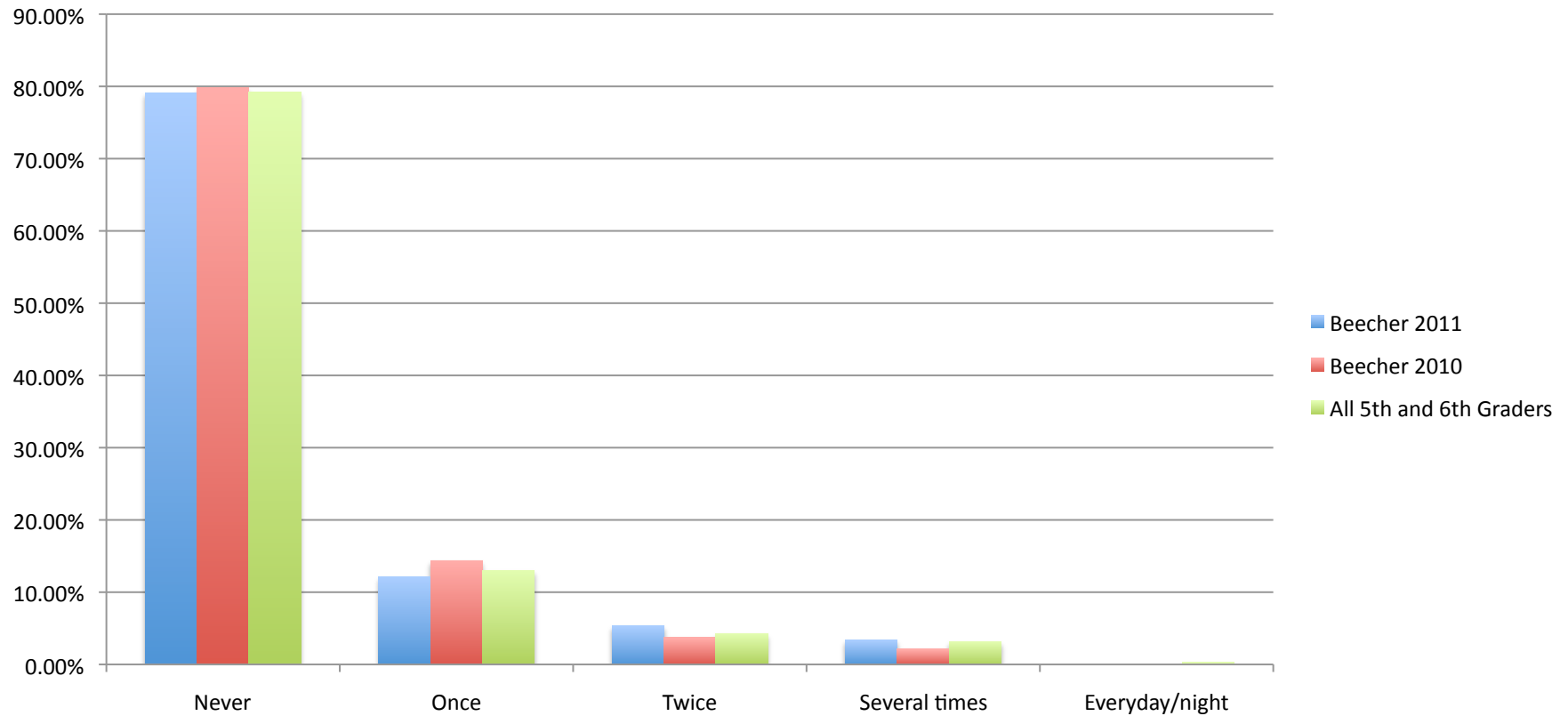
# Sleep

- Sleep deprivation has a huge impact on students' ability to learn in school.
- Adolescents need 9.25 hours of sleep per night.
- Only 41% of 5<sup>th</sup> and 6<sup>th</sup> graders said they were satisfied with their sleep every night during the last 2 weeks; 21% said they had arrived late to class at least once in the last 2 weeks because they overslept.



## **SSHS1: In the last two weeks, how often have you felt satisfied with your sleep?**

These numbers are comparable to other schools; 41% said they felt satisfied with their sleep every night and 11% said only 0-2 times in the last two weeks. Many of the other 5th and 6th graders taking this survey are in middle school which is probably why their negative numbers are higher.



## **SSHS23: In the last two weeks, how often have you arrived late to class because you overslept?**

The results here are consistent with last year and other schools - 79% of students say they have never arrived late to class in the last 2 weeks because they overslept.

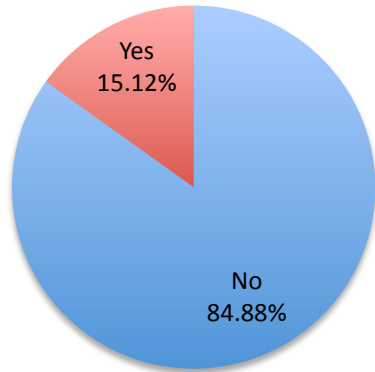
# Sleep - Recommendations

- Increase awareness of devastating effects of sleep deprivation (our sleep videos)
- Time management skills so kids avoid homework late at night
- Increase awareness of effects of computer/video games just before bed (need for wind-down quiet time) – make this information available for parents and students.

# Weight Bias

- Most bullying stems from “differences”.
- Many overweight (and some underweight) students are bullied, or subjected to cruel remarks, about their appearance.
- Weight bias is common throughout life; efforts to educate kids about the issue will reap results throughout life.

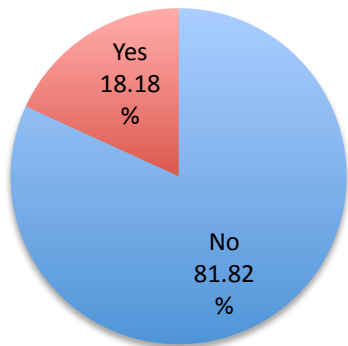
### All Beecher Students Spring 2011



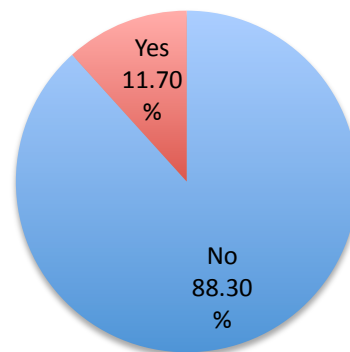
### YWBM1: In the past year, have you been teased, bullied, treated badly, or harassed because of your weight?

These numbers are higher than last year (14.74% overall) and much higher for boys (15.05% last year) but lower for girls (14.43% last year). Other schools on average have a lower incidence of weight bias (13.15%).

### Male Students Spring 2011



### Female Students Spring 2011

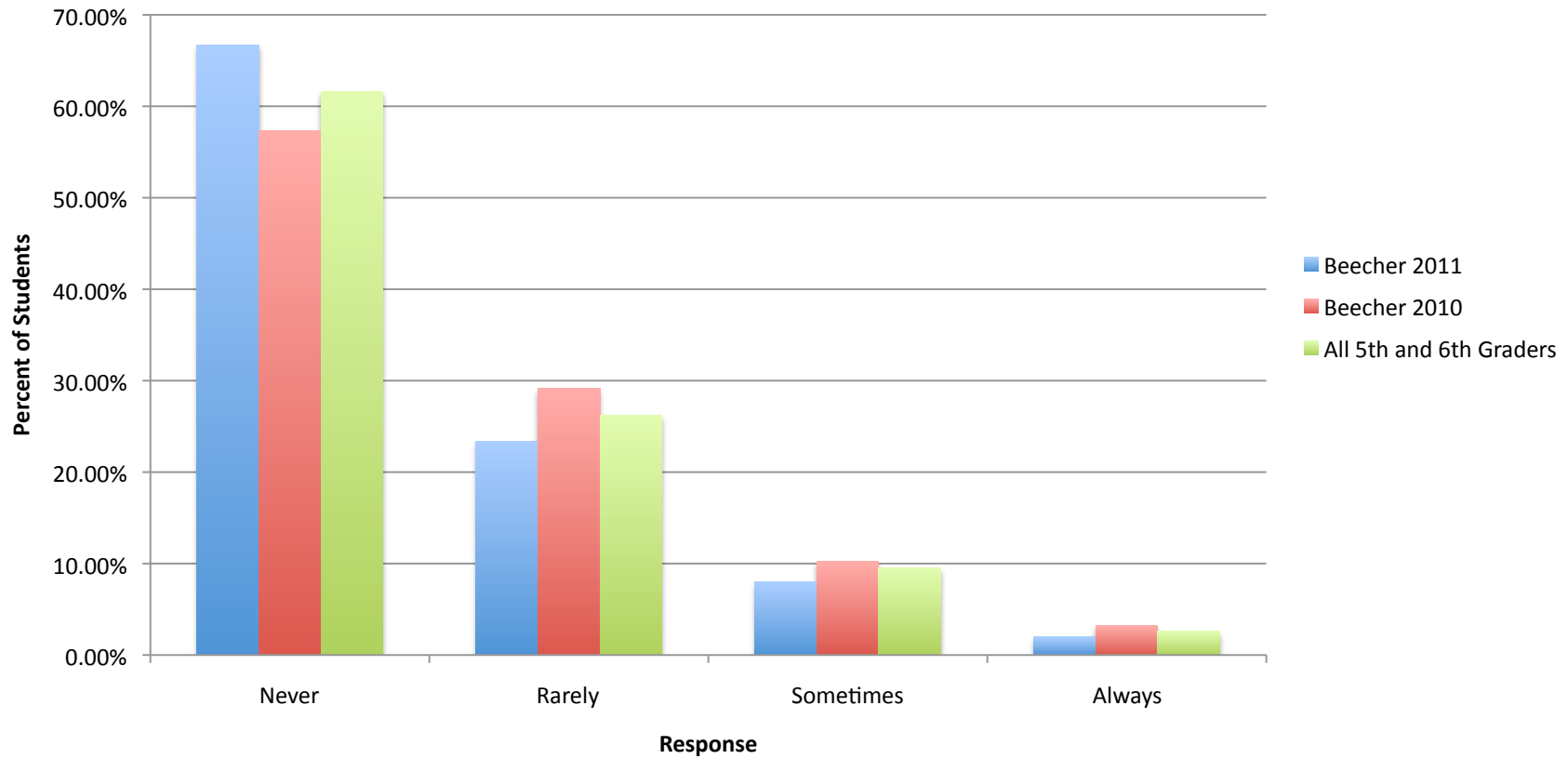


# Weight - Recommendations

- Gym teachers looking out for overweight/underweight kids
- Education about proper nutrition and foods to avoid
- Zero tolerance of “weight bias” remarks
- 21 minute video on “Weight Bias at Home and School” at [www.yaleruddcenter.org](http://www.yaleruddcenter.org) (for teachers and/or students)

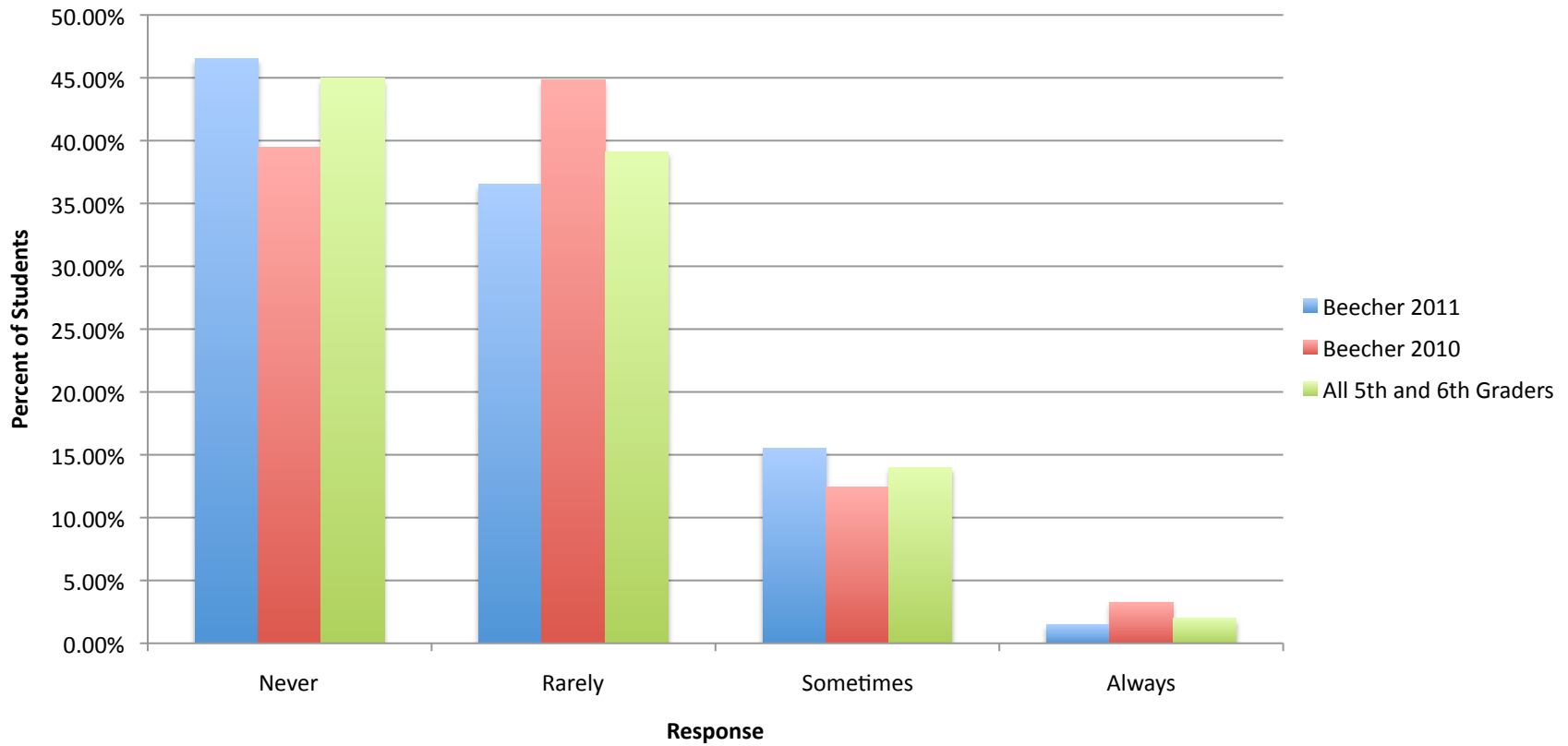
# Loneliness

- Loneliness is a common problem among adolescents as they move away from their families towards their friends but often experience ups and downs with friendships.
- We look at 4 indicators of loneliness: feeling “alone”, feeling “left out”, having people to “talk to”, having people to “turn to”.



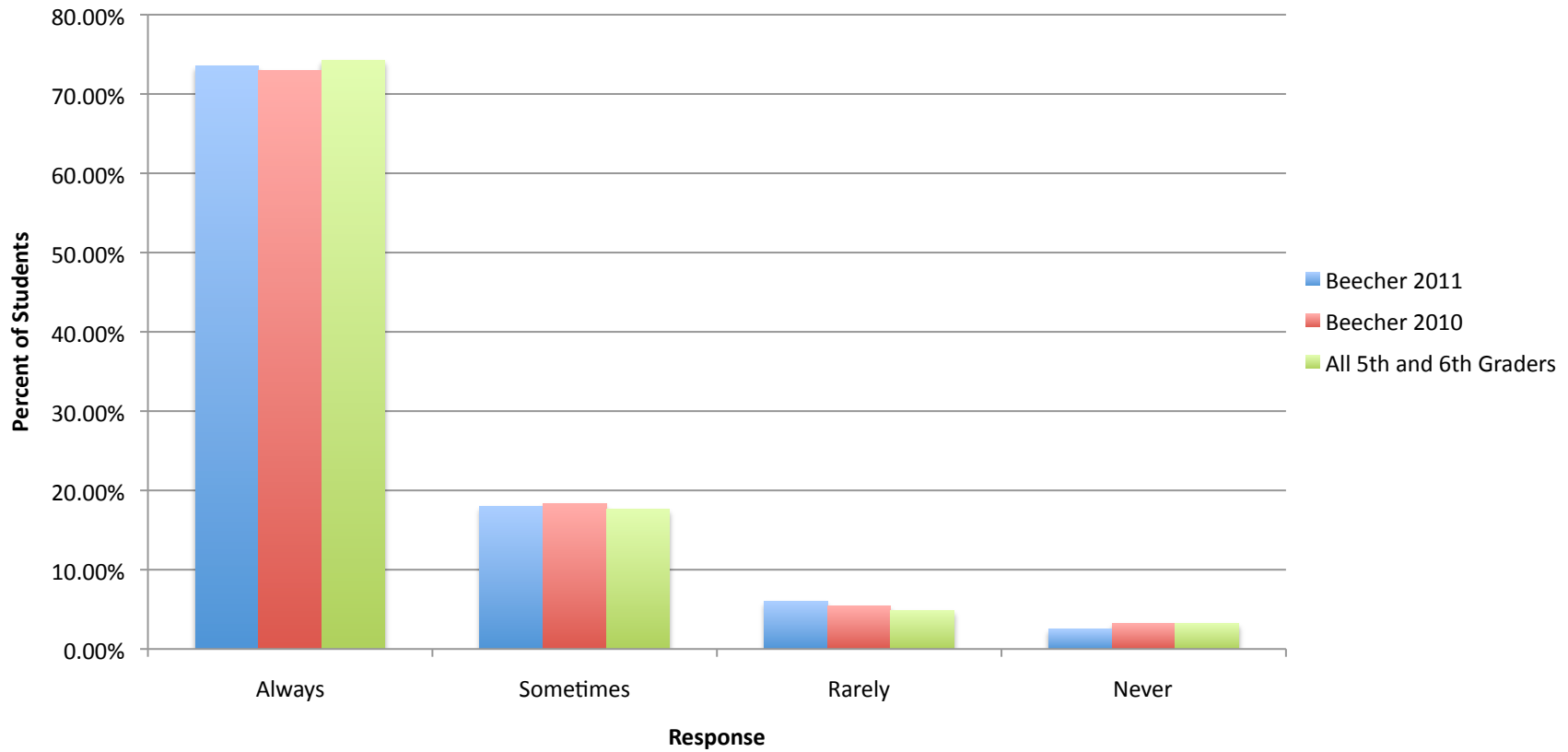
### LS4: How often do you feel alone?

Ninety percent of students never or rarely feel alone; 4 students (2%) always feel alone.



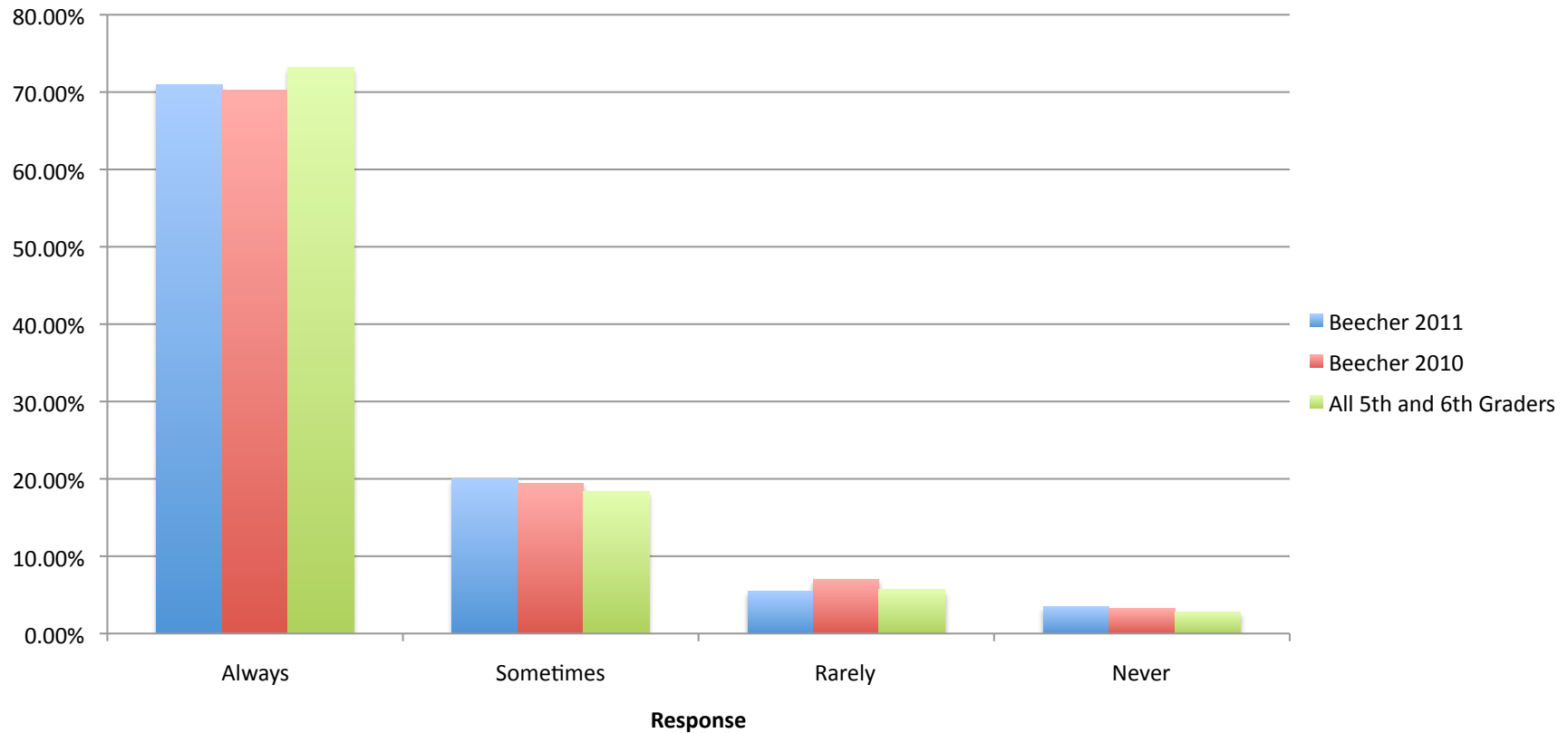
## LS11: How often do you feel left out?

Eighty-three percent of students never or rarely feel left out; 3 students (1.5%) always feel left out.



## LS19: How often do you feel that there are people you can talk to?

These numbers are surprisingly consistent with last year and with other schools. Seventy-four percent of students feel there is always someone they can talk to; 17 students (8%) feel there is rarely or never someone they can talk to.



## LS20: How often do you feel that there are people you can turn to?

Seventy-one percent of students feel there is always someone they can turn to; 18 students (9%) feel there is rarely or never someone they can turn to.

# Loneliness

Loneliness is a key warning sign of depression, and potential suicidal tendencies.

Recommendations:

- The Guidance Department promoted as confidential / available. Guidance should use our VideoBook as an ice-breaker to talk to kids about issues of bullying, loneliness, friendships etc.
- Mentoring programs
- Teachers (especially of extra-curricular activities) reaching out to kids who are more isolated

# School Climate Project – Intervention Program

- **Intervention 1 – VideoBook Five Mission Program**

The VideoBook was sent to 20 (10%) students whose survey results indicated they were at least somewhat distressed by bullying.

- **Intervention 2 - Family called by an independent Psychologist**

Ten students (5%) were identified as having high survey scores that indicated that the student was at emotional risk\*. (All of these were also sent the VideoBook.)

When the families were contacted by the psychologist, several students were already in therapy and many families had lengthy conversations with the psychologist and were offered referrals to medical specialists.

\* They scored highly on 5 or more of the questionnaires out of 18

# THE END

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# DRG B – Math Standings

## 2010-2011 School Year

Math - Grade 3	Math - Grade 4	Math - Grade 5	Math - Grade 6
Madison – 88.0	Madison – 93.5	Avon – 94.9	Woodbridge – 95.8
Monroe – 87.9	Monroe – 91.1	Granby – 93.5	Newtown – 94.9
Newtown – 87.8	Orange – 90.3	Trumbull – 93.3	Orange – 93.4
Trumbull – 87.6	Avon – 90.2	Orange – 92.9	Avon – 92.7
Simsbury – 86.9	Newtown – 89.4	Simsbury – 92.9	Madison – 92.1
Orange – 86.1	Trumbull – 88.4	Farmington – 92.6	Monroe – 92.1
Guilford – 84.9	Granby – 87.2	Newtown – 92.0	Cheshire – 92.0
Farmington – 82.8	Simsbury – 86.2	South Windsor – 91.6	Simsbury – 92.0
Fairfield – 82.3	New Fairfield – 86.1	Region 15 – 91.5	Region 15 – 91.3
Woodbridge – 81.7	Farmington – 85.4	Woodbridge – 89.3	Glastonbury – 90.7
Region 15 – 81.4	Woodbridge – 83.8	Glastonbury – 89.2	Granby – 90.6
Glastonbury – 80.9	Glastonbury – 83.5	Cheshire – 89.1	Trumbull – 90.0
Avon – 78.4	Brookfield – 83.3	Madison – 89.0	Farmington – 88.8
Brookfield – 78.2	Cheshire – 83.3	Monroe – 87.8	Guilford – 88.7
West Hartford – 76.7	Guilford – 83.3	Fairfield – 87.5	New Fairfield – 87.8
Greenwich – 76.3	Fairfield – 82.3	Brookfield – 86.3	Brookfield – 86.3
New Fairfield – 75.9	West Hartford – 81.7	Greenwich – 84.0	Fairfield – 85.3
Granby – 74.4	Greenwich – 81.2	West Hartford – 83.4	West Hartford – 83.0
South Windsor – 73.4	South Windsor – 79.0	Guilford – 82.7	Greenwich – 82.2
Cheshire – 72.9	Region 15 – 78.2	New Fairfield – 78.9	South Windsor – 82.1

Green Highlight – last year's placement in DRG (2010)

Yellow Highlight – this year's placement in DRG (2011)



# DRG B – Reading Standings

## 2010-2011 School Year

Reading – Grade 3	Reading – Grade 4	Reading – Grade 5	Reading – Grade 6
Madison – 86.3	Madison – 91.0	Region 15 – 89.6	Woodbridge – 100
Monroe – 84.7	Monroe – 90.4	Simsbury – 88.9	Newtown – 95.6
Newtown – 82.1	Avon – 90.1	Avon – 88.7	Avon – 95.6
Simsbury – 81.1	Orange – 87.0	Granby – 86.8	Madison – 94.2
Farmington – 80.6	Woodbridge – 86.4	Madison – 85.8	Cheshire – 93.6
Granby – 79.0	Simsbury – 85.0	Trumbull – 84.1	Granby – 93.0
Trumbull – 77.6	Newtown – 83.8	Farmington – 83.2	Simsbury – 93.0
Guilford – 77.5	Farmington – 82.8	Newtown – 81.6	Brookfield – 92.1
Fairfield – 76.4	Region 15 – 81.5	Woodbridge – 81.1	Guilford – 91.6
Glastonbury – 76.2	Guilford – 81.0	Cheshire – 80.7	Glastonbury – 91.3
Cheshire – 75.7	Fairfield – 80.6	Guilford – 80.1	Monroe – 91.3
Brookfield – 75.3	Greenwich – 80.5	Glastonbury – 79.6	Orange – 91.2
Avon – 74.6	Trumbull – 78.7	Fairfield – 79.4	Region 15 – 90.5
Region 15 – 72.9	West Hartford – 77.7	Brookfield – 79.0	South Windsor – 90.3
Woodbridge – 72.2	Glastonbury – 77.4	South Windsor – 78.4	Farmington – 89.8
Greenwich – 72.1	Brookfield – 76.6	Greenwich – 77.7	Trumbull – 89.1
Orange – 71.7	Granby – 76.2	Monroe – 77.1	Fairfield – 88.7
West Hartford – 71.5	South Windsor – 73.1	Orange – 75.8	Greenwich – 86.6
South Windsor – 69.1	New Fairfield – 72.7	West Hartford – 73.5	West Hartford – 86.0
New Fairfield – 64.9	Cheshire – 70.8	New Fairfield – 67.2	New Fairfield – 84.6

Green Highlight – last year's placement in DRG (2010)  
 Yellow Highlight – this year's placement in DRG (2011)



# DRG B – Writing Standings 2010-2011 School Year

Writing – Grade 3	Writing – Grade 4	Writing – Grade 5	Writing – Grade 6
Madison – 89.7	Orange – 91.4	Trumbull – 90.7	Guilford – 90.2
Farmington – 88.7	Avon – 91.0	Madison – 89.8	Newtown – 88.7
Newtown – 84.6	Farmington – 87.5	Farmington – 89.7	Simsbury – 88.5
Avon – 83.7	Madison – 87.0	Avon – 89.3	Orange – 87.2
Monroe – 81.8	Granby – 87.0	Simsbury – 88.4	Avon – 86.7
Trumbull – 80.4	Monroe – 86.1	Region 15 – 88.3	Madison – 85.9
Glastonbury – 79.5	Cheshire – 83.4	Brookfield – 87.1	New Fairfield – 85.8
Simsbury – 78.8	Newtown – 83.3	Newtown – 86.7	Woodbridge – 85.7
Fairfield – 78.1	Simsbury – 82.8	Orange – 86.7	Trumbull – 85.4
Guilford – 77.5	Guilford – 82.7	Cheshire – 85.2	Cheshire – 84.6
Brookfield – 76.5	Glastonbury – 82.2	Woodbridge – 84.6	Fairfield – 83.2
Cheshire – 76.1	Trumbull – 81.9	Granby – 84.3	South Windsor – 82.9
Granby – 76.0	Fairfield – 81.9	Greenwich – 84.2	Farmington – 82.3
Woodbridge – 75.8	Region 15 – 81.6	Monroe – 82.9	Brookfield – 80.3
New Fairfield – 75.3	Brookfield – 81.2	Guilford – 82.8	Granby – 80.0
Greenwich – 74.0	Greenwich – 79.7	Glastonbury – 82.0	Monroe – 79.9
West Hartford – 74.0	New Fairfield – 79.1	Fairfield – 80.7	Region 15 – 79.8
Orange – 72.5	West Hartford – 77.8	West Hartford – 80.5	West Hartford – 79.2
Region 15 – 71.4	Woodbridge – 77.6	South Windsor – 76.6	Glastonbury – 78.7
South Windsor – 67.5	South Windsor – 70.9	New Fairfield – 72.9	Greenwich – 76.8

Green Highlight – last year’s placement in DRG (2010)  
Yellow Highlight – this year’s placement in DRG (2011)

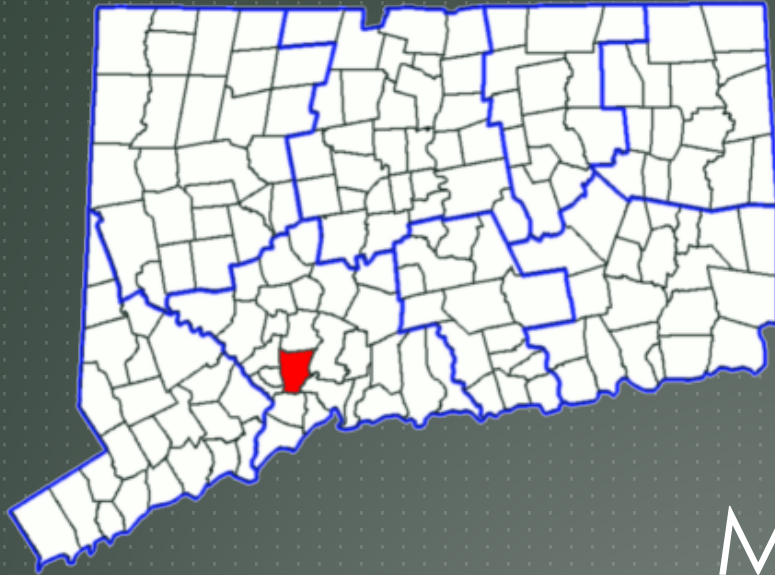


# DRG B – Science Standings

## 2010-2011 School Year

Farmington – 89.3
Avon – 88.6
Monroe – 88.3
Region 15– 88.0
Granby – 86.0
Trumbull– 85.7
Glastonbury – 83.4
Woodbridge – 82.9
Madison– 82.0
Simsbury – 82.0
Cheshire – 81.1
Orange – 80.9
New Fairfield – 80.4
South Windsor– 80.0
Fairfield – 79.8
Newtown – 78.6
Guilford – 77.3
Greenwich – 76.6
Brookfield – 75.7
West Hartford – 68.5

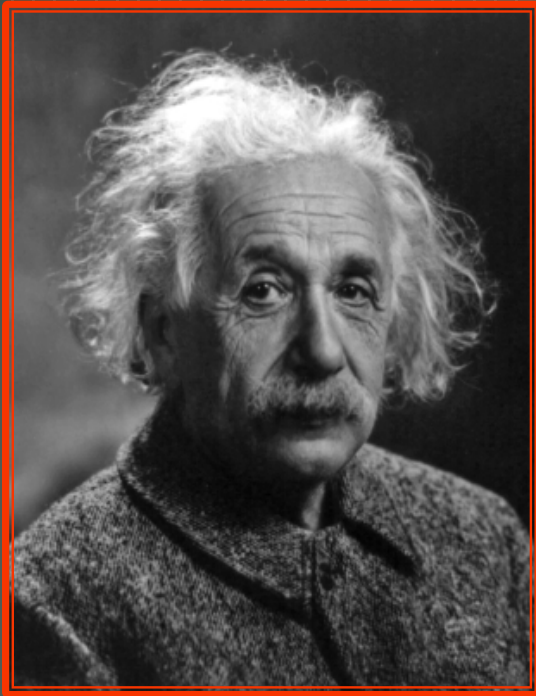
Green Highlight – last year's placement in DRG (2010)  
Yellow Highlight – this year's placement in DRG (2011)



# 2011 CONNECTICUT MASTERY TEST RESULTS

Presentation to the  
***Woodbridge Board of Education***  
September 2011

# ASSESSING STUDENT LEARNING



Albert Einstein

- ▶ "Not everything measurable is important and not everything important is measurable."

# ASSESSING STUDENT LEARNING

- ▶ “The goal is to transform data into information, and information into insight.”



Carly Fiorina  
Former CEO of Hewlett-Packard Corp.

# CMT Data Analysis



- ▶ On the one hand, CMT data is critical.
- ▶ On the other hand, CMT data is only one of several assessments that help us transform information into insight.
- ▶ Examples of other assessments:
  - ▶ Observation
  - ▶ *Columbia Teacher's College Literacy Assessment*
  - ▶ Writing Prompts
  - ▶ Formative assessments/Common assessments
  - ▶ *Running records* in reading
  - ▶ Unit tests
  - ▶ "Pre" and "post" assessments
- ▶ For the purposes of this presentation, we will focus on the CMT

## How the CMT reports results

All Connecticut public school students\* in grades 3 – 8 take the CMT annually.

Areas tested are: *mathematics, reading, writing* and *science* (gr. 5 and 8 only).

A few basic understandings help us look at CMT results and gain insight into achievement.

*\* Through the Planning and Placement Team, a small number of special education students may be exempt from all or part of the CMT. The CMT is not administered in non-public schools.*

- ▶ Pre-determined score ranges place achievement into *five categories*:
  - 1 – **Below basic** (has little grasp of subject matter)
  - 2 – **Basic** (has some knowledge)
  - 3 – **Proficient** (has fairly good knowledge)
  - 4 – **Goal** (has a very good grasp of subject matter)
  - 5 – **Advanced** (has exceptional understanding)

# OVERALL CMT RESULTS SUMMARY

Remember these performance bands

Below basic – Basic – Proficient – Goal – Advanced

- ▶ The **vast majority** of students achieve in the **goal** and **advanced** performance range.
- ▶ Every single exiting sixth grader was **at or above goal** in reading. That's 100%.
- ▶ Our students make noteworthy positive growth over time.
- ▶ They are among the top achievers in the state.

# A DEEPER LOOK – MATHEMATICS

## PERCENT OF STUDENTS BY PERFORMANCE LEVEL

Grade	% Below Basic	% Basic	% Proficient	% Goal	% Advanced
3	2.2	1.1	15.2	<b>39.1</b>	<b>42.4</b>
4	1.9	1.0	13.3	<b>28.6</b>	<b>55.2</b>
5	0.0	1.8	8.1	<b>30.6</b>	<b>59.5</b>
6	0.0	1.0	3.1	<b>19.8</b>	<b>76.0</b>

Represents about 9 children

Represents about 41 children.

Represents about 363 children

# A DEEPER LOOK – READING

## PERCENT OF STUDENTS BY PERFORMANCE LEVEL

Grade	% Below Basic	% Basic	% Proficient	% Goal	% Advanced
<b>3</b>	6.7	5.6	14.6	<b>50.6</b>	<b>22.5</b>
<b>4</b>	4.9	2.9	5.8	<b>58.3</b>	<b>28.2</b>
<b>5</b>	5.5	1.8	10.9	<b>42.7</b>	<b>39.1</b>
<b>6</b>	0.0	0.0	0.0	<b>28.7</b>	<b>71.3</b>

Represents about  
28 children

Represents  
about  
33 children

Represents  
about 355  
children

# A DEEPER LOOK – WRITING

## PERCENT OF STUDENTS BY PERFORMANCE LEVEL

Grade	% Below Basic	% Basic	% Proficient	% Goal	% Advanced
3	3.3	6.7	14.4	<b>33.3</b>	<b>42.2</b>
4	2.8	3.7	15.9	<b>21.5</b>	<b>56.1</b>
5	1.7	1.7	11.2	<b>42.2</b>	<b>43.1</b>
6	0.0	1.0	13.3	<b>53.1</b>	<b>32.7</b>

Represents about  
21 children

Represents  
about  
57 children

Represents  
about 338  
children

# A DEEPER LOOK – SCIENCE

## PERCENT OF STUDENTS BY PERFORMANCE LEVEL

Grade	% Below Basic	% Basic	% Proficient	% Goal	% Advanced
<b>5</b>	2.6	1.7	12.8	<b>47.9</b>	<b>35.0</b>

Represents 5 children

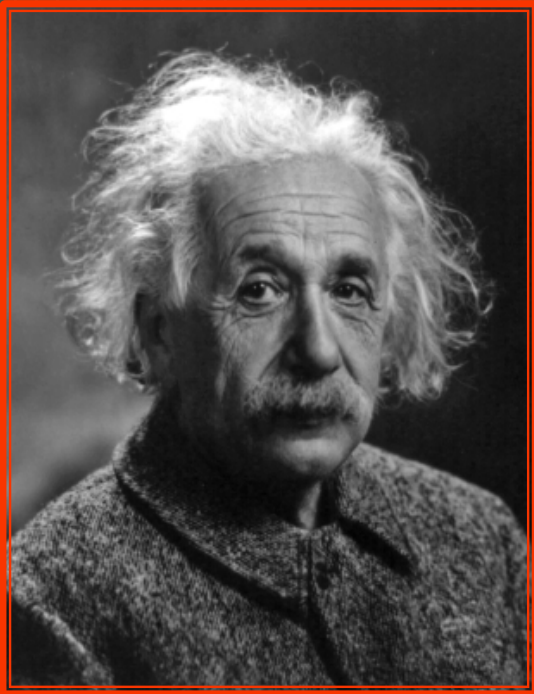
Represents 15 children

Represents 97 children

## CMT DATA SUPPORTS

Undisputed Fact:  
The *vast majority* of BRS students  
perform at the  
GOAL and ADVANCED  
performance levels.

# VERTICAL SCALE SCORES



- ▶ "... make things as simple as possible, but not simpler."

# VERTICAL SCALE SCORES



# VERTICAL SCALE SCORES

- ▶ A tool, developed by the *Connecticut State Department of Education*, helps us derive insights to growth over time.
- ▶ *Vertical Scale Scores*:
  - ▶ Measure change or growth across grades
  - ▶ Track the same students as they move from one grade to the next
  - ▶ Developed in content areas of reading and mathematics
  - ▶ Applied to individuals and groups of students
  - ▶ Provide a clear picture of CMT assessment over time

# VERTICAL SCALE SCORES

- ▶ The science of testing and measurement has made it possible to validly compare CMT tests that have ***different characteristics and items, but have similar content.***
- ▶ A student's vertical scale score of "xxx" in grade 3 math can be accurately compared to subsequent math vertical scale scores as the student progresses through the grades.
- ▶ Vertical scale scores provide an empirically correct picture of change over time.

# VERTICAL SCALE SCORES FIVE STAGES OF LEARNING



# VERTICAL SCALE SCORES FIVE STAGES OF LEARNING

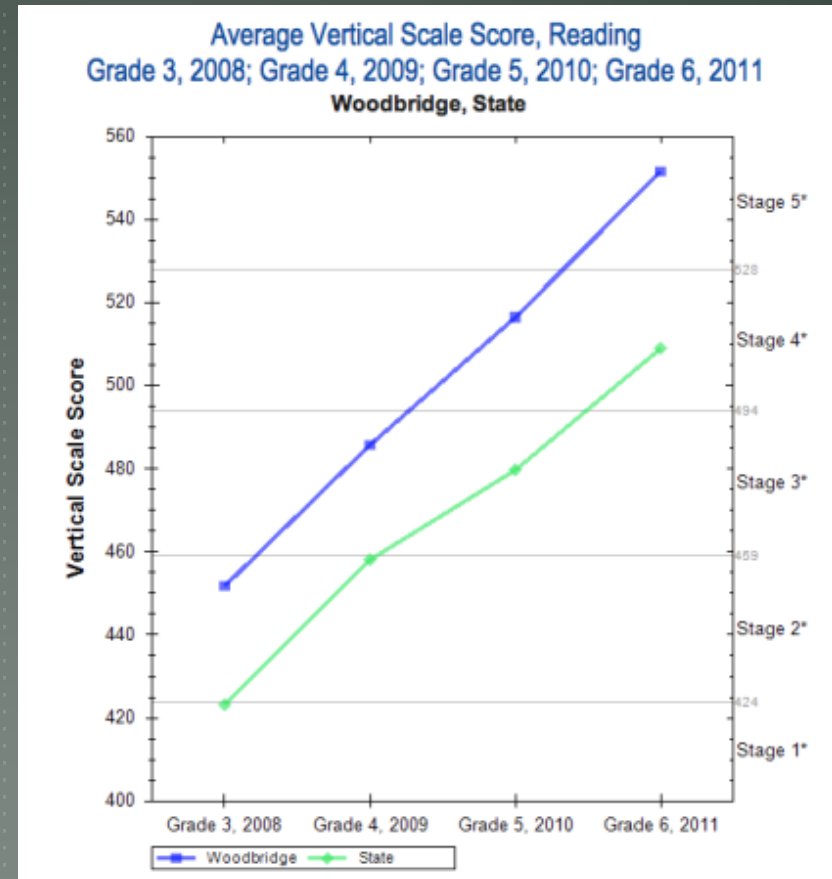
- ▶ CMT Vertical Scale Scores define *stages* of learning in math and reading.
  - ▶ Stage 1, Stage 2, Stage 3, Stage 4 and Stage 5.
- ▶ Each stage has specific criteria for math and reading skills.
- ▶ Students move from one stage to the next.
- ▶ Over many years they progress through the five stages.
- ▶ Ultimately they reach Stage 5 where they demonstrate *extensive knowledge* of all assessed math content, and,
- ▶ have *exceptional ability* to read and respond to informational and literary texts without assistance.

# Vertical Scale Score Woodbridge Reading Grade 6

The blue line represents READING growth over time for last year's sixth grade students.

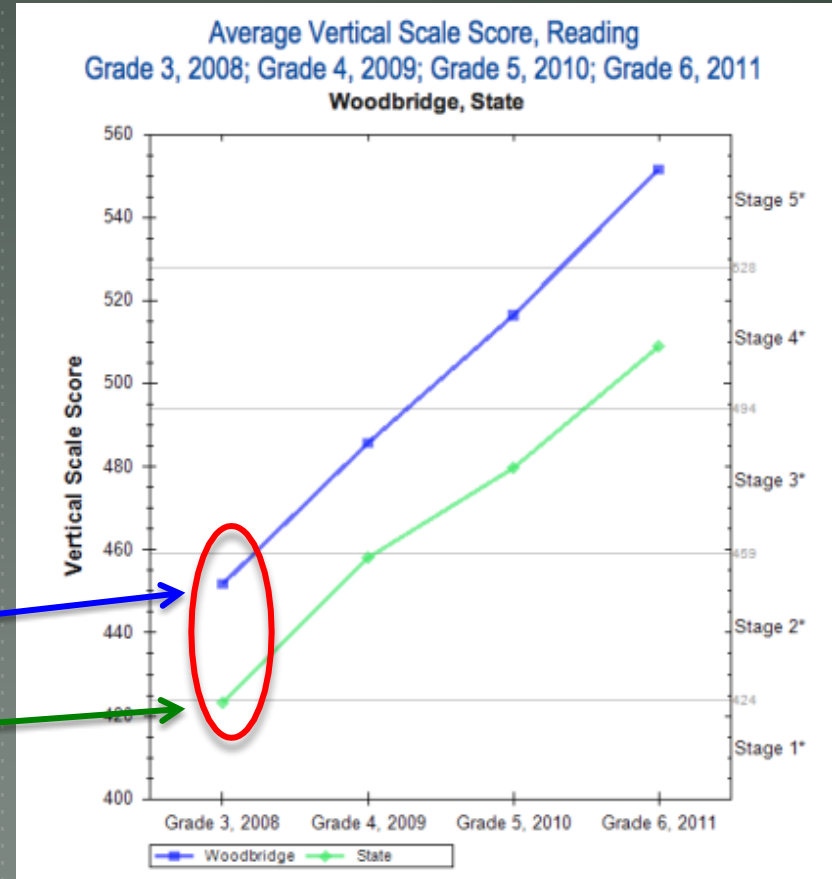
The green line represents the state as a whole.

We can use the vertical scale scores to accurately track growth in reading.



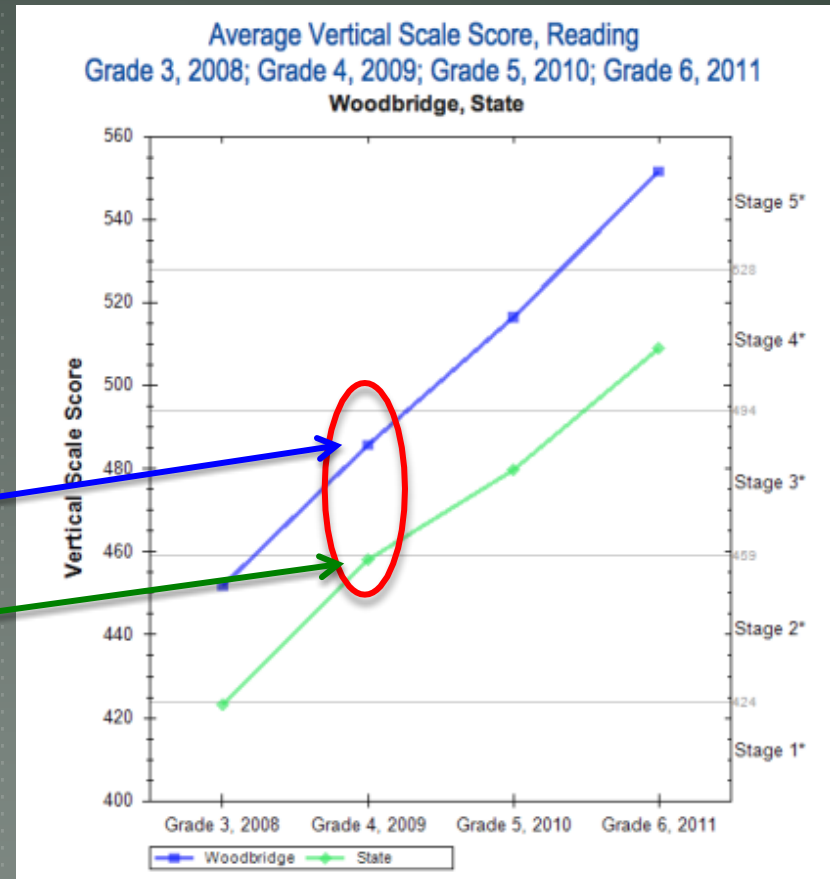
# Vertical Scale Score Woodbridge Reading Grade 6

When this group of students was in grade 3, they were already near the top end of Stage 2, compared with the state at the top of Stage 1.



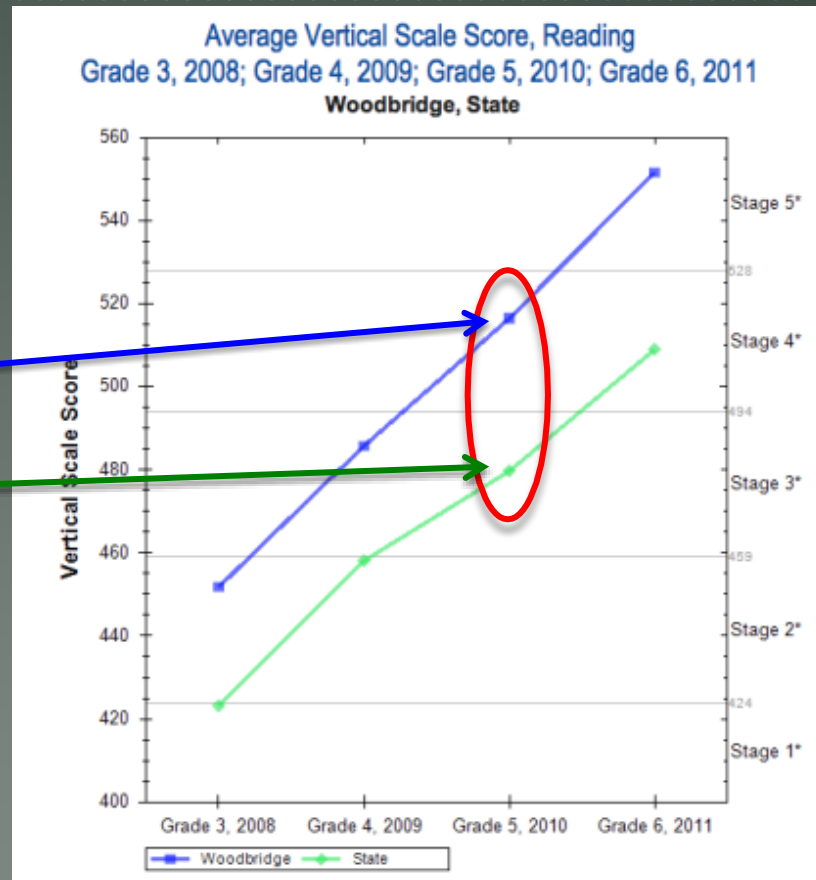
# Vertical Scale Score Woodbridge Reading Grade 6

When they were tested in grade 4, they were near the top of Stage 3.  
The state was at the top of Stage 2.



# Vertical Scale Score Woodbridge Reading Grade 6

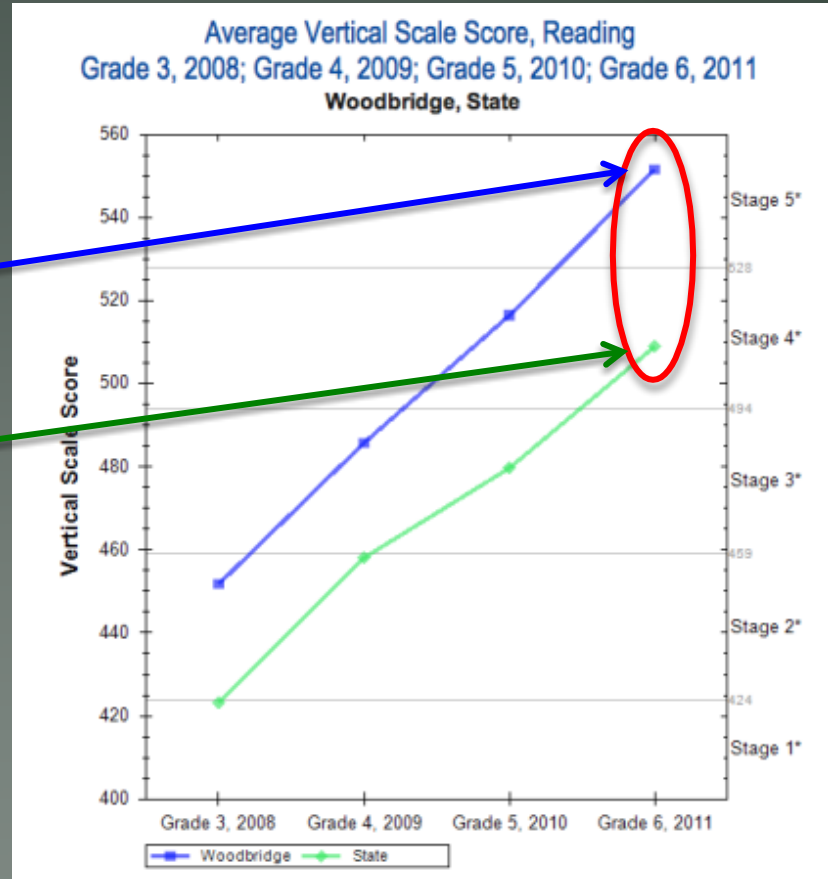
In grade 5, they made more growth bringing them in the top half of Stage 4.  
The state was at the mid-point of Stage 3.



# Vertical Scale Score Woodbridge Reading Grade 6

Finally, in grade 6, our students were near the top of Stage 5.

The state was almost to the mid-point of Stage 4.

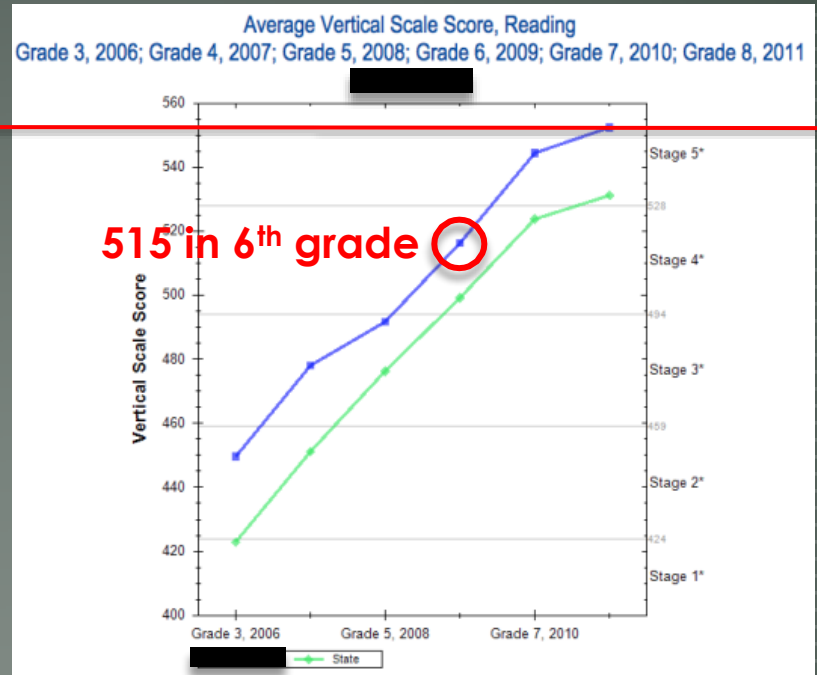
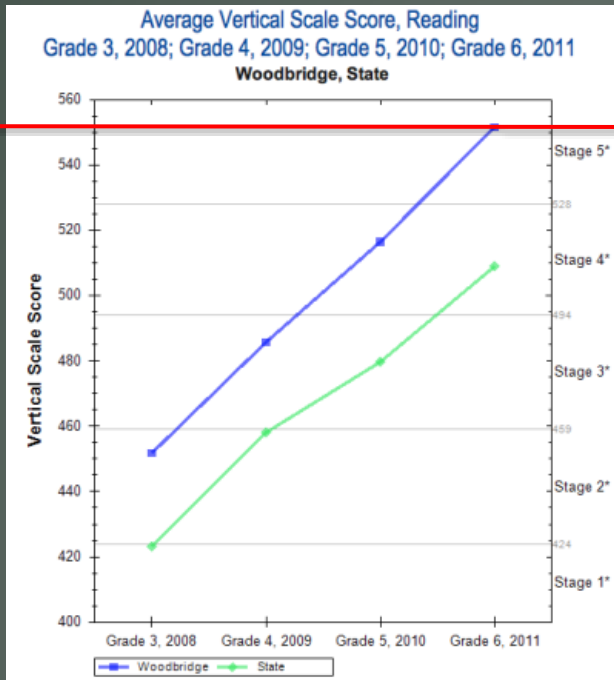


# VERTICAL SCALE SCORES SIDE BY SIDE

Woodbridge through  
**grade 6 READING**

A DRG B district through  
**grade 8 READING**

552



552

515 in 6<sup>th</sup> grade

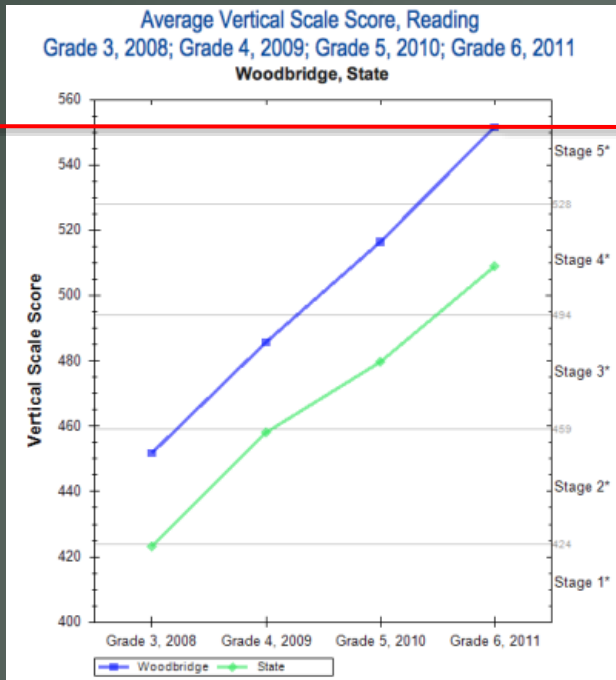
**Identical VSS scores of 552**

**A VSS score of “552” is “552” no matter when it is achieved. The reading abilities of the 6<sup>th</sup> graders are identical to the reading abilities of the 8<sup>th</sup> graders.**

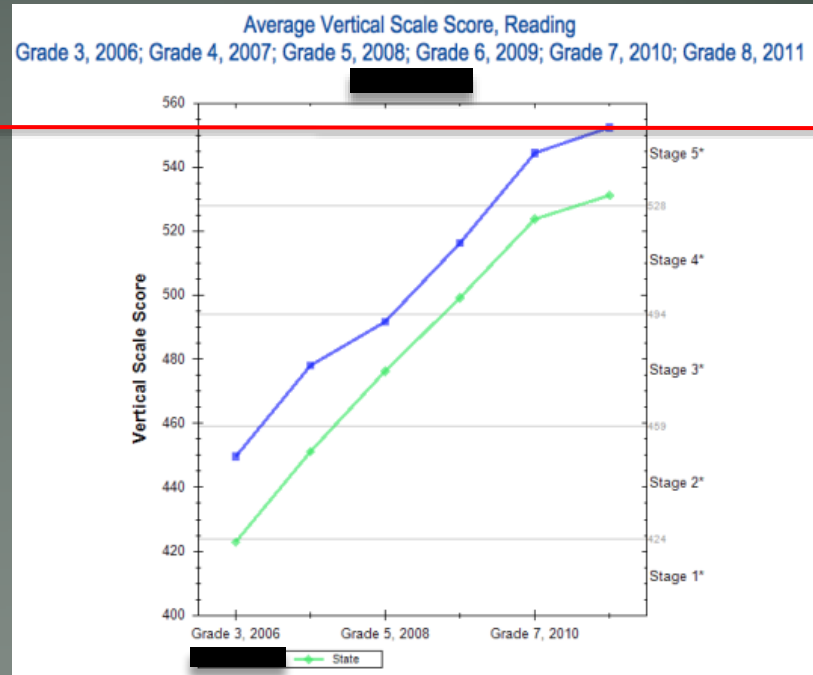
**Woodbridge** through *grade 6* **READING**

**A DRG B district** through *grade 8* **READING**

552



552

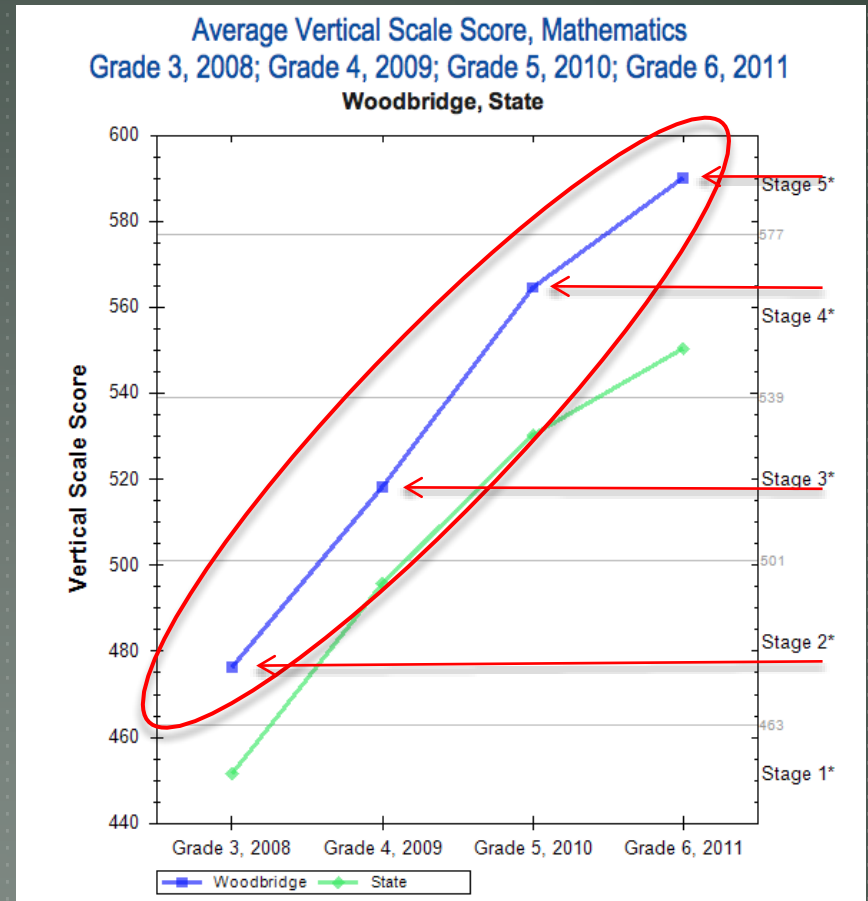


**Identical VSS scores of 552**

# Vertical Scale Scores Woodbridge Math Grade 6

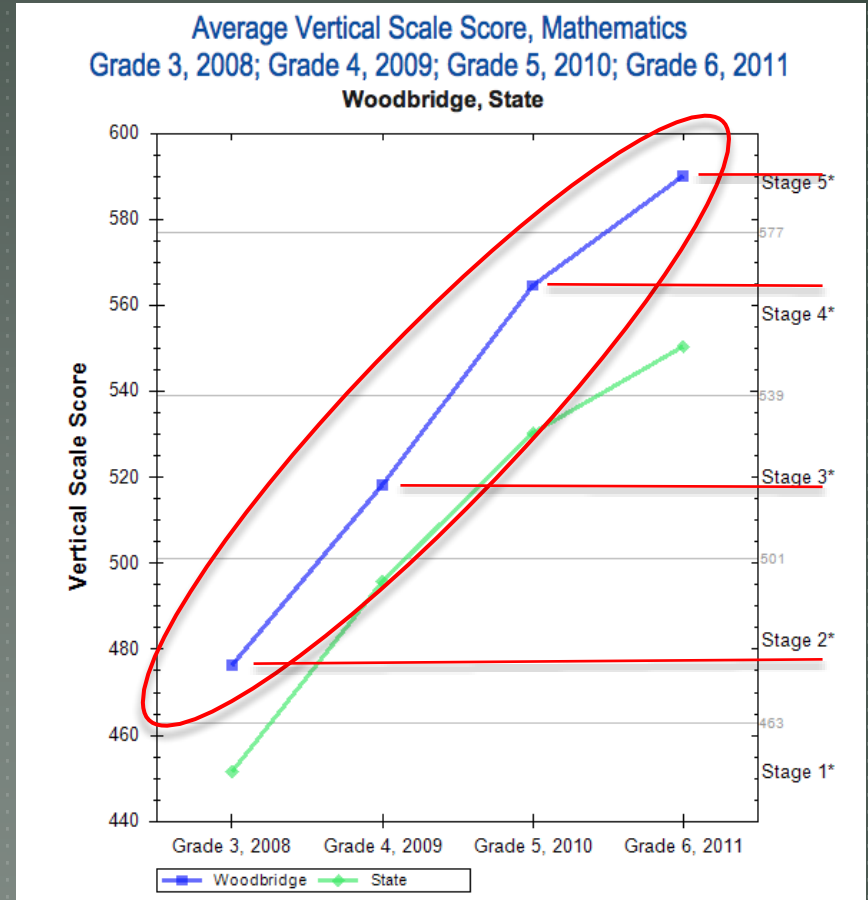
The blue line represents our last year's sixth grade students' MATH growth over time.

The green line represents the state as a whole.



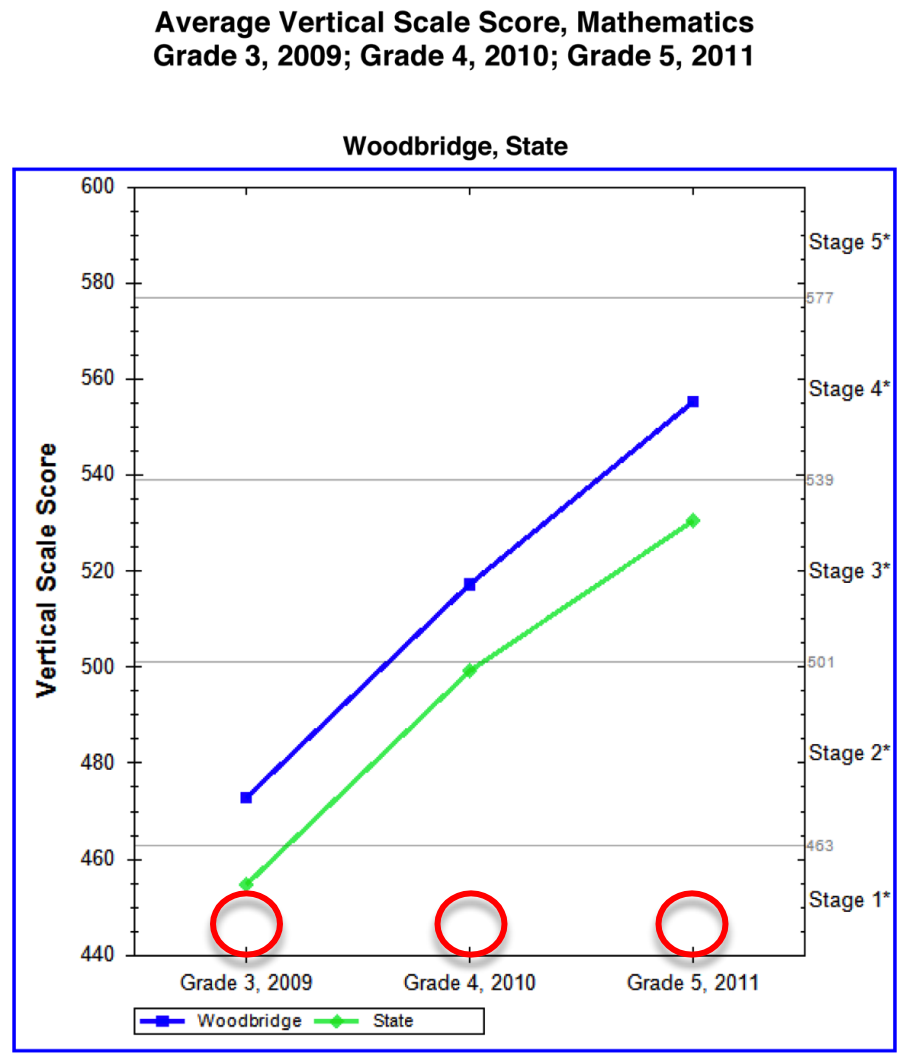
# Vertical Scale Scores Woodbridge Math Grade 6

**Continuous strong  
growth over time.**



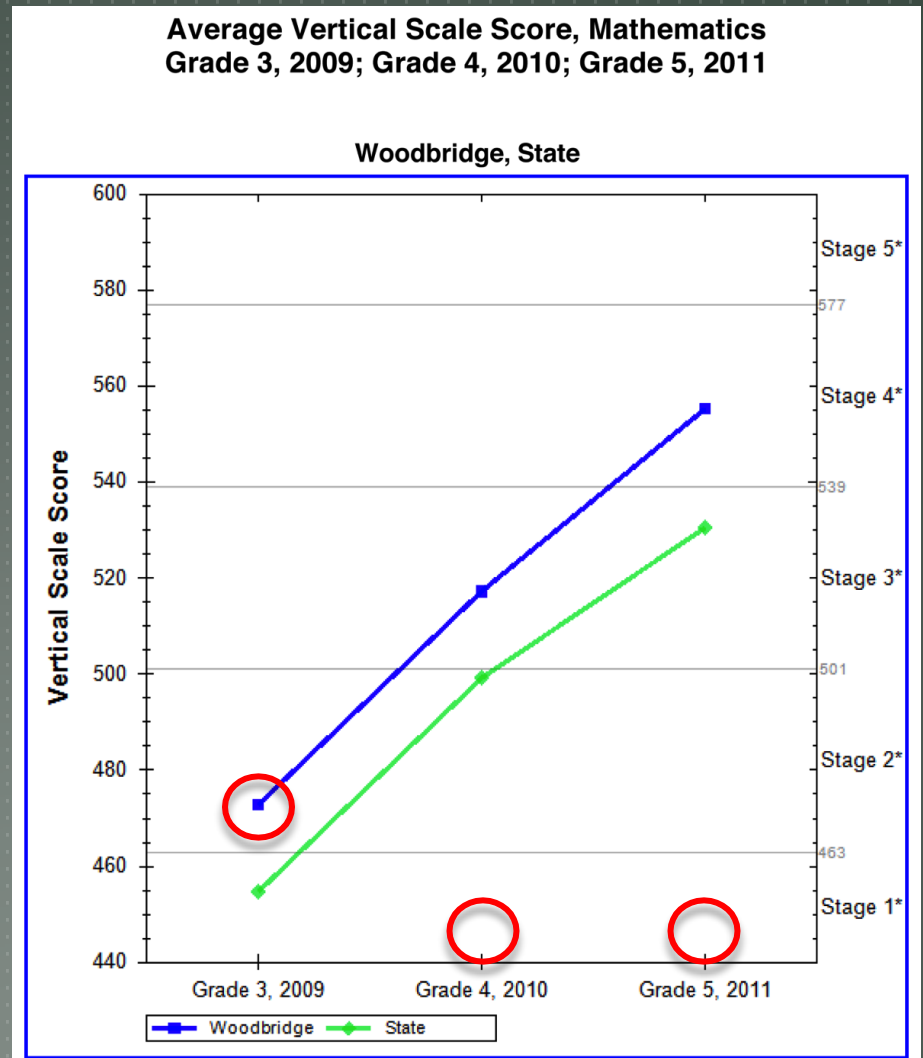
# Vertical Scale Scores Woodbridge MATH Grade 5

Blue line: Scores for our  
current grade 6 students



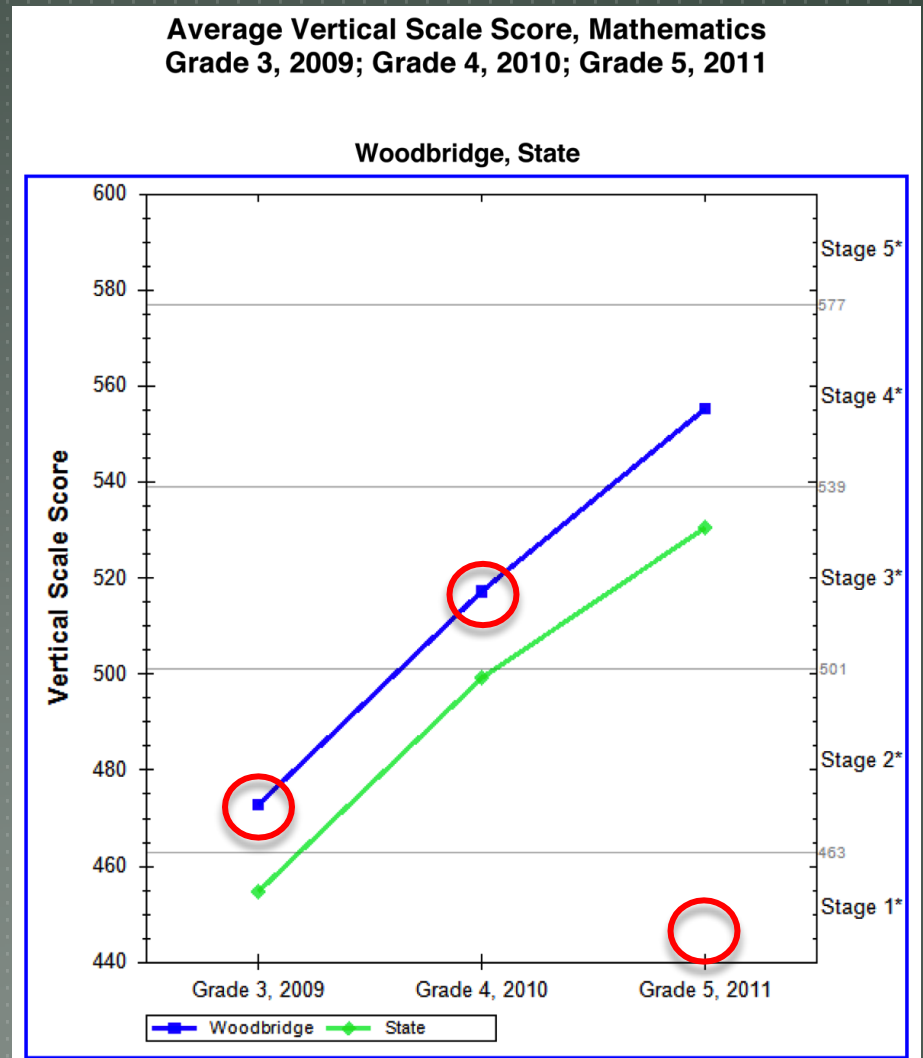
# Vertical Scale Scores Woodbridge MATH Grade 5

Blue line: Scores for our  
current grade 6 students



# Vertical Scale Scores Woodbridge MATH Grade 5

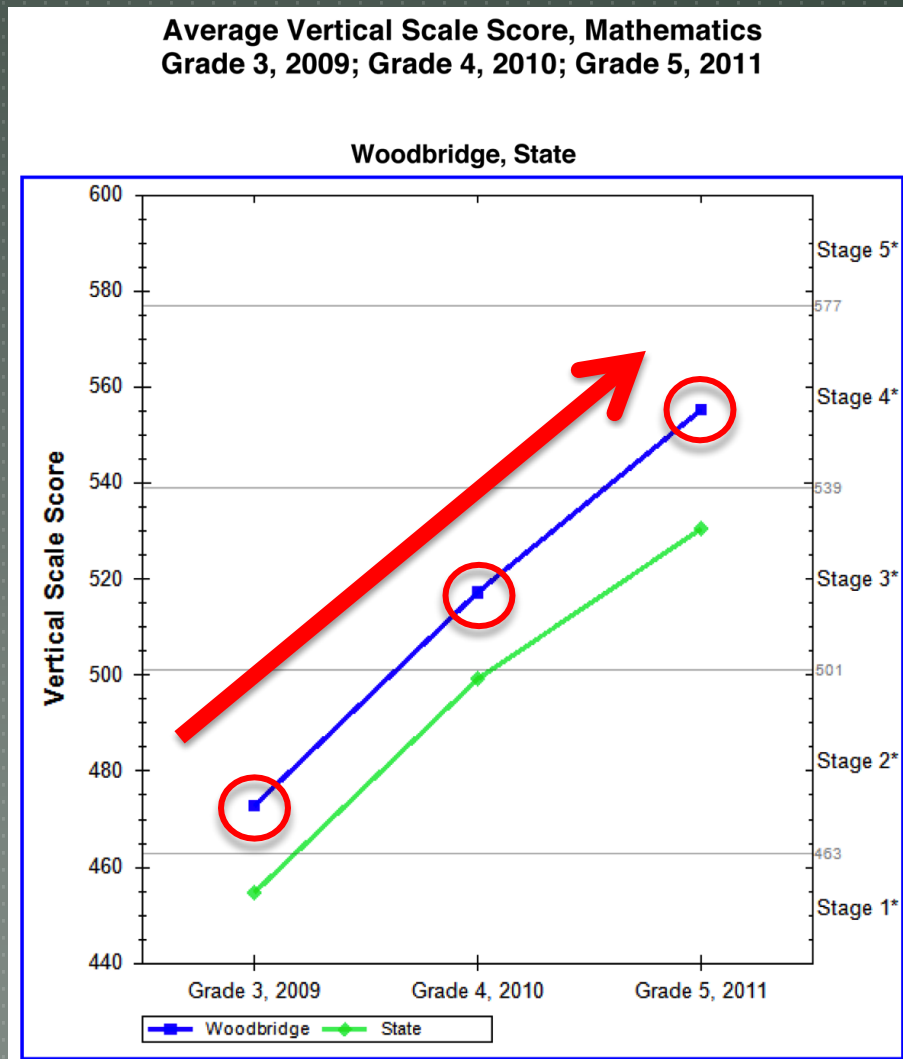
Blue line: Scores for our  
current grade 6 students



# Vertical Scale Scores Woodbridge MATH Grade 5

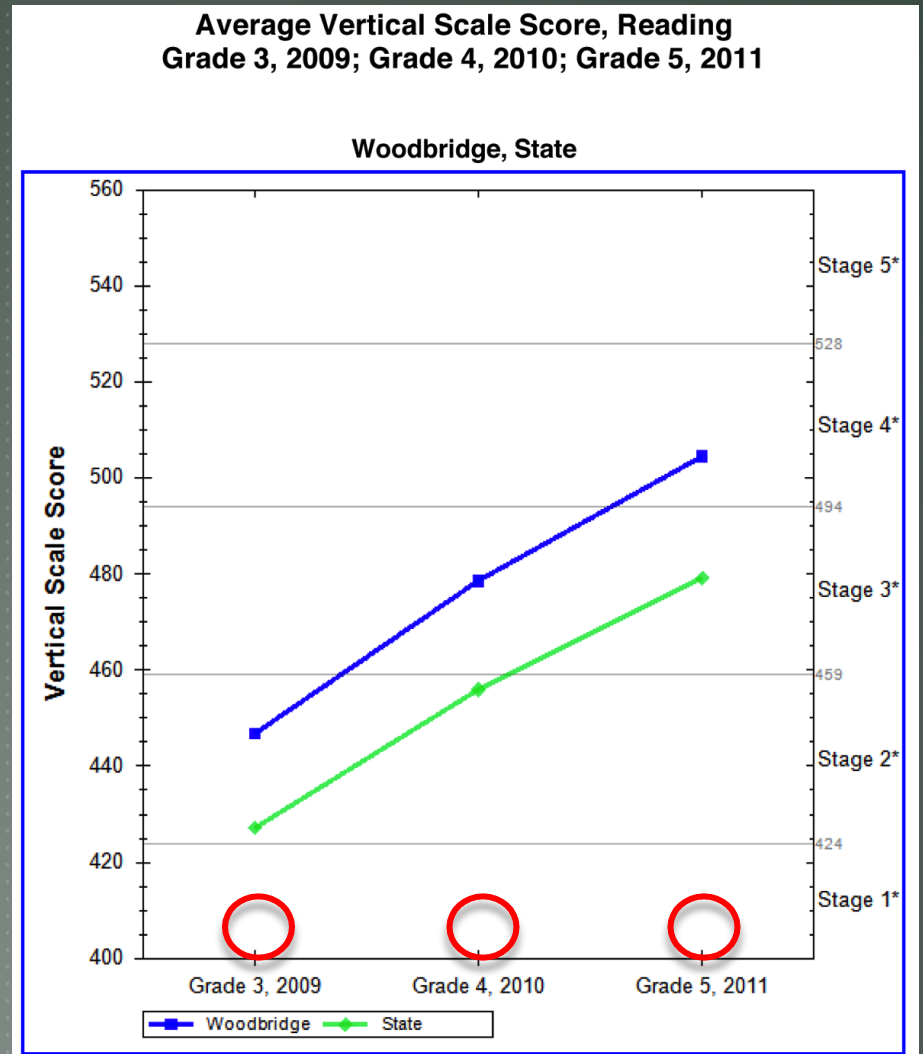
Blue line: Scores for our  
current grade 6 students

**Continuous strong  
growth over time.**



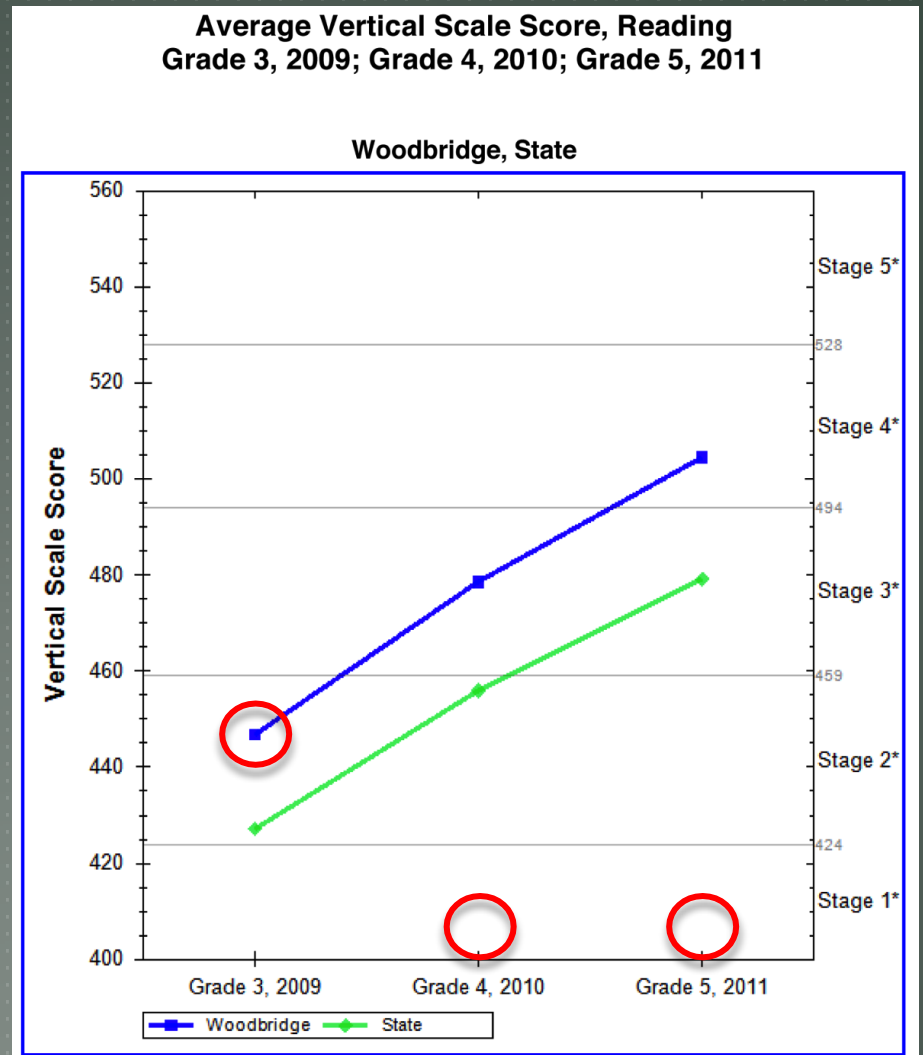
# Vertical Scale Scores Woodbridge READING Grade 5

Blue line: Scores for our  
current grade 6 students



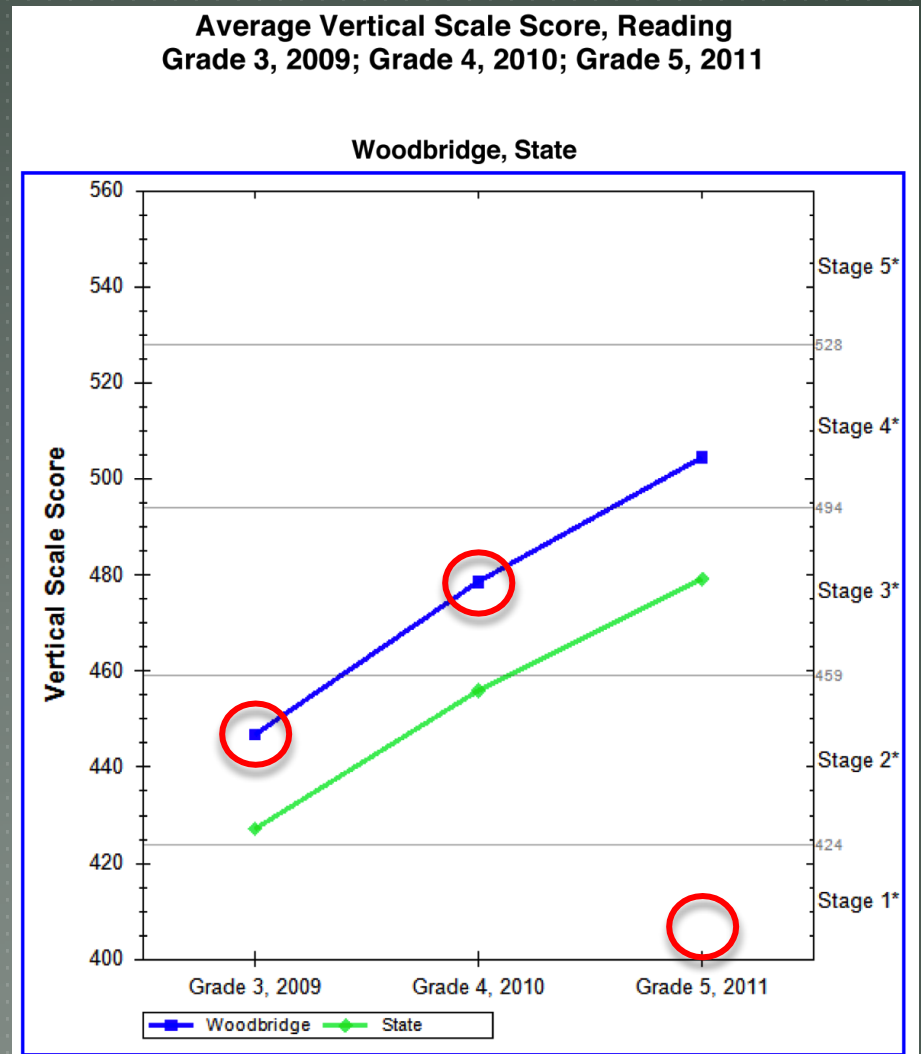
# Vertical Scale Scores Woodbridge READING Grade 5

Blue line: Scores for our  
current grade 6 students



# Vertical Scale Scores Woodbridge READING Grade 5

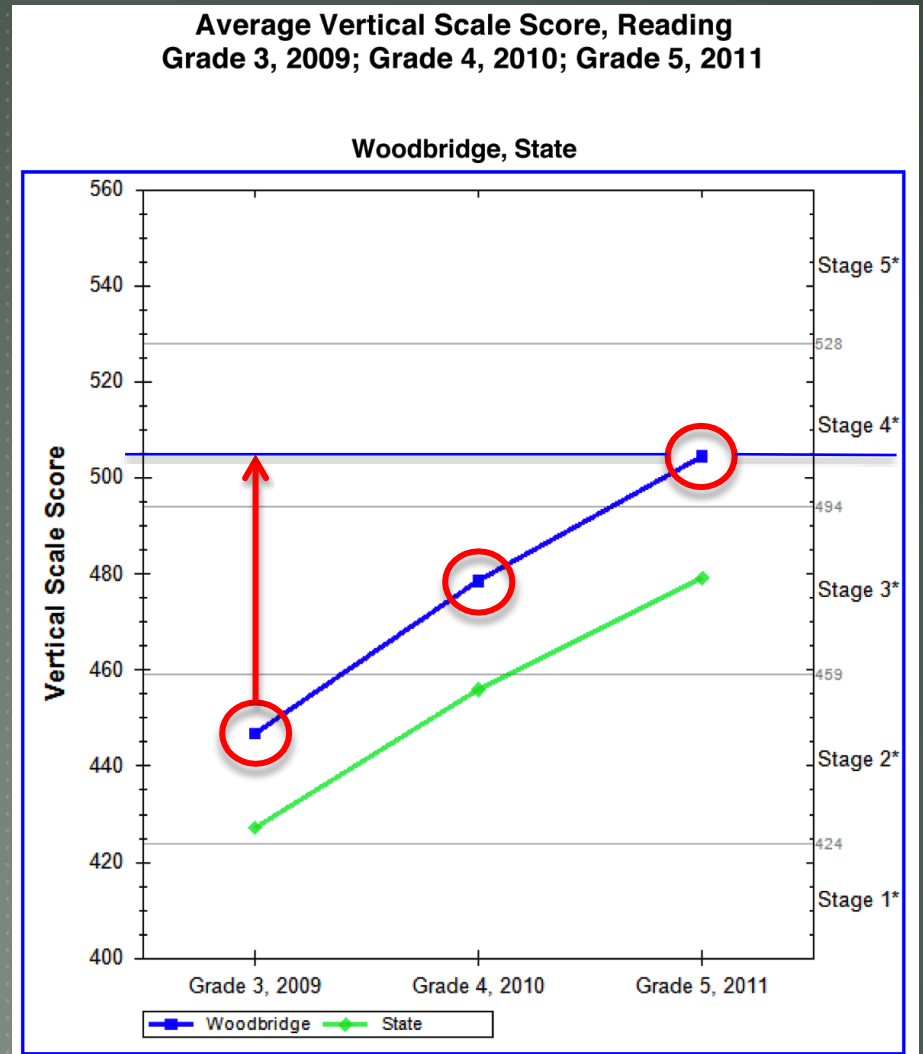
Blue line: Scores for our  
current grade 6 students



# Vertical Scale Scores Woodbridge READING Grade 5

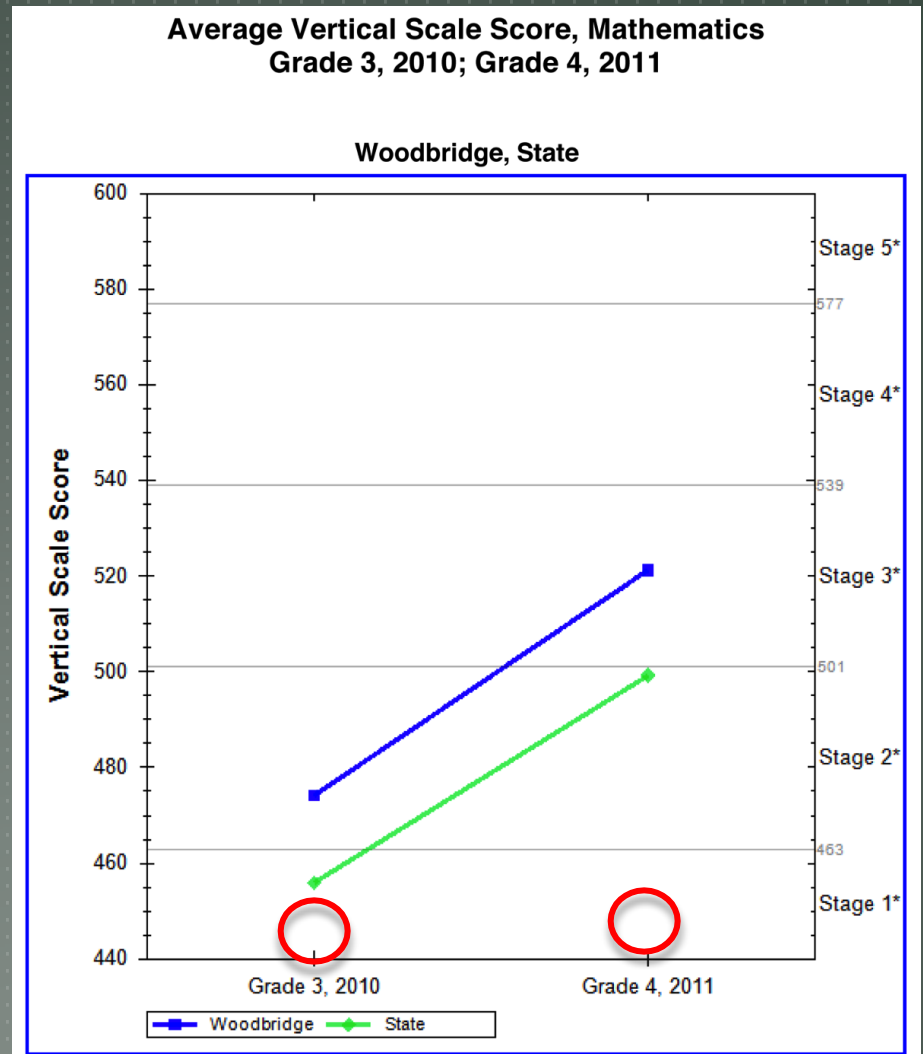
Blue line: Scores for our  
current grade 6 students

**Continuous strong  
growth over time.**



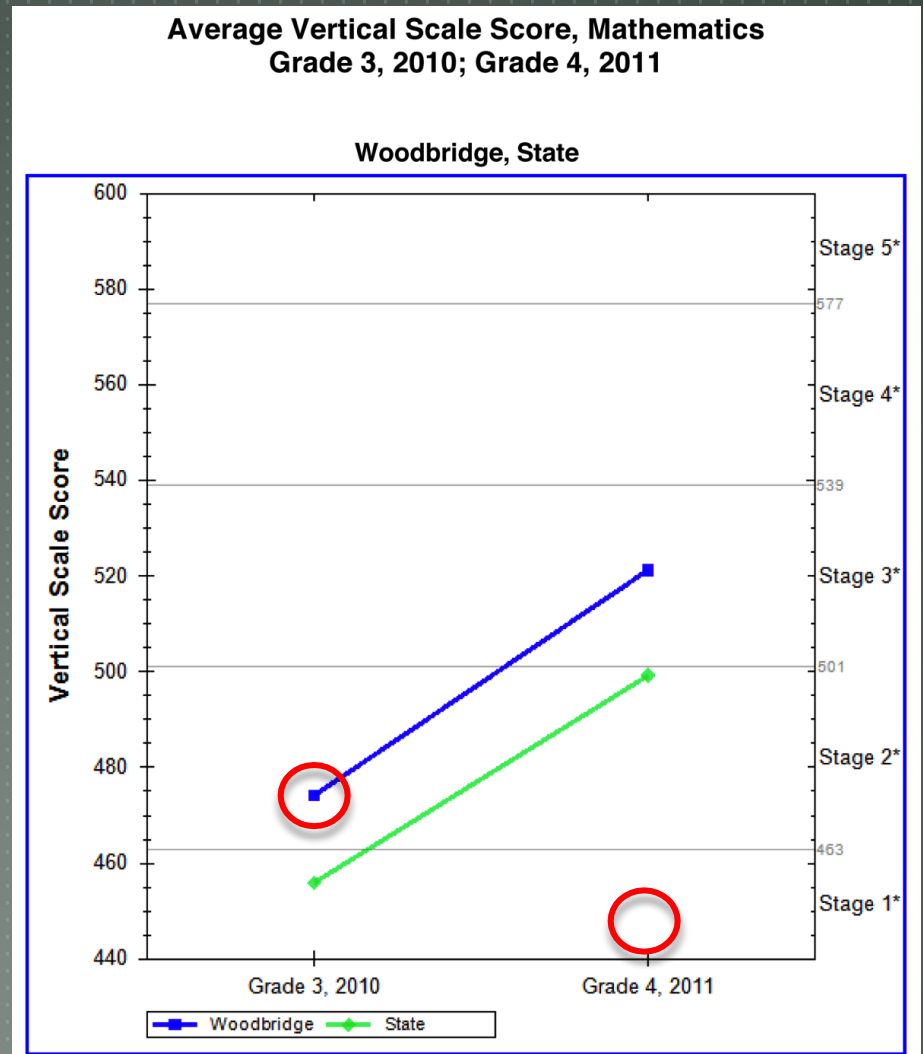
# Vertical Scale Scores Woodbridge MATH Grade 4

Blue line: Scores for our  
current grade 5 students



# Vertical Scale Scores Woodbridge MATH Grade 4

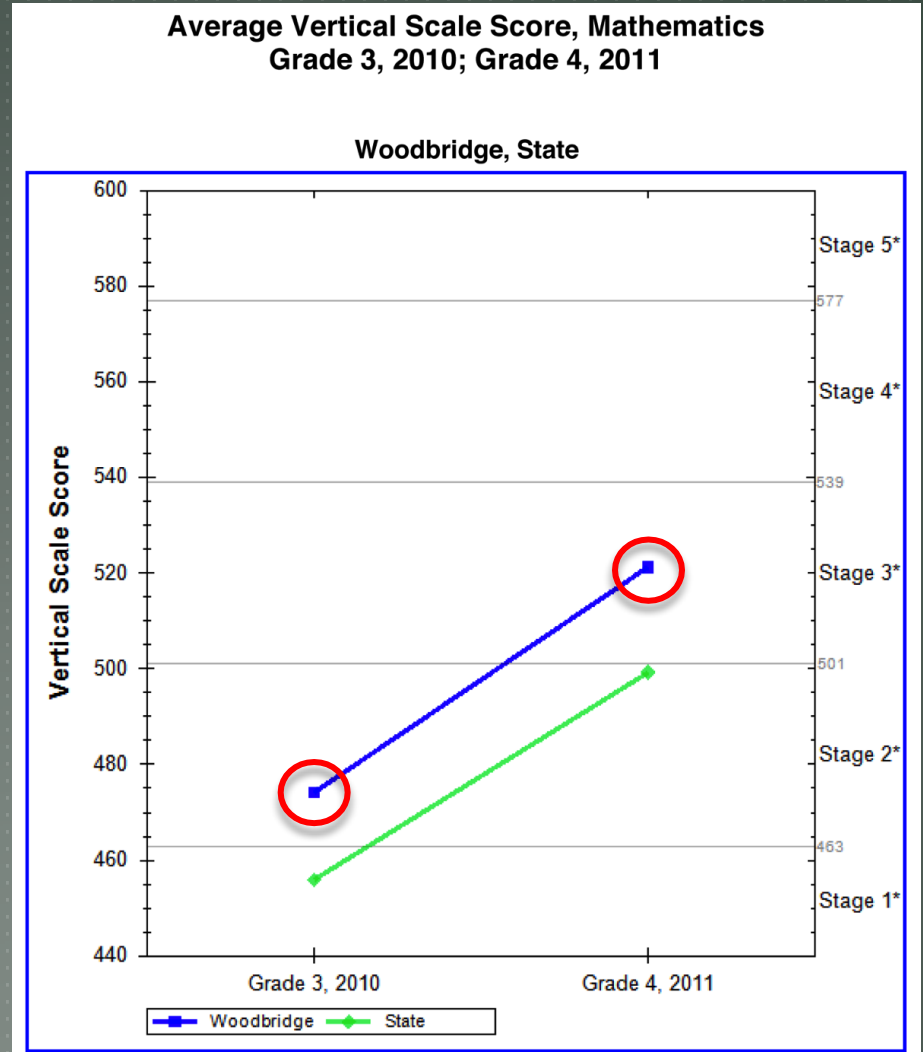
Blue line: Scores for our  
current grade 5 students



# Vertical Scale Scores Woodbridge MATH Grade 4

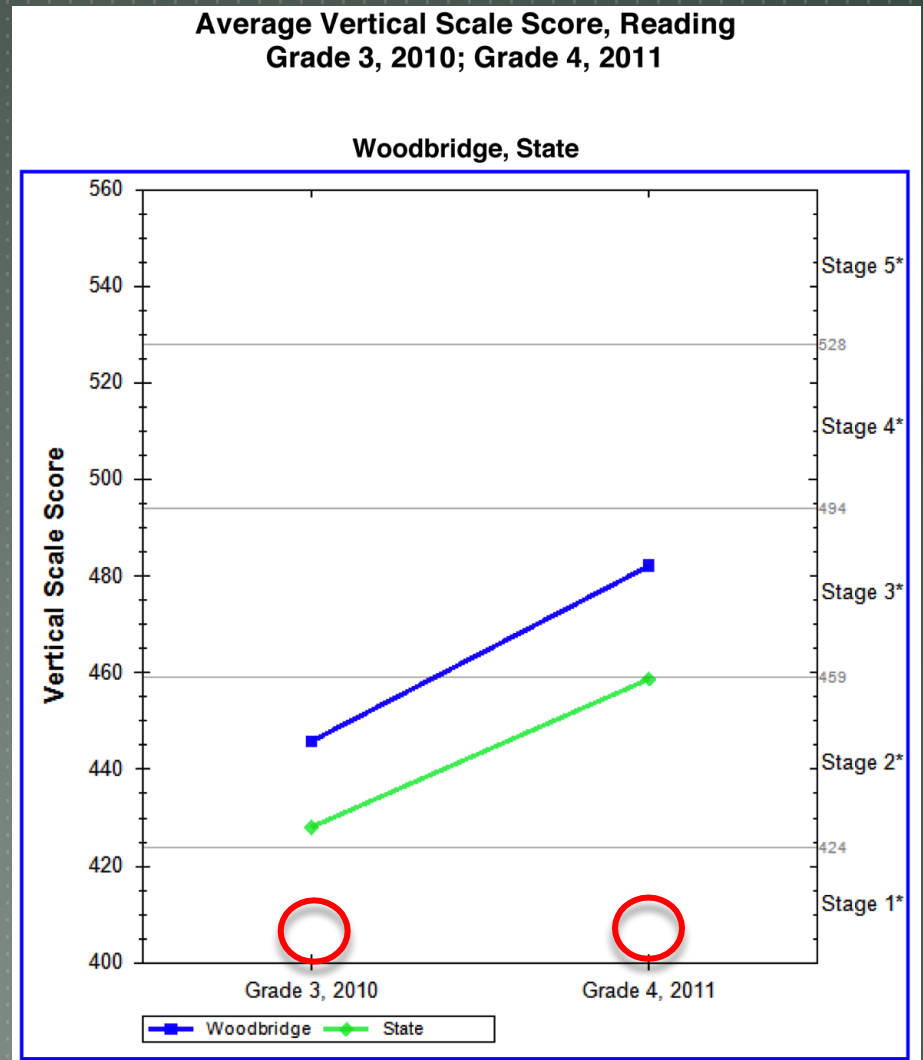
Blue line: Scores for our  
current grade 5 students

**Continuous strong  
growth over time.**



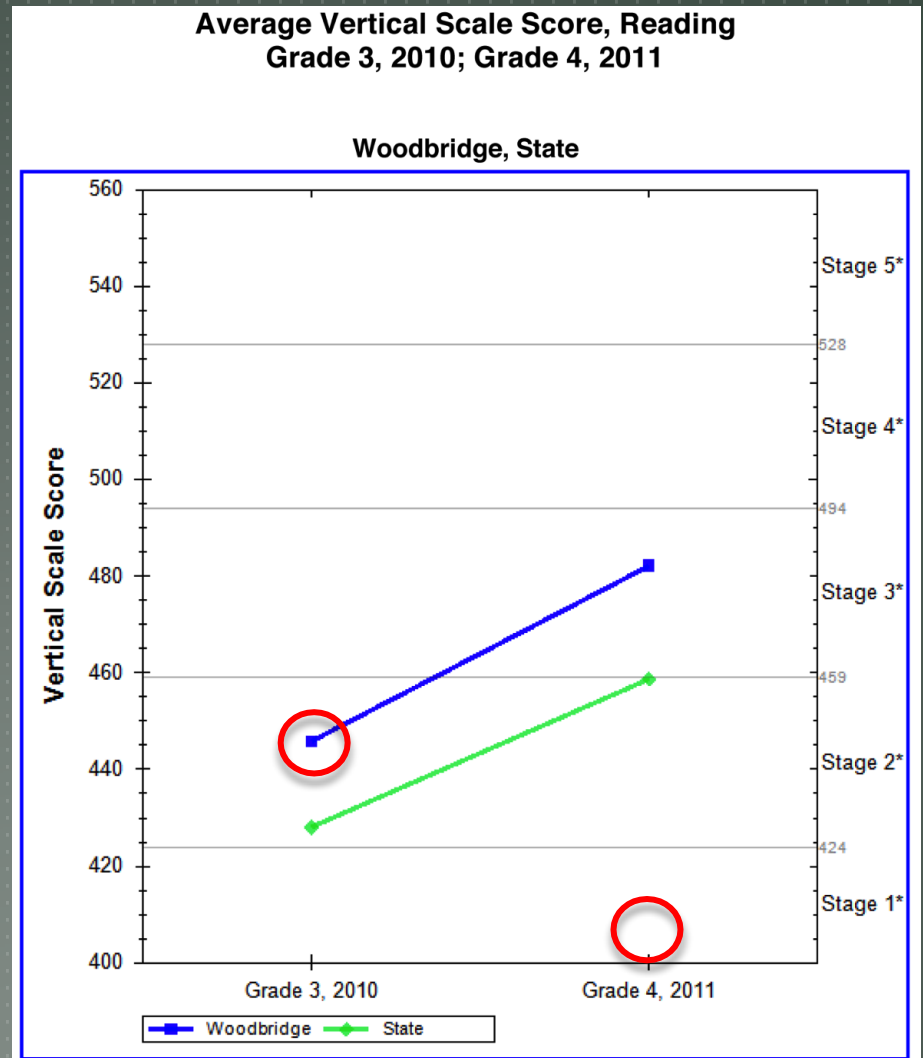
# Vertical Scale Scores Woodbridge READING Grade 4

Blue line: Scores for our  
current grade 5 students



# Vertical Scale Scores Woodbridge READING Grade 4

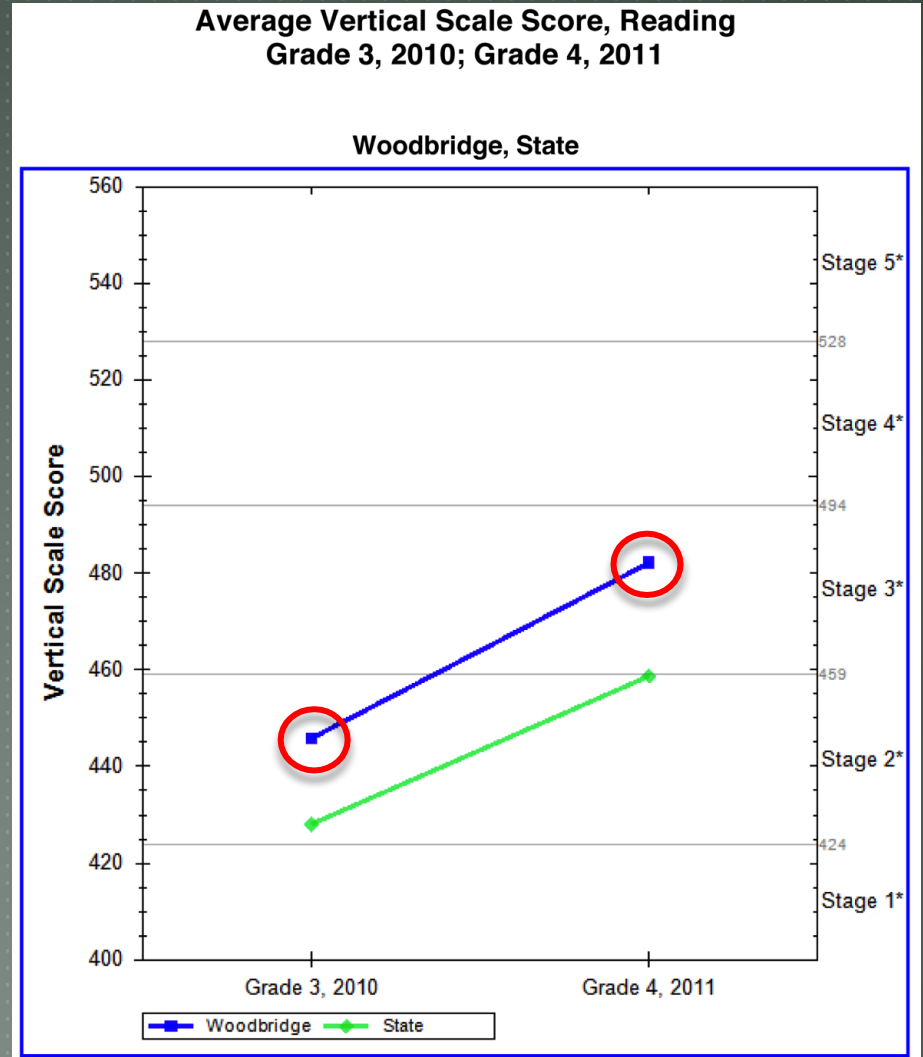
Blue line: Scores for our  
current grade 5 students



# Vertical Scale Scores Woodbridge READING Grade 4

Blue line: Scores for our  
current grade 5 students

**Continuous strong  
growth over time.**



# WHO GETS THIS INFORMATION?

## The Schools

- ▶ The state provides the district with numerous hard copies of several different types of reports.
- ▶ School districts also have online access to restricted information pertinent to their town.

## Parents and the Public

- ▶ Parents get a four-page report providing significant detail about their child's performance on the days they were tested.
- ▶ It includes vertical scale scores when possible, as well as the performance range band.
- ▶ The public can access more general information at the [www.ctreports.com](http://www.ctreports.com) website

## ↑ *And, insight* ↓ *into action.* ↓

- State reports give extensive information about exactly where our students are strong and where they need strengthening.
- From an individual and school wide perspective we have the insights to specific skill areas that we will address and bolster.



*“Turn data into information,  
and information into insight.”*

# Data, Information, Insight, ACTION

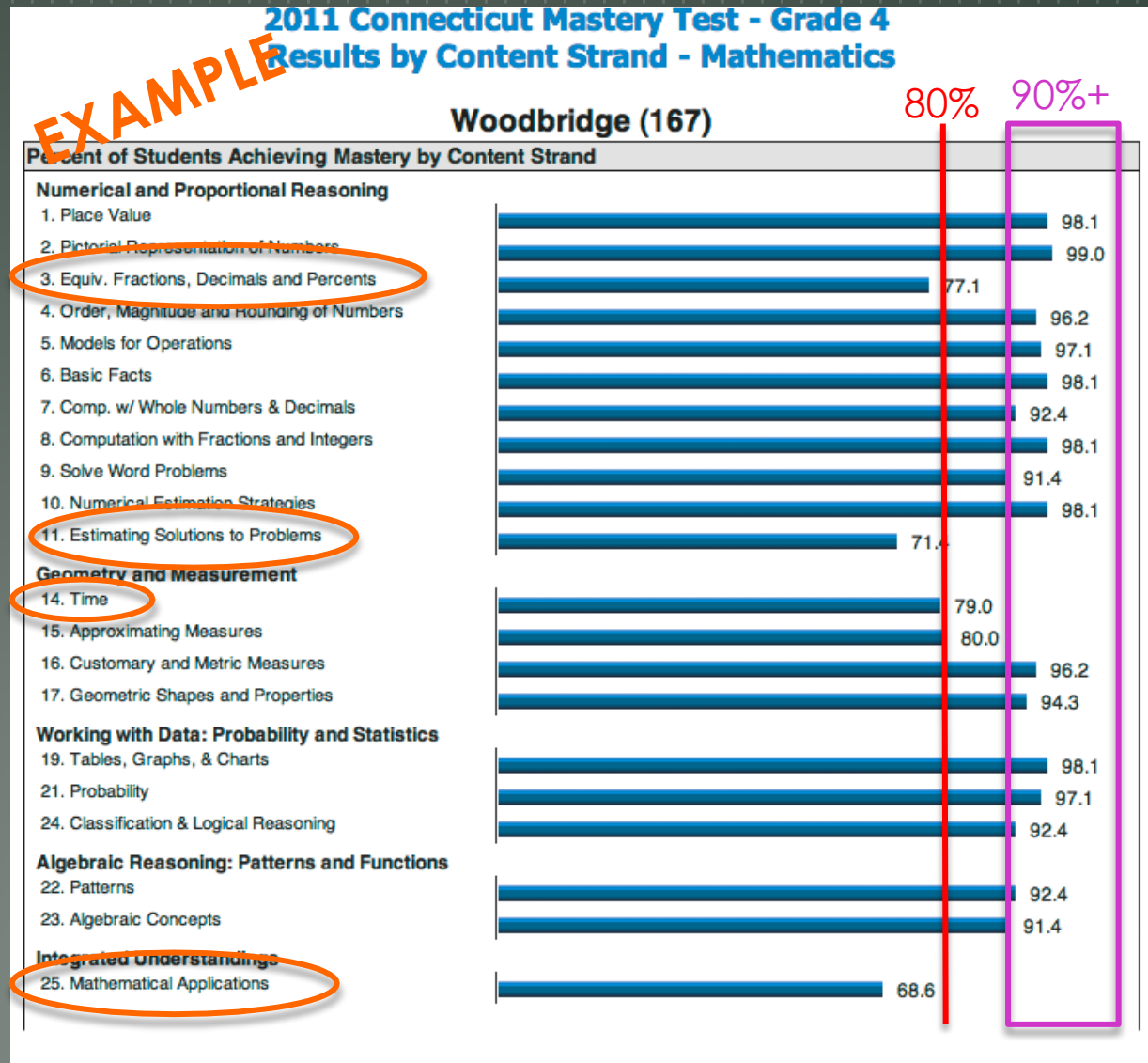
Equivalent fractions,  
decimals and percents

Estimating solutions to  
problems

Time

20 out of 25 assessed  
skills are mastered by  
91% or more of these  
students.

Mathematical  
applications



# CMT DATA TELLS A STORY

- ▶ In-depth look at individual, small groups, large groups and whole district achievement
- ▶ Implications of the data turn into action
- ▶ Woodbridge students perform exceptionally well as a whole.
- ▶ Provides opportunities for celebration and further improvement.



# NEXT STEPS

- ▶ Become a researcher: Browse the fascinating CMT public reports online at [www.ctreports.com](http://www.ctreports.com)
- ▶ Develop the *Woodbridge CMT Action Plan* to address the insights provided by the data.
- ▶ Continue to uncover every child's pathway to academically advance and grow over time.
- ▶ Celebrate the strengths of our students, their teachers and their family support.

Thank you for your attention.

**MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE**  
**Thursday, September 1, 2011**  
**District Office Conference Room**  
**Beecher Road School South**

**CALL TO ORDER:** Margaret Hamilton, Board Chair called the meeting to order at 6:03 PM.

**IN ATTENDANCE:** David Bernard, Matthew Gilbride, Margaret Hamilton, Sheila McCreven, Board of Education Members; Dr. Guy Stella, Superintendent and Marsha DeGennaro, Clerk of the Board.

Ms. Hamilton announced that Mr. Bernard will be the new Committee Chair. Policy 9132 was reviewed and additional changes were made. The Committee drafted language for creation of 9132.2 (Policy Committee); 9132.3 (Curriculum); 9132.4 (Finance). The committee will consult with CABE to ascertain which policies require immediate review for compliance based on recent legislative changes.

It was agreed the committee would review the 1000 Series on September 20 at 6:00 PM. Additional meetings were scheduled for October 6 and 27 at 6:00 PM.

**MEETING ADJOURNED:** 8:12 PM

Recorded by Marsha DeGennaro

**WOODBRIAGE BOARD OF EDUCATION  
MONTHLY SUMMARY FINANCIAL REPORT  
For 2 Month Ended August 31, 2011**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under	
100	TOTAL SALARIES	7,221,944	664,692	544,862	119,829	763,983	745,412	18,571	1.
200	TOTAL BENEFITS	2,579,599	249,178	513,433	(264,255)	509,854	568,834	(58,980)	2.
300	TOTAL PROFESSIONAL SERVICES	347,946	16,366	15,130	1,236	18,466	16,503	1,963	3.
400	TOTAL PROPERTY SERVICES	595,552	36,615	31,094	5,521	73,230	46,572	26,657	4.
500	TOTAL OTHER PURCHASED SERVICES	1,200,250	49,941	41,743	8,198	225,941	225,033	908	
600	TOTAL SUPPLIES & MATERIALS	303,567	45,079	25,078	20,001	71,043	64,660	6,383	5.
700	TOTAL PROPERTY	33,000	188	190	(3)	375	604	(229)	
800	TOTAL DUES AND FEES	62,082	1,744	2,017	(273)	8,546	9,769	(1,223)	6.
	<b>TOTAL ADOPTED BUDGET</b>	<b>12,343,940</b>	<b>1,063,802</b>	<b>1,173,548</b>	<b>(109,746)</b>	<b>1,671,438</b>	<b>1,677,388</b>	<b>(5,950)</b>	

**COMMENTS**

1. Savings realized as a result of interim principal vacancy \$14,203, savings from staff retirements \$4,368.
2. Timing health insurance cost share reimbursements (58,980).
3. Timing items legal fees \$908, other professional service \$3,211, professional development (\$2,156)
4. Service contracts custodial (\$9,366) timing electricity \$29,837, repairs & maintenance \$6,186.
5. Timing items instructional supplies (\$4,951), computer software \$7,659, custodial supplies \$3,675
6. Timing misc. expense items (\$1,223)

**SPECIAL EDUCATION BREAKOUT**

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
390	OT/PT SERVICES	37,500	-	0	-	-	0	-
3901	CONSULTANTS	18,000	-	0	-	-	0	-
510	TRANSPORTATION	115,000	10,455	9,691	764	10,455	9,691	764
560	TUITION	263,000	-	2,864	(2,864)	-	2,864	(2,864)
	<b>TOTALS</b>	<b>433,500</b>	<b>10,455</b>	<b>12,555</b>	<b>(2,100)</b>	<b>10,455</b>	<b>12,555</b>	<b>(2,100)</b>

**WOODBRIAGE BOARD OF EDUCATION  
MONTHLY DETAIL FINANCIAL REPORT**

**For 2 Month Ended: August 31, 2011**

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	613,200	-	122,703	480,304	98%	10,193		10,193
120	Teachers - Regular	4,252,008	-	370,902	3,865,492	100%	15,615	15,615	-
120	Teachers - Special Education	773,051		70,316	662,389	95%	40,346	15,106	25,240
1201	Psychologist	156,537		13,296	143,241	100%	-	-	-
1203	Counselor	37,643		2,908	34,735	100%	-	-	-
		-							
	<b>Sub-Total Certified Salaries</b>	<b>5,832,439</b>	<b>-</b>	<b>580,124</b>	<b>5,186,161</b>	<b>99%</b>	<b>66,154</b>	<b>30,720</b>	<b>35,433</b>
1303	Custodians	355,650	-	39,200	112,875	43%	203,576	46,000	157,576
140	Nurses	124,801	-	5,960	49,892	45%	68,949	68,949	-
150	Secretaries, Clerical	292,729	-	67,136	225,593	100%	-	-	-
160	Paraprofessionals	385,172	-	28,175	350,574	98%	6,423	6,423	-
1601	Special Education Paraprofess.	201,945	-	23,647	178,298	100%	-	-	-
190	Salaries, Miscellaneous	29,208	-	1,170	26,791	96%	1,246	1,246	-
	<b>Sub-Total Non-Certified Salaries</b>	<b>1,389,505</b>	<b>-</b>	<b>165,288</b>	<b>944,023</b>	<b>80%</b>	<b>280,194</b>	<b>122,619</b>	<b>157,576</b>
	<b>TOTAL SALARIES</b>	<b>7,221,944</b>	<b>-</b>	<b>745,412</b>	<b>6,130,184</b>	<b>95%</b>	<b>346,348</b>	<b>153,339</b>	<b>193,009</b>
1906	Retirement - Sick Pay-Out	25,000		25,000	-	100%	-	-	-
220	FICA	216,262		15,632	-	7%	200,630	185,390	15,240
230	Merf	130,281		24,675	-	19%	105,606	105,606	-
270	Medical Insurance	2,157,896		498,647	1,530,452	94%	128,798	80,127	48,671
280	Life Insurance	34,960		4,880	14,546	56%	15,534	11,334	4,200
2902	Other Employee Benefits	15,200		-	3,388	22%	11,812	11,812	-
	<b>TOTAL BENEFITS</b>	<b>2,579,599</b>	<b>-</b>	<b>568,834</b>	<b>1,548,386</b>	<b>82%</b>	<b>462,378</b>	<b>394,268</b>	<b>68,111</b>

**WOODBIDGE BOARD OF EDUCATION  
MONTHLY DETAIL FINANCIAL REPORT**

For 2 Month Ended: August 31, 2011

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	67,625	-	2,156	16,660	28%	48,808	48,808	-
330	Legal Fees	35,000	-	2,274	32,727	100%	-	-	-
340	Software Support	12,828	-	1,879	3,189	40%	7,760	7,760	-
350	Substitutes	28,000	-	4,301	-	15%	23,699	23,699	-
390/01	OT/PT/Consultant Services	55,500	-	-	2,082	4%	53,418	53,418	-
3902	Financial Audit	14,691	-	-	-	0%	14,691	14,691	-
390	Other Prof/Tech. Services	134,302	-	5,893	7,191	10%	121,218	121,218	-
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>347,946</b>	<b>-</b>	<b>16,503</b>	<b>61,849</b>	<b>23%</b>	<b>269,594</b>	<b>269,594</b>	<b>-</b>
410/01	Utilities - Electric and Water	253,511	-	12,415	237,547	99%	3,549	-	3,549
420	Heating Oil	151,673	-	-	39,324	26%	112,349	112,349	-
430	Repairs and Maintenance	39,898	-	36	1,300	3%	38,562	38,562	-
450	Leases and Rentals	49,430	-	926	21,125	45%	27,379	27,379	-
4501	Building Improvements	28,500	-	11,098	531	41%	16,871	16,871	-
490	Other Purchased Services	22,000	-	4,306	7,324	53%	10,370	10,370	-
4901	Service Contracts	50,540	-	17,790	118,739	270%	(85,989)	-	(85,989)
	<b>TOTAL PROPERTY SERVICES</b>	<b>595,552</b>	<b>-</b>	<b>46,572</b>	<b>425,890</b>	<b>79%</b>	<b>123,090</b>	<b>205,530</b>	<b>(82,440)</b>
510	Pupil Transportation-Regular	434,349	-	34,397	338,409	86%	61,543	61,543	-
510	Pupil Transportation-Spec. Educ.	115,000	-	9,691	81,145	79%	24,164	24,164	-
520	Insurance-General Liability	89,926	-	85,841	-	95%	4,085	4,085	-
5201	Worker's Compensation	95,784	-	89,855	-	94%	5,929	5,929	-
530	Telephone Services	18,554	-	1,033	16,959	97%	561	561	-
535	Internet	12,100	-	1,179	699	16%	10,222	10,222	-
537	Postage	5,500	-	93	-	2%	5,407	5,407	-
540	Advertising	2,800	-	-	-	0%	2,800	2,800	-
550	Interns	127,710	-	-	-	0%	127,710	127,710	-
560	Tuition	282,102	-	2,864	33,000	13%	246,238	246,238	-
590	Other Purchased Services	16,425	-	79	-	0%	16,346	16,346	-
	<b>TOTAL OTHER PURCH SERVICES</b>	<b>1,200,250</b>	<b>-</b>	<b>225,033</b>	<b>470,212</b>	<b>58%</b>	<b>505,005</b>	<b>505,005</b>	<b>-</b>

**WOODBIDGE BOARD OF EDUCATION  
MONTHLY DETAIL FINANCIAL REPORT**

**For 2 Month Ended: August 31, 2011**

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	146,700	-	37,301	21,021	40%	88,379	88,379	-
620	Computer Software	53,580	-	20,386	-	38%	33,194	33,194	-
625	Supplies Nurses	1,800	-	-	-	0%	1,800	1,800	-
630	Supplies Custodial	45,792	-	666	27,793	62%	17,333	17,333	-
635	Supplies Office	12,000	-	3,564	581	35%	7,855	7,855	-
640	Books and Audio Visual	16,000	-	1	10,000	63%	5,999	5,999	-
645	Subscriptions	13,995	-	2,743	97	20%	11,155	11,155	-
650	Testing	10,000	-	-	-	0%	10,000	10,000	-
690	Misc. Supplies	3,700	-	-	-	0%	3,700	3,700	-
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>303,567</b>	<b>-</b>	<b>64,660</b>	<b>59,492</b>	<b>41%</b>	<b>179,415</b>	<b>179,415</b>	<b>-</b>
730	Equipment - Office	-	-	-	-	0%	-	-	-
732	Computer Hardware	10,600	-	-	-	0%	10,600	10,600	-
735	Equipment - Teaching	15,550	-	467	19	3%	15,065	15,065	-
740	Equipment - Building	4,600	-	-	-	0%	4,600	4,600	-
745	Furniture	2,250	-	138	-	6%	2,112	2,112	-
	<b>TOTAL PROPERTY</b>	<b>33,000</b>	<b>-</b>	<b>604</b>	<b>19</b>	<b>2%</b>	<b>32,377</b>	<b>32,377</b>	<b>-</b>
810	Dues and Fees	20,151	-	8,186	110	41%	11,856	11,856	-
825	Unemployment	5,835	-	-	-	0%	5,835	5,835	-
900	Other Fees	36,096	-	1,584	-	4%	34,512	34,512	-
	<b>TOTAL DUES AND FEES</b>	<b>62,082</b>	<b>-</b>	<b>9,769</b>	<b>110</b>	<b>16%</b>	<b>52,203</b>	<b>52,203</b>	<b>-</b>
	<b>TOTAL ADOPTED BUDGET</b>	<b>12,343,940</b>	<b>-</b>	<b>1,677,388</b>	<b>8,696,142</b>	<b>84%</b>	<b>1,970,410</b>	<b>1,791,730</b>	<b>178,679</b>

Woodbridge Board of Education  
Expenditures by Object  
Financial Analysis  
For Fiscal Year 2011 - 2012

September 2011

**OBJECT 120 – CERTIFIED STAFF**

The projected surplus reflects savings realized from staff retirements and the interim principal vacancy savings.

**OBJECT 1303 – CUSTODIANS**

We are projecting a surplus as a result of staffing changes and the use of a service contractor to aide in the building cleaning.

**OBJECT 270– MEDICAL INSURANCE**

The projected surplus is a result of favorable premium renewal rates and interim principal waiver of benefits.

**OBJECT 220 – FICA**

The projected surplus is a result of custodial staffing changes and the use of an outside service contractor to aide in the building cleaning.

**OBJECT 280– LIFE INSURANCE**

The projected surplus is a result of favorable premium renewal rates.

**OBJECT 410 – UTILITIES ELECTRIC AND WATER**

The projected surplus is a result of anticipated savings on consumption.

**OBJECT 4901 – SERVICE CONTRACTS**

The projected deficit is the result of using a service contractor for custodial services. The anticipated surplus in custodial salaries and benefits is greater than the anticipated deficit in this account.

Woodbridge Board of Education  
Combining Balance Sheets as of 8/31/11(Unaudited)

	Special Revenue					Agency
	Total	Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
<b>Assets:</b>						
Cash	\$ 131,235	\$ 31,098	\$ 65,199	\$ 2,896	\$ 30,293	\$ 1,748
Prepaid expenses	-					
Accounts receivable	2,946	844	735	\$ 705	\$ 662	
Intergovt Receivable	4,952	4,952	-	-	-	
Inventory	5,791	5,791	-	-	-	
<b>Total Assets</b>	<b>144,923</b>	<b>42,685</b>	<b>65,934</b>	<b>3,601</b>	<b>30,955</b>	<b>1,748</b>
<b>Liabilities and Fund Balance</b>						
<b>Liabilities:</b>						
Amounts held as agent	-	-	-	-	-	-
Accounts payable	1,492	1,363	129	-	-	-
Deferred revenue	4,567	-	4,567	-	-	-
Wages payable	-	-				
<b>Total Liabilities</b>	<b>6,059</b>	<b>1,363</b>	<b>4,696</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance</b>	<b>138,864</b>	<b>41,322</b>	<b>61,238</b>	<b>3,601</b>	<b>30,955</b>	<b>1,748</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 144,923</b>	<b>\$ 42,685</b>	<b>\$ 65,934</b>	<b>\$ 3,601</b>	<b>\$ 30,955</b>	<b>\$ 1,748</b>
<b>Activity Fund:</b>						
Administrative Fund						\$ -
Drama						745
ODAC						459
PTO						166
Technology						\$ 378
<b>Total</b>						<b>\$ 1,748</b>

Woodbridge Board of Education  
Combining Statement of Revenues & Expenditures  
for the 2 Months Ended 8/31/11 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
<b>Revenues:</b>							
Charges for services	\$ 150,061	\$ 7,161	\$ 52,324	\$ -	\$ 88,676	\$ 1,900	\$ -
Intergovernmental	-						
Donations	-						
Other income	-						
Additions	-						-
<b>Total revenues/additions</b>	<b>150,061</b>	<b>7,161</b>	<b>52,324</b>	<b>-</b>	<b>88,676</b>	<b>1,900</b>	<b>-</b>
<b>Expenditures:</b>							
Wages, FICA, MERF	122,332	6,097	39,547	-	73,701	2,987	
Medical Insurance	-	-	-	-	-	-	
Cost of food sold	-	-	-	-	-	-	
Equipment	449	449	-	-	-	-	
Other Expenses	18,856	2,305	8,682	90	7,534	245	-
Deductions	-						
<b>Total expenditures/deductions</b>	<b>141,637</b>	<b>8,851</b>	<b>48,229</b>	<b>90</b>	<b>81,235</b>	<b>3,232</b>	<b>\$ -</b>
Excess (deficiency) of revenues over expenditures before operating transfer in	8,424	(1,690)	4,095	(90)	7,441	(1,332)	
Operating transfer in	-	-	-				
Excess (deficiency) of revenues over expenditures after operating transfer in	8,424	(1,690)	4,095	(90)	7,441	(1,332)	
<b>Fund Balance, ending</b>	<b>\$ 137,116</b>	<b>\$ 41,322</b>	<b>\$ 61,238</b>	<b>\$ 3,601</b>	<b>\$ 14,632</b>	<b>\$ 16,323</b>	

# WOODBRIIDGE PUBLIC SCHOOLS

## BYLAWS OF THE BOARD

SERIES 9000

	<b>Bylaw Number</b>	
0.	Role of Board and Members (Powers, Purposes, Duties).....	9000 B
A.	Limits of Authority.....	9010 B
B.	Public Statements	
(1)	Advocacy.....	9020.1 B
C.	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)	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
2.	Members	
A.	Election	
(1)	Qualifications of Board Members.....	9210 B
(2)	Filling Vacancies.....	9221 B
(3)	Resignation/Removal from Office.....	9222 B
B.	New Board Member Orientation.....	9230 B
C.	Board Member Protection.....	9260 B
D.	Conflict of Interest.....	9270 B
(1)	Code of Ethics.....	9271 B
3.	Methods of Operation.....	9300 B
A.	Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws	
(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

# WOODBRIIDGE PUBLIC SCHOOLS

## BYLAWS OF THE BOARD

**SERIES 9000**

### **Bylaw Number**

<b>B.</b>	<b>Meetings</b>		
(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
(5)	Meeting Conduct.....	9325	B
	(a) Quorum.....	9325.1	B
	(b) Consent Agenda.....	9325.21	B
	(c) Parliamentary Procedures.....	9325.3	B
	(d) Attendance via Electronic Communications .....	9325.43	B
(6)	Minutes/Taping/Broadcasting.....	9326	B
(7)	Electronic Mail Communications.....	9327	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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **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 CABE 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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9121 with modifications.*

## **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.~~ **Appoint members to committees in accordance with Bylaws 9132 and 9133.**
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. 9132 – Standing Committees)

(cf. 9133 – Special Committees)

(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.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, modified.*

## **Bylaws of the Board**

### **Vice-Chairperson**

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

In the absence or inability of the Chairperson, 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:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **Bylaws of the Board**

### **Clerk of the Board**

The Woodbridge Board of Education shall be staffed by an individual who will serve as Clerk of the Board.

The Clerk of the Board 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 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:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9131 reised.*

## **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.~~ conduct its Curriculum Committee as a Committee of the 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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

## Bylaws of the Board

### Standing Committees

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. **Each of the following may designate one individual per committee to represent their respective organization at committee meetings: the Superintendent and/or his/her designee(s), the Board of Selectmen, the Board of Finance, the Woodbridge Education Association and the Beecher Road School PTO.** ~~may each designate one individual per committee to represent their 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 non-binding, only the Woodbridge Board of Education may determine policy.

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

The standing committees:

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

### 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**

Adopted by the Board: 11/05/79; Revised 1993; Approved 3/29/93; Revised 11/00; Revised 8/20/01; Revised 1/22/02; Revised and Approved 10/20/03; Revised 11/15/04; Revised 9/19/05; Reviewed

**Bylaws of the Board**

**Standing Committees**

**Policy Committee**

A Policy Committee shall be a standing committee of the Woodbridge Board of Education with membership appointed in adherence with Board Policy 9132.

The Policy Committee shall meet as needed to consider matters pertaining to the creation, deletion, revision or interpretation of Board policies and bylaws and make recommendations for action to the Woodbridge Board of Education as necessary.

(cf. 9132 Standing Committees)

Adopted by the Board:

## Bylaws of the Board

### Standing Committees

#### Curriculum Committee

Unless otherwise specified by action of the Board, The Woodbridge Board of Education shall operate as a Committee-of-the-Whole in consideration of all matters pertaining the review and approval of curriculum for the district. Curriculum, of the Woodbridge School District, guides the teaching/learning process by defining what is to be learned, how it is to be learned and how the students' understanding of the content will be assessed. The Woodbridge Board of Education will ensure that the district has a planned and systematic process to develop and review curriculum in order to maintain programs consistent with quality standards.

Curriculum recommendations will be presented by the Superintendent to the Woodbridge Board of Education, which acts as a Curriculum Committee-of-the-Whole. The Woodbridge Board of Education recognizes its obligation to oversee the curriculum development/revision process and acknowledges its statutory responsibility to recommend, develop, revise and approve all curriculums for the school district. The Board will also review and take formal action on modifications which represent a significant change in the direction for a given program or subject area, which will have an impact on the continuity or coordination of another program or subject area; which will require a substantial increase in resources, either immediately or in foreseeable future; or which will have high visibility and interest in the public eye.

Responsibility for the specific content, sequence and organization framework of the curriculum shall rest with the Superintendent and/or his/her designee(s).

(cf. 9132 Standing Committees)

Adopted by the Board:

**Bylaws of the Board**

**Standing Committees**

**Finance Committee**

**A Finance Committee shall be a standing committee of the Woodbridge Board of Education with membership appointed in adherence with Board Policy 9132. The Finance Committee shall meet as needed to monitor, review and make recommendations to the full Board regarding the fiscal status of the school district as well as the following items:**

- **Requests for additions to the budget as identified by the Superintendent.**
- **Requests for line item transfers as identified by the Superintendent.**
- **Annual town audit reports.**

**The Finance Committee will review, monitor, and make recommendations to the full Board on any other issues that arise relating to the finances of the district.**

*A new bylaw.*

## **Bylaws of the Board**

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

The Chairperson of the Woodbridge Board of Education shall create and assign membership to the Ad Hoc committees as shall be deemed necessary or advisable by the Board of Education, and the Chairperson shall be, *ex officio*, a member of each committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education. Such final report shall be given to the Board within one (1) year of creation.

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

In contrast to standing committees, Ad hoc committees are created to perform a specific task. Ad Hoc committees may include administrators, staff, parents, students and/or community representatives as well as Board members. When it has made its final report or recommendation to the Board, the Ad Hoc ceases to exist.

(cf. 9130 – Committees)

(cf. 9131 – Committee of the Whole)

(cf. 9132 – Standing Committees)

Legal Reference: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act.

1-200 Definitions.

1-226 Meetings of government agencies to be public.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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.

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw number 9222 adopted 6/15/09, modified.*

## **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 two-thirds vote of the membership of the whole Board.**

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

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **Bylaws of the Board**

### **Board Member Protection**

The Woodbridge School District 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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9271 adopted 12/19/05, with modification.*

## **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.
19. The Board as a whole shall request data and/or reports from district personnel not as an individual.

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

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw number 9300 adopted 12/19/05, modified.*

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

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9311 adopted 12/19/05, modified.*

## **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.~~

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 maintain a publicly accessible on-line copy of the policy manual as the official policy manual of the district.

## Bylaws of the Board

### Formulation, Adoption, Amendment of Policies (continued)

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.

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

(Reviewed and approved by Policy Review Committee)

*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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9314 adopted 12/19/05 appropriate as written.*

## **Bylaws of the Board**

### **Suspension of Policies, Bylaws, and Regulations**

Policies, bylaws and Woodbridge Board of Education adopted regulations shall be subject to suspension for a specified purpose and a limited time by a majority vote of all members of the Board at a meeting in the call for which the proposed suspension is described in writing, or upon a two-thirds vote of all members of the Woodbridge Board of Education when no such written notice has been given.

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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9321 adopted 6/15/09, modified.*

## **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 ~~shall be filled by a majority vote~~ of the members of the Board present, at a meeting warned for that purpose. ~~until the subsequent organizational meeting.~~

#### **Regular Meetings**

There shall be a regular meeting of the Board each month unless canceled by special action of the Board. The Woodbridge Board of Education shall file with the Woodbridge Town Clerk, not later than January 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 or acting Chair~~ 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

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9322 adopted 11/21/05, modified.*

## **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.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*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:

WOODBIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing bylaw, number 9325 adopted 7/21/03, modified.*

## **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~~ as soon thereafter as 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 ~~designated~~ 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.~~

~~The meeting 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. The Chairperson may allot to each speaker 5 minutes and 20 minutes to each subject matter. 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. 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 the legal advisor.~~
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. 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 general disturbance the meeting room may be cleared except for non-participating representatives of the press.~~

## Bylaws of the Board

### Meeting Conduct (continued)

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. The Board may, by a majority vote, decide to extend the 20 minutes allotted per item of the agenda.~~
4. ~~The Board may, by a majority vote, decide to cancel, reduce 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 time.

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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw. (Please select one)*

## **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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Another version of this bylaw to consider. (Please select one)*

## **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:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new bylaw.*

## **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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

*A new bylaw.*

## **Bylaws of the Board**

### **Attendance at Meetings via Electronic Communications**

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 from a remote location that is not open to the public.

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.

Such participation by a Board member shall be limited each fiscal calendar year to two meetings.

A Board member may participate in a meeting by electronic means only when the voice of the remote participant can be heard by all persons at the primary meeting location.

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.

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.

(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:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*CABE's suggested bylaw to consider. (Please select one version)*

## **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

*Existing bylaw, number 9327 adopted 11/21/05, modified.*

## **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:

WOODBRIIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

# WOODBIDGE PUBLIC SCHOOLS

## MISSION-GOALS-OBJECTIVES

## SERIES 0000

		Number	Policy or Regulation
1.	Vision, Mission, Goals .....	0000	P
2.	<b>*District Goals .....</b>	<b>0200</b>	<b>P</b>
3.	Policies for the Woodbridge Public Schools.....	0300	P
4.	Educational Evaluation and Remedial Assistance .....	0500	P
5.	<b>Equal Opportunity Plan/Nondiscrimination.....</b>	<b>0521</b>	<b>P</b>

**\*Bolted line indicates policies which boards of education must have due to federal or state law**

*Recommended replacement for existing policy numbered 0000 adopted 11/18/02.*

## **Mission-Goals-Objectives**

### **Vision, Mission, Goals**

#### **Vision**

To accomplish our mission, Beecher Road School must be a nurturing and stimulating community that values achievement, creativity, personal integrity and self-discipline. Here, each child will develop intellectually, socially, emotionally, physically and ethically in an environment that promotes self-awareness and respect.

#### **Mission**

To work together to prepare our children to pursue knowledge and learning throughout their lives so they can become responsible, caring and contributing members of an ever changing and diverse global community. In the best interests of our children, we are committed to:

- Learning as a challenging process of choice, discovery, change and growth for all
- Inspiring the development and sharing of everyone's unique gifts and talents
- Providing a learning community that nurtures and integrates social, emotional, physical and academic development

#### **Goals**

1. Prepare every child to be a highly successful and independent reader, writer, critical thinker and problem solver by the end of sixth grade.
2. Build the foundations of character and wellness that are essential for responsible participation as a local, national and global citizen.

Legal Reference: Connecticut General Statutes

10-22 Duties of Boards of Education

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*A new policy to consider.*

## **Mission - Goals - Objectives**

### **Policies for Woodbridge Public Schools**

The Board of Education is the policy-making body for the Woodbridge Public School District.

The District is administered by the Superintendent and those to whom he/she delegates. The role of the Board in this process is limited to the adoption of written policies, which are codified in a Policy Manual and may be further articulated by administrative regulations. The policies must at all times be in harmony with applicable law.

The Board of Education's policies shall have their sources in the Board-adopted Vision, Mission, and Goals.

The Board of Education views its policies as aids to decision-making and will, to the best of its abilities, make all its actions consistent with those policies.

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Existing policy, presently numbered 0522 adopted 3/29/93, modified.*

## **Mission - Goals - Objectives**

### **Educational Evaluation and Remedial Assistance**

If required by law, the Board of Education shall prepare, maintain and submit to the State Board of Education, a plan for educational evaluation and remedial assistance as required. Said plan shall include at least (a) annual testing in ~~grades four and six~~, ~~three through six~~, to examine basic reading, language arts, ~~and~~ mathematics ~~and science~~ skills; (b) provision for application of local testing and for instructional improvement and identification of individual student needs; and (c) provision for remedial assistance. Said plan also shall be in conformity with existing State Department of Education specifications and requirements.

The Board, in order to help defray the costs of remedial instruction, will ~~annually~~ apply to the State Board of Education for ~~any~~ remedial assistance grants ~~as such are provided by law~~. ~~as may be provided~~.

Legal Reference: Connecticut General Statutes

~~10-14m through 10-14r. Education Evaluation and Remedial Assistance~~

~~10-220 Duties of boards of education~~

Policy adopted:

WOODBRIIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

*Recommended replacement for existing policy #0410 adopted 3/18/02. This is a mandated policy.*

## **Mission – Goals – Objectives**

### **Nondiscrimination**

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, (including gender identity/expression) national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates.

In keeping with requirements of federal and state law, the District strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relationships within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the District will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

- (cf. 4111 – Recruitment and Selection)
- (cf. 4111.1/4211.1 – Affirmative Action)
- (cf. 4118.11 – Nondiscrimination)
- (cf. 4118.111 – Grievance Procedure-Title IX)
- (cf. 4118.113/4218.113 – Harassment)
- (cf. 5145.4 – Nondiscrimination)
- (cf. 5145.5 – Sexual Harassment)
- (cf. 5145.51 – Peer Sexual Harassment)
- (cf. 5145.52 – Harassment)
- (cf. 5145.6 – Student Grievance Procedure)
- (cf. 6121 – Nondiscrimination)
- (cf. 6121.1 - Equal Educational Opportunity)

## Mission – Goals – Objectives

### Nondiscrimination

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.  
 29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.  
 Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.  
 34 CFR Section 106.8(b), OCR Guidelines for Title IX.  
 Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)  
*Meritor Savings Bank. FSB v. Vinson*, 477 U.S. 57 (1986)  
*Faragher v. City of Boca Raton*, No. 97-282 (U.S. Supreme Court, June 26, 1998)  
*Gebbs v. Lago Vista Indiana School District*, No. 99-1866, (U.S. Supreme Court, June 26, 1998)  
*Davis v. Monro County Board of Education*, No. 97-843, (U.S. Supreme Court, May 24, 1999.)  
 The Vietnam Era Veterans’ Readjustment Act of 1974, as amended, 38U.S.C. §4212  
 Title II of the Genetic Information Nondiscrimination Act of 2008  
 Connecticut General Statutes  
 46a-60 Discriminatory employment practices prohibited.  
 10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include “sexual orientation”)  
 10-153 Discrimination on account of marital status.  
 17a-101 Protection of children from abuse.  
 The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008  
*Meacham v. Knolls Atomic Power Laboratory* 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)  
*Federal Express Corporation v. Holowecki* 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)  
*Kentucky Retirement Systems v. EEOC* 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)  
*Sprint/United Management Co. v. Mendelsohn* 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008)

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
 Woodbridge, Connecticut

(Reviewed and approved by Policy Review Committee)

**Mission-Goals-Objectives**

**WBOE Board Goals 2011-2012**

**Board Goals**

Category	Goal	Details	Date Due	Checkpoint
Board Operations	Develop Board Protocols	1. Develop protocol for CONSENT AGENDA 2. Develop protocol for ACTION ITEMS, including table of all Action Items and status	September Meeting	
	Develop Board Calendar	Develop Board Calendar – maintain for each meeting	September Meeting	Each meeting
	Support Move to Single School	Receive recommendations as needed from Superintendent.	June 2012	December, May Meetings
Curriculum	Receive CMT reporting and analysis.	Identify specific additional reporting, if any, needed after initial CMT presentation.	CMT Report – September Meeting	October Meeting
	Review, approve and support Technology Plan	Understand Technology plan/assessments for current Technology Plan (ending June 2012) and next Technology Plan	October Meeting (current plan), April/May (next plan)	Participation on District Technology Committee by WBOE member
Facility/Grounds	Advocate for Facility and Grounds upgrade to point of scheduled Town Referendum	Advocate at Board of Selectmen/Finance Mtgs. Prepare 'talking points' in support of upgrade for Town Meetings	Status at each meeting	Ongoing
Communications	Support expansion of 'climate' survey to include parents & teachers			
Professional Development	Engage in Professional Development of WBOE members	Attendance at ACES meetings Attendance at CABE meetings Attendance at other local BOE meetings and BOE-related meetings (BOWA Boards, Tri-Board, etc)	Ongoing	Reports at each meeting from attending members.
Policy	Continue and complete CABE supported review of entire Policy Manual, with priority given to "hot" topics/laws.	Policy committee will continue to review all policies in detail, in the order already set up, with any "hot" topic areas (bullying, health, etc) reviewed as a priority	Consent agenda with extractions handled at November, January, March and May meetings	November, January, March and May

Policy adopted: 9/19/2011

(Reviewed and approved by Policy Review Committee)