

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee
of the
Trumbull Board of Education

Special Meeting

Long Hill Administration Building
Monday, November 28, 2016 – 5:30 p.m.

MINUTES

I. Preliminary Business

A. Call to Order / Introduction – The meeting was called to order by Ms. Testani at 5:30 p.m.

Members present

Suzanne Testani, Chair, BOE member
Marie Petitti, BOE member
Lucinda Timpanelli, BOE member
Jonathan S. Budd, Ph.D., administrative designee
Patricia Frillici, TAA representative
Tammy Jacobellis, TEA representative
Kristine Kely Murano, parent representative
Joseph Peddle, parent representative
E. Violet Reyes, parent representative
Deborah Herbst, community representative
Connor Bailo, student representative
Carly Netting, student representative
1 member of the Public

Members absent

Ellen Kalendra, community representative

At Ms. Testani's request, all members of the Policy Committee introduced themselves.

B. Correspondence – Dr. Budd conveyed the regrets of Dr. Kalendra in being absent from the meeting. There was no other correspondence.

C. Public Comment – There was no Public Comment.

II. Reports / Action Items

A. Approval of Minutes – Special Meeting, October 24, 2016 – Ms. Petitti moved to approve the minutes; it was seconded by Ms. Timpanelli, and unanimously agreed to.

- B. Report, Administrative Designee – Dr. Budd presented and explained three documents to explain the work of the Policy Committee. The documents, attached to these Minutes, were: (1) Trumbull Board of Education Policy 9131, Policy Committee; (2) CABE’s “What Is Policy?”; and (3) charts indicating BOE Policy Committee work 2015-16 and to date 2016-17.

- C. Approval of 2017 Policy Committee Meeting Dates – Dr. Budd distributed “Draft #2” of the proposed 2017 Policy Committee Meeting Dates, a copy of which is attached to these Minutes. Ms. Timpanelli moved to accept the Draft #2 2017 Policy Committee Meeting Dates, and Ms. Petitti seconded. The motion was unanimously agreed to.

- D. Board of Education Meeting Updates
 - a. November 15, 2016, Second Readings – Dr. Budd noted that the Board approved the following five policies as presented at its November 15, 2016 meeting.
 - i. Confidentiality and Maintenance of Student Records, Policy Code 5125
 - ii. Student Data Protection, Policy Code 3520.13
 - iii. Selection of Instructional Material, Policy Code 6161.1
 - iv. Weighted Grades for Honors and Advanced Placement Classes Grades 9-12, Policy Code 6146.2
 - v. Eligibility to Attend Trumbull Public Schools, Policy Code 5111

 - b. November 15, 2016 First Readings – Dr. Budd noted that the Board heard a First Reading of the following policy as presented at its November 15, 2016 meeting.
 - i. Staff Network/Internet Use, Policy Code 4118.5The Board suggested no revisions, so this policy will be returned to the Board for a Second Reading on January 10, 2017.

III. Policy Review/Discussion

- A. Comparability of Services, Policy Code 6161.3 – Dr. Budd presented the proposed new policy in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a First Reading on January 10, 2017.

- B. Requests for Second Set of Textbooks, Policy Code ~~6161.3~~ 6161.4 – Dr. Budd presented the proposed policy revision in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a First Reading on January 10, 2017.

- C. Homeless Students, Policy Code 5118.1 - Dr. Budd presented the proposed policy revision in this evening’s packet. The Committee unanimously agreed to bring the policy, with a minor addition, to the Board for a First Reading on January 10, 2017.

Adjournment

Ms. Petitti moved to adjourn the meeting at 6:32 p.m.; it was seconded by Ms. Timpanelli, and unanimously agreed to.

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 9000
CATEGORY: **Bylaws of the Board**
POLICY CODE: **9131/Policy Committee**

POLICY COMMITTEE

Policy Statement

The Trumbull Board of Education has the responsibility and ultimate authority to formulate, approve, and rescind policy. The Board encourages involvement of the community in improving existing policy and proposing new policy. The Board will consider policy needs expressed by members of the Board of Education, the Superintendent of Schools, staff, parents, students, and residents, and will consider also policy needs suggested or mandated by local, state, or federal law.

Adopted: 8/9/2014
Revised: 9/27/2016

References

- Connecticut General Statutes §§ 10-221
- Trumbull Board of Education Policy Code 9132: Bylaws of the Trumbull Board of Education

Regulations

I. Membership

- A. The Policy Committee will consist of a minimum of two (2), and not to exceed three (3), members of the Board of Education, with minority representation. The Board Chairperson shall appoint these members and name one as the Policy Committee Chairperson.
- B. The Superintendent of Schools or his/her designee shall serve as an ex officio member of the Policy Committee.
- C. Advisory members of the Policy Committee shall include:
 - a. One member of the Trumbull Administrators' Association (TAA), who will be responsible for communicating policy suggestions from the TAA membership to the Policy Committee.
 - b. One member of the Trumbull Education Association (TEA), who will be responsible for communicating policy suggestions from the TEA membership to the Policy Committee.
 - c. Up to three (3) parent/guardian members who have children currently enrolled in the Trumbull Public Schools. The Board of Education shall appoint these members for a two-year term beginning in September of even-numbered years.
 - d. Up to two (2) community members. The Board of Education shall appoint these members for a two-year term beginning in September of even-numbered years.
 - e. Up to two (2) student members recommended by the Trumbull High School principal for a one-year term beginning in September.
 - f. Individuals interested serving in an advisory role should contact the Policy Committee Chairperson and/or the Board of Education Chairperson.

II. Process for Developing/Revising Policy

- A. The Policy Committee will approve a meeting schedule for the subsequent calendar year no later than its December meeting. That meeting schedule will be posted on the TPS website and elsewhere as required by statute.
- B. Any individual may complete a Policy Overview Form and forward the Form to the Superintendent or his/her designee or Policy Committee Chairperson. All completed Policy Overview Forms will be considered for inclusion on the agenda of the next Policy Committee meeting for preliminary discussion.
- C. Policies affecting security issues will be addressed by the Superintendent or his/her designee and the Board members of the Policy Committee in Executive Session if required.

- D. Policy revisions needing only minimal technical or grammatical changes (i.e., fees, titles, etc.) may go directly to the Board of Education, bypassing a recommendation from the Policy Committee.
- E. Proposed new/revised policies will be reviewed and drafted by the Superintendent of Schools or his/her designee. When the first draft is ready, it will be placed on the Policy Committee agenda for initial review by the full Committee.
- F. Policy Committee agendas, Policy Overview Forms, drafts of new/revised policies, and any other supporting documentation will be posted and maintained on the TPS website as well as in hard copy.
- G. Input from the community is encouraged. The TPS website will include information on how to provide input to the Policy Committee, and each Policy Committee meeting agenda shall include Public Comment.
- H. Policy Committee minutes will be posted and maintained on the TPS website as well as in hard copy.
- I. If deemed necessary, any policy may be forwarded to the Board of Education's attorney through the Superintendent or Board Chairperson for further review. Comments from legal counsel may be incorporated into the document.
- J. Upon recommendation of the Policy Committee and/or legal counsel, a policy will be recommended to the Board at a First Reading. The Superintendent and/or his/her designee(s) will present the policy recommendation to the Board.
- K. Comments from Board of Education members at the First Reading of a policy will be brought to the next meeting of the Policy Committee for consideration of modification of the policy recommendation.
- L. Except in cases of emergency, there will be a minimum of thirty calendar days between a First Reading and Second Reading by the Board, at which time a vote on the proposed new/revised policy may be taken.
- M. The Board of Education, working with the Superintendent, will plan for regular reviews of the Policy Manual. When an obsolete policy is identified, a Policy Rescind Form will be completed and forwarded to the Board of Education for its approval. When a policy has been rescinded, the dated Policy Rescind Form will be posted on the TPS website; the rescinded policy will be retained in the District archives.
- N. Proposed policy additions/revisions/rescissions approved by majority vote of the Board shall take immediate effect.
- O. The Superintendent or his/her designee will be responsible for the communication of all new, revised, and rescinded policies to all Board of Education personnel to whom they relate within two (2) business days of Board approval. All new and revised policies must be posted on the TPS website within two (2) business days of Board approval.

WHAT IS POLICY?

The board is a law-making body and the laws that it enacts are its policies. Unless some other law contravenes it, board policy on a topic governs what the district will do and how it will require others to act. Policies are those broad guidelines set by the school board to chart the district's course of action. They tell what is wanted, why that action is necessary and describe a means of accomplishment. They establish the responsibility of the appropriate administrator (usually the superintendent), but they leave enough leeway for the development of detailed directions on how to put policies into practice. The goals and plans that the board sets for the district be they fiscal, administrative or curricular should be accomplished through policy.

WHY DO BOARDS NEED POLICY?

Policy provides guidance and direction for the administration. The board's role is to decide the direction that the district will take. The superintendent's job is to see that those goals and plans are implemented, but he/she cannot know what the board wants done without coherent guidance. Board policies codify the board's intentions and point the way for the administration to proceed.

Policy demonstrates that the board operates from a philosophical base. A serious, deliberative body makes careful decisions based on well-considered philosophical tenets, not whims or faddish ideas. The policy process forces the board to proceed thoughtfully and with cool heads.

Policy shows that the board is fair, reasonable and even-handed, not arbitrary and capricious. A carefully crafted policy tells everyone that circumstances and individuals may differ, but in general this will always be the board's answer to that situation. Policy on critical topics helps to protect the board from legal challenges.

Policy makes it easier for the board to obey the law and informs the public that it does so. Education law in the State of Connecticut is extensive and, at times, complicated. It is very difficult for a board to know everything that the law directs it to do. Adoption of a policy informs the board of its legal obligations, and it informs the public that it is aware of its legal obligations and will honor them.

Policy allows the board to operate efficiently by making a single decision (policy) that applies across time, situations and individuals. When the board is presented with a problem, the first question asked should always be, "What is our policy on that?" If the policy manual is current and is true reflection of board philosophy and a copy of that manual is at every meeting, the board will get in the habit of referring to it to discover what has been its considered decision about that situation. Often, further discussion will be unnecessary and the problem will be resolved on the spot.

Policy will not solve all the board's issues instantly, but it is always a good idea to first determine what board policy has to say on any topic under consideration.

— CASE

POLICY DEVELOPMENT AS A PROCESS/TEAM APPROACH

RESPONSIBILITIES

ADMINISTRATION RESPONSIBILITIES

- Key contributor to the policy process
- Suggest need for new policy or revision or deletion of existing policy
- Often writes draft of policy
- Directs/writes administrative regulations
- Responsible for implementation of policy
- Keeps board informed
- Involves as needed, the board's attorney
- *Team approach in identifying policy needs and developing policy language to meet them*

BOARD RESPONSIBILITIES

- Sets, adopts policy (Law-making body)
- Adopts bylaws
- Exercises oversight on policy enforcement
- Evaluates results of policy implementation
- Alters policy as necessary
- Provides resources to implement policies
- Involves in the process parents, students, community as needed
- Informs community
- *Team Approach etc.*

CABE RESPONSIBILITIES

- Determine need for new/revised policies
- Track legislation, judicial decisions, district policy activities
- Baseline collection of policy topics (Core Manual)
- Policy Updates
 - Statutory
 - Regulatory
 - Decisional
- Policy issue workshops
- Policy manual updates
- Clearing house of sample policies
- Custom service of policy development

BOE Policy Committee, 2015-16

Code	Title	First Reading	Second Reading
4000.1	Affirmative Action	Aug. 4, 2015	Sept. 1, 2015
4111.1	Non-Discrimination in Employment	Aug. 4, 2015	Sept. 1, 2015
6171	Special Education	Sept. 1, 2015	Oct. 6, 2015
6159	Individualized Education Program / Special Education Program	Sept. 1, 2015	Oct. 6, 2015
6171.2	Pre-School Special Education	Sept. 1, 2015	Oct. 6, 2015
5131.911	Bullying & Teen Dating Violence Prevention & Intervention	Sept. 1, 2015	Oct. 6, 2015
3160	Budget Transfer	Sept. 1, 2015	Oct. 20, 2015
5113.1	Attendance Grades K-8	Oct. 6, 2015	Nov. 10, 2015
5138	Pay to Participate	Oct. 6, 2015	Nov. 10, 2015
6121.4	Non-Discrimination in Instruction/Classroom	Oct. 20, 2015	Jan. 5, 2016
5141.3	Health Assessments and Immunizations	Oct. 20, 2015	Jan. 5, 2016
5141.7	Concussions	Jan. 19, 2016	Feb. 16, 2016
5131	Student Standard of Conduct	Jan. 19, 2016	Feb. 16, 2016
5141.4	Reporting of Child Abuse, Neglect, and Sexual Assault	Jan. 19, 2016	Feb. 16, 2016
5144.1	Use of Physical Force: Seclusion and Restraint	Jan. 19, 2016	Feb. 16, 2016
6173	Homebound and Hospitalized Instruction	Jan. 19, 2016	Feb. 16, 2016
5123.1	THS Performance Standards Requirements for Graduation	Feb. 2, 2016	March 1, 2016
5141.21	Administration of Medication by School Personnel	Feb. 2, 2016	March 1, 2016
4118.22	Code of Ethics	March 15, 2016	May 3, 2016
3542.22	Food Service Personnel – Code of Conduct	March 15, 2016	May 3, 2016
6163.32	Service Animals	May 3, 2016	June 27, 2016
6142.101	Student Wellness	May 3, 2016	June 27, 2016
4212.42	Drug and Alcohol Testing for School Bus Drivers	May 3, 2016	June 27, 2016
6162.51	Educational Research and Surveys of Students	May 3, 2016	June 27, 2016

BOE Policy Committee, 2016-17
~ as of Nov. 22, 2016

Code	Title	First Reading	Second Reading
5145.511	Sexual Abuse Prevention and Education Program	July 12, 2016	August 23, 2016
3541.5	Reports and Records of School Transportation Safety Complaints	July 12, 2016	August 23, 2016
4212.5	Security Checks	July 12, 2016	August 23, 2016
6162.6	Copyright Law Compliance	July 12, 2016	August 23, 2016
5141.4	Reporting of Child Abuse, Neglect, and Sexual Assault	August 23, 2016	September 27, 2016
9131	Policy Committee	August 23, 2016	September 27, 2016
6141.323	Internet Filtering	August 23, 2016	September 27, 2016
6141.328	Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools	August 23, 2016	September 27, 2016
6141.321	Student Network/Internet Use	August 23, 2016	September 27, 2016
5125	Confidentiality and Maintenance of Student Records	September 27, 2016	November 15, 2016
3520.13	Student Data Protection	September 27, 2016	November 15, 2016
6161.1	Selection of Instructional Material	September 27, 2016	November 15, 2016
6146.2	Weighted Grades for Honors and Advanced Placement Classes Grades 9-12	September 27, 2016	November 15, 2016
5111	Eligibility to Attend Trumbull Public Schools	September 27, 2016	November 15, 2016
4118.5	Staff Network/Internet Use	November 15, 2016	January 10, 2017 (anticipated)
6161.3	Comparability of Services	January 10, 2017 (anticipated)	
6161.4	Requests for Second Set of Textbooks	January 10, 2017 (anticipated)	
5118.1	Homeless Students	January 10, 2017 (anticipated)	

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

**POLICY COMMITTEE
MEETING DATES**

Draft #2 11/28/16

2017

Tues., January 31, 2017

Tues., March 21, 2017

Tues., May 16, 2017

Tues., August 1, 2017

Tues., September 19, 2017

Tues., November 28, 2017

All meetings scheduled to begin at 5:30 p.m.
in the Long Hill Administration Building Conference Room.

POLICY OVERVIEW FORM

Policy Title: Comparability of Services

Section: 6000 Category: Instruction Code: 6161.3

New: X Revision:

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

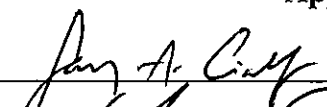
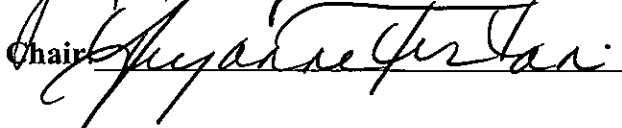
Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: This new policy is a required policy based on the No Child Left Behind Act. The proposed new policy implements the federally mandated language in all respects.

State Statute if applicable: N/A

Summary of Actions Required by New Policy/Revision: See above. Please note also that the current TPS policy numbered 6161.3 ("Requests for Second Set of Textbooks") would be renumbered to Policy 6161.4 with adoption of this mandated new Policy 6161.3.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only **Approval**
Superintendent:  Date: 11/22/16
Policy Committee Chair:  Date: 11/28/16

POLICY OVERVIEW FORM

Policy Title: Requests for Second Set of Textbooks

Section: 6000 Category: Instruction Code: 6161.4

New: Revision: X (Note: This Policy revision includes a change in numbering from 6161.3 to 6161.4.)

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: This proposed policy revision updates the policy based on the growing availability of electronic textbooks for many of our instructional programs.

State Statute if applicable: N/A

Summary of Actions Required by New Policy/Revision: See above.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent: [Signature] Date: 11/22/16

Policy Committee Chair: [Signature] Date: 11/28/16

POLICY OVERVIEW FORM

Policy Title: Homeless Students

Section: 5000 Category: Students Code: 5118.1

New: Revision: X

Initiated by: Jonathan S. Budd, Ph.D., Director of Curriculum, Instruction, & Assessments

Phone No.: (203) 452-4336 Email: buddj@trumbullps.org

Need for New Policy/Revision: This mandatory policy revision incorporates amendments to the McKinney-Vento Homeless Assistance Act, amendments that became effective October 1, 2016, based on the Every Student Succeeds Act of 2015. The new policy language incorporates the suggestions of CABE (the Connecticut Association of Boards of Education).

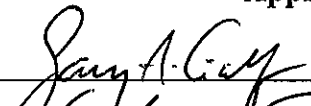
State Statute if applicable: N/A

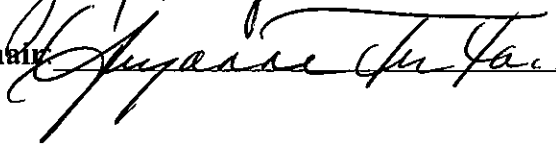
Summary of Actions Required by New Policy/Revision: See above.

Please complete this form and send to the Office of the Superintendent, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611

Office Use Only

Approval

Superintendent:  Date: 11/22/16

Policy Committee Chair:  Date: 11/28/16