

Policy Committee Meeting

Wednesday, January 28, 2026 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

2.1. October 22, 2025 Meeting Minutes

2.2. November 24, 2025 - Special Meeting Minutes

3. Public Comment

4. Review and Possible Action on the Following Policies

4.1. Policy 2151 with Accompanying Regulation -
Hiring Administrators

4.2. Policy 4111.1 - Affirmative Action / Equal
Employment Opportunity

4.3. Policy 4111.3 - Increasing Educator Diversity

4.4. Policy 2100 - Administrative Staff Organization

5. 2026 Policy Committee Dates

6. Adjournment

The minutes presented within this document summarize the discussion of the Policy Committee meeting. To view the meeting in its entirety and hear full reports, please click the following link: [Oct 22, 25 - Policy Committee Meeting](#) Passcode: 2Jc5b%Qz



**Policy Committee Minutes
October 22, 2025**

A Bristol Board of Education Regular Policy Committee meeting was held on October 22, 2025, at 6:00 P.M in the BoE Auditorium and via the Zoom meeting platform.

PRESENT: Chair Shelby Pons, Commissioners: Jill Fitzsimons-Bula, Maria Simmons, Lorianne Osenkowski, Kristen Giantonio

ALSO, PRESENT: Mary Hawk, Iris White, Carly Fortin, Joseph Grabowski and Jodi Bond (Virtual)

1. Call to Order/Pledge of Allegiance:

The meeting was called to order at 6:05 P.M.

2. Approval of Minutes

The Policy committee voted to approve the August 27, 2025 and September 24, 2025, Policy Committee Meeting Minutes.

3. Public Comments

Edward Linsky expressed his support for the placement of armed security guards in Bristol Public Schools.

Deana DeJesus expressed her support for the placement of armed security guards in Bristol Public Schools but had concerns of which authorities will be allowed to be armed.

Eric Verrone expressed his concerns about having armed security guards in Bristol Public Schools.

Eric Boniotto expressed his concerns about having armed security guards in Bristol Public Schools.

4. Brief check in on Policy audit status and plan for remaining mandates identified in audit that are listed below

- a. Policy 5144.12 - Restorative justice practices was adopted in March of 2024
- b. Policy 4212.42 - Drug and Alcohol testing for bus driver
- c. Policy 4113.12- Minimum Duty-free lunch periods for teachers and other certified staff
- d. Policy 3542.43- Charging Policy Food Service
- e. Policy 3542.41-Food service personnel Professional Standards

Motion made by Jill Fitzsimons-Bula and second by Maria Simmons to identify a Special Policy meeting for Policy Audit status

5. Discussion/Revision – Policy 5142.41 – Armed Security Guards

Deputy Hawk opened the discussion of Policy 5141.41 – Armed Security Guards to the Policy Committee.

This policy was written by CAFE. It defines the armed security officer as a sworn member of an organization's local police department or retired police officer to provide security services in a public school. If such a person will possess a firearm well in the performance of his or her duties. Such retired police officers shall receive annual training pursuant of Section 7-294X.

The security officer's role is to respond swiftly and cooperatively to major disturbances and serious criminal offenses on campus, such as disorderly conduct by a trespasser or the possession and use of a weapon.

This discussion was also discussed with the Bristol Public Police, if this policy passes, they will allow all training to go through Bristol Public Police.

The title of Policy 5142.41 – *Armed Security Guards* shall be revised to Policy 5142.41 – *Armed Security Officers* to more accurately reflect the duties and responsibilities of the personnel covered under this policy.

Questions and discussion regarding ongoing training, qualifications, and feedback from other Connecticut Schools of having armed security guards.

Motion made by Jill Fitzsimons-Bula and second by Maria Simmons for full board approval

6. Discussion/Revision - Policy 6141.52: Challenging Curriculum

Motion made by Jill Fitzsimons-Bula and second by Maria Simmons to identify a Special Policy meeting for Discussion/Revision - Policy 6141.52: Challenging Curriculum

7. Discussion/Revision -Policy 6172.1: Gifted and Talented Students

Motion made by Jill Fitzsimons-Bula and second by Maria Simmons to identify a Special Policy meeting for Discussion/Revision -Policy 6172.1: Gifted and Talented Students

8. Discussion/revision- Policy 6145.2 Extracurricular and Cocurricular Activities

Fortin opens the discussion on eligibility to participate in extracurricular and cocurricular activities.

Middle school administrators propose removing the standard of conduct from eligibility rules to align with high school policy, which focuses only on academics. Misbehavior can still limit participation case by case, but removing the standard of conduct prevents students from losing eligibility due to a report card mark. The goal is to keep students connected and supported through extracurricular activities.

Questions and discussion followed regarding aligning policy towards high school and grade conduct

Motion made by Jill Fitzsimons-Bula and second by Maria Simmons for full board approval.

9. Adjournment

Commissioner Fitzsimons-Bula adjourned the Policy Committee meeting at 7:03 P.M

Respectfully Submitted,



Recording Secretary
Bristol Board of Education

The minutes presented within this document summarize the discussion of the Policy Committee meeting. To view the meeting in its entirety and hear full reports, please click the following link: [Nov 24, 25 - Special Policy Meeting](#) Passcode: ciOn1g@@



Special Policy Committee Meeting Minutes
November 24, 2025

A Bristol Board of Education Special Policy Committee Meeting Minutes was held on November 24, 2025 at 5:30 P.M. in the BoE Auditorium and via the Zoom meeting platform.

Present: Chair Shelby Pons , Commissioners: Lorianne Osenkowski, Jill Fitzsimons-Bula and Maria Simmons (Virtual)

Also Present: Deputy Superintendent Mary Hawk, Chief of Academics Carly Fortin and Chief of Talent Management Joseph Grabowski .

1. Call to Order/ Pledge of Allegiance

The meeting was called to order at 5:49 P.M.

2. Policy 5144.12 – Restorative Justice practices was adopted in March of 2024

In March 2024 it was approved at the committee but not moved to the full board. Chair Pons makes a recommendation to move to the full board as is.

Motion made by Shelby Pons and second by Jill Fitzsimons Bula for full board approval.

3. Policy 4212.42 - Drug and Alcohol testing for bus driver

CABE policy recommends all bus driver EpiPen training; as well as a mandated law.

Motion made by Lorianne Osenkowski and second by Jill Fitzsimons Bula for full board approval.

4. Policy 4113.12- Minimum Duty-free lunch periods for teachers and other certified staff

Deputy Hawk recommends getting codified by the full board.

Motion made by Lorianne Osenkowski and second by Jill Fitzsimons Bula as is.

5. Policy 3542.43- Charging Policy Food Service

All of Bristol Public School received free reduced lunch. If a student wants a second lunch they can pay cash or use MySchoolBucks, there isn't a possibility for a student to accrue debt.

Chair Pons makes a recommendation to adopt the CABE policy without any revisions.

Motion made by Jill Fitzsimons Bula and second by Shelby Pons for Policy 3542.42 Charging Policy Food Service Version (A) for full board approval.

6. Policy 6141.52: Challenging Curriculum

This policy ensures that BPS offers a challenging curriculum to all students, even MLL (multi lingual learners). IEP students and 504 students. All students in grades 8 and 9 are made aware of college level, honors, and degree level courses. The committee has moved forward with the recommended language that was provided by Carly Fortin and in addition to strike out 1,2,3,4 and 5th paragraph that says priority placement will be given to students identified as gifted.

Motion made by Shelby Pons and second by Jill Fitzsimons-Bula for full board approval.

7. Policy 6172.1: Gifted and Talented Students

The state is requiring Gifted and Talented to be included in CTSEDS. All students that meet testing requirements will have an individual G/T referral created in the system. Referral will include a testing battery that will be administered, and a parental consent to conduct evaluation will be generated. Prior to administering the tests, informal PPTs will be held at each school, with stakeholders having the opportunity to share data/information about students in the testing pool. Parents will not be part of PPT. Upon completion of testing, informal PPT will be held that includes teacher, admin and pupil personnel representatives. Parents will be formally notified of testing results.

Motion made by Jill Fitzsimons-Bula and second by Shelby Pons for Policy 6172.1 Gifted and Talented Students Program, Version 1 for full board approval.

8. Policy 2151: Hiring School Administrators

Chair Pons has moved Policy 2151 Hiring School Administrators and table it with following policies 4111.1, 4111.3, and 2100 to the next policy meeting.

Motion made by Shelby Pons and second by Jill-Fitzsimons-Bula.

9. Adjournment

Commissioner Fitzsimons- Bula adjourned the Special Policy Committee Meeting at 6:58 P.M.

Respectfully Submitted,



Recording Secretary
Bristol Board of Education

DRAFT Policy 2151

Administration

Hiring School Administrators

The Superintendent, as the chief executive officer of the Board of Education, shall be responsible for the professional leadership and skills necessary to translate the Board's will into administrative action. In fulfilling the Superintendent's responsibilities for all aspects of school operations, the Board recognizes the Superintendent's critical responsibility in leading a highly functional administrative team.

To effectuate its oversight responsibilities, only the Board may appoint and discharge administrators. For purposes of this policy, "administrator" shall include positions requiring endorsement codes 085, 092, or 093.

The Superintendent shall provide the Board with an organizational chart annually delineating staff position, lines of authority, and areas of responsibility, based on job descriptions and required credentials or certifications and will inform the Board of any changes to the organizational chart in a timely manner.

For administrator positions, the Superintendent or their designee will appoint the Selection Committee, which shall include the Chair and Vice Chair of the Board, or designee. Participation by Board members on the Selection Committee shall not impede or delay the hiring process; all steps must proceed in a timely manner. Members of the school community, along with representatives from employee organizations such as BFT, BAPS, AFSCME 2267, and AFSCME 3351, will participate on the Selection Committee as determined by the Superintendent. The committee shall recommend three candidates, when practicable, to the Superintendent for further consideration. The hiring selection committee will be conducted in accordance with the Freedom of Information Act.

Therefore, in accordance with Connecticut General Statutes, Section 10-151, the Bristol Board of Education delegates to the Superintendent the authority to hire certified, non-administrative, and support positions. Before presenting a nomination to the Board, the Superintendent shall have the authority to repost the position if no candidate is considered. Once a candidate is identified, the Superintendent shall nominate one candidate for administrative or supervisory positions to the Board of Education to fill the vacancy. The Board must vote to approve the nomination within fourteen (14) calendar days after the Superintendent's notification of the request to the full Board.

If the Board does not act favorably upon the Superintendent's recommendation within this specified time, the Superintendent shall recommend single alternative candidates until the recommendation is approved.

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract (as amended by P.A. 12-116 An Act Concerning Educational Reform)

10-153 Discrimination on account of marital status.
10-183v Reemployment of teachers, as amended by P.A. 10-111,
An Act Concerning Education Reform in Connecticut, P.A. 16-91,
An Act Making Changes to the Teachers' Retirement System, and
PA 17-173 An Act Concerning Minor Revisions and Additions to the
Education Statutes and PA 18-42 An Act Concerning a Provision
Concerning Reemployment of Certain Teachers.
10-220 Duties of Boards of Education.
31-126 Unfair Employment Practices.
46a-60 Discriminatory employment practices prohibited.
Title IV Equal Employment Opportunities.
34 C.F.R. 200.55 Federal Regulations.
P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56.

Policy adopted:

DRAFT Regulation

Administration

Hiring Administrators

Oversight and Responsibility

The Superintendent of Schools shall oversee the implementation of administrative hiring procedures and ensure compliance with all applicable Connecticut General Statutes, Connecticut State Department of Education (CSDE) guidance, and federal and state equal employment opportunity laws.

The Superintendent shall report to the Board of Education annually regarding the administration of these procedures to ensure fairness, transparency, equity, and consistency in the hiring of principals, assistant principals, and central office administrators.

Governing Policies

Administrative hiring procedures are adopted pursuant to and aligned with the following Board of Education policies:

- Policy 2151 – Administration: Hiring School Administrators
- Policy 4111.1 – Affirmative Action / Equal Employment Opportunity
- Policy 4111.3 – Increasing Educator Diversity

Legal Compliance

All recruitment, screening, interviewing, and selection activities shall comply with:

- Connecticut General Statutes §§ 10-4a, 10-151, 10-153, 10-220(a), 46a-60
- Applicable Public Acts, including Public Act 23-167
- Title VII of the Civil Rights Act of 1964, as amended

Interview Committee Composition

Interview committees shall consist of no fewer than seven (7) and no more than eleven (11) members, appointed by the Superintendent or Deputy Superintendent.

Individuals eligible to serve on interview committees must have completed required bias training within the previous two (2) years. Human Resources shall maintain a list of eligible participants and verify training compliance prior to committee appointments.

This process ensures interview committee members understand their role in selecting the most highly qualified candidates and supports fairness, consistency, and equal employment opportunity. Recruitment and hiring practices shall promote a workforce that reflects the diversity of the district's student population and community.

Committee Membership

Interview committees shall include, when practicable:

- Superintendent or Deputy Superintendent
- Director of Human Resources
- Administrator with experience relevant to the position being filled
- At least one building-level administrator
- At least one certified staff member
- At least one parent or community representative
- At least one Board of Education member, consistent with Board policy
- Optional student representative for secondary-level positions
- Additional members as needed to ensure diversity of perspective

Interview Logistics

Interviews shall be conducted in the Board of Education Meeting Room unless otherwise approved by the Superintendent or designee.

The following scheduling practices are recommended to ensure an equitable and efficient interview process:

- Interviews shall be conducted over two (2) consecutive days when practicable
- Interview sessions shall not exceed three (3) hours per day
- Interviews shall be scheduled after the instructional day to minimize classroom disruption
- Wednesdays shall be avoided when possible due to scheduled Board meetings

Interview Process

At the start of the interview process, committee members shall receive:

- An overview of the interview process
- Confidentiality requirements
- Approved scoring rubrics
- Interview questions prepared by Human Resources

Each candidate shall be interviewed using the same questions to ensure consistency and equity.

Interview Questions

The Superintendent or Deputy Superintendent, in consultation with Human Resources and an administrator experienced in the vacant position, shall define the ideal candidate profile and develop interview questions aligned with district priorities and position requirements.

Interview questions shall assess:

- Leadership capacity
- Professional knowledge
- Decision-making and problem-solving
- Collaboration
- Cultural responsiveness

Following each hiring cycle, interview questions shall be reviewed and revised as necessary.

Committee Recommendation and Final Authority

The interview committee shall recommend three (3) qualified candidates, when practicable, for final consideration, factoring in both interview scores and committee deliberations. Final interviews shall be conducted by the Superintendent, who retains final authority to recommend a candidate to the Board of Education in accordance with Board Policy 2151.

Policy adopted:

Personnel -- Certified/Classified

Affirmative Action: Equal Employment Opportunity (Track Changes)

The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical disability. The Board of Education directs the administration to set as a goal the recruitment, selection and employment of qualified people among racial and ethnic minority groups to the end that the school district's employees will proportionately mirror the racial and ethnic composition of this community.

The Board of Education may request periodic reports from the Superintendent of Schools concerning the extent to which this affirmative action policy is being implemented.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

Legal Reference: Connecticut General Statutes

10-153 Discrimination on account of marital status. 46a-60 Discriminatory employment practices prohibited. Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

Policy Adopted: July 6, 1994

Regulation

Personnel

~~Minority Recruitment~~ Diverse Recruitment

~~Traditional and non-traditional ways should be utilized to increase the numbers of minority candidates recruited for district positions.~~ **Traditional and non-traditional ways should be utilized to increase the numbers of diverse candidates recruited for district positions.**

~~Attend minority teacher recruitment fairs both state and regional.~~ **Attend diverse teacher recruitment fairs both state and regional.**

~~Utilize current minority staff to assist in identification of minority candidates.~~ **Utilize current diverse staff to assist in identification of diverse candidates.**

~~Utilize the web sites of various colleges and universities, particularly those known to have a significant minority population.~~ **Utilize the web sites of various colleges and universities, particularly those known to have a significant diverse population.**

~~Utilize the services of CREC's Minority Teacher Recruiting program.~~ **Utilize the services of CREC's Diverse Teacher Recruiting program.**

~~sponsors a Minority Teacher Recruitment Fair,~~ **sponsors a Diverse Teacher Recruitment Fair,**

~~provides file distribution of minority candidates,~~ **provides file distribution of diverse candidates,**

~~and coordinates a support group for minority educators.~~ **and coordinates a support group for diverse educators.**

~~Participate in support groups for minority teachers.~~ **Participate in support groups for diverse teachers.**

~~Form committees for college visits. Committee membership should include minority staff.~~ **Form committees for college visits. Committee membership should include diverse staff.**

~~Maintaining a successful and productive relationship between a school district and the minority teacher is a critical component of a minority-staffing plan.~~ **Maintaining a successful and productive relationship between a school district and the diverse teacher is a critical component of a diverse-staffing plan.**

~~Encourage support and participation in minority educator support groups (CREC-MTR coordinates a minority educator partnership).~~ **Encourage support and participation in diverse educator support groups (CREC-MTR coordinates a diverse educator partnership).**

~~Support local activities of minority groups, district and regional.~~ **Support local activities of diverse groups, district and regional.**

Evaluation

The Director of Personnel shall report annually to the Board on the outcomes of the district's recruitment, hiring and retention activities and may include recommendations for plan revisions.

A sample policy to consider which fulfills the requirement for recruitment and selection.

Personnel – Certified

Increasing Educator Diversity

The Bristol Board of Education recognizes the importance of diversity among its educators. It is committed to ensuring effective strategies are implemented to recruit and retain a diverse pool of highly qualified and effective educators who reflect the demographics of our student population and those diverse communities extending beyond our schools' walls.

In accordance with Public Act 23-167, Section 10, the Board directs the Superintendent to develop and submit an Increasing Educator Diversity Plan (the Plan) to the Connecticut State Department of Education (CSDE) on or before March 15, 2024, and comply with all CSDE procedures related to the Public Act. Upon completion of the Plan and prior to its submission, the Board shall approve it. The day, month, and year on which the Plan receives Board approval is required to complete the application.

The Board recognizes the complexity of sustaining the critical efforts to increase educator diversity. To that end, the Board will work within its authority to support planning and implementation tasks, including but not limited to planning team responsibilities, administrator and staff training, recruitment efforts, and data collection.

The Board directs the Superintendent to draft regulations referencing resources available on CSDE's Talent Office Homepage.

(cf. 4111 – Recruitment and Selection)

(cf. 4111.1/4211.1 – Affirmative Action: Equal Employment Opportunity)

Legal Reference: Connecticut General Statutes
 10-4a (3) Educational interests of state identified.
 10-151 Employment of teachers. Notice and hearing on termination of contract.
 10-153 Discrimination on account of marital status.
 10-220(a) Duties of Boards of Education. (as amended by PA 18-34)
 46a-60 Discriminatory employment practices prohibited.
 PA 16-41 An Act Concerning the Recommendations of the Minority Teacher Recruitment Task Force.
 PA 18-34 An Act Concerning Minority Teacher Recruitment and Retention.

PA 19-74 An Act Concerning Minority Teacher Recruitment and Retention.

PA 21-2 June Special Session, Sections 378 & 379.

PA 23-27 An Act Concerning Transparency in Education, Section 10

Policy adopted:

cps 1/24

Administration

Administrative Staff Organization

The Superintendent shall organize the staff to achieve the school district goals as expressed by the Board of Education. The Superintendent shall be the administrator responsible to the Board of Education and shall identify lines of primary authority for all employees.

The primary responsibility of the administrative staff is to help create and foster an environment of excellence in which students can learn most effectively. Excellence in education includes ensuring district role models reflect diversity. In an effort to provide such role models, the Board supports measures to increase diversity through effective recruitment and hiring practices, in accordance with its Minority Recruitment Plan.

The Superintendent will, on an annual basis, provide the Board with an organizational chart delineating staff positions, the direction of authority, and staff responsibility, based on job descriptions and required credentials/certifications.

The Superintendent will keep the administrative structure up to date in light of the needs for supervision and accountability in the school system. Therefore, the Superintendent may, from time to time, make changes to the organizational chart. The Superintendent will inform the Board of changes to the organizational chart in a timely manner.

To effectuate its oversight responsibilities, only the Board may appoint and discharge administrators. For purposes of this policy, "administrator" shall include the following endorsement codes: 085, 092 and 093.

For appointment, the Superintendent shall recommend candidates for administrators other than the Superintendent for consideration to the Board. The Board shall delegate to a hiring selection committee the responsibility of considering the candidacy of two or more candidates recommended by the Superintendent and make a hiring recommendation for consideration by the entire Board.

The hiring selection committee shall at minimum include:

1. The Chair of the Board and/or:
2. The Chair of the Personnel Committee and/or
3. The Chair of a Committee the potential hire will work with during their tenure. In the event, the administrative role will be assigned as a liaison to multiple reports to two committees, the Chair of the Board shall decide which committee chair shall be seated.

4. If the same person is responsible under items 2 and 3, the Chair of the Board shall choose another Board Commissioner.

5. Members from the school community, BFT, BAPS, AFSCME 2267, AFSCME 3351 will participate on the committee as appropriate.

Notwithstanding, Commissioner participation on the hiring selection committee, should not affect the timeliness, such that, within the hiring process shall remain unabated.

The Board will accept or reject the Superintendent's recommendation at the next regular or special Board meeting.

The hiring selection committee will be conducted in accordance with the Freedom of Information Act.

Policy Adopted: August 25, 1993

Policy Revised: October 5, 2022

BRISTOL BOARD OF EDUCATION

Bristol, Connecticut

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Iris White
Superintendent of Schools

Mary Hawk
Deputy Superintendent of Schools

2026 Policy Committee Meeting Dates

**Second Wednesdays of each month with exception to September*

Wednesday, January 28, 2026, 7pm

Wednesday, February 11, 2026, 7pm

Wednesday, March 11, 2026, 7pm

Wednesday, April 8, 2026, 7pm

Wednesday, May 13, 2026, 7pm

Wednesday, June 10, 2026, 7pm

July - No Meeting

Wednesday, August 12, 2026, 7pm

Wednesday, September 23, 2026, 7pm*

Wednesday, October 14, 2026, 7pm

November - No Meeting

Wednesday December 9, 2026, 7pm