

West Hartford Public School District

Agenda Item: Motion by Tammy Exum, Cheryl Greenberg, and Mark Zydanowicz to Approve Reviewed Policies 4050, 4120, 4240, and 6240

Meeting Date: June 6, 2017

From: Tammy Exum, Cheryl Greenberg, and Mark Zydanowicz

Through: Thomas Moore, Superintendent of Schools

Recommendation:

THAT the Board of Education approve the following policies which were reviewed by the Board Policy Subcommittee:

- 4050—Personnel—Certified/Non-Certified, Assignment
- 4120—Personnel—Certified/Non-Certified, Personnel Records
- 4240—Personnel—Certified—Temporary/Part-Time, Continuing Education Teachers
- 6240—Instruction—Extracurricular Activities

Note: Words in (*italics*) within parentheses are being removed from the current policies, and words in **Bold** are being added to the current policies.

Background:

The Board is in the process of reviewing and revising, where appropriate, all of its policies and bylaws. Board Policy Books are divided into 8 sections or series: 1000s Community Relations, 2000s Administration, 3000s Business, 4000s Personnel, 5000s Students, 6000s Instruction, 7000s Board Operations, 8000s Bylaws.

The Board has appointed a sub-committee currently comprised of Tammy Exum, Cheryl Greenberg, and Mark Zydanowicz to meet regularly with Kimberly Boneham, Deputy Corporation Counsel, and Andrew Morrow, Assistant Superintendent for Administration. The Policy Subcommittee has spent many hours considering its own recommendations, input from Corporation Counsel and the administration, and reviewing certain policies and bylaws from other districts.

As reviewed and revised policies and bylaws are approved by the full Board, the updated policies and bylaws are put on the West Hartford Public Schools website.

Tammy Exum, Cheryl Greenberg, Mark Zydanowicz, Andrew Morrow, and Kimberly Boneham will be available to answer any questions.

**Agenda Item:
V.A.**

Personnel – Certified/Non-Certified

Assignment

The assignment of all personnel in the West Hartford Public Schools shall be the responsibility of the Superintendent of Schools. In accordance with Policy 4030 of this manual, the Superintendent shall make these assignments for the best educational interest of the school system.

These assignments shall be made in accordance with 4010 of the Board policy and without regard to membership or activity in any labor organization.

Legal Reference: Connecticut General Statutes:
10-151 Employment of teachers . . .

Adopted: December 7, 1987
Reviewed: June 6, 2017

Personnel – Certified/Non-Certified

Personnel Records

Personnel records on all current employees shall be kept in the (*Personnel*) **Human Resources** Office.

A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration.

All personnel files will be considered confidential and will not be available to persons other than the employee and those authorized by the Superintendent.

All written materials filed (except for third party reports or recommendations) shall be made available for inspection by the employee involved at an off-duty time in the presence of an administrator. Employees shall be notified of any evaluations, additions, or changes in their personnel file. Upon request, an employee will be provided a copy of supervisory records and reports of competencies, personal character and efficiency maintained in said employee's personnel file as a guide to evaluation of performance.

Legal Reference: Connecticut General Statutes:

1-19b Agency administration. Disclosure of personnel and tax records.
Judicial records and proceedings

10-151a Access of teacher to supervisory records and reports in
personnel file

Adopted: December 21, 1987

Reviewed: June 6, 2017

Personnel – Certified – Temporary/Part-Time

Continuing Education Teachers

Continuing education teachers shall be required to hold an appropriate certificate qualifying them to teach mandated or credit adult classes for which they have been employed.

(cf—6200 – Adult/Continuing Education)

Legal Reference : Connecticut General Statutes:
10-9 Adult Education
10-70 Rooms and personnel
10-73a Adult Education

Adopted: December 7, 1987

Reviewed: June 6, 2017

Instruction

Extracurricular Activities

Extracurricular activities are an important supplement to academics, enable students to explore interests they might not otherwise explore, develop new skills across multiple disciplines, and enhance the cohesiveness of school communities. West Hartford Public Schools offers a wide range of and strongly encourages students to participate in extracurricular activities. Student participation and involvement in extracurricular activities will be contingent upon appropriate behavior as defined by school policies. All school-sponsored extracurricular activities will operate under the supervision of school authorities. **Only students enrolled in the West Hartford Public Schools shall be permitted to participate in school-sponsored extracurricular activities.**

Adopted: May 16, 1988

Revised: November 22, 2011

Reviewed: June 6, 2017