



Norwich Public Schools

# Board of Education Handbook

“Every kid needs a champion.” - Rita Pierson

**Handbook Committee:**

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# Introduction

The Norwich Board of Education is committed to the principles and practices of professional governance. In order to provide such leadership, we provide this handbook to guide both current and future members of the Norwich Board of Education.

## Mission Statement

The Norwich Public Schools will provide each student a rigorous, effective teaching and learning environment where equity is the norm, excellence is the goal, student health and safety is assured and achievement cannot be predicted by race or other demographics.

## Board Goals

- Set high expectations for all students to be successful in secondary/higher education and the job market.
- Set high expectations and hold accountable our district leadership.
- Enhance school facilities using the NEXTT plan.
- Respond to the needs and expectations of our constituents.
- Promote and build esteem for the teaching profession.

## Core Values

The Board will:

- Deliberate in many voices, but govern as one.
- Vigorously advocate for the school district and its students.
- Commit to being well-informed on educational issues, initiatives, and practices.
- Celebrate and recognize school, staff, and student success.
- Serve as a model of positive professional and ethical conduct.
- Regularly self monitor its process, performance and progress.

## Makeup of the Board (Policy 9000)

- There are nine elected members on the Board with a guarantee of both majority and minority party representation.
- Members are elected.

# Authority and Responsibilities

## Board Authority (Policy 9000, 9020)

The Board:

- Monitors the progress of Norwich Public Schools in reaching the vision set by the Board, not to manage the schools.
- Searches for, hires, and dismisses a superintendent.
- Evaluates the performance of the superintendent.
- Monitors student success.
- Adopts, revises, or repeals Board policies as needed.
- The Board Chairperson is the “voice” of the Board in the community. Individual Board members may speak for the board if authorized by the Chair.

## Role of the Superintendent

The Superintendent:

- Manages the schools and district personnel.
- Regularly communicates to the Board about educational issues, initiatives, state and federal mandates, and the status of student achievement.
- Attends all the meetings of the BOE and provides explanations and clarifications as needed by the Board concerning NPS policies and programs.
- Regularly participates in these BOE committee meetings: Negotiations, Policy, Building & Space, Expulsion, and Budget Expenditure
- Represents Norwich Public Schools in the community.

## Policies (Policy 9320)

### Election of Officers

Election of officers is by written ballot and requires a majority vote of the Board.

## **Conflict of Interest (Policy 9250, 9270, 9271a)**

BOE members should be independent, impartial and responsible.

## **Resignation of a BOE Member (Policy 9222)**

If for reasons of health, change in address, or other compelling reason, a Board member decides he/she must resign from office, the Board requests that a prompt letter of intent be sent to the Chairperson of the Board.

# **Expectations & Opportunities**

## **Professional Development**

Each Board member is encouraged, but not required to:

- Attend NPS Board sponsored PD (Professional Development).
- Attend the annual CABE/CAPSS conference (CT Association of Boards of Education/CT Association of Public School Superintendents).
- Read suggested educational articles and books.
- Seek out and participate in other professional development opportunities, i.e.: CABE weekly email offerings.

## **Board Committees and Liaisons (Policy 9132)**

Check out the [Norwich Public Schools website](#) for the most current standings.

Standing committees:

- Policy Committee – reviews and revises Board policies.
- Budget Expenditure committee – prepares and monitors the annual budget for NPS.
- Building and Space – recommends priorities for building and space needs.

Other committees:

- Negotiations – negotiates staff contracts.
- Expulsion – makes decisions regarding student consequences of serious misconduct.

## Liasons:

- LEARN – our RESC (Regional Educational Service Center)
- CABE (CT Association of Boards of Education)
- NEXTT (Norwich Education Excellence Today and Tomorrow)- visions and plans for the future of NPS
- Otis Library
- Curriculum/Grants/Professional Development Committee
- The Integrated Day Charter School
- NPS Foundation
- Children First – Services & educational opportunities for young children and families

## School Assignments

- Each Board member is assigned at least one school in the district, designated as their adopted school.
- He/she is encouraged to visit his/her adopted school during the year.

# Procedures

## Board Member Qualifications (Policy 9210)

- He/she must be a resident of Norwich.
- NPS staff members and their families are precluded from BOE membership.

## Code of Ethics (Policy 9271a)

Membership on the Board cannot be used for personal gain.

## Responsibilities of Board Officers

(Policy 9000, 9121, 9123, 9122)

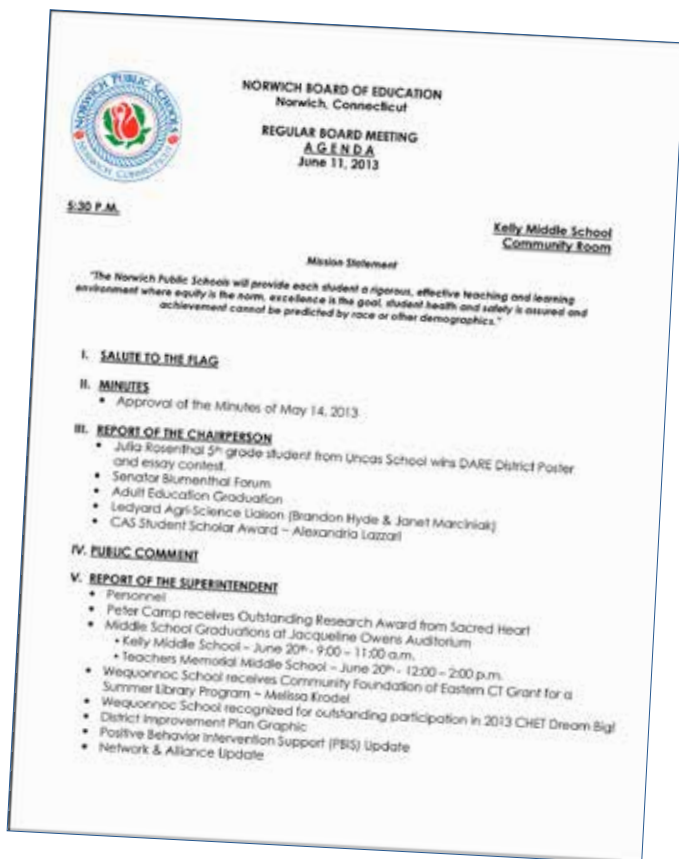
- Chairperson: Presides at BOE meetings, appoints members to committees, and is an ex officio member of all committees.
- Vice Chairperson: In the absence of the Chairperson, assumes the duties and responsibilities of the Chairperson.

- Secretary: Takes the minutes of all BOE meetings.
- Officers serve as the Executive Committee of the Board, participating in monthly agenda set meetings. All Board members may attend those meetings.

## Board Meetings

(Policy 9320, 9321, 9322, 9323, 9324, 9325, 9325.1, 9330)

- BOE meetings are held the second Tuesday of each month, except for July and August. Special meetings are called as needed.
- FOI – Freedom of Information Act, [www.foia.gov](http://www.foia.gov)
- Meetings follow Roberts Rules of Order
- Sample agenda (see below)





## **Glossary of Acronyms**

AYP – Adequate Yearly Progress

BOE – Board of Education

CABE – Connecticut Association of Boards of Education

CAPSS – Connecticut Association of Public School Superintendents

CEA – Connecticut Education Association teachers union

CMT – Connecticut Mastery Test

DRG – District Reference Group

ECS – Educational Cost Sharing

ELL – English Language Learners

ESL – English as a Second Language

ESOL – English for Speakers of Other Languages

FOIA – Freedom of Information Act

IDEA – Individuals with Disabilities Education Act

IEP – Individualized Education Program

MER – Minimum Expenditure Requirement

NCLB – No Child Left Behind Act

NEXTT – Norwich Educational Excellence for Today and Tomorrow

NPSEF – Norwich Public Schools Education Foundation

NSBA – National School Board Association

NTL – Norwich Teachers League

PPT – Planning and Placement Team

RESC – Regional Educational Service Center (LEARN is ours)

RTI – Response to Intervention

SRBI – Scientific Research-Based Intervention

TRB – Teacher Retirement Board

# Resources

## Books/booklets:

- *CABE's Board Meeting Guide* written by Patrice A McCarthy and Kelly Balse
- *Roles and Responsibilities of Board of Education Membership* published by CABE
- *How NOT to be a Terrible Board Member* by Richard E. Mayer
- *Who's in Charge?* by Nick Caruso

## Websites:

[www.sde.ct.gov/sde/site/default.asp](http://www.sde.ct.gov/sde/site/default.asp)

[www.cabe.org](http://www.cabe.org)

[www.nsba.org](http://www.nsba.org)

## NPS Websites & Social Media:

[www.norwichpublicschools.org](http://www.norwichpublicschools.org)

[start.norwichpublicschools.org](http://start.norwichpublicschools.org)

(You will need your NPS email address and password to login.)

Facebook    [www.facebook.com/norwichpublicschools](http://www.facebook.com/norwichpublicschools)

Blog         [www.norwichpublicschools.com](http://www.norwichpublicschools.com)

Twitter      [www.twitter.com/norwichps](http://www.twitter.com/norwichps)

YouTube     [www.youtube.com/norwichpublicschools](http://www.youtube.com/norwichpublicschools)

Pinterest    [www.pinterest.com/norwichps](http://www.pinterest.com/norwichps) \*\*\*New

Instagram   [www.instagram.com/norwichpublicschools](http://www.instagram.com/norwichpublicschools) \*\*\*New





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