

School Safety Committee

Wednesday, January 29, 2025 6:00 PM

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

1. **Call to Order and Pledge of Allegiance**
2. **Approval of Minutes - November 13, 2024**
3. **Public Comment**
4. **Approve 2025-2026 Meeting Schedule**
5. **Information and Discussion - Mr. Steve Cabelus**
 - **Director of School Safety**
 - **Safety Audit BEHS and BCHS (12/6/24)**
 - **Two new staff members replacing staff from CHMS and GHS**
 - **ALICE Training Sessions**
 - **Security camera upgrade quotes**
 - **Capital Region Emergency Planning Committee Meeting (12/12/24)**
6. **Discussion - Hand-held security wands in schools**
7. **Discussion - Determine recurring items to be included on every School Safety Committee agenda.**
8. **Discussion - Bylaw 9132 - School Safety Committee**
9. **Adjournment**

The minutes presented within this document are a summary of the discussion that took place at the School Safety Committee Meeting. To view the meeting in its entirety please go to: [Nov. 13, 2024 SSC Recording](#)



School Safety Committee Meeting Minutes November 13, 2024

A Bristol Board of Education School Safety Committee meeting was held on November 13, 2024, in the BoE Auditorium and via the Zoom meeting platform.

PRESENT: Committee members: Lori Osenkowski, Russell Anderson, Maria Simmons

ALSO PRESENT: Iris White and Stephen Cabelus.

1. Call to Order:

The meeting was called to order at 7:00 P.M.

2. Approval of Minutes:

On a motion by Commissioner Simmons and seconded by Commissioner Anderson the October 9, 2024, regular meeting minutes were approved with an amendment adding the following under item #6 - The committee may hold monthly meetings as needed while revising and updating the current Bylaws.

3. Public Comment:

There was no public comment this evening.

4. Discussion - CAFE Draft Policy 5142 School Safety: Preparation, Response, and After Action:

Iris White stated that she met with the District Crisis Team on November 7, 2024. The team reviewed the draft policy before the meeting and then discussed their thoughts and/or any suggestions about what to add or change in the draft policy.

Steve Cabelus added that one of the changes would be for the District Security and Safety Committee to invite the Police Chief and the Fire Chief to a quarterly meeting and not monthly. And in those meetings that they are invited to we would have a very specific agenda tailored to them with specific information for them to comment or to ask questions about. Steve has already met with the

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Police Chief and he was on board with the idea. Steve will be meeting with the Fire Chief on Thursday to discuss the same information.

In addition to the above Steve stated that they will be keeping with the three (3) crisis drills that they currently have scheduled for the year. He stated adding more drills could be traumatic for the younger students.

In conclusion, Steve stated this draft policy mirrors our All Hazards Plan and that we are already practicing everything in the policy and exceeding expectations.

5. Information & Discussion - Mr. Steve Cabelus to provide information on the procedure for submitting safety plans and any updates made to the safety plans.:

The template from the State which is the ideal safety plan is sent to all of the districts. Steve then takes that template to each Principal and helps assist them in updating the plans based on the state template. The document is then updated throughout the school year.

Questions were brought up about substitute teachers knowing the safety plans and their level of training. Steve will look into working with Talent Management to ensure that the substitute teachers are trained with Steve and his team during their orientation and then carry that over to training at the school with the Principal and their team.

6. Information and Discussion - Mr. Steve Cabelus to provide guidance for topics or discussions that require executive sessions.

Steve suggested that all items will need to be vetted by himself and the superintendent before adding the items to the agenda for future meetings. That way there won't be any surprises or discussions that can't happen during the meetings. Also, he is going to meet with Iris and they will put together a general list of topics as a guideline of what not to discuss and present them to the committee.

7. Vote to convene into executive session for the purpose of armed security staff.
On a motion by Commissioner Simmons and seconded by Commissioner Anderson the committee invited Iris White and Steve Cabelus to join them in executive session.

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8. Reconvene into Public Session:

On a motion by Commissioner Simmons and seconded by Commissioner Anderson they returned into Public Session.

9. Adjournment:

The School Safety Committee meeting was adjourned at 7:53 p.m. by Commissioner Osenkowski.

Submitted by:

Michelle L. Crowley

Recording Secretary

Bristol Board of Education

DRAFT

**BOARD OF EDUCATION
Bristol, Connecticut**

2025 - 2026 SCHOOL SAFETY COMMITTEE SCHEDULE

Day and Time: Wednesdays after Finance at 7:00 p.m. (see schedule below)
**except for January 29, 2025 - 6:00 p.m. start time*

Place of Meeting: Board of Education Auditorium and/or via Zoom
129 Church Street, Bristol, Connecticut 06010

Wednesday, January 29, 2025 *
February - No Meeting Scheduled
March - No Meeting Scheduled
April - No Meeting Scheduled
Wednesday, May 14, 2025
June - No Meeting Scheduled
July - No Meeting Scheduled
August - No Meeting Scheduled
September - No Meeting Scheduled
Wednesday, October 8, 2025
November - No Meeting Scheduled
December - No Meeting Scheduled
Wednesday, January 14, 2026

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