



BRISTOL BOARD OF EDUCATION
Bristol, Connecticut
Wednesday, September 23 – 7:00pm
Regular Policy Committee Meeting Minutes

A Bristol Board of Education Regular Policy Committee Meeting was held on Wednesday, September 23 at 7:00 P.M. in the BoE Auditorium and via the Zoom meeting platform.

Present: Commissioners: Jill Fitzsimons-Bula, Kara Ledger, Jennifer Tagariello, and Chair Shelby Pons (virtual)

Also present: Deputy Superintendent Mary Hawk, and Joseph Grabowski Chief Talent Officer

1 . Call to Order/ Pledge of Allegiance

The meeting was called to order at 7:00 P.M.

2. Approval of Minutes

2.1 Regular Policy Meeting Minutes - August 12, 2026

Commissioner Fitzsimons-Bula called for a motion to approve the August 12, 2026 - Regular Policy Committee Meeting minutes. The motion was made by Kara Ledger and seconded by Jill Fitzsimons-Bula.

The motion to approve the August 12, 2026, regular meeting minutes as written passed 2-1, with Jennifer Tagariello abstaining.

3. Public Comment

No Public Comment.

4. OLD BUSINESS: Review And Possible Action On The Following Policies :

4.1 Policy 1120 Public Participation at Board of Education Meetings

Commissioner Jill Fitzsimons-Bula provided a detailed background on the current Policy 1120 (Public Participation at Board of Education Meetings), which is based on the CABE model and was last revised on March 1, 2017. Policy 1120 was brought back to the Subcommittee for further review after receiving feedback from CABE and Attorney Jessica Ritter.

The Committee engaged in a discussion regarding policy uniformity and emphasized the importance of public participation at Board of Education meetings. The Committee proposed revisions based on the most current input from Attorney Ritter, to ensure proposed changes are

in good faith of the public and Board of Education.

Commissioner Jill Fitzsimons-Bula recommended a motion to move revised Policy 1120 (Public Participation at Board of Education Meetings) to the full board for consideration with the revisions of keeping item #6 and editing #4 to remove the word “including” and add the word “or.”

A motion was made by Jennifer Tagariello and seconded by Kara Ledger to move revised Policy 1120 (Public Participation at Board of Education Meetings) to the full board for consideration. The motion passed.

4.2 Bylaw 9325 Meeting Conduct

Commissioner Jill Fitzsimons-Bula provided a detailed background on Bylaw 9325, Meeting Conduct, which is based on the CAFE model and was last revised on April 6, 2016.

The Committee discussed the need for consistency among Policy 1120, Bylaw 9325, and Bylaw 9322. The Committee proposed revisions to Bylaw 9325, including incorporating items #1–#11 from Policy 1120 to align the bylaw with the established public speaker procedures.

Jennifer Tagariello called for a motion to amend Policy 1120, item #3, to clarify that a speaker may speak only once during a public comment period for a maximum of four (4) minutes. The corresponding language would also be incorporated into items #1–#11 of Bylaw 9325.

A motion was made by Jennifer Tagariello and seconded by Kara Ledger, to amend Policy 1120, item #3, and revise Bylaw 9325, Meeting Conduct, as proposed. The motion passed.

Prior to moving forward to item 4.3, a recommendation was made to move item 5.3 Revision: Policy 4111/4211 - Recruitment and Selection as the next item for discussion.

A motion was made by Kara Ledger and seconded by Jennifer Fitzsimons-Bula, to move item 5.3 Revision: Policy 4111/4211 - Recruitment and Selection as the next item for discussion. The motion passed.

5.3 Revision: Policy 4111/4211 - Recruitment and Selection

Commissioner Fitzsimons-Bula presented Policy 4111/4211, Recruitment and Selection. She noted that, based on a CAFE audit, the policy requires updating to align with current CSDE guidance. The policy was last updated on December 7, 2016.

Commissioner Fitzsimons-Bula explained that, in July 2026, CAFE provided a sample policy to assist districts in complying with Public Act 26-12, effective October 1, 2026. The model policy and regulation have been updated to incorporate expanded job posting disclosure requirements, including wage ranges, benefit summaries, and pay transparency guidelines. In addition, the TRB

reemployment provisions under C.G.S. § 10-183v have been refined to ensure compliance with state post-retirement compensation requirements.

Commissioner Fitzsimons-Bula invited Joseph Grabowski to further discuss the proposed revisions. Mr. Grabowski presented his edits to the policy based on the CABE sample provided. He recommended further revisions to the applicant disclosure requirements paragraph to include additional language consistent with Bristol Public Schools Policy 4112.8, Nepotism.

Questions and discussion followed regarding the proposed revisions.

Commissioner Fitzsimons-Bula recommended forwarding the revised Policy 4111/4211, Recruitment and Selection, including the additional proposed revisions to the applicant disclosure requirements paragraph presented by Joseph Grabowski, to the full Board for consideration.

A motion was made by Jennifer Tagariello and seconded by Kara Ledger to forward revised Policy 4111/4211 - Recruitment and Selection to the full board for consideration. The motion passed.

4.3 Bylaw 9322 Public and Executive Sessions

Commissioner Fitzsimons-Bula presented Bylaw 9322, Public and Executive Sessions. She noted that, based on a CABE audit, the bylaw is recommended for revision to align with the current CABE model. The bylaw was last updated on April 6, 2016. The current Bristol Public Schools bylaw and the most recent CABE model were provided for review.

Questions and discussion followed regarding the two versions.

Commissioner Fitzsimons-Bula recommended revising Bylaw 9322, Public and Executive Sessions, to align with the current CABE model and forwarding the bylaw to the full Board for consideration.

A motion was made by Kara Ledger and seconded by Jill Fitzsimons-Bula to forward revised Bylaw 9322 Public and Executive Sessions to the full board for consideration. The motion passed.

4.4 Policy 5117 - School Attendance Areas

Commissioner Fitzsimons-Bula presented Policy 5117 - School Attendance Areas. She noted that the policy was last updated on January 3, 2007 and invited Mary Hawk, Deputy Superintendent to further discuss the proposed revisions.

Questions and discussion followed regarding the revisions presented and revising the last sentence on the first page, removing last paragraph on page 2, and including the word “however” before school level transitions on page 3.

Commissioner Fitzsimons-Bula recommended moving the revised Policy 5117 - School Attendance Areas to the full Board for consideration with minor additional revisions as discussed.

A motion was made by Jill Fitzsimons-Bula and seconded by Kara Ledger to forward the proposed revised Policy 5117 - School Attendance Areas to the full board for consideration. The motion passed.

5. NEW BUSINESS: Review And Possible Action On The Following Policies :

5.1 Revision: Policy 5114 - Suspension and Expulsion/Due Process

Commissioner Fitzsimons-Bula presented an update to Policy 5114, Suspension and Expulsion/Due Process. She noted that CAFE provided an updated model policy in July 2026 reflecting expanded requirements for school boards to provide an alternative educational opportunity for students ages 16 to 18 who are expelled.

Previously, statutes required boards of education to provide an alternative educational opportunity to students between the ages of 16 and 18 who were expelled for the first time and who wished to continue their education. Public Act 26-1, Section 41, now requires boards of education to provide an alternative educational opportunity to students ages 16 to 18 who are expelled for either a first or second time. The proposed revisions identify language to be removed with red strikethrough and new language in blue.

No questions or discussion followed regarding the proposed revisions.

Commissioner Fitzsimons-Bula recommended forwarding the revised Policy 5114, Suspension and Expulsion/Due Process, to the full Board for consideration.

A motion was made by Jennifer Tagariello and seconded by Kara Ledger to forward the revised Policy 5114 - Suspension and Expulsion/Due Process to the full board for consideration. The motion passed.

5.2 Revision: Policy 5131.913 - Cyberbullying

Commissioner Fitzsimons-Bula presented Policy 5131.913, Cyberbullying. She noted that, based on a CAFE audit, the policy requires modification to add and/or update legal references. The policy was last updated on September 15, 2010. The proposed revisions identify language to be removed with red strikethrough and new language in blue.

No questions or discussion followed regarding the proposed revisions.

Commissioner Fitzsimons-Bula moved to recommend forwarding the revised Policy 5131.913, Cyberbullying, to the full Board for consideration.

A motion was made by Jennifer Tagariello and seconded by Kara Ledger to forward revised Policy 5131.913 - Cyberbullying to the full board for consideration. The motion passed.

5.4 Revision: Policy 3231 - Medical Reimbursement for Special Education Students

Commissioner Fitzsimons-Bula presented Policy 3231, Medical Reimbursement for Special Education Students. She noted that, in July 2026, CABA updated its Model Policy and Regulation 3231 to streamline school-based Medicaid billing procedures and incorporate clear opt-out guidelines for smaller school districts. The revisions also incorporate federal IDEA consent and privacy protections under FERPA, electronic filing provisions under Connecticut's Uniform Electronic Transactions Act, and a standardized parental consent form to support municipal audit readiness.

Commissioner Fitzsimons-Bula noted that, based on a CABA audit, Policy 3231 requires modification to add and/or update legal references related to Medicaid and to review the district's Medicaid procedures. The policy was last updated on October 6, 1999. Proposed revisions identify language to be removed with red strikethrough and new language in blue.

No questions or discussion followed regarding the proposed revisions.

Commissioner Fitzsimons-Bula moved to recommend forwarding the revised Policy 3231, Medical Reimbursement for Special Education Students, to the full Board for consideration.

A motion was made by Jennifer Tagariello and seconded by Kara Ledger to forward revised Policy 3231 - Medical Reimbursement for Special Education Students to the full board for consideration. The motion passed.

5.5 Review: Policy 5141.213 - Opioid Overdose Prevention (Emergency Administration of Naloxone)

Commissioner Fitzsimons-Bula provided background on Policy 5141.213 – Opioid Overdose Prevention (Emergency Administration of Naloxone), noting that it is a recommended policy that the District does not currently have in place. Public Act 26-38 amended Connecticut General Statutes § 10-212a regarding the administration of medication in schools and expanded the permissible use of opioid antagonists, including Naloxone, to treat opioid overdoses. The legislation reflects the FDA's reclassification of certain opioid antagonists from prescription-only ("legend") to over-the-counter ("nonlegend") medications, which are administered as nasal sprays.

Commissioner Fitzsimons-Bula invited Deputy Superintendent Mary Hawk to provide additional information. Deputy Superintendent Hawk reported that the District is working with the Burlington Health District to review the CABA model policy. Following the review, the policy will be brought forward to the appropriate Subcommittee for further discussion.

No questions or discussion followed.

Commissioner Jill Fitzsimons-Bula recommended tabling Policy 5141.213 - Opioid Overdose Prevention (Emergency Administration of Naloxone) until Policy was reviewed by Burlington Health District.

A motion was made by Jennifer Tagariello and seconded by Kara Ledger to table Policy 5141.213 - Opioid Overdose Prevention (Emergency Administration of Naloxone), Motion passed.

6.Adjournment

With no other business, Commissioner Fitzsimons- Bula motioned to adjourn the Regular Policy Committee Meeting. ***The meeting adjourned at 8:23 P.M.***

Respectfully Submitted,



Recording Secretary
Bristol Board of Education