

Policy Committee Meeting

Tuesday, January 9, 2024 5:30 PM

BOE - Room 36 and via Zoom Meeting Platform, 129 Church Street, Bristol, CT
06010

1. Call to Order/Pledge of Allegiance/Meeting

Norms

2. Review and Revise Bylaw 9132 Standing

Committees

- 1. Student Achievement Committee**
- 2. Operations Committee**
- 3. Personnel Committee**
- 4. Finance Committee**
- 5. Communications and Community Relations
Committee**
- 6. Policy Committee**
- 7. School Safety Committee**

3. Adjournment

Bylaws of the Board

Committees and Advisory Committees

Standing Committees

As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment and function of such committees which shall:

1. be established through action of the Board of Education;
2. have their members appointed by the Board Chairperson
3. be informed in writing at the time of committee formation of committee purpose, functions, and duties;
4. make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
5. be dissolved at the end of the Board's year or at any time by a vote of the Board.

The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all standing committees.

Ad Hoc Committees

Ad hoc committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved immediately upon completion of an assignment. The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all ad hoc committees.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

Committees as Public Entities

All Board of Education committee meetings are public meetings unless the committee is composed entirely of non-Board members and the Board successfully has petitioned the Freedom of Information Commission prior to the committee formation for such committee to be exempt from this requirement.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

(cf. [9130](#) - Committees)

(cf. [9131](#) - Committees of the Whole)

(cf. [9121](#) - Boards of Education Officers)

Legal Reference: Connecticut General Statutes

[1](#)-200 through 1-241 Freedom of Information Act.

Bylaw adopted by the Board:

Bylaws of the Board

Standing Committees

Duties and Responsibilities

Each standing committee of the Board of Education shall consist of 3 members of whom one shall serve as Chairperson of the committee. The Chairperson of the Board of Education shall serve as ex-officio member of all committees. While any Board member is invited to attend any meeting of a standing committee; only members of the committee shall vote on matters before the committee. Committees are responsible for addressing issues assigned to them by the full Board or Chairperson. Committees make recommendations for action to the full Board.

1. Student Achievement Committee

The Student Achievement Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to student assessment, curriculum, instructional programs, student services and any other issues related to student achievement.

2. Operations Committee

The Operations Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to physical plant, transportation, cafeteria, and infrastructure.

3. Personnel Committee

The Personnel Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to personnel issues such as negotiations, contract implementation, and interviews.

4. Finance Committee

The Finance Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to the financial operations of the school system.

Bylaws of the Board

Standing Committees

Duties and Responsibilities

5. Communications and Community Relations

The Communications and Community Relations Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to the Board of Education's communication with its various constituents.

6. School Building Committees

Members of these school building committees shall be appointed according to the provisions of Ordinance Title XVIII and the duties shall be as proscribed under the ordinance.

7. Policy Committee

The Policy Committee, together with education personnel, is responsible for developing, outlining, reviewing, revising and informing the full Board of policies that may require revision, rescission, or inclusion. Policies developed in other committees of the Board shall be brought to the Policy Committee for a first reading unless there is an urgency requiring expeditious consideration by a quorum of the Board.

Bylaw Adopted: March 10, 1993
Bylaw Revised: August 21, 1996
Bylaw Revised: August 19, 1998
Bylaw Revised: September 15, 1999
Bylaw Revised: October 6, 1999
Bylaw Revised: January 5, 2000
Bylaw Revised: April 4, 2001
Bylaw Revised: July 7, 2004
Bylaw Revised: February 3, 2016

BRISTIOL PUBLIC SCHOOLS
Bristol, Connecticut

Bylaw 9132: Standing Committees

Duties and Responsibilities

ORIGINAL: Each standing committee of the Board of Education shall consist of 3 members of whom one shall serve as Chairperson of the committee. The Chairperson of the Board of Education shall serve as ex-officio member of all committees. While any Board member is invited to attend any meeting of a standing committee; only members of the committee shall vote on matters before the committee. Committees are responsible for addressing issues assigned to them by the full Board or Chairperson. Committees make recommendations for action to the full Board.

1. Student Achievement Committee

ORIGINAL: The Student Achievement Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to student assessment, curriculum, instructional programs, student services and any other issues related to student achievement.

MODIFIED: Student Achievement & Outcomes Committee

The focus of the Student Achievement Committee is to review and monitor appropriate key performance indicators to evaluate student achievement and to pursue continuous improvement in overall district academic performance. The responsibilities of this committee include:

1. Working with the administration on development, implementation, and maintenance of appropriate metrics for all areas of district, school, and student performance.
2. Working with the administration on the development, implementation, and maintenance of a program for a curricular review.
3. Participating in the review, evaluation, and development of the district's curriculum.
4. Make recommendations to the full Board related to the responsibilities listed for the committee.

2. Operations Committee

ORIGINAL: The Operations Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to physical plant, transportation, cafeteria, and infrastructure.

MODIFIED: Finance & Operations Committee

The focus of the Finance & Operations Committee is to plan, obtain, & manage the resources that are necessary to increase the district's capacity to meet district priorities, students need, and statutory requirements.

The responsibilities include:

1. Monitoring of metrics to ensure that district resources are utilized effectively, efficiently, and equitably to improve student achievement.
2. Working with the superintendent of schools and/or their designee regarding the development of the district's annual budget.
3. Reviewing annual capital expenditures and the utilization of the district capital reserve including balances encumbered for future capital projects.
4. Monitoring community demographic information and facility usage to ensure a safe and optimal learning environment.
5. Reviewing requisite contract language for vendors, where appropriate.
6. Reviewing & monitoring district human resource needs, including vacancies & turnover, to adequately ensure proper resource planning.
7. Reviewing relevant matters related to physical plant, transportation, cafeteria, and infrastructure.
8. Make recommendations to the full Board related to the responsibilities listed for the committee.

3. Personnel Committee

ORIGINAL: The Personnel Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to personnel issues such as negotiations, contract implementation, and interviews.

MODIFIED: Labor Relations, Ad-hoc

The focus of the labor relations committee is to act as the statutory role of the Board in matters related to grievances and contract negotiations.

The responsibilities include:

1. Working with the superintendent and their designee(s) on matters related to negotiations, contract implementations, grievances, and interviews.

2. Make recommendations to the full Board related to the responsibilities listed for the committee.

4. Finance Committee

ORIGINAL: The Finance Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to the financial operations of the school system.

MODIFIED: STRIKE COMPLETELY, MERGED WITH OPERATIONS.

5. Communications and Community Relations

Original: The Communications and Community Relations Committee, together with education personnel, is responsible for developing, outlining, reviewing and implementing all policies related to the Board of Education's communication with its various constituents.

MODIFIED: **School, Family, & Community Engagement**

The focus of the school, family, and community partnerships is to improve student social, emotion, and academic outcomes through reviewing and monitoring district action plans and communications targeted to district stakeholders.

Ther responsibilities include:

1. Review & monitor district goals and attain of goals related to family engagement.
2. Review district partnerships with business and community organization.
3. Review & report on success metrics of district level communications with stakeholders, including, but not limited to the district prefer portal (e.g. parent square).
4. Work with the Superintendent and/or their designee to identify areas of policy & resources necessary to carry out district priorities related to family & community engagement.
5. Make recommendations to the full Board related to the responsibilities listed for the committee.

6. School Building Committees

ORIGINAL: Members of these school building committees shall be appointed according to the provisions of Ordinance Title XVIII and the duties shall be as proscribed under the ordinance.

7. Policy Committee

Original: The Policy Committee, together with education personnel, is responsible for developing, outlining, reviewing, revising and informing the full Board of policies that may

require revision, rescission, or inclusion. Policies developed in other committees of the Board shall be brought to the Policy Committee for a first reading unless there is an urgency requiring expeditious consideration by a quorum of the Board.

Modified: Policy Committee

The purpose of the Policy Committee is to ensure that all policies and by-laws are timely, relevant, available to stakeholders.

The responsibilities of the policy committee include:

1. Work with the superintendent and/or their designee(s) to develop, outline, review, and revised board policies.
2. Review & monitor policies and by-laws to ensure their timeliness and relevance with state and federal statute updates.
3. Ensure the accessibility of policies and by-laws to stakeholders.
4. Make recommendations to the full Board related to the responsibilities listed for the committee.

8. School Safety Committee

NEW: The purpose of the school safety committee is to routinely provide commissioner with the requisite safety measures of the school district and review & monitor safety related information.

The responsibilities of the School Safety Community include:

1. Work with the superintendent and/or their designee(s) to review district protocols.
2. Monitor safety related data and information.
3. Stay apprised of district level security improvements.