

Policy Committee Meeting

Wednesday, April 24, 2024 6:00 PM

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

1. **Call to Order and Pledge of Allegiance**
2. **Approval of Minutes - February 28, 2024 -
Regular Meeting**
3. **Approval of Minutes - March 27, 2024 - Regular
Meeting**
4. **Public Comment**
5. **Policy 4117.6 Exit Interviews
- BPS Exit Survey Form**
6. **Policy 6162.21 Instruction Fees, Fines and
Charges**
7. **Information - CAFE Publication Key Questions on
Policy, CAFE Publication Regulation**
8. **Discussion - Bylaws**
9. **Update - CT Climate Policy 5131.91**
10. **Adjournment**

The minutes presented within this document are a summary of the discussion that took place at the Policy Committee Meeting. To view the meeting in its entirety please go to: [Feb. 28, 2024 Policy Meeting Recording](#).



Policy Committee Meeting Minutes February 28, 2024

A meeting of the Bristol Board of Education Regular Policy Committee was held on February 28, 2024, in Room 36 at the BoE and via the Zoom meeting platform.

PRESENT: Committee members: Shelby Pons, Jill Fitzsimons-Bula, Maria Simmons

ALSO PRESENT Commissioners: Russell Anderson, Jennifer Van Gorder, Kristen Giantonio, Dr. Michael Dietter, and Dr. Catherine Carbone.

1. Call to Order:

The meeting was called to order at 6:01 P.M.

2. Approval of Minutes:

On a motion by Commissioner Fitzsimons-Bula and seconded by Commissioner Simmons, the minutes were approved from January 24, 2024.

3. Public Comment:

3.1. Marty Goldwasser - 171 Diane Lane, Bristol, CT 06010

4. Discussion Items -

Policy 1230 - Community Relations

Policy 3515 - Conduct on School Property

Policy 1316 - Community Use of School Facilities

Policy 4118.231 - Drug and Alcohol-Free Workplace

Policy 5131.6 - Alcohol Use, Drugs and Tobacco

Dr. Dietter recommended moving to Item #5 and reading Shipman and Goodwin's draft language.

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5. Draft language from Shipman and Goodwin regarding Rockwell Theater and serving alcohol.

The draft language from the Attorney was read and then it was opened for discussion. At this point, we did have Public Comment. It was a late submission but Commissioner Pons allowed it.

After discussion on a motion by Commissioner Fitzsimons-Bula and seconded by Commissioner Pons, Policy 1326 was accepted minus the optional language and will be moved to the Full Board for approval.

6. Discipline and Recess current 5144.4:

After discussion on a motion by Commissioner Simmons and seconded by Commissioner Fitzsimons-Bula, Policy 5144.4 was accepted with language of “shall be adopted” crossed out, and added regulations will be shared with the BOE and be included with this policy. Policy 5144.4 will be moved to the Full Board for approval.

7. CT School Climate Policy 5131.91:

On a motion by Commissioner Pons and seconded by Commissioner Fitzsimons-Bula this item was tabled until the next Policy Meeting.

8. Policy 411.76 Exit Interviews

8.1. CAFE Model 4117.6

8.2. BPS Exit Survey Form

On a motion by Commissioner Pons and seconded by Commissioner Fitzsimons-Bula this item was tabled until the next Policy Meeting.

9. Policy 6162.21 Instruction Fees, Fines and Charges

On a motion by Commissioner Pons and seconded by Commissioner Fitzsimons-Bula this item was tabled until the next Policy Meeting.

10. Information - CAFE Publication Key Questions on Policy, CAFE Publication Regulation.

On a motion by Commissioner Pons and seconded by Commissioner Fitzsimons-Bula this item was tabled until the next Policy Meeting.

11. Discussion - Bylaws

On a motion by Commissioner Pons and seconded by Commissioner Fitzsimons-Bula this item was tabled until the next Policy Meeting.

The minutes presented within this document are a summary of the discussion that took place at the Policy Committee Meeting. To view the meeting in its entirety please go to: [Feb. 28, 2024 Policy Meeting Recording](#).

12. Adjournment:

The Policy Committee meeting was adjourned at 7:00 p.m. by Commissioner Pons.

Submitted by:

Michelle L. Crowley

Recording Secretary

Bristol Board of Education

DRAFT

The minutes presented within this document are a summary of the discussion that took place at the Policy Committee Meeting. To view the meeting in its entirety please go to: [3/27/24 Policy Meeting Recording](#).



Policy Committee Meeting Minutes March 27, 2024

A meeting of the Bristol Board of Education Regular Policy Committee was held on March 27, 2024, in Room 36 at the BoE and via the Zoom meeting platform.

PRESENT: Committee members: Jill Fitzsimons-Bula, Maria Simmons, and Lorianne Osenkowski.

ALSO PRESENT Commissioners: Kristen Giantonio (zoom), Shelby Pons, Dr. Michael Dieter, and Dr. Catherine Carbone.

1. **Call to Order:**
The meeting was called to order at 6:00 P.M.
2. **Approval of Minutes:**
On a motion by Commissioner Simmons and seconded by Commissioner Osenkowski, the minutes were tabled for the next Policy Meeting.
3. **Public Comment:**
There was no public comment this evening.
4. **CT School Climate Policy 5131.91:**
Dr. Dieter discussed the model policy and after the discussion with the committee, it was decided to adopt a slow rollout of this policy until it is finalized and completed. The committee would also like to identify the differences between the policies (model & our current). Dr. Dieter will continue to monitor this School Climate Policy and will update the committee monthly.

The minutes presented within this document are a summary of the discussion that took place at the Policy Committee Meeting. To view the meeting in its entirety please go to: [3/27/24 Policy Meeting Recording](#).

5. Policy 4117.6 Exit Interviews:

a. CAFE Model 4117.6

The policy was discussed and on a motion by Commissioner Simmons and seconded by Commissioner Osenkowski it was decided to move Policy 4117.6 to the full board with the additional language of “All Employees” & for Talent Management to provide quarterly reporting to the existing policy language.

b. BPS Exit Survey Form

This item will be tabled which will allow the Board to seek advice and guidance from the Attorney on any specific language change to this Exit Survey Form.

6. Policy 6162.21 Instruction Fees, Fines, and Charges:

On a motion by Commissioner Osenkowski and seconded by Commissioner Simmons this item was tabled until the next Policy Meeting.

7. Information - CAFE Publication Key Questions on Policy, CAFE Publication Regulation.

On a motion by Commissioner Osenkowski and seconded by Commissioner Simmons this item was tabled until the next Policy Meeting.

8. Discussion - Bylaws

On a motion by Commissioner Osenkowski and seconded by Commissioner Simmons this item was tabled until the next Policy Meeting.

9. Adjournment:

The Policy Committee meeting was adjourned at 6:59 p.m. by Commissioner Pons.

Submitted by:

Michelle L. Crowley

Recording Secretary

Bristol Board of Education

Exit Interview Form

Thank you for your service to Bristol Public Schools (BPS). Please consider completing this brief exit survey form before leaving your employment with the BPS. If you would like to schedule an in person meeting with the Chief of Talent Management before or after your separation from BPS, please contact our office at 860-584-7022 to make an appointment. We value your input. Please be aware that your participation and responses are subject to the Freedom of Information Act.

Best wishes to you in your future endeavors!

* Indicates required question

1. First Name

2. Last Name

3. Position at time of separation: *

4. If you were a teacher for BPS, please identify the subject area(s) taught prior to separating employment:

5. Building and/or Department: *

6. Start Date or date of hire with Bristol Public Schools:

Example: January 7, 2019

7. Last Date of Employment:

Example: January 7, 2019

8. Please indicate why you seek to leave your position with the Bristol Public Schools: *

Mark only one oval.

- Salary
- Returning to further education or schooling
- Military
- Benefits
- Retirement
- Personal
- Relocation
- Job Advancement
- Job Eliminated/Termination
- Other

9. If you are a teacher, are you leaving the profession of teaching? *

Mark only one oval.

- Yes
- No
- Not applicable/Not a teacher

10. What are your demographics? Note: In accordance with Section 6 of Public Act 23-159, the Bristol Board of Education was required to develop an exit survey to be completed by teachers who voluntarily cease employment with BPS. Among other things, the survey must include a question regarding the demographics of such teachers. In order to comply with this law, BPS invites departing teachers to voluntarily self-identify their race or ethnicity. **Submission of this information is voluntary.**

Mark only one oval.

- Hispanic or Latino of any race
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or More Races

11. Are you interested in substitute employment opportunities with BPS after your separation from employment?

Mark only one oval.

- Yes
- No
- Maybe

12. Please add your name and non-Bristol contact information if you would like someone to reach out to you as a follow up to this survey.

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Google Forms

Instruction

Fees, Fines and Charges

The Bristol Board of Education recognizes its responsibility to purchase books and supplies to meet the needs of instruction in the schools of Bristol. The Board of Education also recognizes that it is the responsibility of each student to exercise care in the use of instructional materials. A student may be assessed costs of replacing any materials or property which are lost or damaged through his or her negligence.

Textbooks

1. The Board of Education feels it is the responsibility of the student, who has the loan of textbooks, workbooks, etc., to maintain and care for each textbook or workbook until it is returned to the proper authority at the end of the school year or upon the completion of its use.
2. If proper use or normal care is not practiced by the student, the student will be expected to pay a fee to cover the cost of replacement or repair.

A. Damaged books

The charges for damaged books will be determined by the principal and the book custodian.

B. Lost books

The student will reimburse the school system for the replacement cost of the book.

Fees for Materials of Non-Required Projects

Students involved in special interest work over and above the basic instructional program may be charged for materials necessary in their chosen project.

Athletic Uniforms and Equipment

Students will be responsible for the care and safe return of athletic uniforms and equipment loaned to them. Students will be required to pay the full costs for uniforms or equipment damage due to misuse or negligence. Students will be responsible for full replacement cost for lost uniforms or equipment.

The Supervisor of Physical Education and Athletics shall develop and implement appropriate uniform control procedures which shall be subject to the approval of the Superintendent of Schools.

Uniforms

Students will be responsible for care and safe return of uniforms loaned to them. Students will be required to pay the full costs of repairs for uniform damage due to misuse or negligence. Students will be responsible for full replacement cost for lost uniforms.

The supervisor of the activity shall develop and implement appropriate uniform control procedures which shall be subject to the approval of the Superintendent of Schools.

Fines For Inappropriate Use of Library Materials

In order to encourage borrowers to return books promptly so that others may use them, the library imposes a fine on patrons who keep library materials beyond the due date. Where applicable, a fine of five (5) cents per item per day up to a maximum no greater than replacement cost. If a book or other item is lost the borrower will only be charged for the replacement and reprocessing costs. In the case of damaged books or items, actual repair costs or replacement costs may be imposed.

Materials from the reserve collection kept beyond the specific stated period will incur a fine of ten (10) cents per item per day up to a maximum no greater than replacement cost.

Field Trips

In general, transportation costs for field trips must be borne by the student. In view of this fact, discretion should be used in planning field trips to avoid unreasonable costs. A minimal insurance cost for each student will also be required.

Lab Fees

No system of lab **fees** will be permitted. However, students in courses offered in grades seven through twelve may be charged for loss or breakage of equipment due to misuse or negligence after the facts have been determined.

Other Fees

In accordance with Board policy, the cost of the following items is to be borne by the student:

Cap and gown for graduation;

Class ring;

Yearbook;

Charity drives;

Class dues;

Materials used in club activities;

Musical instruments for participating in a school band or orchestra except those provided by the school;

Club dues; and

Dances.

Legal Reference: Connecticut General Statutes

[10-221\(c\)](#) Boards of Education to prescribe rules.

Policy Adopted: April 5, 1995

Policy Revised: June 6, 2018

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut



What is an Administrative Regulation?

An administrative regulation:

- Provides the details for carrying out policy and enforcing it
- Sets forth specific requirements
- May list do's and don'ts
- May include step by step procedures
- May assign specific responsibility

Administrative Regulation Definition

Administrative regulations are detailed directions developed by the college president or superintendent to put policy into practice. They tell how, by whom, where and when things are to be done.

Why is an Administrative Regulation Important?

An administrative regulation:

- Assigns detail needed to implement policy to staff, allowing the Board to focus on broad issues
- Provides college president or superintendent the flexibility to make timely changes to effectively implement policy
- Provides detailed requirements, procedures and prohibitions under which the district will be operated
- May satisfy a state or federal requirement or serve as a compliance indicator
- Informs staff, students and public