

Policy Committee Meeting

Wednesday, May 22, 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 - April 24, 2024**
3. **Public Comment**
4. **Information -**
 1. **Cheer Competition Uniforms**
 2. **By-Laws**
5. **School Climate Policy 5131.911**
6. **By Law 9326 - Minutes, Taping, Broadcasting**
7. **Policy 2141 - Recruitment and Appointment of Superintendent**
8. **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: [4/24/24 Policy Meeting Recording](#).



Policy Committee Meeting Minutes April 24, 2024

A meeting of the Bristol Board of Education Regular Policy Committee was held on April 24, 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, Shelby Pons, Jennifer Van Gorder, Dr. Michael Dietter, 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 Pons the February 28, 2024 minutes were approved. (Commissioner Osenkowski Abstained)

3. Approval of Minutes:

On a motion by Commissioner Simmons and seconded by Commissioner Osenkowski the March 27, 2024 minutes were approved.

4. Public Comment:

There was no public comment this evening.

5. Policy 4117.6 Exit Interviews:

BPS Exit Survey Form - Dr. Dietter spoke to this and referred to the conversation that was had with Atty. Ritter. Atty. Ritter's feedback was against making any changes to the survey form and the rationale was based on the fact that the person resigning could type anything slanderous and erroneous about anyone. Her concerns are all based on any possible unfiltered feedback. Based on this information given there was no action taken on this item.

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: [4/24/24 Policy Meeting Recording](#).

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

Dr. Dieter reviewed all information that was previously presented in the Operations Committee meeting. He discussed band uniforms and cheer uniforms (game day vs. competition team). Cera Galluzzo, Director of Athletics was on Zoom and answered questions that arose from the committee members concerning uniforms. She will collect information from other districts on cheer uniforms and bring back their responses to the committee.

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

No questions on this discussion item.

8. Discussion - Bylaws

Dr. Dieter spoke to this item and stated that we continue to revise bylaws based on legislation. It's an ongoing process that we are constantly looking at and revising - always looking at what is required by law and getting updates from CAFE, and Shipman and Goodman. We have 43 Bylaws and 29 have been revised since 2008. Commissioner Simmons asked for the list of the remaining 14 to review. Also, Commissioner Fitzsimons-Bula asked Dr. Dieter to find out the cost of CAFE and Shipman Goodman doing a policy audit for our district.

9. Update - CT Climate Policy 5131.91

Dr. Dieter stated that there was nothing new to report and would continue to follow up on this policy and report back to the committee.

10. Adjournment:

The Policy Committee meeting was adjourned at 6:53 p.m. by Commissioner Fitzsimons-Bula.

Submitted by:

Michelle L. Crowley

Recording Secretary

Bristol Board of Education

Bylaw

Minutes/Taping/Broadcasting

Minutes of Board Meetings

The official Bristol Board of Education clerk shall keep, or cause to be kept, complete records of meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
2. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
3. A record of the disposition of all matters on which the Board considered, but did not take, action.

Copies of the minutes shall be sent to all Board members before the meeting at which the minutes are to be approved.

The minutes shall become permanent records of the Board and shall be in the custody of the Board clerk who shall make them available to interested citizens upon request.

Legal Reference: Connecticut General Statutes

1-210 Access to public records.

1-225 Meetings of government agencies to be public.

Bylaw Adopted: March 10, 1993

Bylaw Revised: July 7, 2004

Bylaw Revised: July 6, 2016

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

Administration

Recruitment and Appointment of Superintendent

The appointment of a Superintendent of Schools is a Board of Education responsibility. The Board of Education may seek the advice and counsel of interested individuals or of an advisory committee, and it may choose consultants to assist in the selection. However, final selection shall rest with the Board of Education after thorough consideration of qualified applicants.

Candidates must hold Connecticut certification as a superintendent (093). A background check of professional qualification is essential. This must include contacting references both orally and in writing. The Board will seek to find the person it believes can most effectively translate into action: the policies of the Board, the aspirations of the community, and the fostering of a diverse professional staff.

The Board of Education will, by majority vote, elect and fix the term of office (not to exceed three (3) years) and the salary of the Superintendent of Schools who shall serve as executive officer of the Board of Education and who shall have authority and responsibility for the supervision of the school system.

The Board of Education must submit the name and address of the candidate who accepts the election as a new Superintendent of Schools of Schools to the Commissioner of Education within seven (7) days of the decision. The Commissioner of Education shall inform the Board of Education, in writing, of the certification status of the candidate, within fourteen (14) days after receiving the name of the candidate from the Board of Education.

Contract

At the time of employment or reemployment, the Board of Education shall provide a written contract of employment which shall include, but not be limited to, salary, employment benefits, and term of office of such Superintendent of Schools.

Duties and Responsibilities

The Superintendent of Schools shall be the chief executive officer of the Board of Education and the administrative head of all Bristol schools. As such, he/she shall comply with all statutes and regulations as prescribed by law, will delegate authority for the operation of various segments of the school system, and shall be responsible to the Board of Education for the results produced. Specific responsibilities shall include but not be limited to:

1. Administer the development and maintenance of a positive educational program designed to meet the needs of Bristol students and to carry out the policies of the Board of Education;
2. Recommend the number and types of positions required to provide proper personnel for the operation of such a program;

3. Recommend policies on organization, finance, instruction, school facilities, and other functions of the school program;
4. Nominate candidates for administrative and teaching appointment, subject to final approval of the Board of Education;
5. Evaluate all administrators on an annual basis;
6. Confer periodically with professional and lay groups concerning the school program and transmit to the Board of Education suggestions gained from such conferences;
7. Supervise the preparation and presentation of the annual budget to the Board of Education for its approval;
8. Keep the Board of Education continually informed on the progress and condition of the schools;
9. Attend and participate in all meetings of the Board of Education unless directed otherwise;
10. Conduct a continuous study of the Bristol School system's curricula; and
11. Collaborate and communicate with the Mayor and other City officials as to the needs of the school system.

Superintendent of Schools Evaluation

Annually, the Board of Education will evaluate the Superintendent of Schools in accordance with guidelines and criteria mutually determined and agreed upon by both the Board of Education and the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

[10-145](#) Certificate necessary to employment. Forfeiture for non-compliance.

[10-157](#) Superintendents. Relationship to local or regional board of education; written contract of employment, evaluation of superintendent by board of education, (as amended by P.A. [12-1 16](#), An Act Concerning Educational Reform)

[10-222](#) Reports to state board of education.

Policy Adopted: August 25, 1993

Policy Revised: June 5, 2019

BRISTOL BOARD OF EDUCATION

Bristol, Connecticut