

Bylaws of the Board

Formulation of Board Policy

The development of sound educational policies is one of the primary duties of the Board of Education. Policies serve to promote democratic and responsive school governance and constitute major method by which the Board exercises its leadership. Policies are guides for discretionary administrative action by the Superintendent of Schools and his/her staff.

Anyone may propose a new policy or policy change – members of the community, the staff, students, Superintendent, or Board members. Although the Board encourages and welcomes community, staff and student involvement, only the Board may establish policy. Proposed new policies and policy changes from staff shall be forwarded to the Superintendent for presentation to the Board.

The Superintendent is encouraged to submit written recommendations for new policies and for revision of existing policies as necessary for the effective operation of the Waterford Public schools.

Approved policies shall be in writing and coded according to the policy codification system approved by the Board, and made part of the official Policy Manual maintained by the Superintendent.

Official policies and regulations shall be made available to the Board, administration, staff, students, and general public via the district website. Hard copies of specific policies will be made upon request.

Adoption and/or Amendment of Board of Education Policies

The procedure that the Board shall follow in the adoption of a new policy or the amendment of existing policy shall be as follows:

1. Upon referral to the Policy Committee, it will develop a statement of policy or change of existing policy based on the following:
 - a. Suggestions and requests from Board members;
 - b. Recommendations from the Superintendent of Schools;
 - c. Statutory requirements; and
 - d. Citizen input.
2. The Policy Committee shall present a policy statement or revised policy statement to a regular Board meeting with its recommendations. No action shall be taken at this presentation meeting.

Bylaws of the Board

Formulation of Board Policy (continued)

3. The Board shall take action on the proposed policy at the next regularly scheduled meeting. Amendments to the policy under consideration which do not change the basic intent of the proposed policy are permissible. Should the proposed policy statement be rejected, the Policy Committee may propose a revised policy statement at the next regularly scheduled meeting. Proposed policy statements that are accepted by a two-third vote of the Board shall go into effect immediately.

4. For those proposed policy statements, new or revised, that are being presented because of changes required by law, approval may be considered at the presentation meeting.

The formal adoption of policies and/or amendments of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official Board of Education policies.

Board of Education policies, specifically involving correction of grammatical or title changes, will be placed on the Board's consent agenda for review; second reading and adoption of those policies will not be required by the Board.

Reference: Robert's Rules of Order, Revised

Bylaw adopted by the Board:	January 2, 2003	
First reading:	September 22, 2016	WATERFORD PUBLIC SCHOOLS
Bylaw revised:	October 27, 2016	Waterford, Connecticut