

Agenda

- I. **Call to Order**
- II. **Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org***
- III. **Review Policies**
 - A. 9210-Qualifications of Board Members
 - B. 9212-Oath of Office
 - C. 9222-Resignation/Removal from Office
 - D. 9230-Orientation
 - E. 9240-Board Member Development
 - F. 9260-Protection
 - G. 9270-Conflict of Interest
 - H. 9271-Code of Ethics
 - I. 9272-Code of Conduct on Data Use
 - J. 9273-Civility
 - K. 9300-Methods of Operation
 - L. 9311-Formulation, Adoption, Amendment and Deletion of Policies
 - M. 9312-Formulation, Adoption, Amendment and Deletion of Bylaws
 - N. 9313-Formulation, Adoption, Amendment and Deletion of Administrative Regulations
 - O. 9314-Suspension of Policies, Bylaws, Regulations
 - P. 9321-Time, Place and Notification for Meetings
 - Q. 9321.2-Attendance at Meetings via Electronic Communications
- IV. **Public Comment - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org***
- V. **Adjournment**

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. 9270 - Conflict of Interest)

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9212 adopted 10/17/11, appropriate as written.

Bylaws of the Board

Oath of Office

A member of the Board of Education must swear or affirm the faithful performance of duties prior to participating in official actions of the Board.

Legal Reference: Connecticut General Statutes
 12-218a Oath of office
 1-25 Forms of oaths

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9222 adopted 6/15/09, appropriate as written, with update to legal reference. A sample follows for comparison and consideration.

Bylaws of the Board

Resignation/Removal from Office/Censure

A prospective Board member should realize that there is a great deal of investment in time, effort and dedication expected of each member of the Board. Before he/she seeks an appointment, this should be made clear to the candidate and that it is expected that he/she will serve a full four-year term of office.

However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Whenever a member of the Board of Education shall cease to be a bona fide resident of the Town of Woodbridge, membership in the Board shall immediately cease. Any member who fails to attend three consecutive meetings of the Board without good cause may be removed by it.

A Chairperson or Vice-Chairperson of the Board of Education may be removed from their position as Chairperson/Vice-Chairperson by the affirmative vote of six (6) members of the Board, and in case the office of the Chairperson or Vice-Chairperson shall become vacant the Board shall, within 30 days thereafter, fill the vacancy for the unexpired term.

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

(cf. 9324 - Meeting Conduct and Parliamentary Procedure)

(cf. 9120 - Officers of the Board)

(cf. 9121 - Chairperson)

(cf. 9122 - Vice-Chairperson)

Legal Reference: Connecticut General Statutes
 7-103 Resignation of municipal officers.
 10-218.1.1 Officers. Meetings.
 10-220.1 Duties of boards of education.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
 Woodbridge, Connecticut

Suggested bylaw to consider, with an expanded section pertaining to censure.

Bylaws of the Board

Resignation/Removal from Office/Censure

Resignation

If for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests as early as possible notification of intent to resign so that the Board may plan appropriately.

When a member of a Board of Education shall cease to be a bona fide resident of the Town membership in the Board shall immediately cease.

State law provides that municipal officers seeking to resign from office must submit a written resignation to the municipal clerk. The resignation takes effect upon the date specified in the resignation or, if no date is specified, upon the date of its submission to the clerk.

Removal from Office

Any Board officer may be removed from office by a two-thirds majority vote of the membership of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

1. Specifically relates to and affects the administration of the office in a manner deemed deleterious to Board operations;
2. Negatively and directly affects the rights and interests of the public;
3. Violates Board policies, rules and regulations; or
4. Conduct that interferes with the orderly and efficient operation of the Board.

Procedure for Removal:

Prior to any vote to remove a Board officer for cause:

1. The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action;
2. If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board);
3. Upon the written request of the Board officer within seven (7) days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal;
4. At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Bylaws of the Board

Resignation/Removal from Office/Censure (continued)

Standard for Removal

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly, and efficient manner. Therefore, any Board member serving as an officer shall have no legally-protected right to continue in that position. A decision that there is cause for removal shall be made by two-thirds of the entire Board.

Censure

Each member of the Board is expected to act in complete accordance with the provisions and tenor of the policies and bylaws of the Board. Should any Board member fail to so act, such failure shall constitute cause for censure or other such action as deemed appropriate by the Board.

Prior to any vote to censure a Board member for cause:

1. The Board may review the performance and/or conduct of the Board member in open or executive session, as determined by the Board and Board member, prior to taking any formal action.
2. If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider possible censure. Such notice is to be given in writing after being authorized by Board vote at a prior meeting of the Board.
3. A vote to censure a Board member shall only take place at a regular meeting or a special meeting called for that purpose.
4. Such censure may be enacted for cause by a majority vote of the membership of the whole Board or the Board may vote to censure or reprimand a member by a two-thirds majority vote of the membership of the whole Board.

If the Board is considering adoption of this language pertaining to censure, keep in mind that censure has no legal effect and that the legal question regarding the potential violation of an individual's First Amendment rights is still unanswered. *Consult your Board's attorney for further advice.*

(cf. 9120 – Officers and Auxiliary Personnel)

(cf. 9221 – Filling Vacancies)

Legal Reference: Connecticut General Statutes
 7-103 Resignation of municipal officers
 10-218.1.1 Officers. Meetings
 10-220.1 Duties of boards of education

Bylaw adopted by the Board:

rev. 4/21

Sample Public Censure Statement (#1)

PUBLIC CENSURE OF BOARD MEMBER _____. Motion made by _____; seconded by _____.

WHEREAS, the Board of Education of the _____ School District is committed to the principles of authority, ethics, and responsibility established in Board Policy and its Board Bylaws;

WHEREAS, these principles manifest in the Board of Education's expectation that members will listen to and respect the opinions of others; will recognize that the authority of the Board rests with the Board as a whole taking action at lawfully noticed meetings; will refrain from disparaging other Board members and employees; and will support Board decisions once made;

WHEREAS, the Board of Education values diverse opinions, but expects Board members to conduct themselves in a manner that is consistent with their oath of office and with decorum;

WHEREAS, the Board believes Board Member _____ has been disruptive, uncooperative, disrespectful, and belligerent at School Board meetings by regularly and persistently talking over other Board members without allowing them to speak or finish their statements, raising his voice and becoming combative with other Board members, threatening Board members and the Board as whole, using vulgarity in Board meetings, and accusing or berating Board members without addressing the issues properly under consideration;

WHEREAS, Board Member _____ has been confrontational, threatening, vulgar, and sarcastic when addressing the Superintendent;

WHEREAS, the Board of Education has requested the resignation of Board Member _____ and, as in the past, he has dismissed the concerns which triggered the request as contrived or as a reflection of personal disputes;

WHEREAS, Board Member _____ has, by these actions, violated Board Policy _____, _____ and _____, and Board Bylaw _____ and Bylaw _____-Exhibit;

NOW, THEREFORE, be it resolved that the Board of Education for the _____ School District hereby publicly censures Board Member _____ for conduct unbecoming of a School Board member.

Finally, the Board of Education gives the Superintendent the authority to take the following actions:

1. If, while attending a school meeting, conference, event or extracurricular function, Board Member _____ is disruptive and/or fails to act in accordance with the rules of conduct, Board Member _____ may be designated a trespasser or a disruption to school operations and be removed from school property by law enforcement;
2. Further, should Board Member _____ be disruptive at any school function, Board Member _____ may be banned for a period of time not to exceed one semester from any and all attendance on school property except for duly-called meetings of the Board of Education (and Committees of the Board).

Sample Public Censure Statement (#1)

The Board of Education hereby gives notice to the public that Board Member _____, acting individually and outside of duly-called and open meeting of the Board of Education, does not have any legal authority or power to act on behalf of the Board of Education and his opinions or statements are not necessarily that of the Board of Education unless specifically acted upon at a duly-called meeting.

APPROVED by majority vote of the Board of Education of the _____ School District.

Board Chairperson **Date**

Board Secretary **Date**

Sample Public Censure Statement (#2)

A RESOLUTION OF THE _____ SCHOOLS BOARD OF EDUCATION TO CENSURE DISTRICT BOARD MEMBER, _____.

WHEREAS, the _____ Board of Education is deeply committed to the effective operation of the _____ Schools District, in order to provide governance and leadership for the District; and

WHEREAS, the _____ Board of Education needs all of its members to contribute to a positive working environment for the Superintendent and for colleagues on the Board; and

WHEREAS, the _____ Board of Education is deeply committed to upholding policies providing for open, honest, and respectful communication, adherence to state law and policies governing the Board's actions and behaviors, and to acting in a concerted fashion to set an example of positive leadership for the _____ Schools District; and

WHEREAS, the _____ Board of Education is deeply committed to open and positive communication with _____ Schools, District parents and residents; and

WHEREAS, the _____ Board of Education has established and adopted a Code of Ethics for the Board; and

WHEREAS, the _____ Board of Education Chairman, _____ in an email dated, _____, directed Board Member, _____ to protocols regarding his/her actions, further stating that "Any attempt to do otherwise will compel me to recommend to this Board 'censure' of your actions at the next available meeting."; and

WHEREAS, the _____ Schools Board of Education presented evidence at the Regular Board Meeting _____, that Board Member, _____ violated (name portions of the Code of Ethics which were allegedly violated).

NOW, THEREFORE, BE IT RESOLVED: That the _____ Board of Education does hereby censure Board Member, _____ for repeated violations of the adopted Code of Ethics and the negative impact his/her actions have brought upon the District; and

BE IT FURTHER RESOLVED: That the _____ Board of Education does hereby demand that Board Member, _____, abide by the Board's adopted Code of Ethics; and

BE IT FURTHER RESOLVED: That the _____ Board of Education does hereby demand that Board Member, _____ cease all public actions negatively impacting the Superintendent, staff, teachers, families, and most importantly, children of the _____ Schools District.

Votes: _____

Against _____

Abstain _____

Absent _____

The Board authorizes its Chairperson to sign below, the _____ day of _____, 20____.

Sample Resolution Disclaiming Statements of a Board Member

I move the adoption of the following Resolution:

WHEREAS _____ Board of Education Board Member _____ has made public statements regarding _____; and

WHEREAS these statements do not reflect the opinion of the _____ Board of Education or its other members; and

WHEREAS the _____ Board of Education has not authorized _____ to speak on behalf of the Board of Education or other members in their individual capacity on these issues or any future issues;

NOW THEREFORE, the Board of Education specifically disclaims the statements made by _____ regarding _____.

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Existing bylaw, number 9230 adopted 10/17/11, 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:

WOODBRIAGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9240 adopted 10/17/11, appropriate as written.

Bylaws of the Board

Professional Development/In-Service

School Board Conferences, Conventions, and Workshops

Attendance at meetings, such as conferences and conventions, directly or indirectly related to education or to school matters, should be encouraged for the values that they have to the school system and the professional growth of Board members. The Board Chairperson and the Superintendent will notify Board members of all such scheduled meetings.

Board members will be reimbursed for normal and reasonable business expenses incurred for out-of-district travel, lodging, meals, and related expenses. Each person is expected to account for all expenditures and to attach expense receipts to reimbursement applications.

Board members will report to the Board as a whole within a reasonable period of time following their return to the district.

Prior Travel Notification

For major conferences (two days or longer), Board members will notify the Board Chairperson and the Superintendent of their intention to travel at school system expense. Unless indicated otherwise, such notification will constitute travel approval. Consideration needs to be given to advanced registration discounts.

Expense Reports

Completed expense reports should be submitted for approval to the Board Chairperson. Upon approval, the expense report form will be forwarded to the business office where the report will be reviewed again for accuracy. Should the business office have reason to question an expense, the question should be directed to the Superintendent who will confer with the Board Chairperson. The Board Chairperson's decision will be final and the bill will be scheduled for payment. Approved expense reports are not returned to the person submitting the report. If an "Advance Request" was approved by the Board Chairperson, any portion of the advance in excess of claimed expenses must be returned as soon as possible by check, payable to the school district or to the business office.

Required Receipts

Must be attached to the expense report and, in general, are required as follows:

Required Receipts

1. **Lodging**-Lodging accommodations should provide normal comforts and services well located in relation to the area in which business is to be conducted.

Bylaws of the Board

Professional Development/In-Service

School Board Conferences, Conventions, and Workshops

Required Receipts (continued)

2. **Meals**-Reasonable expenditures are allowed for meals. Expenses that are lavish or extravagant must not be incurred. Any expenses that might seem unreasonable should be carefully documented and explained. Receipts are required for individual meals costing \$10.00 or more.
3. **Taxi or bus fare**-Receipts, when attainable, are required for bus/limousine fares and taxi fares of \$10.00 or more.
4. **Parking fees or toll charges**-Receipts are required for parking fees or tolls of \$2.00 or more.

Personal Cars

In ordinary circumstances, the use of personal cars for travel on out-of-district school system business is not encouraged. If a personal car is used, the travel expense approved will be no greater than the expense that would have been incurred if it had been by airplane. When private car is used, the mileage must be listed in the expense report.

Inter-City Transportation

The most economical type of transportation should be selected. The standard airline accommodation is coach class and reservations should be made well in advance to take advantage of discount rates. When coach accommodations are not available, the next higher price available accommodations may be used in emergency situations if the airline ticket reflects that coach class was not available.

Personal Telephone Calls

Personal telephone calls to the home should be kept to a minimum and be of reasonable duration. Unusually lengthy or frequent calls must be explained on the travel and conference report.

Other Expenses

Expenses for baggage handling and telephone are reimbursable. Non-reimbursable items include: travel insurance; child care fees; personal items such as clothing, toiletries, barber, etc.; liquor and tobacco; personal side trips; luggage; cost of personal credit cards; gifts.

Travel Expense for Spouse

Travel expenses for a spouse are not reimbursable.

Bylaws of the Board

Professional Development/In-Service

School Board Conferences, Conventions, and Workshops (continued)

Gratuities

Other than for normal tips for taxis, bellboys, maids (for extended stays), baggage handling, and meals, gratuities are not authorized. If gratuities of an unusual amount or nature are required for a major meeting, convention, etc., they must be approved in advance and detailed on the individual travel expense report.

Charge Accounts

The establishment and/or use of charge accounts in the name of the school system is prohibited as is the establishment and/or use of personal charge accounts with a school system address. Payment of expenses charged on personal charge accounts is permitted but does not eliminate the need for documentation required herein.

Guidelines for Board Members Eligible for Travel and Conference Reimbursement

Position	Geographic Limitations	Air Travel	Lodging*	Meals*	Cash Advance
Board Members	Unlimited	Coach	\$180.00 a night	\$38.00 a day	50% of estimated cost of prepayment

*The prices of lodging and meals may vary according to the location of the conference or convention. Board members should strive for lower prices whenever possible. A request for waiver of the lodging guideline should be submitted to the Chairperson prior to conference/convention attendance.

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

(Attach All Bills and Receipts to this Report)

Date of Report _____

Name of Board Member _____

For Attendance At _____

Sponsored By _____

Location _____

Date(s) _____

I. Travel Expenses -- (Expenses other than privately-owned automobile-expenses over \$10.00 must be accompanied by receipt)

Items	Sun.	Mon.	Tuesday	Wed.	Thurs.	Fri.	Sat.	Amount
Transportation Air, Rail, Bus								\$
Local Transportation Taxi, etc.								\$
Hotel								\$
Breakfast								\$
Lunch								\$
Dinner								\$
Telephone/ Telegraph								\$
Tolls								\$
Parking								\$
Registration Fee								\$
Other								\$
								Sub-Total \$ _____

II. Mileage Allowance – (for the use of privately-owned auto on trip)

Date	Odometer		Miles	Amount
	Start	Finish		
Sub-Total	\$			
Total Travel Expense I & II				
Cash Advanced (Check # _____)				
Balance Due Employee	(-)			

Existing bylaw, number 9260 adopted 10/17/11, appropriate as written.

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

Existing bylaw, number 9270 adopted 10/17/11, appropriate as written, except for update to legal reference.

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 (continued)

Legal Reference: Connecticut General Statutes

7-479 Conflict of interest (municipal employees).

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.

Kerrigan v. Commissioner of Public Health, 289 Conn 135, 957 A. 2d 407 (2008)

Obergefell v. Hodges, 576 U.S. – (2015)

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9271 adopted 2/24/20, appropriate as written.

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

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

Bylaws of the Board

Code of Conduct on Data Use

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data gathered by District staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data as a Board or Committee, not as an individual, unless the information is readily available and will not redirect staff time.
3. Use data to represent all of the Board members' constituents honestly and equally and refuse to surrender the Board members' responsibilities to special interest or partisan political groups.
4. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
6. Respect the confidentiality of privileged information.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9273 adopted 12/20/21, appropriate as written.

Bylaws of the Board

Civility

Statement and Purpose

The Woodbridge Board of Education has, as the primary objective of this policy, the promotion of mutual respect, civility, and orderly conduct in pursuing the interest and work of the Woodbridge School District. In the interest of presenting the Woodbridge Board of Education as a role model of respectful discourse, the Board encourages positive communication and discourages volatile, hostile, aggressive, and non-inclusive communications or actions. Modeling a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of our youth as thoughtful participants in our democracy.

It is the intent of the Board to promote mutual respect, civility, orderly conduct, and constructive problem-solving in our interactions as a Board and with the community. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free setting for the Board, the administration and staff; the students, and the community to engage with each other in the best interests of the District. The Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

The Woodbridge Board of Education intends to foster a culture and practice of civility in all school and school-related settings, communications, and operations. Informed debate, healthy dialogue, disagreements, and informed public opinion are to be expected and are accepted forms of interaction in a democratic society. Common norms and protocols for civil discourse and action and compliance with public meeting laws are to be expected.

Nothing in this policy shall be deemed to be in conflict with the ability of the school community to have opportunities and avenues available to express concerns and complaints about any facet of school operations or to limit an individual's ability to exercise his or her right to freedom of expression. The expectation is that this is done in a way that does not violate anyone else's rights.

The Woodbridge Board of Education seeks to promote a work environment that is safe, productive, and encouraging of the free flow of ideas without fear or intimidation, and to provide all students with appropriate role models for respectful problem solving. The Board seeks public cooperation with this endeavor.

Expectations and Procedures

Expectations of the Board of Education

The Woodbridge Board of Education and all others serving in an official District capacity, including but not limited to members of the Board of Education, District representatives, administrative representatives, community representatives, and all Committee members, are expected to treat everyone, including but not limited to fellow members, students, parents, faculty and administration, and members of the public, with courtesy, civility, respect, and inclusion.

Bylaws of the Board

Civility

Expectations of Interactions with the Board of Education (continued)

The Woodbridge Board of Education welcomes constructive, informed, civil engagement with all members of the District.

Community and District members engaging with the Board or any of its Committees are expected to treat each other with courtesy, civility, and respect. This expectation applies to in-person interactions as well as electronic, remote, or virtual interactions.

Uncivil and disruptive behaviors are not limited to, but include: disrupting or threatening to disrupt school or district operations; loud, intimidating, or offensive language; verbal or physical intimidation or bullying; harassment of District members through repeated communications, including but not limited to phone calls, e-mails, texts, social media blasts, or confrontations; threatening the health or safety of Board members, staff or students; willfully causing property damage; disrupting the work of the Board; or any behavior that interferes with the operation of the District, its administrative offices, its school, or Board functions.

Process for Addressing Concerns of Incivility

The Board of Education reserves the right to censor incivility through:

1. Use of parliamentary procedure to conduct the work of the Board on agenda topics, enter into recess, or enter into adjournment.
2. Asking the disrupting party to leave the premises or meeting.
3. Reaching out to law enforcement for any party refusing to leave or causing an unsafe environment.
4. Consistent with State statute, terminating the electronic meeting attendance of a disrupting party until such time as the party complies with the expectations of this policy.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9300 adopted 10/17/11, appropriate as written.

Bylaws of the Board

Methods of Operation

The Woodbridge Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of situations and potential problems. Application of such policies to individual cases is an administrative function to be performed by the Superintendent.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9311 adopted 5/16/23, appropriate as written.

Bylaws of the Board

Formulation, Adoption, Amendment and Deletion of Policies

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

Policies and policy amendments shall be recommended for the Board's consideration by the Superintendent.

The Board shall designate one copy of the policy manual as the official policy manual of the district. The official copy shall be kept in the Superintendent's Office as well as accessible through the district web site. The Superintendent or designee shall be responsible for its accuracy and integrity.

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. Policy proposals and suggested amendments to, revisions of, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board meeting in which such proposed policies, amendments, revisions or deletions shall be read and discussed. Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board.

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual distributed throughout the district, the version contained in the official policy manual shall be regarded as authoritative.

Bylaws of the Board

Formulation, Adoption, Amendment and Deletion of Policies

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to Prescribe Rules, Policies and Procedures.

Robert's Rules of Order, Newly Revised.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9312 adopted 5/16/23, appropriate as written.

Bylaws of the Board

Formulation, Adoption Amendment and Deletion of Bylaws

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board meeting in which such proposed bylaws, amendments, revisions or deletions shall be read and discussed. Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board. The agenda shall be marked to indicate such matters. When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the bylaw or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption. Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a majority vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to Prescribe Rules, Policies and Procedures.
Robert's Rules of Order, Newly Revised.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9313 adopted 5/16/23, appropriate as written.

Bylaws of the Board

Formulation, Adoption Amendment and Deletion 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 and deletion 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

Existing bylaw, number 9314 adopted 10/17/11, 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:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Existing bylaw, number 9321 adopted 2/28/22, appropriate as written. A sample follows for comparison and consideration.

Bylaws of the Board

Time, Place and Notification of Meetings

Regular Meetings

There shall be a regular meeting of the Board each month unless canceled by special action of the Board. The Woodbridge Board of Education shall file with the Woodbridge Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, for that year. No regular meeting shall be held sooner than thirty (30) days after such filing. The schedule will include the date, time, and location of each meeting.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

Special Meetings

Special meetings may be called by the Chair or 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.

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. 9325.1 - Quorum)

(cf. 9325.2 - Order of Business)

(cf. 9326 - Minutes)

Bylaws of the Board

Time, Place and Notification of Meetings (continued)

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.

1-218 Officers. Meetings.

Bylaw adopted by the Board:

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Suggested bylaw to consider.

Bylaws of the Board

Time, Place and Notification of Meetings

Regular Meetings

The Board of Education shall file with the Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education, and shall post the schedule on the District's Internet website. No meeting shall be held sooner than thirty days after such filing.

Special Meetings

Notice of each special meeting of the Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the Town Clerk and be posted in the Office of the Clerk giving the time and place of the special meeting and the business to be transacted. The special meeting shall also be posted on the District's Internet Website. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the Clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24-hour notification by a written waiver of notice or a telegram to the purpose.

Notice of Meetings

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

Electronic Participation (*Optional*)

CABE does not recommend such participation. However, it is permitted under the law. Therefore, this language is provided for consideration and possible inclusion in this bylaw.

The Board of Education allows electronic participation whenever there is communication by or to a quorum of the Board, whether the communication is in person or by means of electronic equipment. Meetings in which some Board members participate electronically are subject to the requirements of the Freedom of Information Act.

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

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Participation (continued)

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

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. (Each part of the telephone conference call meeting shall be audible to the public at the location specified in the notice for the meeting. The location designated in the notice as the location of the meeting shall provide two-way communication during the entire telephone conference call and the identification of each party to the telephone conference call shall be clearly stated prior to the meeting.) The Superintendent will take measures to verify the identity of any remotely located participants.

Electronic Participation (Alternate Version #1)

Recognizing the inherent responsibility and statutory duties of Board of Education members, the Board of Education (Board) strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the attendance and participation of members by teleconference is authorized whenever physical presence is not practicable. All votes at a meeting in which members are attending by teleconference shall be taken by roll call.

Whenever possible, meeting agendas and supporting materials shall be available at all teleconference facilities used for the Board meeting.

Electronic Participation (Alternate Version #2)

The Board of Education authorizes that the Board Chairperson or presiding officer may allow Board members to participate electronically in a Board meeting if there is good cause why the Board members cannot attend in person and the request is received sufficiently in advance to allow a good quality electronic connection to be set up. Members who participate in a Board meeting through electronic means may be counted in the quorum. The location of the meeting must be in the normal location at _____ to allow the public to adequately monitor the meeting. Due to security concerns, electronic participation in closed executive sessions will not be permitted.

(cf. 9327 – Electronic Mail Communications)

Bylaws of the Board

Time, Place and Notification of Meetings

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:

rev 11/10
rev 8/12

Existing bylaw, presently numbered 9325.43 adopted 6/20/22, appropriate as renumbered.

Bylaws of the Board

Attendance at Meetings via Electronic Communications

Consistent with Connecticut Public Act 22-3, the Board of Education may conduct its meetings solely or in part by means of electronic equipment. If a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection, or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a member necessary to form a quorum loses the ability to participate because of the interruption, failure, or degradation of such member's connection by electronic equipment, the Board may, not less than thirty minutes and nor more than two hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person; or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored. The Board shall, if practicable, post a notification on the District website and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption as described herein.

Consistent with Connecticut Public Act 22-3, any member of the Board of Education may participate in any meeting by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if the member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. This provision shall not apply to an executive session or special meeting unless the Board member has received advance permission from the Chairperson.

Minutes of all meetings shall specify if a member was physically present or present electronically.

When a member attends a meeting electronically, all votes shall be by roll call vote unless the vote is unanimous. A member who is attending electronically must identify himself/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)

Bylaws of the Board

Attendance at Meetings via Electronic Communications

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies, as amended by June 11 Special Session, PA 08-3.

Connecticut Public Act 22-3 “An Act Concerning Remote Meetings under the Freedom of Information Act”.

Bylaw adopted by the Board:

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut