

School, Family & Community Partnership Committee Meeting

Wednesday, October 23, 2024 7:00 PM

BOE Auditorium and via Zoom Meeting Platform, 129 Church Street, Bristol, CT 06010

1. **Call to Order/Pledge of Allegiance**
2. **Approval of Minutes - September 25, 2024**
3. **Public Comment**
4. **Kristy Trelly & Erika Treannie Presentation**
5. **Review Bylaw 9132: Duties and Responsibilities
SFCP for Goal Amendment and Strategic Plan
Development**
6. **Adjournment**

The minutes presented within this document are a summary of the discussion that took place at the SFCP Committee Meeting. To view the meeting in its entirety please go to: [9/25/24-SFCP Meeting Recording](#).



**School, Family, and Community Partnerships Committee Meeting Minutes
Wednesday, September 25, 2024**

A meeting of the Bristol Board of Education School, Family, and Community Partnership Committee was held on September 25, 2024, at 7:00 p.m. in the Board of Education Auditorium and via the Zoom Meeting Platform.

PRESENT: Committee members: Maria Simmons, Jill Fitzsimons-Bula, Jennifer Van Gorder

ALSO, PRESENT Commissioners present: Kristen Giantonio and Iris White

1. Call to Order:

The meeting was called to order at 7:05 p.m.

2. Approval of Minutes:

On a motion by Commissioner Fitzsimons-Bula and seconded by Commissioner Simmons, the minutes from August 28, 2024, were approved.

3. Public Comment:

There was no public comment this evening.

4. Activate Well-Being:

Commissioner Simmons kicked off Activate Well-Being by asking everyone to share something that inspires you.

5. Bylaw 9132 Bylaws of the Board:

Michelle will resubmit the updated Bylaws to CABE and have them uploaded onto the website. The committee will rework the goal language with the updated Bylaw language. Action plan items will be added as well.

The minutes presented within this document are a summary of the discussion that took place at the SFCP Committee Meeting. To view the meeting in its entirety please go to: [9/25/24-SFCP Meeting Recording](#).

6. Dr. Judy Carson, Program Manager for School-Family-Community

Partnerships:

Commissioner Simmons spoke with Dr. Carson and reported back that she had a wonderful conversation and shared that she is a great resource at the State level. There are several tools, resources, and promising practices to enhance family and community engagement. There are great platforms that already exist and we don't need to recreate the wheel. Commissioner Simmons would love for Dr. Carson to speak at one of our SFC Partnership Committee meetings.

6.1 Iris White and Erika Treannie also spoke to the committee about the district's focus on Link to Learning and Learning Heros which is a five year family engagement plan.

7. Review: School Family Community Partnerships Committee 24-25 SY Goal:

The committee will rework the goal language with the updated Bylaw language. Action plan items will be added as well. The committee will firm up the goal, review it, and make any changes for next month's meeting.

8. School Family Community Partnerships Committee Strategic Plan

Development:

The committee will rework the goal language with the updated Bylaw language. Action plan items such as each Commissioner attending two PTA meetings per school year. The committee will firm up the goal as mentioned in Item #7, review it, and make any changes for next month's meeting.

9. Dyslexia Awareness Campaign:

The original date of the campaign has been canceled due to a religious holiday. The new date has not been announced yet. Commission Simmons will update the committee once it's available.

10. Adjournment:

The School, Family, Community Partnerships Meeting was adjourned at 7:53 p.m. by Commissioner Simmons.

Submitted by:

Michelle L. Crowley

Recording Secretary

Bristol Board of Education

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 3, 2024