

**WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE**

**WESTBROOK BOARD OF EDUCATION
Thursday, February 9, 2023 @ 5:00 p.m.
Policy Subcommittee Meeting
BOE Conference Room**

AGENDA

- I. Call to Order
- II. Approval of Minutes
 - 1. November 3, 2022
- III. Continue Review of 2000 Series.
- IV. Adjourn

**WESTBROOK BOARD OF EDUCATION
EDUCATE, CHALLENGE, & INSPIRE**

WESTBROOK BOARD OF EDUCATION Thursday, November 3, 2022 @ 6:00 p.m. Policy Subcommittee Meeting WHS Library
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MINUTES

- I. Call to Order: The Policy subcommittee meeting was called to order at 6:00 p.m. by K. Walker, Chair.
- II. Approval of Minutes
 - 1. October 20, 2022: MOTION by M. Luft and SECOND by Z. Hayden to approve the minutes of October 20, 2022. Vote unanimous.
- III. Policy 3515 – Use of Facility – The subcommittee reviewed policy 3515 as a final look and will present to the full board for a first reading.
- IV. Code of Conduct for Board Members – Shipman Policy and CAFE policy: This was removed from the agenda, as Code of Ethics already covers this.
- V. Meal Charging Policy – Shipman: This policy will be presented to the regular BOE for a first reading.
- VI. Title IX – Sex Discrimination and Sexual Harassment: This policy will also be presented to full BOE for a first reading with recommendation to replace Policy 5145.5 and 5145.44 (rescind) with this Policy 5145.
- VII. Review 2000 Series – This series needs closer review and all committee members should read and review other districts – these policies are not listed as recommended or model policies and needs further research before marking as reviewed. M. Luft recommended reviewing other district's 2000 series. Actions taken: 2100 redundant and needs further research. 2000.1 – leave and mark as reviewed. Review 2111 – 2112. 2131.1 and 2130 mark as reviewed.
- VIII. Adjourn: MOTION by C. Kuehlewind and SECOND by Z. Hayden to adjourn at 7:05 p.m. Vote unanimous.

Respectfully submitted,

Christine Kuehlewind, Board Secretary

Cecilia S. Lester, Board Recording Clerk

- Concept and Roles in Administration 2000 P/R
- 1. Administrative Staff Organization 2100 P
 - A. Equal Employment Opportunities 2111 P
 - B. Professional Development 2112 P
 - C. Job Descriptions 2130 P
 - D. Appointment of Designee for Superintendent of Schools 2131.1 P
 - E. Superintendent of Schools 2140 P
 - F. Hiring School Administrators 2151 P
- 2. Administrative Operations
 - A. Administrative Leeway in Absence of Board of Ed Policy 2210 P
 - B. Policy and Regulations Systems 2231 P
 - C. Educational Research in District Schools 2240 P/R

Administration**Concept and Roles in Administration**

Within the guidelines established by Board of Education policy, law and employee agreements, the Superintendent shall direct and coordinate the administrative staff in implementing the educational philosophy, and achieving the goals and general objectives of the Board of Education.

The Board of Education expects the administration to demonstrate leadership and to resolve the inevitable problems which will arise both inside the school system and in its relations with the community. Further, the administration is expected to develop good working relationships with the community for the achievement of common goals.

The Superintendent of Schools is encouraged to conduct the operations of the school system in collaboration with the administration team.

(cf. 2100 - Administrative Staff Organization)

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Administration

Administrative Staff Organization

The Superintendent shall organize the staff to achieve the school district's goals and objectives consistent with the district's educational philosophy. The administrative staff organization shall foster an environment of excellence wherein teachers can help students learn most effectively.

The Superintendent shall have the necessary freedom to revise the organizational plan subject to Board approval of major changes or the elimination and creation of positions. The Superintendent shall maintain the administrative organization and structure current with clear supervision and accountability requirements throughout the school system.

Professional development activities will be provided for all staff. The Board will work toward achieving excellence in education through varied professional development programs to develop leadership skills, stimulate interest of underrepresented groups in administrative positions, and provide career advancement support and professional development opportunities for new and experienced administrators.

The Superintendent will be responsible for developing a district staffing plan and shall review it with the Board annually prior to beginning budget planning for the subsequent year. Such staffing plans should encourage staff diversity reflecting state demographics and not limited to the local community composition.

Administrative duties and functions will be evaluated against their contributions to better instruction and enhancement of student motivation and achievement.

(cf. 2000 - Concept and Roles in Administration - Appendix: Organizational Chart)

(cf. 2130 - Job Descriptions)

(cf. 2140 - Superintendent of Schools)

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Administration

Equal Employment Opportunity

Personnel policies and practices of the Board will be in accordance with equal employment opportunity practices as determined by state and federal legislation. Equal employment opportunity provides equal employment possibilities to all protected groups and that no individual will be discriminated against because of race, gender, color, religion, national origin, age, sex, sexual orientation, disability, or unrelated abilities to perform the duties of the position. A job description and required qualifications for a position to be filled will be made available to all applicants.

The Board's policy on a balanced staff is designed to ensure that the public schools are continuously moving toward integrated staff at all levels, in all schools, and in other areas throughout the system.

Staff and students benefit greatly by having exposure to a diverse staff. The Board believes in the importance of staff balance and representation, within each employee group, of a cross-section of employees of different gender, racial and ethnic backgrounds, and length of administrative and teaching experience.

Legal References: Title VII of the Civil Rights Act of 1964, 42 U.S.C., sub 2000e.

Age Discrimination in Employment Act, 29 U.S.C. Sec 621.

Executive Order 11246.

Connecticut General Statutes

Connecticut Constitution Article I, Section 20; Amendment V Equal Rights Protection Amendment.

46a-51 (8), (17), (18) Discriminatory practices.

46a-58(a) Deprivation of rights.

46a-60 Discriminatory employment practices prohibited.

46a-79 State policy re employment of criminal offenders.

46a-80 Denial of employment based on prior conviction of crime.

46a-81a Sexual orientation. Discrimination definition.

10-153 Discrimination on account of marital status.

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Administration

Professional Development Opportunities

The Board encourages the Superintendent to make every effort to stay abreast of educational trends and to seek and take advantage of opportunities for professional growth.

For these purposes and so that he/she can keep the Board and professional staff informed of new and promising educational developments, the Board encourages the superintendent to maintain membership in certain professional organizations, attend and participate in workshops, conferences, conventions, and appropriate courses, and to engage in reading and writing of a professional and developmental nature.

The Board of Education recognizes the importance of professional development opportunities for new and experienced administrators. As leaders of the school system, administrators' active participation in professional development provides positive role models for other staff and students by enacting dual roles of teacher and learner. Formal acknowledgment of the importance of these reciprocal roles and responsibilities will lead to sustained professional growth and learning among administrative staff, which will, in turn, benefit the school community.

A philosophy that promotes continued learning for all educators should permeate professional development programs and practices. The philosophy should specifically support different learning needs, based on experience, and an investment in the professional growth of future school leaders:

1. Innovative programs should be developed and established for teachers who aspire to administrative positions. A special effort should be made to encourage women and minorities to seek administrative positions.
2. For new administrators, a comprehensive orientation program should include broad-based exposure to district practices and resources, provision of mentor support from experienced administrators, and development of an individualized professional growth plan that targets priority learning needs.
3. For experienced administrators, professional development opportunities should be offered, allowing for career advancement support and long-term areas of professional pursuit.

All administrators should be exposed to professional growth opportunities and educational practices that address ways to foster excellence and equity in the school community.

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Administration**Job Descriptions**

The Superintendent shall provide for the preparation and maintenance of job descriptions for all administrative personnel. Such job descriptions shall be kept in a separate manual for that purpose.

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Administration**Appointment of Designee for Superintendent of Schools**

In order to provide for unforeseen circumstances, the Superintendent shall appoint a designee. This designee shall function only when the Superintendent is out of the District. The designee shall function only in emergency situations.

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Administration**Superintendent of Schools**

The Board of Education will elect and fix the term of office and salary of a Superintendent who serves as the Chief Executive Officer of the Board and has authority and responsibility for the supervision of the school system.

At the request of the Superintendent, the Board shall provide a written contract of employment which includes salary, benefits and term of office of the Superintendent.

Each year, the Board will evaluate the Superintendent in accordance with guidelines and criteria mutually determined and agreed upon by both the Board and the Superintendent.

Legal Reference: Connecticut General Statutes

10-157 Superintendents.

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Administration**Hiring School Administrators**

Representation from the Board of Education will participate in the screening and interviewing process when hiring a school administrator.

The Board of Education will appoint qualified persons to all administrative positions in the School System, based on recommendations made by the Superintendent.

The appointment of all administrators is valid only when made in such a manner, and the Superintendent will submit his/her recommendations to the Board in writing if so requested. The Board will accept or reject the Superintendent's recommendation at a regular or special Board meeting. If the Board should reject the Superintendent's nomination, she/he will make another recommendation to the Board as soon as practical.

The Superintendent will be responsible for the posting of positions, recruitment and screening of candidates, and to bring two finalists, if appropriate, including the recommended candidate, to the Board.

Before the hiring process, the Board will determine whether the full Board or a committee of the Board will interview finalists for the position.

Policy adopted: December 11, 2007

Revised: First Reading November 12, 2013 Westbrook, Connecticut

Administration**Administrative Leeway in Absence of Board of Education Policy**

In cases where emergency action must be taken within the school system and where the Board of Education has not provided guidelines for administrative action, the Superintendent shall have the power to act. It shall be the duty of the Superintendent to inform the Board of Education promptly of such action and of the need for possible additional policies or revisions of existing policies. The Superintendent's decisions may be subject to review by action of the Board of Education at its next regular meeting

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS

Westbrook, Connecticut

Administration**Policy and Regulation Systems****Policy Manual**

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. Board policies, Board bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies

Policies are statements of intent adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Superintendent must take the leadership in the policy-making process by recognizing the need for specific policies and giving the Board proposed policy statements for consideration, modification and adoption.

Regulations

Consistent with policy, the Superintendent shall specify required staff actions, and design the administrative arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the district shall be designated as "regulations," and placed in the district policy manual. Regulations shall be presented to the Board but the Board will not adopt regulations unless requested to do so by the Superintendent or unless required by federal or state law. The Superintendent is responsible for development and implementation of district regulations. He/she shall develop a system involving staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted Board policy, and capable of reasonable implementation.

Bylaws

Bylaws are the rules governing internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the Board will consider an effective new or modified bylaw for adoption. The same procedure used for development of policies shall be used for development of bylaws.

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut

Administration**Educational Research in District Schools**

All requests to conduct research within the school district must be directed for approval to the Superintendent of Schools. The following criteria will be utilized to make a determination regarding approval of such requests:

1. The study results in direct benefits or provides direct services to the children or teachers of the school district;
2. The study provides in-service opportunities for the growth and development of faculty and/or staff;
3. There will be no expenditures of district funds or use of staff/faculty time unless there are benefits as described in 1 and 2 above.
4. Students participating in studies, authorized by school administration, must have the approval of their parents.
5. The Board of Education will be notified of research being conducted within the schools.

Policy adopted: December 11, 2007

WESTBROOK PUBLIC SCHOOLS
Westbrook, Connecticut