

	Page
0. Concepts and Roles in Programs and Services	6000
A. Program and Service Priorities	6010
B. Cooperation with Other Agencies	6020
C. Revenue-Generating Services	6030
D. Non-Dues Revenue Endorsements and Sponsorships	6040
1. Field Services 6100	
A. Consultation	6110
B. Board Member Orientation	6120
2. Legislative/Governmental Relations Services	6200
A. Government Relations Committee.....	6210
B. Legislative Network	6220
C. Representation in the Legislature	6230
D. Public Information on Issues	6240
3. School Law Services	6400
A. AMICUS CURIAE Briefs	6420
4. Publications/Public Relations Service	6500
A. Association Periodical Ownership	6510
B. Copyrights	6520
C. Association Logo	6530
D. Types of Publications/Service	
1. ACTION ALERT	6540.01
2. Association Awards Programs	6540.02
3. Mailing Lists.....	6540.03
5. In-Service Education Services	6600
6. Management Information Services	6700
A. School Board Policy Service	6710
B. Library Information/Reference Service	6720
C. Research Services	6730
7. Administrative Services.....	6800

PROGRAMS & SERVICES

Concepts and Roles in Programs and Services

In this era of constant challenges to public authority, board of education members understand that control of public education will remain at the local level only so long as boards respond constructively to social and political change. The major strength of a voluntary association such as the Connecticut Association of Boards of Education, inc., is the depth and diversity of talent and opinion present in its membership.

The Association shall provide a comprehensive range of services to member boards and board members. Such services shall include publications, workshops, seminars, and access to information. Other services of a specialized nature shall include those of consultation, legislation, public relations, legal, research, management information, policy development, and others as needed either in the field, or in Association offices.

By its many activities and services, the Association shall endeavor to ensure that Connecticut boards of education have a strong and articulate voice at the state and national level, and that boards are able to meet challenges at the local level as well.

(cf 9100 Bylaws & Board Operation)

Policy adopted by
Board of Directors: 9/81
Revised: 12/4/96

CONNECTICUT ASSOCIATION OF
BOARDS OF EDUCATION, INC.

PROGRAMS & SERVICES

Program and Service Priorities

Association priorities will be set by the Board of Directors annually. Activities reflecting priorities will be planned jointly by appropriate Association Committees in conjunction with Association staff.

PROGRAMS & SERVICES

Cooperation with Other Agencies

In order to represent the interests of Connecticut boards of education, the Association will appoint representatives to serve on regional, state and national committees for planning and study in the field of public education.

The Association will serve as a resource to other state groups and work cooperatively with those organizations for the benefit of public school children.

PROGRAMS & SERVICES

Revenue Generating Services

In order to offer a wide variety of services to local boards of education, the Association must occasionally charge a reasonable fee for materials, facilities and presenters.

From time to time, members may be offered a variety of reduced-cost services available through group participation.

(cf 3220 - Revenue Generating Services)

NON-DUES REVENUE
Endorsements and Sponsorships

The Board intends to offer or endorse products and services where a CABE offering, endorsement or sponsorship would support the mission, purposes and goals of the association.

Under no circumstances will CABE endorse or participate in any external program or activity which conflicts with any CABE policy or resolution approved by the Delegate Assembly.

The executive director shall monitor all endorsement and/or sponsorship contracts and report to the board of directors, at least annually, the results of the endorsements and/or sponsorships.

Endorsements

The executive director may enter non-exclusive endorsement agreements with entities offering products and services helpful to CABE's membership. Prior to entering an endorsement agreement the executive director shall:

- (a) determine that school districts would benefit from the product or service
- (b) evaluate the product or service
- (c) evaluate the company offering the product or service
- (d) develop a method for responding to member complaints about the product or service
- (e) review CABE resources needed to fulfill the proposed agreement
- (f) analyze how the proposed endorsement would affect CABE's revenues.

Sponsorships

The Executive Director may recommend to the Board sponsorship agreements with entities offering products and/or services helpful to CABE's membership. Such sponsorships may be exclusive if the nature of the service and the market place warrants. The Executive Director shall provide the following information to the Board with a recommendation for sponsorship:

- a) how the membership would benefit from the product or service
- b) an evaluation of the product or service
- c) an evaluation of the company offering the product or service, as well as competitors in the market place
- d) a description of the proposed method of responding to member complaints about the product or service
- e) an estimate of CABE resources needed to fulfill the proposed agreement
- f) an explanation of how the proposed sponsorship would effect CABE's revenues
- g) in the case of exclusive agreements determine the most appropriate vendor to sponsor using defined objective criteria.

Policy adopted by
 Board of Directors: 1/21/99

CONNECTICUT ASSOCIATION OF
 BOARDS OF EDUCATION, INC.

PROGRAMS & SERVICES

Field Services

When member boards of education have special problems, the Association staff shall endeavor to assist the districts and may arrange for one board to work with other boards in the area to share problems and solutions.

The Executive Director may use his/her discretion in providing such services to non-member boards when it is in the best interest of the Association.

PROGRAMS & SERVICES**Consultation**

The Association shall offer the services of members of its trained staff to member boards. Consultation services shall be confidential and discreet in dealing with sensitive matters with which boards are confronted from time to time such as Board/Superintendent Relations, Internal Board Conflict, Personnel Relations, and Superintendent Selection. Association services may be offered, upon request, either in the field or in the Association offices.

PROGRAMS & SERVICES

Board Member Orientation

The Association shall offer new member orientation programs at both state and local levels so that time required for new members to become fully participating members of the board may be significantly reduced.

Any member board may request a local orientation session to be conducted by Association staff at the local level.

PROGRAMS & SERVICES

Legislative/Governmental Relations Services

The Association's legislative program shall be developed by the State Relations Committee, a standing committee of the Association's Board of Directors, based upon positions established by the resolutions adopted by a Delegate Assembly.

The Association shall not participate in partisan politics at any level.

Policy adopted by
Board of Directors: 11/81
Revised: 4/11/90

CONNECTICUT ASSOCIATION OF
BOARDS OF EDUCATION, INC.

PROGRAMS AND SERVICES

Government Relations Committee

The Government Relations Committee is a standing committee of the Association's Board of Directors. Membership on the committee shall be open to all interested Association members.

The committee shall propose resolutions that further the interest of public education, which shall be voted upon at a Delegate Assembly to be held each year prior to the opening of the General Assembly.

(cf Bylaws 7.5)

PROGRAMS AND SERVICES

Legislative Network

The Legislative Network shall consist of CABE contacts representing each local and regional board of education, Government Relations Committee members, and CABE Board of Directors members. CABE Contacts are to be chosen by the local board.

Network members shall personally discuss the Association's position on bills with each state representative and senator.

Federal Relations Network

Connecticut board of education members may be directly involved with legislation at the national level through participation in the National School Boards Association's Federal Relations Network. Said Network is comprised of board of education members from each Congressional District in the country. Members shall be kept informed of pending federal legislation by the Association and NSBA offices, and when necessary, contact their Congressional representatives to present information or make requests about voting on specific bills.

Annually at the Federal Relations Conference in Washington, D.C., Connecticut board members shall meet with Connecticut's Congressional Delegation to discuss local school problems in coping with federal programs, regulations, and guidelines.

Designed to increase local participation in federal legislative efforts, the Federal Relations Network is intended to provide local board of education members with a direct voice in Washington.

PROGRAMS & SERVICES**Representation in the Legislature**

Testimony shall be presented in the legislature on every significant education bill on which the Association has a position. The Association shall, whenever deemed necessary, call upon the services of local board of education members to present testimony.

PROGRAMS & SERVICES

Public Information on Issues

The Connecticut Association of Boards of Education shall strive to keep the public and various governmental agencies informed of the importance, achievements and needs of public school education in Connecticut.

Policy adopted by
Board of Directors: 9/81

CONNECTICUT ASSOCIATION OF
BOARDS OF EDUCATION, INC.

PROGRAMS & SERVICES

Amicus Curiae Briefs

The Association may file Amicus Curiae Briefs in cases of statewide interest to its membership either upon initiative of the Board of Directors or when requested to do so by a member. Amicus Curiae participation must be approved by the CABE Board of Directors.

The Association shall not participate as Amicus until the appeals level of any given case.

PROGRAMS AND SERVICES

Association Periodical Ownership

The owner of all articles and/or periodicals published by the Association shall be the Connecticut Association of Boards of Education, Inc. The publisher shall be the Executive Director.

Regulation approved by
Executive Director: 12/15/89

CONNECTICUT ASSOCIATION OF
BOARDS OF EDUCATION, INC.

PROGRAMS AND SERVICES

Copyrights

All Association publications, whether produced internally or as works-for-hire, and whether initial publications or subsequent editions, shall be copyrighted. The holder of all copyrights for all Association publications shall be the Connecticut Association of Boards of Education, Inc.

PROGRAMS AND SERVICES

Association Logo

The official Association logo shall be used only on Association letterhead and envelopes, publications, and other Association products, or in conjunction with Association-sanctioned activities and products.

PROGRAMS AND SERVICES

ACTION ALERT

Action Alert communications shall be used to inform the board of directors, board contact persons, superintendents and government relations committee members of issues requiring their immediate action. Action Alert shall generally contain the following information:

- background
- commentary
- action required

HOTLINE

Hotline shall be used to inform the board of directors, board contact persons, superintendents and government relations committee members of legislative and state agency hearings in which they may have an interest.

LEGISLATIVE REPORT

Legislative Report is used to inform the board of directors, board contact persons, superintendents and government relations committee members of the status of state and federal legislation.

PROGRAMS & SERVICES

Association Awards Programs

The Association shall administer awards programs to encourage members of the education community to strive for high standards of achievement.

A "Distinguished Service Award" may be presented each year to an individual who is now or has been a member of a board of education and has served public education in Connecticut with distinction.

An "Outstanding Legislator Award" shall be presented annually if the Government Relations Committee indicates that one or more truly outstanding legislators have, through their long-standing efforts in the Connecticut General Assembly, made an outstanding contribution to public education in Connecticut.

A "Distinguished Legislator Award" shall be presented annually at CAFE's Day On The Hill if the Government Relations Committee indicates that one or more legislators have, through their efforts on one or more issues during the last year in the Connecticut General Assembly, made a significant contribution to public education in Connecticut.

A "Friend of Public Education Award" may be presented annually by action of the Board of Directors to any individual or entity who has shown outstanding leadership in support of public education in Connecticut, yet awards will not be given to an individual eligible for the Distinguished Service, Outstanding Legislator or Distinguished Legislator Award.

Policy adopted by
Board of Directors: 9/81
Revised: 4/11/90
Revised: 12/4/96
Revised: 7/13/99

CONNECTICUT ASSOCIATION OF
BOARDS OF EDUCATION, INC.

PROGRAMS & SERVICES**Association Awards Programs****CABE FRIEND OF PUBLIC EDUCATION AWARD**

Rationale: The efforts of individuals who have worked to support public education and boards of education in Connecticut should be recognized by the Connecticut Association of Boards of Education. There should be established an award to be given at the CABE/CAPSS Convention to one or more outstanding individuals who have, through their efforts on one or more issues, made a significant contribution to public elementary and secondary education in Connecticut, and are not eligible for other CABE awards (e.g. Distinguished Service, Outstanding Legislator, Distinguished Legislator).

Award: The Award should consist of the following:

1. a framed certificate outlining the efforts of each recipient on behalf of public education.
2. a permanent plaque bearing the name of each recipient located in the CABE office.

Process:

1. CABE Staff will confer with past Award recipients and may recommend one or more recipients to the Board of Directors.
2. The Board of Directors shall take action to select the recipient(s) of the Friend of Public Education Award or indicate that there is no individual who adequately meets the criteria for the award.
3. The Executive Director shall notify each award recipient that he/she will receive the award and will be honored at the CABE/CAPSS Convention.
4. The CABE Friend of Public Education Award shall be presented during CABE/CAPSS Convention to each recipient by the previous years' recipient.
5. CABE shall inform the media in an attempt to provide media coverage.

PROGRAMS AND SERVICES

Mailing Lists

The Association will make mailing labels or lists available for noncommercial use at the discretion of the Executive Director. If the Executive Director believes such use is beneficial to the Association or membership, it may be provided at no charge. Otherwise, noncommercial use will be billed at a rate to be determined by the Executive Director. All requests should be routed through the Executive Director.

Mailing lists or labels of board of education members shall be made available to CAFE members at a nominal charge.

PROGRAMS & SERVICES

Inservice Education Services

The Association shall offer annually a complete range of inservice education meetings--all available to local public education officials in Connecticut. The Association will tailor inservice activities to meet the specific needs of member boards.

Inservice activities conducted by the Association shall include, but not be limited to, a statewide convention, conferences, seminars and workshops on a wide range of issues and problems.

Policy adopted by
Board of Directors: 9/81
Revised: 4/11/90

CONNECTICUT ASSOCIATION OF
BOARDS OF EDUCATION, INC.

PROGRAMS AND SERVICES

Management Information Services

The Association shall provide a wide range of management information services to member boards of education to assist each board in its decision-making process.

The CAFE management information services shall include, but not be limited to, policy assistance, reference services, research services and data useful in collective bargaining. The Association will maintain a library offering members access to books, periodicals and topical files dealing with various aspects of school management.

PROGRAMS AND SERVICES

School Board Policy Service

The Association shall develop and maintain a comprehensive policy service for Connecticut boards of education.

PROGRAMS AND SERVICES

School Board Policy Service

Contractual Policy Services

The Association contractual policy services shall consist of at least five components:

- Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws - manual of sample policies and administrative regulations covering important policy areas.
- Customized Policy Manual Service - developed and customized for participating districts by the Association's team of policy specialists.
- Update Service - designed to keep the Connecticut Reference manual in conformity with current state and federal law.
- Policy Consortium - to assist school districts under 1,000 ADM design and develop a policy manual in a consortium setting. Each district participating will have a "team" work to draft policies reflecting the district's need. The Connecticut Reference (CORE) Manual of School Board Policies, Regulations, and Bylaws will be used as the basis for developing the tailored manual.
- Consultancy - available to CABA members for the development of specific policies or revisions of existing policies.

Policy Service Included in Membership Fee

Sample policies, included in the Association's library files, from across the state and nation will be distributed through various Association publications and to individual districts on request for reference use. Member districts may request a limited number of sample policies each year.

PROGRAMS AND SERVICES**Library Information/Reference Service**

The Association staff shall collect material of interest to boards of education in the state. The information shall include current periodicals, books, pamphlets, legal and legislative information and other materials, including slides, tapes and films.

These resources shall be available to all Association members. Suitable arrangements will be made by the staff to enable members to borrow requested materials.

Requests from non-members for reference material will be met within the constraints of time and staffing on a case-by-case basis.

PROGRAMS & SERVICES**Information Services**

The Association shall maintain and make available to members and others upon request an information resource file containing articles and related materials concerning various aspects of educational management and administration and other relevant topics.

Additionally, staff will compile, analyze, and disseminate upon request, policy and negotiations assistance information, as part of the Association's Negotiations Assistance Service and Policy Service.

Requests from members of the press and other citizens for information services will be met within the limits of time and staff constraints on a case-by-case basis.

PROGRAMS & SERVICES**Administrative Services**

The Association may institute and maintain specialized services of an administrative nature for boards of education, especially when group action through the Association will result in savings of cost and effort to boards. Such services may, but not necessarily, be offered through the cooperation of independent agencies.