

The minutes presented within this document are a summary of the discussion that took place at the CCR Committee Meeting. To view the meeting in its entirety please go to: [Nov. 21, 2023 CCR Meeting Recording](#).



**Communication and Community Relations Committee Meeting Minutes
Tuesday, November 21, 2023**

A meeting of the Bristol Board of Education Communications and Community Relations Committee was held on November 21, 2023, at 7:00 p.m. via the Zoom Meeting Platform only.

PRESENT: Committee members: Maria Simmons, Shelby Pons, Lorianne Osenkowski

ALSO PRESENT: Commissioners also present: Kristen Giantonio, Jennifer Van Gorder, Jill Fitzsimons-Bula, Dr. Michael Dietter, Dr. Catherine Carbone, and Mr. Brian Burke.

1. Call to Order:

The meeting was called to order at 7:28 P.M.

2. Approval of Minutes:

On a motion by Commissioner Simmons and seconded by Commissioner Pons, the minutes from September 27, 2023, were not approved and were tabled until the next Communication meeting.

3. Approval of Minutes:

On a motion by Commissioner Simmons and seconded by Commissioner Pons, the minutes from October 25, 2023, were not approved and were tabled until the next Communication meeting.

4. Public Comment:

1. Carol Jackson - 103 Judson Ave., Bristol CT 06010.

5. FOIA Rules Regarding Board Member Communication by Email and Text:

Commissioner Simmons summarized the guidance from Atty. Ritter with the committee in regards to responding to group texts and emails.

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6. Access to Board of Education Meeting Information:

Commissioner Simmons reviewed with Dr. Carbone where each of the different committee videos, agendas, attachments, and minutes are housed. They are posted in Board Book, BoE website, and hyperlinks on our committee calendars within our website, minutes are archived on our website and BoE meetings (video) are posted on YouTube. It was also noted that if anyone is missing or looking for any meeting information and/or video please email Dr. Carbone.

7. Family and Community Engagement Conference:

Dr. Carbone mentioned that Erika Treannie and Kristy Ricciardone attended this conference on October 19th. There were many interactive and interesting workshops - it was a great event.

8. Policy and Information Communication:

Commissioner Simmons asked about how the public is informed of a policy change. The Board is informed at their monthly meetings when there is a vote for a new or revised policy. The new or updated policies are then added online through CABE. The BoE will also update parent handbooks, and post them on the BoE website, and if a Commissioner requests it a policy update and/or revision can be sent out via parent square.

9. Everyone Wins:

Commissioner Simmons summarized a portion of the book and mentioned that she hoped everyone found the book helpful and informative.

10. Adjournment:

The Communication and Community Relations Community meeting was adjourned at 8:33 p.m. by Commissioner Simmons.

Submitted by:

Michelle L. Crowley

Recording Secretary

Bristol Board of Education