

Regular Meeting

Wednesday, January 4, 2017 7:00 PM
Auditorium, 129 Church Street, Bristol, CT 06010

1. **CALL TO ORDER/NATIONAL ANTHEM/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

2. **MINI GRANTS PRESENTATION**

3. **STAFF AND STUDENT RECOGNITION**

4. **COMMITTEE REPORTS**

Presenter:
Commissioners

5. **APPROVAL OF MINUTES - December 7, 2016 Regular Meeting Minutes**

6. **CHAIRMAN REPORT**

7. **STUDENT REPRESENTATIVE REPORTS**

8. **SUPERINTENDENT REPORT**

9. **CONSENT AGENDA**

9.1. Personnel

9.1.a. New Teacher Hire

9.1.b. A-3 Teacher Assignment

9.1.c. Coaching Resignation

9.1.d. Coaching Appointment

9.2. Grants

9.2.a. Barnes Foundation Grants

9.2.b. Grants from the Bristol Education Foundation

9.2.c. William Casper Graustein Fund Grant

9.2.d. Bilingual Education Grant Award

9.2.e. Title III Part A English Language Acquisition Grant

9.2.f. Greene-Hills School FRC Grant

9.2.g. South Side School FRC Grant

9.2.h. West Bristol School FRC Grant

10. **PUBLIC COMMENT**

11. **DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS**

11.1. High School Program of Studies

11.2. Preliminary Calendars for the 2017-2018
and 2018-2019 School Years (First Presentation)

12. POLICY REVISION

12.1. Policy 3524.1 - Pesticide Application -
Revised

12.2. 4118.231 - Personnel - Drug and Alcohol
Use and Possession/Drug Free Workplace - Revised

12.3. 3541.5 - Transportation Safety Complaints
- New

12.4. 3542.22 Food Service Personnel Code of
Conduct - New

13. OLD BUSINESS

14. NEW BUSINESS

15. INFORMATION

16. LIAISON REPORTS

17. ADJOURNMENT

BOARD OF EDUCATION
Bristol, Connecticut
December 7, 2016 – Regular Meeting Minutes

The regular meeting of the Bristol Board of Education was held on Wednesday, December 7, 2016 at 7:00 p.m., in the auditorium of the Board of Education Administration Building, located at 129 Church Street, Bristol, Connecticut. **To see the meeting and hear full reports please go to:** <http://nutmegtv.org/video-on-demand/single/?id=34066>

PRESENT: Commissioners: Jeff Caggiano, Jennifer Dube, Karen Hintz, Thomas O'Brien, David Scott, Tina Taylor, Karen Vibert, Christopher Wilson; Ellen W. Solek, Superintendent, Susan Kalt Moreau, Deputy Superintendent, Sam Galloway, Director of Human Resources, David Mills, City Council Liaison; and Student Representatives Colin Savino and Alexandra Allen

ABSENT: Commissioner Joseph Grabowski

CALL TO ORDER/ PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chairman Wilson called the meeting to order at 7:03 p.m. and asked the audience to stand for the National Anthem; The National Anthem was performed by Greene-Hills and West Bristol All Star Singers - Directed by: Chris Sipes. The audience remained standing for the Pledge of Allegiance.

A moment of silence was observed for Carol Dresser a Social Worker from 1976 to 2011, Carrollee Berg Fermé a French Teacher at Bristol Eastern from 1963 to 1972 and Betty Boukus a Connecticut State Representative from 1994 to 2016.

Bristol Central - Cinderella Performance Vignette - Cast members (Julia Nelson and Thalia Palacios) from Bristol Central's presentation of Cinderella performed a vignette for the Board of Education.

STAFF AND STUDENT RECOGNITION

Bristol Eastern student Kara Friedman has been accepted into the 2017 All-Eastern Band. She performed at the All-National Conference where she was principal clarinet for the All-National Orchestra. She will also be featured in a Klesmer-type solo during one of the pieces at the Winter Concert.

Amy Bovin Dauphinais, Band Director at Bristol Eastern has been invited to be an honor band conductor at Marywood University in PA in December 2017. Mrs. Dauphinais was in the audience and stood to be acknowledged.

Mike Giovinazzo, Bristol Eastern Boys' Basketball Coach has decided to retire from Boys Basketball. The Board acknowledged his 34 years of service as the Boys' Basketball Coach. He will continue to coach baseball. Mr. Giovinazzo was in the audience and stood to be acknowledged.

APPROVAL OF MINUTES

On motion by Commissioner Vibert and seconded by Commissioner Taylor it was unanimously

VOTED: *That the Board of Education approve the minutes from the November 2, 2016 Regular Meeting as written.*

COMMITTEE REPORTS

Policy Committee – Commissioner Taylor reported that the committee met on November 14th and reviewed about twelve policies which will appear later on the agenda.

Operations – Commissioner Hintz reported that the committee met on November 15th and the board of finance recently approved a feasibility study for the Bristol Public Schools to review the age and infrastructure needs of school buildings, excluding the K-8 schools, as well as: Capacity of each building given our current instructional program and class size recommendations; accessibility; projected enrollment for the next 5 years; and other items garnered through discussion with our facilities director and project manager. The committee will be working with Roger Rousseau to draft an RFP. Pete Fusco presented an early draft of the maintenance budget. They also discussed the items that would be moved to the 10 year capital plan of the City they are: the removal of aging oil tanks we are no longer using and the HVAC system at South Side School which needs substantial work. The committee discussed technology infrastructure and the growing IT needs of the district. Commissioner Hintz congratulated Rob Puzio on his promotion to Technology Operations Manager. Mr. Puzio stood to be acknowledged.

Student Achievement – Commissioner Dube reported that the committee met on November 16th and Dr. Moreau presented the District Accountability Plan. It included information about text scores, attendance, physical fitness and graduation rates. If anyone is interest in additional information all of the reports are on the Boards website.

Communications & Community Relations – Commissioner Caggiano reported that the committee met on November 7th and we will discuss in further detail what was discussed at the meeting when we affirm five policies from the Communication section of the policy manual later on the agenda.

Finance – Commissioner Vibert reported that committee earlier this evening. We have expended 43% of our budget for this year. We are doing well with Special Education expenses. There was discussion about funding overages with Glenn Klocko and he is working with the Board of Finance to set up a special revenue account. We cannot make a decision on this until we discuss the matter in further detail with the Board's attorney. Commissioner Vibert announced that tomorrow night at 6:30 p.m. at the Bristol Central High School Library we will host a presentation by the CT School Finance Project.

CHAIRMAN REPORT

Chairman Wilson updated the Board and the public on the following topics: CABE Convention Wrap Up, Education Commissioner Wentzell's recent visit to Bristol and the upcoming Connecticut Finance Group Presentation on December 8, 2016.

STUDENT REPRESENTATIVE REPORTS

Colin Savino from Bristol Central shared recent and upcoming activities at Bristol Central and Alexandra Allen from Bristol Eastern shared recent activities at Bristol Eastern as well as sharing information regarding midterms at the high schools and the impact on students. Chairman Wilson said that the topic of midterms could be placed on the Student Achievement agenda for further discussion.

SUPERINTENDENT REPORT

Dr. Solek acknowledged Kyle from Nutmeg Television; this will be his last meeting with the company as he is moving to a new position.

School Improvement Plans were presented to the Board. The first two schools to present were: Ivy Drive School presented by Rosie Vojtek and South Side School presented by David Huber and teacher Nicole Malvezzi.

CONSENT AGENDA

Item 9.1.a Administrative Hire was pulled out for further discussion. The remaining Consent Agenda items were approved with a motion made by Jeff Caggiano, seconded by Karen Hintz.

PERSONNEL

Teacher Retirements - Effective June 30, 2017

Christine Francalanga – EPH – Instructional Support
Nancy Petrokansky – BCHS - English

Teacher Resignations

Savva Savvides – BEHS – Technology Education – Effective November 23, 2016
Keila Vega Rosario – CHMS – Science – Effective November 10, 2016

New Teacher Hire

Caitlin Casasanta – EDGE – Grade 5 – Effective November 14, 2016

A-2 Teacher Resignation - Effective October 6, 2016

Marie Hurd - EDGE - Science Leader
Marie Hurd - EDGE - Gifted Coach

Coaching Resignations

Joe Miller - Softball Coach – CHMS, effective 10/27/16
Rick Block – Girls Basketball – West Bristol, effective 11/2/16
Harold Kilby – Girls Basketball – CHMS – effective 11/7/16
Darrell Darby – Girls Soccer – NEMS – effective 11/16/16
Mike Forgione – Head Girls Outdoor Track Coach – BCHS, effective 11/16/16

Coaching Appointments

Andrew Barton – Asst. Indoor Track Coach – BEHS – effective 12/2/16
Ryan Broderick – Girls Basketball Coach – West Bristol – effective 11/28/16
Sara DeFillippi – Girls Basketball Coach – CHMS – effective 11/28/16
Juan Quintero – .5 Asst. Wrestling Coach – BCHS – effective 11/28/16
David Parent – Asst. Basketball Coach – BEHS – effective 12/2/16

Policy Affirmations

1000 – Concept, Goals and Role in Community Relations
1260 – Educational Foundations
1316 – Relations Between Public and School Personnel

Administrative Hire

Dr. Solek announced that after an extensive search we have found a new Business Administrator for the district. He comes to us from Chicopee, MA. He will gradually transition into the district and we anticipate he will start full time in the middle of February.

Stephen Nembirkow - BOE - School Business Administrator - Effective Date TBD

On motion by Commissioner Vibert and seconded by Commissioner Hintz it was unanimously

VOTED: That the Board of Education approve Stephen Nembirkow – BOE – School Business Administrator.

PUBLIC COMMENT

Heather Kozikowski – 49 Lockhaven Road addressed the Board regarding a teacher issue.

DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS

Bristol Eastern High School - Trip To Greece - June 25 - July 12, 2017

For several years, Bristol students interested in classical history have traveled to Greece to explore the remains of an ancient civilization whose political and cultural contributions continue to shape societies two millennium after their birth. Prior to the trip, students have taken classes to learn about the ideas of Pericles, Socrates, Plato, Aristotle, Alexander the Great, Aristophanes, and Phidias. During the trip, they will take tours of the sites that inspired not only these Greek geniuses, but also the likes of William Shakespeare and Thomas Jefferson. Upon their return, students will have written a paper and earned a ¼ course credit. We seek permission to continue this rich learning experience this summer. Proposal attached for further details.

On motion by Commissioner O'Brien and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the Bristol Eastern High School Trip To Greece - June 25 - July 12, 2017.

Schedule of Board of Education Meetings for the 2017 Calendar Year (First Presentation)

In accordance with Section 1-21 of the Connecticut General Statutes and in keeping with Board of Education policy, a schedule of Board of Education meeting dates for the 2017 calendar year is required by the Town and City Clerk. Board of Education meetings will be held the first Wednesday of every month* at 7:00 p.m. in the Auditorium of the Board of Education Administration Building, located at 129 Church Street, Bristol, Connecticut. *except August and September

On motion by Commissioner Caggiano and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the Schedule of Board of Education Meetings for the 2017 Calendar Year.

POLICY REVISION

Policy 0000 – Mission - New

On motion by Commissioner Scott and seconded by Commissioner Caggiano it was unanimously

VOTED: That the Board of Education adopt Policy 0000 – Mission of the Board of Education.

Policy 0200 - Goals for the Bristol Board of Education - New

On motion by Commissioner Scott and seconded by Commissioner Caggiano it was unanimously

VOTED: That the Board of Education adopt the Policy 0200 - Goals for the Bristol Board of Education.

Policy 0521: Equal Opportunity - Non-Discrimination - New

On motion by Commissioner O'Brien and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education adopt Policy 0521: Equal Opportunity - Non-Discrimination.

Policy 3520.13 - Business and Non-Instructional Operations - New

On motion by Commissioner Taylor and seconded by Commissioner O'Brien it was unanimously

VOTED: That the Board of Education adopt Policy 3520.13 - Business and Non-Instructional Operations.

Policy 1112 - News Media Relations - Revised

On motion by Commissioner Caggiano and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the revision to Policy 1112 - News Media Relations.

Policy and Regulation 0521.1 - Students with Disabilities - Revised

On motion by Commissioner Taylor and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the revision to Policy and Regulation 0521.1 - Students with Disabilities.

Policy 1251 - Loitering or Causing Disturbance - Revised

On motion by Commissioner Caggiano and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the revision to Policy 1251 - Loitering or Causing Disturbance.

Policy 1331- Smoking in School Facilities - Revised

On motion by Commissioner Caggiano and seconded by Commissioner Taylor it was unanimously

VOTED: That the Board of Education approve the revision to Policy 1331- Smoking in School Facilities.

Policy 4111-Personnel - Certified/Non-Certified - Recruitment and Selection - Revised

On motion by Commissioner Taylor and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the revision to Policy 4111-Personnel - Certified/Non-Certified - Recruitment and Selection.

Policy and Regulation 4112 -Personnel - Certified/Classified - Nepotism - Revised

On motion by Commissioner Dube and seconded by Commissioner Caggiano it was unanimously

VOTED: That the Board of Education approve the revision to Policy and Regulation 4112 -Personnel - Certified/Classified – Nepotism.

Policy and Regulation 4118.11 - Section 504 - Personnel with Disabilities - Revised

On motion by Commissioner Caggiano and seconded by Commissioner Taylor it was unanimously

VOTED: That the Board of Education approve the revision to Policy and Regulation 4118.11 - Section 504 - Personnel with Disabilities.

Policy and Regulation 5141.4 - Reporting of Child Abuse and Neglect - Revised

On motion by Commissioner Dube and seconded by Commissioner Caggiano it was unanimously

VOTED: That the Board of Education approve the revision to Policy and Regulation 5141.4 - Reporting of Child Abuse and Neglect.

Policy and Regulation 5144.1 - Restraint & Seclusion - Revised

On motion by Commissioner Vibert and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the revision to Policy and Regulation 5144.1 - Restraint & Seclusion.

Old Business

There was no Old Business to come before the Board.

New Business

There was no New Business to come before the Board.

Information/Liaison Reports

Commissioner Caggiano reported on activities at Stafford School and Chippens Hill.

Commissioner Dube shared information from West Bristol School.

Commissioner Vibert shared information from Bristol Eastern.

Commissioner Taylor shared information regarding the Studio on West Street, FRC and other Greene Hills information.

Commissioner Hintz – wanted to recognize Pete Winger for being honored with the Ralph Papazian Award for Leadership at the Breakfast of Champions.

David Mills – Thought the two school presentations this evening were very good, and they should be publicized. People need to realize what is going on in our schools; it might help the budget to be passed a little easier.

Chairman Wilson – Reminded the audience about the CT Finance presentation tomorrow night at 6:30 at Bristol Central High School Library.

VOTE TO CONVENE INTO EXECUTIVE SESSION

On motion by Commissioner Dube and seconded by Commissioner Taylor it was unanimously

VOTED: That the Board of Education vote to convene into Executive Session for the purpose of discussing: 1. Bristol Association of Principals and Supervisors Contract and 2. Superintendent Evaluation.

EXECUTIVE SESSION

PRESENT: Commissioners: Jeff Caggiano, Jennifer Dube, Karen Hintz, Thomas O'Brien, David Scott, Tina Taylor, Karen Vibert, Christopher Wilson; Ellen W. Solek, Susan Kalt Moreau, Pam Brisson, Michael Dietter and Sam Galloway

ABSENT: Commissioner Joseph Grabowski

Executive Session was called to order at 9:14 p.m.

There was discussion of the BAPS contract and the Superintendent's Evaluation.

RECONVENE INTO PUBLIC SESSION

On motion by Commissioner Vibert and seconded by Commissioner Caggiano it was unanimously

VOTED: That the Board of Education reconvene into public session to take any votes on matters discussed in Executive Session.

Bristol Association of Principals and Supervisors Contract

On motion by Commissioner O'Brien and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the Bristol Association of Principals and Supervisors Contract and authorize the Chair to sign.

Adjournment

There being no other business to come before the Board of Education the meeting should adjourn. ***(10:39 p.m.)***

Respectfully Submitted

Susan P. Everett

Susan P. Everett

Executive Secretary to Board of Education

DRAFT

SUSAN PECK

CERTIFIED ELEMENTARY EDUCATION TEACHER

Enthusiastic and accomplished Elementary Education professional with more than 20 years' experience working with students grades 1-6 in classroom, small group, and individual settings. Adept at developing and executing unit and lesson plans in compliance with Connecticut Common Core standards and student IEPs when applicable. Key collaborator with coworkers, families, guidance counselors, and administrators; and valued contributor during grade-level team meetings, staff meetings, and PPTs. In-depth knowledge of SMART Board technologies and iPad applications for education. Personal commitment to increasing knowledge across all facets of education through staff development meetings, workshops, and in-service trainings.

TEACHER CERTIFICATION

State of Connecticut, Elementary K-6 (013)

EDUCATION & PROFESSIONAL DEVELOPMENT

M.Ed. in Elementary Education | Marymount University | Arlington, VA
Student Teaching Practicum: Flint Hill Elementary School, Vienna, VA

M.B.A. in Finance | New York University | New York, NY

B.S. in French (Minor in Economics) | Georgetown University | Washington, DC

Leveraging Smart and Social Digital Media in the Classroom – online course through PBS TeacherLine
Technology in a Nutshell
SMART boards for Smart Teachers
Introduction to Responsive Classroom Strategies and Coaching for Improved Practice

TEACHING EXPERIENCE

EDGEWOOD ELEMENTARY SCHOOL | Bristol, CT
Literacy Intern

August 2015 to June 2016

Create and implement lessons for small group and individual instruction to enhance students reading abilities in accuracy, fluency and comprehension for kindergarten through fifth grade. Collaborate with literacy team including the Literacy Coach and Instructional Support teacher and classroom teachers to create plans for students. Utilize LLI kits to assist students with reading support and conduct running records to assess students reading abilities and determine the students' strengths and weaknesses.

Long-Term Substitute Teacher, 2nd grade

November 2015 to March 2016

Assumed all teaching responsibilities, including planning and implementing lessons in all subject areas, while classroom teacher was on maternity leave. Delivered differentiated instruction through guided reading and guided math. Administered the Benchmark Assessment System to determine reading levels and use data for specific reading instruction. Used EnVisions resources for various math lessons and provided hands-on experiences for science lessons. Attended PPTs, parent conferences and grade level team meetings. Collaborated with Literacy Coach for reading and writing instruction as part of the K-2 Literacy Collaborative. Effectively used PBIS for classroom management.

Key Contributions:

- Attended multiple Literacy Professional Development Meetings and participated in the Mindset book club and discussion group.
- Contributing team member of school SRBI committee.
- Created literacy activity and participated in school-wide Literacy Night

CHESHIRE PUBLIC SCHOOLS | Cheshire, CT

10/2014 to 12/2014; 12/2014 to 1/2015; 1/2105 to 6/2015

Long-Term Substitute Teacher: 3rd, 4th, and 6th Grade

Aligned curriculum and Connecticut Common Core Standards in devising and executing lessons across mathematics, reading, writing, science, and social studies. Differentiated instruction to align lesson objectives with individual student needs while ensuring compliance with IEP requirements and collaborating with Special Education teachers. Leveraged formative and summative assessments to drive instruction and evaluate student understanding across various learning styles. Capitalized on skills using SMART Board and other educational technologies. Fostered productive relationships with parents by maintaining communication through e-mail, phone, and parent-teacher conferences.

Key Contributions:

- Led 4th grade students to achieve 100% of multiplication, addition, and subtraction math fluencies.
- Achieved 80% division fluency for fourth grade students.

- Implemented Responsive Classroom to ensure optimal classroom management in combination with partnerships with guidance counselor and administration in implementing behavior plans.
- Increased lexile scores in two months as seen in a more than 78% increase in SRI scores for fourth grade students.

CHAPMAN AND HIGHLAND ELEMENTARY SCHOOLS | Cheshire, CT

2004 to 2014

Literacy Support Teacher

Supported reading and math instruction for individual and small groups spanning second to sixth grades and comprised of students identified for additional reading and math support through screening, diagnostic assessment, and teacher evidence. Implemented reading and math specific lessons focused on strategies and skill development. Key collaborator with classroom teachers, partnering to identify focus targeted focus objectives and necessary classroom supports. Capitalized on SMART Board and iPad skills for instruction.

Key Contributions:

- Implemented various progress monitoring assessments to evaluate effectiveness of literacy supports on a bimonthly basis, leveraging scores to appropriately adjust supports as needed.
- Critical collaborator teaming with Principal in organization and administration of CMT testing.

FORESTVILLE ELEMENTARY SCHOOL | Great Falls, VA

1995 to 1997

Sixth Grade Teacher

Led planning, instruction, and assessment of all subjects within sixth grade class following a middle school model. Implemented appropriate content and curriculum, and provided differentiation to meet learning needs for all students. Maintained regular communication with parents, students, colleagues, and administration to ensure an optimal learning environment.

Key Contributions:

- Achieved 100% passing rate for Virginia Literacy Passport Test in Math (CMT equivalent).
- Attained high scores on Teacher Performance Evaluation program.
- Pursued continuing education opportunities including Skillful Teacher class as well as math and writing workshops and in-services.

SPRING HILL ELEMENTARY SCHOOL | McLean, VA

1/1995 to 6/1995

Long-Term Substitute Teacher

Planned, implemented, and evaluated unit and lesson plans for fourth and fifth grade science and social studies classes. Conducted student assessments and ensured optimal classroom management.

VOLUNTEER EXPERIENCE

HAITI VOLUNTEER

2014 to Present

Support pharmacy operations and dispense medications to more than 600 patients per week; plan and execute health, literacy, and play activities and distribute clothing and toiletries to children in orphanages.

SPECIAL OLYMPICS

2010 to Present

Support athletes in Winter Games (snow-shoeing) and Fall Holiday Sport Classic (bowling).

ADDITIONAL PROFESSIONAL EXPERIENCE

ACAP-HEAD START | Arlington, VA

1991 to 1993

Compliance Monitor

MERRILL LYNCH | Washington, DC

1987 to 1988

Administrative Assistant

INDEPENDENCE FEDERAL SAVINGS BANK | Washington, DC

1986 to 1987

Student Loan Coordinator

Coaches Going Before the Board of Education for Approval

| | | | |
|--|--|--|--------------------|
| Name: Todd Krolikowski | | Address: 43 Round Hill Rd | |
| City: Bristol | State: CT | | Zip: 06010 |
| Current Occupation: Police Officer – New Britain CT | | | |
| Position: .5 Wrestling Coach | School: BEHS | | Level: High School |
| Coaching/Playing Experience: Wrestled in HS Played Football Played Baseball Baseball Camp Instructor Football Coach | Level: HS HS and College HS Youth College | Years: 2 years 8 years 4 years 3 years 1 year | |
| Date Paperwork Completed for Human Resources: 12/20/16 | | | |
| Certification Required: Yes | | | |
| Coaching Permit Current: Yes | | Valid Dates: Pending | |
| First Aid Current: Yes | | Valid Dates: 2/16 – 2/18 | |
| CPR Current: Yes | | Valid Dates: 2/16 – 2/18 | |
| Recommend to Hire Date: 12/20/16 | | By: Christopher Cassin – Supervisor of Athletics, Physical Education and Health | |

**BRISTOL PUBLIC SCHOOLS CALENDAR
2017-2018**

Teacher Meeting Day: August 28 **Professional Development Days:** August 29 and 30; November 7

Vacation Weeks: Close December 22 at end of the shortened school day – Reopen January 2
 Close February 16 at end of school day – Reopen February 21
 Close April 13 at end of school day – Reopen April 23

No School: Labor Day, Sept. 4; Columbus Day, Oct. 9; PDD, Nov. 7; Veteran’s Day, Nov. 10;
 Thanksgiving Recess, Nov. 23, 24; Martin Luther King Day, Jan. 15; Presidents Day, Feb 19;
 Good Friday, March 30; Memorial Day, May 28.

****Shortened Legal Days:** Thanksgiving Recess, Nov. 22; Christmas Recess, Dec. 22
 Elementary, K-8 & Middle – last three school days in June; High School – last school day in June

Parent Conference Days: (*indicates afternoon conferences)

| | |
|--------------|---------------|
| Elementary – | (snow date:) |
| | (snow date:) |
| K-8 – | (snow date:) |
| | (snow date:) |
| Middle – | (snow date:) |
| | (snow date:) |
| High – | (snow date:) |
| | (snow date:) |

| M | T | W | TH | F | | M | T | W | TH | F | | | |
|-------------------|----------------|-----|----|-----|---------|--------------------|----------------|----|----|-----|----------|--------------|------------|
| <u>August</u> | | | | | | <u>February</u> | | | | | | | |
| TMD | PDD | PDD | 31 | | 1 days | 5 | 6 | 7 | 8 | 9 | | | |
| <u>September</u> | | | | | | 12 | 13 | 14 | 15 | 16 | | | |
| LD | 5 | 6 | 7 | 8 | 1 | PD | VAC | 21 | 22 | 23 | | | |
| 11 | 12 | 13 | 14 | 15 | | 26 | 27 | 28 | | | 18 days | | |
| 18 | 19 | 20 | 21 | 22 | | <u>March</u> | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 20 days | | | | 1 | 2 | | | |
| <u>October</u> | | | | | | 5 | 6 | 7 | 8 | 9 | | | |
| 2 | 3 | 4 | 5 | 6 | | 12 | 13 | 14 | 15 | 16 | | | |
| CD | 10 | 11 | 12 | 13 | | 19 | 20 | 21 | 22 | 23 | | | |
| 16 | 17 | 18 | 19 | 20 | | 26 | 27 | 28 | 29 | GF | 21 days | | |
| 23 | 24 | 25 | 26 | 27 | | <u>April</u> | | | | | | | |
| 30 | 31 | | | | 21 days | 2 | 3 | 4 | 5 | 6 | | | |
| <u>November</u> | | | | | | 9 | 10 | 11 | 12 | 13 | | | |
| | | 1 | 2 | 3 | | (16 | 17 | 18 | 19 | 20) | vacation | | |
| 6 | PDD | 8 | 9 | VD | | 23 | 24 | 25 | 26 | 27 | | | |
| 13 | 14 | 15 | 16 | 17 | | 30 | | | | | 16 days | | |
| 20 | 21 | 22* | | | | <u>May</u> | | | | | | | |
| 27 | 28 | 29 | 30 | | 18 days | | 1 | 2 | 3 | 4 | | | |
| <u>December</u> | | | | | | 7 | 8 | 9 | 10 | 11 | | | |
| | | | | 1 | | 14 | 15 | 16 | 17 | 18 | | | |
| 4 | 5 | 6 | 7 | 8 | | 21 | 22 | 23 | 24 | 25 | | | |
| 11 | 12 | 13 | 14 | 15 | | MD | 29 | 30 | 31 | | 22 days | | |
| 18 | 19 | 20 | 21 | 22* | 16 days | <u>June</u> | | | | | | | |
| <u>January</u> | | | | | | | | | | 1 | | | |
| NY | 2 | 3 | 4 | 5 | | 4 | 5 | 6 | 7 | 8 | | | |
| 8 | 9 | 10 | 11 | 12 | | <u>11</u> | 12 | 13 | 14 | 15 | | | |
| MLK | 16 | 17 | 18 | 19 | | 18 | 19 | 20 | 21 | 22 | | | |
| 22 | 23 | 24 | 25 | 26 | | 25 | 26 | 27 | 28 | 29 | 7 days | | |
| 29 | 30 | 31 | | | 21 days | | | | | | | | |
| First Half | 97 days | | | | | Second Half | 84 days | | | | | Total | 181 |

Emergency Days – Students must attend school 181 days. With no snow days the last day of school will be June 11. Each snow day used will advance the last day of school forward to no later than June 29.

4118.231

4218.231

Personnel -- Certified/Non-Certified

Alcohol, Drugs, and Tobacco

The Bristol Board of Education is concerned with maintaining a safe and healthy working and learning environment for all staff and students. Medical research indicates that the use of alcohol, drugs and tobacco are hazardous to one's health. In addition to the health hazard to the individual, certified employees are entrusted with the responsibility of imparting knowledge and serving as role models to students.

Alcohol and Drugs

The Board recognizes the importance of maintaining a drug-free environment for its staff and students. In compliance with federal and state requirements, employees are prohibited from the unlawfully manufacture, distribution, dispensing, possession or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. Controlled drugs are further defined in schedules I through V of section 202 of the controlled substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.

The "workplace" is defined to mean the site for the performance of work done. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

Employees shall notify his/her supervisor of his/her conviction for use or possession of drugs and/or alcohol as defined above, no later than 5 days after such conviction.

Each employee shall abide by the terms of the school district policy respecting a drug-free and alcohol-free workplace.

An employee who violates the terms of this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or his/her employment may be suspended or terminated, at the discretion of the Board.

Tobacco

There shall be no smoking or other use of tobacco products, including vapor cigarettes, on school property at any times. This includes no smoking on transportation provided by the Board of

Education, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agent.

A copy of this policy and the consequences of violating the policy shall be distributed to all employees of the Board of Education. Failure to comply with the policy may result in disciplinary action as detailed by the administration.

Legal Reference: Drug-Free Workplace Act. 102 Stat. 4305-4308.

Drug-Free Schools and Community Act, PL 99-570, as amended by

PL 101-226 (199)

21 U.S.C. 812, Controlled Substances Act, I through V, 202.

21 C.F.R. 1300.11 through 1300.15 regulation.

54 Fed. Reg. 4946 (1989)

Connecticut General Statutes

1-21b Smoking prohibited in certain places.

Policy adopted: July 6, 1994

Policy revised: January 4, 2017

Non-Instructional Operations

Transportation Safety Complaints

All complaints concerning school transportation safety shall be referred to the Director of Transportation. The Director of Transportation shall maintain a written record of all such complaints and shall conduct appropriate investigations of the allegations. The Superintendent shall provide such reports as may be required by state statute.

Legal Reference: Connecticut General Statutes

[10-221c](#) Development of policy for reporting complaints regarding school transportation safety.

Policy Adopted: January 4, 2017

Business/Non-Instructional Operations

Food Service

Food Service Personnel - Code of Conduct

The following conduct is expected of all persons who are engaged in the award and administration of contracts supported by the Child Nutrition Program (CNP) funds. These programs include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, and Summer Food Service Program.

No employee, officer or agent of the Bristol Public Schools shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. All employees, officers, and agents of The Bristol Public Schools are required to adhere to Board of Education policy numbers 9270, 4112 which address conflicts of interest.

To ensure objective contractor performance and eliminate unfair competitive advantage, a person that develops or drafts specifications, requirements, statements of work, invitations, for bids, requests for proposals, contract terms and conditions of other documents for use by the child nutrition program in conducting procurement shall be excluded from competing for such procurements. Such persons are ineligible for such procurements regardless of the procurement method used.

Bristol Public School employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors or parties to sub-agreements.

The purchase during the school day of any food or service from a contractor for individual use is prohibited.

Bristol Board of Education employees, officers and agents shall be governed by the following rules:

1. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
2. The removal of any food, supplies, equipment or school property, such as official records, recipe books, and the like is prohibited unless express permission of the Food Service Coordinator/Business Manager/Cafeteria Supervisor has been granted.
3. The outside sale of such items as used oil, empty cans and the like will be sold by contract between The Bristol Public Schools and the outside agency.

4. Individual sales by any school person to an outside agency or other school person are prohibited.

Failure of any employee to abide by this Code of Conduct could result in a fine, suspension or dismissal.

Resolution of Controversies

Any actual or proposed supplier who is aggrieved in connection with a proposed purchase may protest to the Superintendent or his/her designee.

1. The protest shall be in writing.
2. The protest shall be delivered within 10 days of the action which is being aggrieved.
3. A hearing will be scheduled within 15 days of receipt of protest.
4. The proposed purchase will be delayed until the protest is resolved unless the delay will result in disruption of meal service to children. In the event it is determined that the purchase is necessary, an emergency shall be declared by the Superintendent/Business Manager and emergency purchase procedures will be followed until protest resolution.
5. The decision of the hearing officer shall be in writing and shall be delivered to the aggrieved supplier with proof of delivery required.
6. The aggrieved supplier shall be notified that an appeal of the hearing officer's decision is possible. The appeal request should be written and addressed to the Board of Education.

Public Access to Procurement Information

1. Procurement information shall be a public record to the extent provided in Connecticut's Freedom of Information law.
2. All bid/offers shall be taken under advisement. Between the time an IFB/RFP is opened and awarded it may be viewed by any company or individual who entered a response, to the proposed intent to purchase.
 - a. Any supplier providing information, as a part of a proposal or offer shall stamp each page or sealed envelope, which they consider proprietary information, "not for public release."
 - b. Should the school district receive a request to release this marked information the supplier shall be notified within 24 hours and given 10 working days to obtain a court order to stop release.

c. In 10 working days the party requesting the information shall be provided a copy of the court order or instructions on when the information may be reviewed.

3. After acceptance, procurement information is available to the general public except as noted above.

(cf. [3320](#) - Purchasing Procedures)

(cf. [3542.33](#) - Food Sales Other Than National School Lunch Program)

(cf. 4112, 9270 - Conflict of Interest)

(cf. [6142.101](#) - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

State Board of Education Regulations

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[10-215b-12](#) Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7 CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities

Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A- 102, Attachment 0 FNS Instruction 796-1 Revision 2.

2 CFR 200.318 General Procurement Standards

Policy adopted: January 4, 2017