

Policy Meeting

Wednesday, July 28, 2021 7:00 PM

Via Zoom Meeting Platform, 129 Church Street, Bristol, CT 06010

I. **Call to Order**

II. **Approval of Minutes**

III. **Public Comment**

IV. **Update - Policy 5132 - Student Dress and
Grooming Regulation - Dr. Dietter**

V. **Discussion - Legislative Session - Dr. Dietter**

VI. **Revision - Bylaws 9271 - Bylaws of the Board**

VII. **New - Bylaw 9272 - Model Code of Conduct Data
Bylaw**

VIII. **New - Bylaw 9273 - Model Civility Code
Bylaw**

IX. **Old Business/New Business**

X. **Adjournment**

Jennifer Dube, Chair
Kristen Giantonio, Vice-Chair
Allison Wadowski, Secretary
Eric Carlson
Shelby Pons
John Sklenka
Thomas O'Brien
Karen Vibert
Christopher Wilson



Catherine M. Carbone, Ed.D.
Superintendent of Schools

Michael Dietter, Ed.D.
Deputy Superintendent of Schools

BRISTOL BOARD OF EDUCATION
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POLICY COMMITTEE MEETING MINUTES

May 26, 2021

** Revised 7/23/2021

PRESENT: Commissioners: Kristen Giantonio, Shelby Pons, Allison Wadowski, Jennifer Dube
ALSO PRESENT: Dr. Michael Dietter, Dr. Catherine Carbone, Stephanie Jacques, Melanie Vetrano, Kathryn Morales

1. Call to Order

The meeting was called to order at 7:01 p.m.

2. Approval of the minutes of the April 28, 2021 Policy Committee Meeting.

On a motion by Commissioner Pons, seconded by Commissioner Wadowski, the minutes from the April 28, 2021 Policy Committee meeting was approved unanimously.

3. Public Comment

Commissioner Dube provided comment regarding policy 5132.

Chair Giantonio read an email received from a parent commenting on policy 5132.

4. Information – Equity Toolkit – Dr. Dietter provided an overview on the equity toolkit.
5. Presentation – Change the Dress Code – The committee watched a video create by 2 Bristol Eastern students as to why the dress code should be changed.
6. Revision – Policy 5132 ~ Student Dress and Grooming

On a motion by Commissioner Pons, seconded by Commissioner Wadowski, the Student Dress and Grooming policy was approved unanimously and forwarded to the full board for consideration.

7. Revision – Policy 6114.81 ~ Emergencies and Disaster Preparedness

On a motion by Commissioner Wadowski, seconded by Commissioner Pons, the Emergencies and Disaster Preparedness policy was approved unanimously and forwarded to the full board for consideration. **

8. Revision – Policy 6172.6 ~ Distance Education

On a motion by Commissioner Pons, seconded by Commissioner Wadowski, the Distance Education policy was approved unanimously and forwarded to the full board for consideration. **

9. Old Business/New Business

There was no old or new business to discuss

10. Adjournment

Adjournment on a motion by Commissioner Pons, seconded by Commissioner Wadowski at 9:42 p.m.

Respectfully submitted:

Kim Daly



PROCEDURES FOR REMOTE PUBLIC COMMENT

Members of the public are invited to comment to the Board on any topic related to school business.

Items requiring consideration by the Board must be approved as an agenda item by a 2/3ds vote of the Board members present. Such items may be referred for further study and not necessarily acted upon at this meeting.

Anyone wishing to address the Board should adhere to the following procedures:

1. Send your comments to: susaneverett@bristolk12.org
2. Be sure to put PUBLIC COMMENT in the subject line.
3. Include your name and address.
4. Direct your comments to the Board Chair.
5. Your comments will be read at the meeting by the Board Chair.
6. All comments should be written in an appropriate manner, particularly if concerning a personnel matter.
7. Any comments not adhering to the guidelines will not be read at the meeting.

Bristol Public Schools
Bristol, Connecticut

Bylaws of the Board

Code of Ethics

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Boards members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the **fundamental goal** of all decision-making and actions.
- Board members and Superintendents are **staunch advocates** of high quality free public education for **all** Connecticut children.
- Board members and Superintendents **honor all** national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that **clear and appropriate communications** are key to the successful operation of the school district.
- Board members and Superintendents will always carry out their respective roles with the highest levels of **professionalism, honesty and integrity**.
- Board members recognize that they represent the **entire** community and that they must ensure that **the** community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of education's **agent** and will, in that role, **faithfully apply** the policies and contracts adopted by the Board.
- Board members adhere to the principle that they shall confine the Board's role to **policy-making, planning and appraisal** while the Superintendent shall **implement** the Board's policies.
- Board members and Superintendents both recognize that they serve as a part of an educational team with **mutual respect, trust, civility and regard** for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the **educational leader** of the school district.
- Board members and Superintendents practice and promote **ethical behavior** in the **Boardroom** as a **model** for all district employees.
- Board members and Superintendents consider and decide all issues **fairly** and **without bias**.

(cf. [2000.1](#) - Board-Superintendent Relationship)

(cf. [2300](#) - Statement of Ethics for Administrators)

Bylaw adopted by the Board:

Bylaws of the Board

Code of Conduct on Data Use

As a guide to the appropriate use of data in the decision-making process, Board members should:

1. Request information and data gathered by District staff that helps the Board members make better-informed decisions about policies affecting student achievement district-wide.
2. Request data as a Board, not as an individual, unless the information is readily available and will not redirect staff time.
3. Use data to represent all of the Board member's constituents honestly and equally and refuse to surrender the Board member's responsibilities to special interest or partisan political groups.
4. Avoid using the Board position, and the information data supplies as a result of Board membership, for personal gain.
5. Recognize that decisions can be made only by a majority vote at a Board meeting after everyone on the Board has had adequate time to review all the data and information.
6. Respect the confidentiality of privileged information.
7. Abide by majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.

Bylaw adopted by the Board:

Bylaws of the Board

Civility Code

As a member of the _____ Board of Education, I will strive to improve student achievement in public education, and to that end I will:

- Attend all Board meetings insofar as possible, review relevant information and become informed concerning the issues to be considered at those meetings;
- Recognize my responsibility as an agent of the State to seek the improvement of education throughout the State;
- Focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation;
- Ensure that all sides have a fair opportunity to present their respective positions;
- Recognize that a board member has no authority as an individual, and that decisions can only be made by a majority vote at a board meeting;
- Ensure that criticism of opposing viewpoints is expressed as criticism of a position, not a person when advocating for a belief or position;
- Arrive at conclusions only after discussing all aspects of the issue at hand with my fellow Board members in a meeting;
- Respect the opinions of others, and abide by each decision of the Board as a whole, regardless of my personal vote;
- Listen respectfully to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community;
- Strive for a positive working relationship with the superintendent, respecting the superintendent's authority to advise the board, implement board policy, and administer the district;
- Recognize the importance of an effective governance team;
- Respect the rights of the minority while working toward the will of the majority, and recognize the importance of achieving consensus as an important tool in community- building;
- Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the superintendent;
- Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff by appropriate supervisors;
- Conduct all business in an open and transparent manner, consistent with the intent and spirit of the open meeting law requirements;
- Respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in executive session;
- Model civility to students, employees, and all elements of the community by encouraging the free expression of opinion by all board members and engaging in respectful dialogue with fellow board members on matters being considered by the board.
- Present personal criticism of district operations or of any employee directly to the Superintendent;
- Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from actions that could compromise my ability to act if the issue rises to the board level;
- Take no private action that will compromise the Board and administration;
- Refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety;
- Be informed about the duties of school board members and current educational issues through professional development, such as programs sponsored by my state and national school boards associations;
- Remember always that my first and greatest concern must be the educational welfare of the students attending

the _____ Public Schools.

Sources:

CABE Model Policy

Virginia School Boards Association Code of Conduct for School Board Members

Texas Association of School Boards Ethics for Board Members

North Carolina School Boards Association Code of Ethics

Illinois Association of School Boards Code of Conduct

Hamden and Norwalk Board of Education Code of Ethics

Meeting Protocol

To ensure that the Board's meetings are conducted with maximum effectiveness and efficiency, members will:

- come to meetings adequately prepared;
- identify issues of concern before the meeting, whenever possible;
- circulate proposed motions and amendments, whenever possible, at least 48 hours before meeting;
- speak only when recognized;
- not interrupt each other during debate;
- not engage in disruptive and disrespectful side conversations;
- minimize unnecessary repetition;
- not monopolize the discussion;
- address the merits of the issue being discussed without appealing to the biases, prejudices and emotions of the audience;
- support the chair of the meeting's efforts to facilitate an orderly meeting;
- communicate openly and actively in discussion and dialog to avoid surprises;
- value equal participation of all members;
- practice respectful body language;
- listen actively when other members speak; and
- not surprise or embarrass each other or members of the staff.

(cf. 9005 - Statement of Integrity)

(cf. [9270](#) - Conflict of Interest)

(cf. [9271](#) - Code of Ethics)

Bylaw adopted by the Board: