

Regular Meeting

Wednesday, July 6, 2016 7:00 PM

Auditorium, 129 Church Street, Bristol, CT 06010

1. Call to Order, Pledge of Allegiance, Moment of Silence	Presenter: Chris Wilson
2. Staff and Student Recognition	
2.1. Recognition of Cistulli Scholarship recipients	Presenter: Ken Bagley
3. Approval of Minutes - June 1, 2016 Regular Meeting	Presenter: Chris Wilson
4. Committee Reports	
5. Superintendent Report	Presenter: Dr. Solek and George Michna
6. Consent Agenda	Presenter: Chris Wilson
6.1. Personnel	
6.1.a. Administrator Resignations Effective June 30, 2016	
6.1.b. Teacher Retirements Effective June 30, 2016	
6.1.c. Teacher Resignation	
6.1.d. Sixth Year Salary Credit Effective September 1, 2016	
6.1.e. Coaching Resignations	
6.1.f. Coaching Appointments	
6.2. Grants	
6.2.a. Adult Education Grant	
7. Public Comment	
8. Deliberated Items/District Leadership Team Reports	
8.1. Report on Dress Down Days for 2015-2016 School Year	Presenter: Sue Moreau
8.2. Approve the Northeast Middle School Roof Replacement as Complete	Presenter: Sue Moreau
9. Policy Revision	
9.1. Revision: Policy 6146 - High School Graduation Requirements	Presenter: Pam Brisson
9.2. Policy Affirmations	Presenter: Tina Taylor
9.3. Policy 9310: Bylaws of the Board of Education - Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws	Presenter: Tina Taylor
9.4. Policy 9311: Bylaws of the Board of Education - Approval of Revised or New Board Policies	Presenter: Tina Taylor
9.5. Policy 9313: Bylaws of the Board of Education - Formulation, Adoption, Amendment of	Presenter: Tina Taylor

Administrative Regulations

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| 9.6. Policy 9323: Bylaws of the Board: Construction of the Agenda | Presenter: Tina Taylor |
| 9.7. Policy 9325.4: Bylaws of the Board of Education - Voting method at Board meetings | Presenter: Tina Taylor |
| 9.8. Policy 9325: Meeting Conduct | Presenter: Tina Taylor |
| 9.9. Policy 9326: Bylaws of the Board of Education - Minutes/Taping/Broadcasting | Presenter: Tina Taylor |
10. **Old Business**
 11. **New Business**
 12. **Liaison Reports**
 13. **Information**
 14. **VOTE TO CONVENE INTO EXECUTIVE SESSION for the purpose of discussing: 1. Staff Reductions 2. Superintendent Evaluation**
 15. **RECONVENE INTO PUBLIC SESSION to take any votes on items discussed in Executive Session**
 16. **Adjournment**

BOARD OF EDUCATION
Bristol, Connecticut
June 1, 2016 – Regular Meeting Minutes

The regular meeting of the Bristol Board of Education was held on Wednesday, June 1, 2016 at 7:00 p.m., in the auditorium of the Board of Education Administration Building, located at 129 Church Street, Bristol, Connecticut.

PRESENT: Commissioners: Jeff Caggiano, Jennifer Dube, Joseph Grabowski, Karen Hintz, David Scott, Karen Vibert, Tina Taylor, Christopher Wilson; Ellen W. Solek, Superintendent, Susan Kalt Moreau, Deputy Superintendent of Schools, David Mills, City Council Liaison; and Student Representatives Cassidy Yates and David Kaminski

ABSENT: Commissioner Thomas O'Brien

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chairman Wilson called the meeting to order at 7:02 p.m. and asked the audience to stand for the Pledge of Allegiance and the National Anthem; The National Anthem was performed by Northeast Middle School Instrumental students under the direction of Sharon Vocke. A moment of silence was observed for Karen Chaisson the School Database Administrator from February 2006 to May 2016; Sylvia Gaughan a Cafeteria Worker at Mountain View School and Ruth Alexandra Goranson a First Grade Teacher at Clara T. O'Connell from September 1960 to June 1977.

STAFF AND STUDENT RECOGNITION

Gifted Student Presentations – Dr. Moreau and Alan Theirault, Teacher of the Gifted introduced the Passion Projects of three gifted students. Students, Keegan Thormahlen (6th grade, West Bristol School) presented his passion project on physics; he demonstrated the Rube Goldberg machine that he built. Jonathan Pasander (7th Grade, Greene Hills) presented his passion project on nature/technology. He demonstrated the website he designed on survival. The final presentation was by Samantha Baran (7th Grade, Greene Hills) via video. Samantha presented her passion project through dance; she performed an interpretive dance of a holocaust survivor. All of the presentations this evening will be uploaded to the Gifted webpage.

2017 Bristol Teacher of the Year

Dr. Pamela Brisson, Director of the Office of Teaching and Learning announced the 2017 Teacher of the Year for the Bristol Public Schools as Julia Darcy, Fifth Grade teacher at South Side School. Mrs. Darcy stood to receive flowers and be acknowledged by the Board. Dr. Brisson a teaching video that Mrs. Darcy created to help her students and their parents with their math homework; this was just one of the many reasons for Mrs. Darcy selection.

The Bristol Teacher of the Year Committee consisted of: Karen Hintz, BOE commissioner; Jen Dube, BOE commissioner; Scott Gaudet, Greene-Hills K-8 principal; Dan Sonstrom, Northeast Middle School principal; Lori Eschner, 2008 Teacher of the Year; Lisa Galske, 2011 Teacher of the Year; Lisa Carroll, 2013 Teacher of the Year; Corey Nagle, 2014 Teacher of the Year; Sharon Campolo, 2015 Teacher of the Year; Scott Ruel, 2016 Teacher of the Year; and Pamela Brisson, Director of Teaching & Learning A reception will be held in the fall to honor Mrs. Darcy.

APPROVAL OF MINUTES

On motion by Commissioner Caggiano and seconded by Commissioner Taylor it was unanimously

VOTED: *That the Board of Education approve the April 28, 2016 Special Meeting Minutes as written.*

On motion by Commissioner Caggiano and seconded by Commissioner Taylor it was unanimously

VOTED: That the Board of Education approve the May 4, 2016 Regular Meeting Minutes as written.

On motion by Commissioner Hintz and seconded by Commissioner Grabowski it was unanimously

VOTED: That the Board of Education approve the May 19, 2016 Special Meeting Minutes as written.

COMMITTEE REPORTS

Communications Committee

Commissioner Caggiano reported that the committee met and they reviewed the newsletter; and it will be sent out electronically tomorrow and should be published in the newspaper this weekend. At their next meeting, they will review the communication survey, and they have passed along a recommendation to the policy committee regarding social media.

Student Achievement Committee

Commissioner Dube reported that the committee met on May 18th and took action on a number of items. After hearing a presentation by Math Supervisor Lisa Bernabe, the committee voted to support a new Statistics Curriculum, which will be presented for the full board's approval this evening. The committee also heard a presentation by Humanities and World Languages Supervisor Amy Bastiaanse about a new AP Spanish curriculum and recommended it be presented to the full Board, which will also happen this evening. The committee discussed a decline in grant funding for pre-school and supported a proposal to charge parents a share of the costs. That proposal will be presented tonight. As for other discussion items, Dr. David Nyman the President and CEO of "Effective School Solutions" presented information on how his company can help bring special education out-of-district students back in district, which would save tuition and travel costs. More information will be gathered by the administration before a decision is reached.

Personnel Committee

In commissioner's O'Brien's absence, Commissioner Vibert reported that the committee met last night and she would like to add the secretary contract to tonight's agenda for a vote.

On motion by Commissioner Vibert and seconded by Commissioner Hintz it was unanimously

VOTED: That the Board of Education add the Secretaries Contract to the agenda under New Business.

Finance Committee

Commissioner Vibert reported that there was no committee meeting to report on. However, they had just attended a Joint Board Meeting earlier in the evening at City Hall and the Board of Education had received their budget allocation from the city. She would like to add this item to the agenda for a vote.

On motion by Commissioner Vibert and seconded by Commissioner Hintz it was unanimously

VOTED: That the Board of Education add the Operating Budget for the school lunch program in the amount of \$2,825,930 to New Business for discussion.

On motion by Commissioner Vibert and seconded by Commissioner Hintz it was unanimously

VOTED: That the Board of Education add the approval of the Board of Education General Operating Budget for fiscal year 16-17 in the amount of \$107,147,240 to New Business for discussion.

Operations Committee

Commissioner Hintz reported that the committee met on May 17th and a presentation was given by Peter Fusco on the 1.7 million dollar grant that we received from the State of Connecticut and through a detailed spreadsheet he demonstrated how that money was going to be spent; mainly on security, parking lots, and lighting. He also presented

Operations Committee – con't

his extensive research on our building rental costs. Based on his presentation, the district will adopt a new fee schedule for rentals.

Finally the committee discussed the Community Eligibility Provision, the committee voted to start the program at West Bristol only; however since that meeting, they have received word that the government is considering raising the bar from a 40% threshold to a 60% threshold which if that happens we will not participate in the program at all. We would like to put a hold on the program until the Federal Government makes a decision. Questions followed regarding when the federal government will make a decision.

Policy Committee

The Policy committee met on May 9th and several policies were discussed, they will appear later on the agenda for a vote. The committee also heard from Rosie Vojtek regarding a pilot program of BYOD (Bring Your Own Device); that will also appear later on the agenda for a vote. They also made wording changes to the Student Representative policy, and that will be coming up for a vote as well.

STUDENT REPRESENTATIVE REPORTS

Bristol Eastern – Cassidy Yates reported on Bristol Eastern activities. Two choir concerts were held giving students the opportunity to showcase their talents on last time this year. Spring sports are coming to an end and the baseball team is still in contention. Last night the scholarship and award ceremony was held, many juniors and seniors received awarded there. Tonight the AVID students will attend their end of year dinner and tomorrow night the World Language department will have their honor society inductions. Graduation speech auditions were held, they are excited about the grad party that will take place on Thursday. Again she would like to thank the board for the opportunity to serve as the board representative.

Bristol Central – David Kaminiski reported on Bristol Central activities. Award night was held and juniors and seniors were recognized for their achievements throughout the school year, over \$160,000 in scholarships were handed out to help with their college finances. The year is quickly coming to an end the last day of school is June 9th and finals start tomorrow; seniors are looking towards graduation and others are looking towards the last day. He thanked the Board again for the opportunity to serve as the student representative.

Chairman Wilson thanked both students for their commitment to their representative roles. Chairman Wilson invited the students to return to the board for a visit and give feedback to how they are doing in college.

BRISTOL ALL HEART LEADERSHIP AWARD:

Dr. Solek, Dr. Moreau, Scott Gaudet and Chris Cassin from BAPS presented the Bristol All Heart Leadership Award. The Bristol All Heart Committee was born out of the need to recognize Bristol's primary asset – its people. Bristol is known as a community of caring and compassionate citizens whose focus remains on giving back. Dr. Moreau believes strongly that the Bristol Public Schools exemplify the All Heart approach to giving back to the community – Therefore what better way to represent this ideal than to recognize our students in their capacity as All Heart. This years' recipients of the All Heart Leadership award was Cassidy Yates from Bristol Eastern and David Kaminiski from Bristol Central. Cassidy and David received the award, and a check from BAPS and their certificate for serving as the Student Representatives to the Board of Education.

SUPERINTENDENT REPORT:

Dr. Solek introduced George Michna who presented the Academic Data Report to Commissioners, which was a summation of the needs, growth and improvements for the Bristol Public Schools. Dr. Solek also recognized the Office of Teaching and Learning, Dr. Pam Brisson, and her staff for the growth that we have seen over the last couple of years. Following the report, Commissioners were encouraged to visit the districts Google docs account to take a further look at this report. Chairman Wilson also thought that some of the district gains should be shared with the public, either through social media, press releases or etc.

CONSENT AGENDA

PERSONNEL

Teacher Retirement - Effective June 30, 2016

On motion by Commissioner Vibert and seconded by Commissioner Hintz it was unanimously

***VOTED: That the Board of Education accept the following Teacher Retirement - Effective June 30, 2016:
Lynn DeICervo – BCHS – Special Education***

Teacher Resignations - Effective June 30, 2016

On motion by Commissioner Vibert and seconded by Commissioner Hintz it was unanimously

***VOTED: That the Board of Education accept the following Teacher Resignations - Effective June 30, 2016:
Elizabeth Camire – CHMS – Special Education
Lynn D’Ambrosi – CHMS - Social Studies, Grade 7***

Coaching Resignation

On motion by Commissioner Vibert and seconded by Commissioner Hintz it was unanimously

***VOTED: That the Board of Education accept the following Coaching Resignations:
Victor Gonzalez – Assistant Girls Soccer Coach – BEHS, effective 5/20/16***

Coaching Appointment

On motion by Commissioner Vibert and seconded by Commissioner Hintz it was unanimously

***VOTED: That the Board of Education approve the following Coaching Appointment:
Nathan Jandreau – Head Boy’s Soccer Coach – BCHS, effective 6/1/16***

Grants

On motion by Commissioner Vibert and seconded by Commissioner Hintz it was unanimously

***VOTED: That the Board of Education approve the following Grants:
IDEA Section 611
IDEA Section 619
Family Resource Services at Mountain View***

PUBLIC COMMENT

Daniel Adams – 333 Woodland Street, addressed the board regarding math.

Tyler Roberts – 387 Mix Street, addressed the board regarding math in the high schools.

Dylan Cushing – 214 Brentwood Lane, addressed the board regarding music.

Jennifer Long – 42 Chestnut Street, addressed the board regarding bullying.

DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS

Preschool Parent Share

The Student Achievement Committee of the Board of Education in concert with the School Readiness Council has recommended charging a Parent Share (aka tuition) for student attendance in our preschool programs. Bristol is the only School Readiness Grant community that does not charge a Parent-Share. Bristol would use the state-wide fee guidelines to establish its fees.

Preschool Parent Share – con't

On motion by Commissioner Dube and seconded by Commissioner Hintz it was unanimously

VOTED: That the Board of Education approve charging a parent share for participation in the districts regular education preschool program using the state-wide fee guidelines beginning in September 2016.

Curriculum Revision

A.P. Spanish Language and Culture Curriculum – Second Reading

Amy Bastiaanse presented the AP Spanish Language and Culture Curriculum Revision. The course emphasizes a curriculum of communication (understanding and being understood by others) by applying interpersonal, interpretive, and presentational skills in real-life situations. This course takes a holistic approach to language acquisition and recognizes the complex interrelatedness of comprehension, vocabulary usage, language control, communication strategies, and cultural awareness.

On motion by Commissioner Dube and seconded by Commissioner Grabowski it was unanimously

VOTED: That the Board of Education approve A.P. Spanish Language and Culture Curriculum Revision.

Statistics Academic Curriculum - Second Reading

Lisa Bernabe presented the Statistics Academic Curriculum. This high school academic (non-AP) statistics course, is designed for a fourth credit in mathematics for any student who has earned a passing grade in Algebra 2. The course is for students who are interested in learning statistics in a real-world context in addition to the traditional mathematics curriculum. This course teaches students how to use four-steps of the statistical process in the context of real-world applications: ask questions, collect data, analyze data, and make conclusions. The course also includes some topics in probability. Each unit will begin with a real-world statistical question and then students will learn how to collect appropriate data, how to analyze the data, and how to make reasonable conclusions. Although the context of the examples and exercises will be real-world related, the focus of the class will be to teach students the basic principles of statistical reasoning.

On motion by Commissioner Dube and seconded by Commissioner Taylor it was unanimously

VOTED: That the Board of Education approve Statistics Academic Curriculum Revision.

Textbook Adoption

A.P. Spanish Language and Culture Textbook Recommendation – First Reading

Amy Bastiaanse presented the AP Spanish Language and Culture Textbook Recommendation. AP Spanish is a new course being offered to Bristol high school students in grades 10-12. *Triangulo Aprobado* is the textbook being recommended to support the curriculum. This Spanish learning program offers students a framework through which to explore the products, practices, and perspectives of Spanish-speaking cultures. Exercises engage students in the three modes of communication through reading, listening and observing, writing messages, conversing with others, writing essays, and giving oral presentations. Through activities and assessments designed in conjunction with authentic materials, students will develop the necessary cultural and linguistic competence to communicate effectively and perform well on AP[®] Spanish Language and Culture exam. Ms. Bastiaanse is requesting a waiver of the second reading of the textbook, so that students will have the text for the 2016-2017 school year.

On motion by Commissioner Hintz and seconded by Commissioner Vibert it was unanimously

VOTED: That the Board of Education waive the second reading of the A.P. Spanish Language and Culture Textbook.

A.P. Spanish Language and Culture Textbook Recommendation – First Reading – con't

On motion by Commissioner Taylor and seconded by Commissioner Dube it was unanimously

VOTED: *That the Board of Education approve the Triangulo Aprobado as the A.P. Spanish Language and Culture Textbook.*

Statistics Academic Textbook – First Reading

Lisa Bernabe presented the Statistics Academic Textbook Recommendation. This proposal is to purchase the *Statistics and Probability with Applications* textbook to support the new high school academic (non-AP) statistics course, designed for a fourth credit in mathematics for any student who has earned a passing grade in Algebra 2. The textbook supports the learning of statistics in a real-world context. The textbook will be utilized as a resource to teach students topics in probability as well as how to use four-steps of the statistical process in the context of real-world applications: ask questions, collect data, analyze data, and make conclusions. Mrs. Bernabe is requesting a waiver of the second reading of the textbook, so that students will have the text for the 2016-2017 school year.

On motion by Commissioner Dube and seconded by Commissioner Grabowski it was unanimously

VOTED: *That the Board of Education waive the second reading of the Statistics Academic Textbook.*

On motion by Commissioner Taylor and seconded by Commissioner Grabowski it was unanimously

VOTED: *That the Board of Education approve the Statistics and Probability with Applications as the Statistics Academic Textbook.*

Policy Revision

Policy Affirmation

- 9010: Board Limits of Authorities
- 9110: Members, Terms of Office
- 9122: Vice Chairperson
- 9125: Attorney
- 9131: Committee of the Whole
- 9221: Filing Vacancies
- 9222: Resignation/Removal from Office
- 9271: Code of Ethics

On motion by Commissioner Taylor and seconded by Commissioner Dube it was unanimously

VOTED: *That the Board of Education affirm Policy 9010, 9110, 9122, 9125, 9131, 9221, 9222, 9271 as reviewed by the Board of Education Policy Committee.*

Waiver of Policy 6141.328: Bring Your Own Device Agreement [BYOD]

Currently, the Board of Education policy allowing students to bring their own electronic devices to school states that this policy is for device use by students in grades 9-12. The Board had previously agreed to a waiver of this BYOD Agreement, to begin in the fall of the 2016-17 school year, as a pilot at Northeast School for grades 6-8. This request is being made for a pilot at Ivy Drive School also commencing with the start of the 2016-17 school year. The Policy Committee has requested a formal update in January to determine whether this pilot has been successful in increasing the use of technology as an educational tool, share implementation issues and make a recommendation to continue the pilot. The Ivy Drive principal may suspend the pilot if necessary prior to the end of the pilot period. Students who do not bring their own device to school will be provided with a device to use in school.

Waiver of Policy 6141.328: Bring Your Own Device Agreement [BYOD] – con’t

On motion by Commissioner Dube and seconded by Commissioner Taylor it was unanimously

VOTED: That the Board of Education approve the Waiver of Policy 6141.328: Bring Your Own Device Agreement.

Commissioner Vibert wanted to clarify that by signing the waiver the Board of Education is not liable for damage to their devices.

Policy 9100: Bylaws of the Board of Education – Organization

On motion by Commissioner Taylor and seconded by Commissioner Grabowski it was unanimously

VOTED: That the Board of Education approve the Bylaw 9100 revision as recommend by the Board of Education Policy Committee.

Dr. Moreau clarified that under the attachments commissioners are able to look at the current policy and the revised policies with deletions and additions for each policy listed.

Policy 9120: Bylaws of the Board of Education – Election and Terms of Officers

On motion by Commissioner Taylor and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the Bylaw 9120 revision as recommend by the Board of Education Policy Committee.

Policy 9123: Bylaws of the Board of Education – Board Secretary

On motion by Commissioner Taylor and seconded by Commissioner Caggiano it was unanimously

VOTED: That the Board of Education approve the Bylaw 9123 revision as recommend by the Board of Education Policy Committee.

Policy 9133: Bylaws of the Board of Education – Liaisons/Representatives

On motion by Commissioner Taylor and seconded by Commissioner Hintz it was unanimously

VOTED: That the Board of Education approve the Bylaw 9133 revision as recommend by the Board of Education Policy Committee.

Policy 9140: Bylaws of the Board of Education – Board Representatives

On motion by Commissioner Taylor and seconded by Commissioner Vibert it was unanimously

VOTED: That the Board of Education approve the Bylaw 9140 revision as recommend by the Board of Education Policy Committee.

Policy 9150: Bylaws of the Board of Education – Consultants

On motion by Commissioner Taylor and seconded by Commissioner Hintz it was unanimously

VOTED: That the Board of Education approve the Bylaw 9150 revision as recommend by the Board of Education Policy Committee.

Policy 9230: Bylaws of the Board of Education – Orienting Board Members

On motion by Commissioner Taylor and seconded by Commissioner Scott it was unanimously

Policy 9230: Bylaws of the Board of Education – Orienting Board Members – con’t

VOTED: That the Board of Education approve the Bylaw 9230 revision as recommend by the Board of Education Policy Committee.

Policy 9260: Bylaws of the Board of Education – Board Member Protection

On motion by Commissioner Taylor and seconded by Commissioner Dube it was unanimously

VOTED: That the Board of Education approve the Bylaw 9260 revision as recommend by the Board of Education Policy Committee.

OLD BUSINESS

There was no Old Business to come before the Board.

NEW BUSINESS

Board of Education Lunch Program Budget

On motion by Commissioner Vibert and a seconded by Commissioner Taylor it was unanimously

VOTED: That the Board of Education approve the Operating Budget for the school lunch program in the amount of \$2,825,930.

Commissioner Caggiano commented on the CEP program and his opinion that the program should be open at all schools; not just at West Bristol School as the Operations Committee had forwarded to the Board.

Board of Education General Operating Budget 2016-2017

On motion by Commissioner Vibert and a seconded by Commissioner Grabowski it was unanimously

VOTED: That the Board of Education approve the Board of Education General Operating Budget for fiscal year 16-17 in the amount of \$107,147,240.

For clarification, this is roughly a \$310,000 increase to our budget. We are currently just voting on the number and we will still need to meet to make decisions on where to cut the budget.

LIASION REPORTS

Commissioner Scott reported on activities at Edgewood and Hubbell Schools.

Commissioner Grabowski reported on activities at Ivy Drive School.

Commissioner Dube Caggiano reported on activities at West Bristol School.

Commissioner Taylor reported on activities at Greene Hills Schools.

Commissioner Hintz reported on activities at Mountain View School.

Commissioner Caggiano reported on activities at Stafford School.

Councilman Mills suggested that each school find a representative that can send the current events, activities, accolades of the school to the City marketing representative for the for him to publicize.

Chairman Wilson called for the Board to return to New Business to vote on an item that was overlooked.

NEW BUSINESS (Revisited)

Local 3551 – Secretary Contract

On motion by Commissioner Vibert and a seconded by Commissioner Hintz it was unanimously

VOTED: *That the Board of Education approve the Secretaries Contract for the period of 2014-2020. Salary increments are in order of years 1-4: 2.1%, 2.25%, 2.75%, and 2.85%. The cost share for the insurance increases will begin with the 16-17 school year and will be 15%, 16%, 17%, 18%. They will be switching to the same insurance plan that the BFT has; as well as mandatory electronic payments.*

INFORMATION

Commissioner Vibert shared with the community what the United Way does for the Bristol Public Schools.

VOTE TO CONVENE INTO EXECUTIVE SESSION

On motion by Commissioner Caggiano, seconded by Commissioner Dube it was unanimously

VOTED: *That the Board of Education Convene into Executive Session for the purpose of discussing the Superintendent's Evaluation. (9:22 p.m.)*

EXECUTIVE SESSION

PRESENT: Commissioners: Jeff Caggiano, Jennifer Dube, Joseph Grabowski, Karen Hintz, David Scott, Karen Vibert, Tina Taylor, Christopher Wilson; Ellen W. Solek, Superintendent

ABSENT: Commissioner Thomas O'Brien

Executive Session was called to order *(9:26 p.m.)*

The Board discussed the Superintendent's Evaluation.

ADJOURNMENT

There being no other business to come before the Board of Education the meeting was adjourned. *(10:15 p.m.)*

Respectfully Submitted

Susan P. Everett

Susan P. Everett

Executive Secretary to Board of Education

**BOARD OF EDUCATION
Bristol, Connecticut**

RECOMMENDATIONS TO BOARD FOR SIXTH YEAR SALARY CREDIT
EFFECTIVE 9/1/2016

Name	Assignment	Transcribed Course Work	Work Shops/CEU Equivalent	Instructor of College Course/s	Authorship	Travel	Total Credits
DeVito, Margaret	GH Social Studies	32					32
Fox, Tiffany	SSS Special Education	30					30
McDermott, Justin	BEHS Spanish	31					31
Pratt, Stacey	MTV Grade 5	30					30

7/6/16

Coaches Going Before the Board of Education for Approval

Name: Scott Redman		Address: 10 Willow Lane	
City: Avon	State: CT		Zip: 06001
Current Occupation: PE Teacher – Bristol Eastern High School			
Position: Head Girl's Soccer	School: Bristol Eastern High School		Level: High School
Coaching/Playing Experience:	Level:	Years:	
Head Girls Soccer Coach	High School	4 years	
Head Girl's Softball Coach	High School	3 years	
Asst. Softball Coach	High School	3 years	
Asst. Girls Soccer Coach	High School	4 years	
Freshman Boys Basketball Coach	High School	4 year	
Date Paperwork Completed for Human Resources: 6/16/16			
Certification Required: Yes			
Coaching Permit Current: Yes		Valid Dates: 6/17/13 – 6/16/18	
First Aid Current: Yes		Valid Dates: 9/18/14 – 9/17/16	
CPR Current: Yes		Valid Dates: 9/18/14 – 9/17/16	
Recommend to Hire Date: 7/6/16		By: Christopher Cassin – Supervisor of Athletics, Physical Education and Health	

Coaches Going Before the Board of Education for Approval

Name: Timothy Barrette		Address: 262 Aldbourne Dr.	
City: Bristol	State: CT		Zip: 06010
Current Occupation: Teacher – Bristol Central High School			
Position: Asst. Football Coach	School: Bristol Eastern High School		Level: High School
Coaching/Playing Experience: Head Boys Basketball Coach Head Golf Coach Asst. Football Coach	Level: High School High School High School		Years: 9 years 3 years 7 years
Date Paperwork Completed for Human Resources: 6/27/16			
Certification Required: Yes			
Coaching Permit Current: Yes		Valid Dates: 9/17/11 – 9/18/16	
First Aid Current: Yes		Valid Dates: 8/23/14 – 8/22/16	
CPR Current: Yes		Valid Dates: 8/23/14 – 8/22/16	
Recommend to Hire Date: 7/6/16		By: Christopher Cassin – Supervisor of Athletics, Physical Education and Health	

Coaches Going Before the Board of Education for Approval

Name: Vincent Guarda		Address: 66 Pinnacle Road	
City: Bristol	State: CT		Zip: 06010
Current Occupation: Para – Bristol Central High School			
Position: Vol. Football Coach	School: Bristol Central School		Level: High School
Coaching/Playing Experience: Coached Baseball Asst. Basketball Coach Varsity Softball Coach JV Softball Coach	Level: High School High School High School High School	Years: 5 years 5 years 3 years 12 years	
Date Paperwork Completed for Human Resources: 6/28/16			
Certification Required: Yes			
Coaching Permit Current: Yes		Valid Dates: 11/17/15 – 11/16/20	
First Aid Current: Yes		Valid Dates: 11/18/14 – 11/17/16	
CPR Current: Yes		Valid Dates: 11/18/14 – 11/17/16	
Recommend to Hire Date: 7/6/16		By: Christopher Cassin – Supervisor of Athletics, Physical Education and Health	



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

BRISTOL PUBLIC SCHOOLS
 129 CHURCH STREET PO BOX 450
 BRISTOL, CT 06011-0450

4 Award Information

Statute: C.G.S. 10-71(c)

Grant Number: 017-000 11000-17030-2016-84002-170013

2 Grant Title

ADULT EDUCATION - PROVIDER

5 Award Period

7/1/2015 - 6/30/2016

3 Education Staff

Program Manager:
 Marcy Reed

Payment & Expenditure Inquiries:
 Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$315,433

Funding Status: Final

7 Terms and Conditions of Award

Subject to the availability of state funds, your application (ED-244) for total adult education expenditures of \$622,430 has been approved for Fiscal Year 2016.

State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the expenditure report for FY 2016 that will be submitted by September 1, 2016. and the expenditure report for FY 2016. The required expenditure report for FY 2016 will be forwarded to you under separate cover.

In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244A grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-394a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are not in compliance with the terms of Section 10-69 through 10-73c of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

5/17/2016

Charlene Russell-Tucker
 Associate Commissioner
 Division of Family and Student Support Services

BUDGET FORM

Created On: 5/17/2016

ED 114

Fiscal Year: 2016 **Funding Status:** Final
Grantee Name: BRISTOL **Grantee:** 017-000 **Vendor ID:** 00017
Grant Title: ADULT EDUCATION - PROVIDER
Project Title:
Fund: 11000 **SPID:** 17030 **Year:** 2016 **PROG:** 84002 **CF1:** 170013 **CF2:**
Grant Period: 7/1/2015 - 6/30/2016 **Authorized Amount:** \$622,430
Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL: \$306,997

COOP DUE:

STATE: \$315,433

CODES	DESCRIPTIONS	STATE/LOC	COOP REV	COOP CODE
111A	NON-INSTRUCTIONAL	229,423		
111B	INSTRUCTIONAL	180,409		
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	54,191		
322	IN SERVICE	2,150		
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES			
400	PURCHASED PROPERTY SERVICES	117,509		
500	OTHER PURCHASED SERVICES	22,304		
600	SUPPLIES	6,500		
700	PROPERTY	9,944		
	TOTAL	\$622,430		
XC01	COOPERATING TOWN 1:			
XC02	COOPERATING TOWN 2:			
XC03	COOPERATING TOWN 3:			
XC04	COOPERATING TOWN 4:			
XC05	COOPERATING TOWN 5:			
XC06	COOPERATING TOWN 6:			
XC07	COOPERATING TOWN 7:			
XC08	COOPERATING TOWN 8:			
XC09	COOPERATING TOWN 9:			
XC10	COOPERATING TOWN 10:			
XC11	COOPERATING TOWN 11:			
XC12	COOPERATING TOWN 12:			
XC13	COOPERATING TOWN 13:			
XC14	COOPERATING TOWN 14:			
XC15	COOPERATING TOWN 15:			
XC16	COOPERATING TOWN 16:			
XC17	COOPERATING TOWN 17:			
XC18	COOPERATING TOWN 18:			
XC19	COOPERATING TOWN 19:			

Original Request Date: 6/16/2015

This budget was approved by Marcy Reed on 5/11/2016.

THANK YOU!

THANK YOU!

THANK YOU!

Due to your generosity we raised a total of **\$29,865.25** in the 2015-2016 School Year for charitable causes through our monthly "Dress Down Days". The monthly breakdown is as follows:

<u>DATE:</u>	<u>CHARITY</u>	<u>AMOUNT</u>
9/26/15	Henry Barnard Fund	\$2,527.00
10/30/15	Bristol Business Education Foundation	2,363.00
11/20/15	Bristol BOE Immediate Response Fund	2,661.00
12/18/15	Reilly Quinto Fund	2,920.00
1/29/16	Foodshare- Schools/Community Backpack Program	2,816.00
2/26/16	William King Fund	5,297.00
3/18/16	District Unified Programs	2,652.25
4/29/16	Bristol Hospital Parent & Child Foundation	2,872.00
5/20/16	United Way Day of Caring	2,465.00
6/3/16	Daniel Therriault Fund	3,292.00

CONGRATULATIONS TO ALL!



Ellen W. Solek, Ed.D.
Superintendent of Schools



Susan K. Moreau, Ph.D.
Deputy Superintendent

Heart felt thanks!

**Northeast Middle School
Roof Replacement Committee
Regular Meeting June 13, 2016**

Present: Jake Carrier, Karen Hintz, Andrew Hintz, Kurt Jones, John Smith, and Daniel Sonstrom. Also present was Timothy Callahan and Dr. Susan Kalt Moreau.

Excused: Calvin Brown, Darcie Fitzsimons, and Beth Ryan

CALL TO ORDER

The meeting was called to order at 4:32 p.m. by Daniel Sonstrom.

APPROVAL OF MINUTES

On a motion by Karen Hintz and seconded by John Smith, it was unanimously voted to approve the minutes of the January 11, 2016 Regular Meeting.

PUBLIC PARTICIPATION

There is no public participation at this time.

PROJECT MANAGER UPDATE

There was a final walkthrough with Greenwood Industries and there were two items pointed out. One has since been corrected and the other is going to be corrected prior to release of the final payment to Greenwood. The ceiling in the kitchen was completed during April vacation. We do have the warranty at the Board of Education Central Office in Room 24.

Dan Sonstrom mentioned there are some tiles that could not be replaced, but they are being attended to by the painter.

On a motion by John Smith and seconded by Karen Hintz, it was unanimously voted to approve the final payment to Greenwood Industries in the amount of \$239,265.20. This payment will be held until the grate is replaced.

On a motion by John Smith and seconded by Karen Hintz, the Northeast Middle School Roof Replacement Committee voted to accept the Northeast Middle School Project located at 530 Steven Street in Bristol, CT as complete and to file the final paperwork with the Connecticut Department of Administrative Services, Division of Construction Services and forward this approval to the full Board for consideration.

EXPENDITURE REPORT

After all the add-ins and change orders, the project came in just under \$12,000.00 under budget. The final expenditure report is on file in Room 24 at the BOE.

NEW BUSINESS

There was no new business at this time.

The meeting was adjourned at 4:48 p.m. by Chairperson Sonstrom.

Respectfully submitted,

Tara R. Landon
Administrative Assistant/Operations

Proposal for High School Graduation Requirements
Graduation Performance Standards for ELA and Math
Note: Revisions reflect switch from Writing and Math CAPT to PSAT and SAT

BOE Policy 6146

V. **District's Performance Standards:** The following performance standards must be met.

A. Writing and Mathematics Performance Standards

1. Students will have achieved the District Performance Standards if they have met the following for *each* performance area.

Class of 2017/2018:

Earn a score of 450 on the PSAT or SAT in Math or Evidence Based Reading and Writing or a combined score of 900

OR

Earn an equivalent score on a district alternative assessment

Class of 2019 and later:

Meet the SAT benchmarks for the CT Next Generation accountability system in:

- ***Evidence-Based Reading and Writing***
- ***Math***
- ***College and Career Readiness Indicator (combined score)***

OR

Earn an equivalent score on a district alternative assessment

2. Students who did not meet the graduation performance standard by scoring at the proficient level on an assessment will have at least five opportunities over the course of their junior and senior year to complete the performance standard in each area, if attending Bristol Central or Bristol Eastern for the full junior and senior years.

3. Transfers: If a student transfers into the Bristol Public Schools after completing at least three years in a high school in another district, he/she may be exempted from Bristol's performance standards requirement for graduation.

4. Special Needs: Students with special needs may meet the district performance standards for graduation in a modified manner if so indicated in their Individual Education Plan.

5. English Language Learners -

a. English Language Learners, who are in their first year of enrollment in a U.S. school, i.e. have been enrolled for the first time in a U.S. school and have been in attendance for 10 months or less, are exempt from the graduation requirements.

b. English Language Learners, who are not proficient on the state mandated English Mastery test (score a Level 1, 2, 3), shall meet the writing performance standard and the mathematics performance standard by participating in an alternative assessment designed for English Language Learners.

6. Notification

a. Of teachers: The high school administration will notify teachers of the junior scores upon their receipt at the school and provide to teachers (in subject areas with required performance tasks) a list of all juniors who have not met the performance standard in the teachers' area. At the beginning of the school year, the administration will provide to teachers (in subject areas with required performance tasks) a list of all seniors who have not met the performance standard in the teachers' areas.

b. Of students: The administration will notify those juniors who did not meet the performance standard in writing and/or math upon receipt of the scores and of their options to meet the performance standard. At the beginning of the school year, each senior shall be notified by his/her guidance counselor of his/her status relative to meeting the performance standards for graduation.

c. Of parents: The administration will notify, in writing, the parents of juniors and seniors who have not met the performance standard goal in any area and thus must pass one or more of the district performance tasks in order to graduate. Parents of juniors and seniors will be informed, in writing, of the options for juniors and seniors to meet the performance standard(s).

Bylaws of the Board

Time, Place and Notification of Meetings

Regular Meetings

The Bristol Board of Education shall file with the City/Town Clerk, not later than January 31st of each year, the schedule of the regular meetings of the Board of Education.

The business of the Bristol Board of Education shall be conducted at its regular monthly meeting, customarily held on the first Wednesday of each month beginning at 7:00 p.m. at a place designated by the Board.

Special Meetings

Notice of each special meeting of the Bristol Board of Education shall be filed not less than twenty-four hours in advance of the meeting with the City Clerk and be posted in the office of the clerk giving the time and place of the special meeting and the business to be transacted. No other business shall be considered by the Board at that special meeting. Each member of the Board of Education shall be notified by the Superintendent or the clerk not less than 24 hours prior to the time of the special meeting and shall be advised of the time, place and business to be transacted, although any Board member may waive the 24 hour notification by a written waiver of notice or an e-mail to the purpose.

Notice of Meetings

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

1-225 Mailing of notice of meetings to persons filing written request.

1-225 Adjournment of meetings. Notice.

1-225 Continued hearings. Notice.

[1-225](#) Regular meetings to be held pursuant to regulation, ordinance or resolution.

[1-225](#) Denial of access of public records or meetings.

[10-218](#) Officers. Meetings.

Bylaw Adopted: March 10, 1999

Bylaw Revised: July 7, 2004

Affirmed: July 6, 2016

Bylaws of the Board

Quorum

A minimum of five members of the Bristol Board of Education shall constitute a quorum at any regular or special meeting of the Board. In the absence of a quorum, the Board may take no action except to adjourn to another date.

A majority of the votes of those present shall be required to pass or defeat any motion.

Legal Reference: *Charter for the City of Bristol*

Bylaw Adopted: March 10, 1993

Affirmed: July 6, 2016

9325.3

Bylaw

Bylaws of the Board

Parliamentary Procedures

The current edition of Robert's Rules of Order shall govern the proceeding of the Bristol Board of Education.

Policy Adopted: June 6, 2012
Affirmed: July 6, 2016

EXISTING POLICY

Bylaws of the Board

Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws

The Superintendent of Schools is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Bristol Board of Education and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and to persons in the city insofar as conveniently possible.

All policy manuals distributed to anyone shall remain the property of the Bristol Board of Education and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the school district for purposes of updating.

Manual Maintenance/Updating

The Board shall follow through the policies it has formulated. It shall evaluate how the policies have been executed by the school staff, and shall weigh the results. The Board shall rely on the school staff, students, and the community to provide evidence of the effect of the policies which it has adopted.

(cf. [9400](#) — Monitoring Products and Processes)

Bylaw Adopted: March 10, 1993

SAMPLE 9310

Bylaws of the Board

Board Policy Development

It is the intent of the Bristol Board of Education to develop written policies to serve as guidelines and goals for the successful and efficient operation of the Bristol Public Schools.

The Board accepts the following definition of policies:

1. Policies are principles adopted by the school board to chart a course of action.
2. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems and narrow enough to give clear guidance.
3. Policies are guides for action by the administration, who then set the rules and regulations to provide specific directions to school district personnel.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the Bristol Public Schools.

Reference: National School Boards Association

SAMPLE 9311

9311

Bylaw

Bylaws of the Board

Approval of Revised or New Board Policies

New or revised policies shall be vetted by the Policy Committee of the Board of Education. All new policies or policy revisions that are considered by other committees of the Board of Education will be sent to the Policy Committee for review. The Policy Committee shall make recommendations to the full Board for consideration to include new policies in the policy manual.

The agenda shall be marked to indicate policy matters. The formal adoption of policies shall be by majority vote of present members of the Board of Education and the action shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Policy Dissemination

The Superintendent is directed to establish and maintain an orderly plan for making pertinent policies of the Board known to staff members, students, and others affected by them.

The Superintendent shall arrange to disseminate to staff members all new policies that affect them and their work and shall also provide easy accessibility to an up-to-date policy manual for all employees of the school system and members of the Board.

The Board's policy manual shall be considered a public record and shall be open for inspection at the Board offices and office of the City Clerk.

(cf. [2210](#) – Administrative Leeway in Absence of Board Policy) (cf. [9314](#) – Suspension of Policies, Bylaws and Regulations)

Reference: *Robert's Rules of Order, Revised*

Bylaw Adopted: July 6, 2016

Our Policy 9310 & 9311 are identical.

We are adopting Sample Policy 9311.

9311

SAMPLE 9311

Bylaws of the Board

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(cf. [2210](#) – Administrative Leeway in Absence of Board Policy) (cf. [9314](#) – Suspension of Policies, Bylaws and Regulations)

Reference: *Robert's Rules of Order, Revised*

Bylaw Adopted: July 6, 2016

Bylaws of the Board**Formulation, Adoption, Amendment of Administrative Regulations**

Adoption and amendment of Board of Education-adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Board of Education reserves the right to review and direct revision of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education.

Review of Administrative Rules

The Board reserves the right to review administrative rules at its discretion, but it shall revise or veto such rules only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.

Administrative rules need not be reviewed by the Board in advance of issuance except in cases when strong community attitudes, or possible student or staff reaction, make it advisable for the regulation to have the Board's advance approval.

Administration in Policy Absence

In cases when action must be taken within the school system where the Board has provided no guide for administrative action, the Superintendent shall have the power to act.

The Superintendent's decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.

Bylaws Adopted: March 10, 1993

Bylaws Revised: July 7, 2004

Bylaws Revised: July 6, 2016

Bylaws of the Board

Formulation, Adoption, Amendment of Administrative Regulations

The Board of Education does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent. Adoption and amendment of such Board of Education-adopted regulations shall be by the same procedure as that specified for policies in 9311.

The Board of Education reserves the right to review and direct revisions of administrative regulations should they, in the Board of Education's judgment, be inconsistent with the policies adopted by the Board of Education.

Bylaws of the Board

Construction of the Agenda

The Superintendent in cooperation with the Chairperson of the Board of Education shall prepare an agenda for each regular meeting. Any member of the Board of Education may ~~call~~ **contact** the ~~Superintendent~~ **Board Chair** and request any item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. Should an item requested by a member of the Board not be included on the agenda, a majority of the Board may vote to include such item on the agenda for the next meeting of the Board.

Items of business may also be suggested by any staff member, or citizen of the district; the inclusion of such items shall be at the discretion of the Superintendent and Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a two-thirds vote of the members present. Items of business not on the agenda may be discussed and acted upon after an affirmative vote of two-thirds of the members present and voting to add such business to the agenda **under New Business**. Items so added may be discussed and acted upon by the Board.

Distribution of Agenda Materials

The agenda, together with supporting materials, will ordinarily be distributed to Board members in advance of the meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall be made available to the press and to the public at Board meetings.

Posting of the Agenda

At least 24 hours prior to the time of the regular meeting, the agenda shall be posted in the Board building of the district and in each school in a place readily available to parents, teachers and the general public, and shall be filed in the Superintendent's and City Clerk's offices.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public.

Bylaw Adopted: September 8, 1993

Bylaw Revised: July 7, 2004

Bylaw Revised: July 6, 2016

9325.4

Bylaw

Bylaws of the Board

Voting Method

Voting Method at Board Meetings

With the exceptions of the election of the Bristol Board of Education officers and the appointment of the Superintendent, all actions of the Board shall be taken by unanimous or roll-call ballot **when not unanimous**, with the vote of each member on each action duly noted in the official minutes of the Board meetings at which the vote was taken.

Legal Reference: *Charter for the City of Bristol*

Bylaw Adopted: March 10, 1993

Bylaw Revised: July 7, 2004

Bylaws of the Board

Meeting Conduct

Meetings of the Bristol Board of Education shall be conducted by the Chairperson in a manner consistent with the bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance to all Board members and other designated persons.

The conduct of meetings shall, to the fullest possible extent, enable members of the Board to (1) consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems, and (2) receive, consider and take any needed action with respect to reports of accomplishments both as to students and to school system operations.

All regular and special meetings of the Board shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the district, and also needs to conduct its business in an orderly and efficient manner, it may schedule one or more periods in each meeting for public comment. It may set a time limit on the length of this period and/or a time limit for individual speakers.

Comments and questions at a regular meeting may deal with any topic related to the **Board's the posted agenda or other items of concern to the public.** ~~conduct of the schools.~~ Comments at special meetings must be related to the call of the meeting.

The Board Chairperson shall be responsible for recognizing any individual or group interested in addressing the Board concerning any subject that lays within its jurisdiction. All speakers addressing the Board are subject to the follow procedures:

1. A sign-in sheet will be available for anyone desiring to address the Board. Speakers will be called in order.
2. Speakers shall properly identify themselves.
3. Shall adhere to any time limits set.
4. Shall maintain proper order. No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address. If necessary, the Chairperson may clear the room so that the Board members may continue the meeting.

5. Shall not in an oral presentation include charges or complaints against any employee of the Board of Education, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify an individual. All charges or complaints against employees shall be submitted to the Board of Education under provision of Board of Education policy. (cf. [1312](#) – Public Complaints)

Questions asked by the public during public comment shall ~~when possible, be answered immediately by the Chairperson or~~ be referred to staff members present for reply; questions requiring investigation shall be referred to the Superintendent for consideration and later response.

The Board of Education may ~~adjourn~~ cancel any regular or special meeting ~~to a specified time and place. If all members of the Board are absent, the clerk may adjourn the meeting.~~ A copy of the notice of ~~adjournment~~ cancellation shall be conspicuously displayed near the meeting room door within twenty-four hours of cancellation ~~adjournment~~.

Actions by the Board

No action will be taken unless the subject acted upon was listed on the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

The Board of Education shall not adopt resolutions except where such adoption is required by law, or where the intent of the Board is to publish a status position of the Board, as in advising the General Assembly of the Board's position on a proposed law, or commending staff members or other agencies for work well done.

All actions taken by the Board shall be identified clearly in minutes of the Board meetings as provided in Bylaw 9326, Minutes.

(cf. [1120](#) – Board of Education Meetings re public participation) (cf. [9321](#) – Time, Place, Notification of Meetings)

(cf. [9322](#) – Public and Executive Sessions)

(cf. [9323](#) – Construction/Posting of Agenda)

Legal Reference: Connecticut General Statutes

[1](#)-200 Definitions.

[1](#)-210 Access to public records.

[1](#)-225 Meetings of government agencies to be public.

[1-226](#) Recording, broadcasting or photographing meetings.

[1-228](#) Adjournment of meetings.

[1-200](#) Executive Sessions.

[1-222](#) Conduct of meetings.

[1-206](#) Denial of access to public records or meetings.

[10-224](#) Duties of the secretary.

Bylaw Adopted: September 8, 1993
Bylaw Revised: July 7, 2004
Affirmed: July 6, 2016

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