

## **Special BoE Meeting**

Wednesday, January 24, 2024 7:00 PM

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

1. **Call to Order and Pledge of Allegiance**
2. **Public Comment**
3. **Approval of Bylaw 9132(a)**
4. **Committee Assignments**
5. **Finance and Operations Committee Calendar**
6. **School Safety Committee Calendar**
7. **School, Family & Community Partnerships  
Calendar**
8. **Adjournment**

## Bylaw 9132 (a): Standing Committees

### Duties and Responsibilities

#### **1. 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. Review and monitor appropriate metrics for all areas of district, school, and student performance and climate.
2. Participating in the review, evaluation, and development of the district's curriculum.
3. Make recommendations to the full Board related to the responsibilities listed for the committee.

#### **2. 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' needs, and statutory requirements.

The responsibilities include:

1. Monitoring 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 district's annual budget development.
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 the physical plant, transportation, cafeteria, and infrastructure.

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

### **3. 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. School, Family, & Community Partnerships**

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

Their responsibilities include:

1. Review & monitor district goals and attainment of goals related to family engagement.

2. Review district partnerships with business and community organizations.

3. Review & report on success metrics of district-level communications with stakeholders, including, but not limited to the district-preferred 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**

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 purpose of the Policy Committee is to ensure that all policies and by-laws are timely, relevant, and 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 revise 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\***

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

\*Convened in Executive Session

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.

Bylaw Adopted: March 10, 1993 BRISTOL PUBLIC SCHOOLS Bylaw Revised: August 21, 1996 Bristol, Connecticut 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

Bylaw Revised: January



City of Bristol  
 Office of Town and City Clerk  
 111 North Main Street  
 Bristol, Connecticut 06010

TO: Erica Cabiya, Town & City Clerk

FROM: **Bristol Board of Education – Finance and Operations Committee**

CONTACT PERSON: **Michelle Crowley**

TELEPHONE#: **860-584-7007**

In compliance with Section 1-225 of the Connecticut General Statutes, the following is a listing of dates of the regular meetings of the **Bristol Board of Education – Finance and Operations Committee**

MONTH	DATE/DATES	TIME & PLACE OF MEETING
JANUARY	Wednesday, January 10, 2024	6:00 p.m. - Room 36/Virtual
FEBRUARY	Wednesday, February 14, 2024	6:00 p.m. - Room 36/Virtual
MARCH	Wednesday, March 13, 2024	6:00 p.m. - Room 36/Virtual
APRIL	Wednesday, April 10, 2024	6:00 p.m. - Room 36/Virtual
MAY	Wednesday, May 8, 2024	6:00 p.m. - Room 36/Virtual
JUNE	Wednesday, June 12, 2024	6:00 p.m. - Room 36/Virtual
JULY	Wednesday, July 10, 2024	6:00 p.m. - Room 36/Virtual
AUGUST	Wednesday, August 14, 2024	6:00 p.m. - Room 36/Virtual
SEPTEMBER	Wednesday, September 11, 2024	6:00 p.m. - Room 36/Virtual
OCTOBER	Wednesday, October 9, 2024	6:00 p.m. - Room 36/Virtual
NOVEMBER	Wednesday, November 13, 2024	6:00 p.m. - Room 36/Virtual
DECEMBER	Wednesday, December 11, 2024	6:00 p.m. - Room 36/Virtual
JANUARY	Wednesday, January 8, 2025	6:00 p.m. - Room 36/Virtual

Yours very truly,

	<b>Chair</b>
(Signature)	
<i>Susan Everett</i>	<b>Secretary</b>
(Signature)	
1/24/24	
(Date)	



City of Bristol  
Office of Town and City Clerk  
111 North Main Street  
Bristol, Connecticut 06010

TO: Erica Cabiya, Town & City Clerk

FROM: **Bristol Board of Education – School Safety Committee**

CONTACT PERSON: **Michelle Crowley**

TELEPHONE#: **860-584-7007**

In compliance with Section 1-225 of the Connecticut General Statutes, the following is a listing of dates of the regular meetings of the **Bristol Board of Education – School Safety Committee**

MONTH	DATE/DATES	TIME & PLACE OF MEETING
JANUARY	No Meeting Scheduled	
FEBRUARY	No Meeting Scheduled	
MARCH	Wednesday, March 13, 2024	7:00 p.m. - Room 36/Virtual
APRIL	No Meeting Scheduled	
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Yours very truly,

	Chair
(Signature)	
<i>Michelle L. Crowley</i>	Secretary
(Signature)	
1/24/24	
(Date)	



City of Bristol  
 Office of Town and City Clerk  
 111 North Main Street  
 Bristol, Connecticut 06010

TO: Erica Cabiya, Town & City Clerk

FROM: **Bristol Board of Education – School, Family and Community Engagement Committee**

CONTACT PERSON: **Michelle Crowley**

TELEPHONE#: **860-584-7007**

In compliance with Section 1-225 of the Connecticut General Statutes, the following is a listing of dates of the regular meetings of the **Bristol Board of Education – School, Family and Community Engagement Committee**

\*Except for June, July, November & December

MONTH	DATE/DATES	TIME & PLACE OF MEETING
JANUARY	Wednesday, January 24, 2024	7:00 p.m. - Room 36/Virtual
FEBRUARY	Wednesday, February 28, 2024	7:00 p.m. - Room 36/Virtual
MARCH	Wednesday, March 27, 2024	7:00 p.m. - Room 36/Virtual
APRIL	Wednesday, April 24, 2024	7:00 p.m. - Room 36/Virtual
MAY	Wednesday, May 22, 2024	7:00 p.m. - Room 36/Virtual
JUNE	<b>No Meeting Scheduled</b>	
JULY	<b>No Meeting Scheduled</b>	
AUGUST	Wednesday, August 28, 2024	7:00 p.m. - Room 36/Virtual
SEPTEMBER	Wednesday, September 25, 2024	7:00 p.m. - Room 36/Virtual
OCTOBER	Wednesday, October 23, 2024	7:00 p.m. - Room 36/Virtual
NOVEMBER	<b>No Meeting Scheduled</b>	
DECEMBER	<b>No Meeting Scheduled</b>	
JANUARY	Wednesday, January 22, 2025	7:00 p.m. - Room 36/Virtual

Yours very truly,

	<b>Chair</b>
(Signature)	
<i>Michelle L. Crowley</i>	<b>Secretary</b>
(Signature)	
1/24/24	
(Date)	