

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee
of the
Trumbull Board of Education

Regular Meeting

Long Hill Administration Building Conference Room
Tuesday, November 19, 2019 – 5:30 p.m.

MINUTES

I. Preliminary Business

- A. Call to Order / Introduction – The meeting was called to order by Ms. Petitti, acting as chair, at 5:30 p.m.

Members present

Marie Petitti, BOE member
Kathleen Fearon, BOE member
Jonathan S. Budd, Ph.D., administrative designee
John Mastrianni, TEA representative
Paul Coppola, TAA representative
Jeffrey Mullins, parent representative
JeTaya Ortiz, parent representative (arrived 5:40)
Howard Qian, student representative

Members absent

Jackie Norcel, Chair, BOE member
Michael Buswell, parent representative
Anthony Iannini, community representative
Michelle Malone, community representative
Keira (Kiki) Grant, student representative

1 member of the Public

- B. Correspondence – Dr. Budd conveyed the regrets of Ms. Norcel and Ms. Grant 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, August 20, 2019 – Ms. Petitti moved to approve the minutes; it was seconded by Dr. Fearon, and unanimously agreed to, with Ms. Petitti abstaining.
- B. Approval of Minutes – Special Meeting, August 27, 2019 – Ms. Petitti moved to approve the minutes; it was seconded by Dr. Fearon, and unanimously agreed to.

- C. Approval of Minutes – Special Meeting, October 17, 2019 – Ms. Petitti moved to approve the minutes; it was seconded by Dr. Fearon, and unanimously agreed to.

- D. Report, Administrative Designee – Dr. Budd noted that his comments would come in relation to each policy on tonight’s agenda.

- E. Approval of 2020 Policy Committee Meeting Dates – Dr. Budd presented the 2020 Policy Committee Meeting Dates included in the Committee packet. Dr. Fearon moved to accept those 2020 Policy Committee Meeting Dates, and Ms. Petitti seconded. The motion was unanimously agreed to.

- F. Board of Education Meeting Updates
 - a. August 27, 2019 Combined First/Second Readings – Dr. Budd noted that the Board heard combined First/Second Readings of the following eleven policies as presented at its August 27, 2019 meeting, and approved the policies.
 - i. Asbestos Management Plans, Policy Code 3524.3
 - ii. Budget Transfer, Policy Code 3160 (based on revisions from the BOE Finance Cmte., 8/22/2019)
 - iii. Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol, Policy Code 5131.6
 - iv. Staff Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol, Policy Code 4118.231
 - v. Security Checks, Policy Code 4212.5
 - vi. Student Teachers, Policy Code 4122
 - vii. Student Standard of Conduct, Policy Code 5131
 - viii. Student Sunscreen Use, Policy Code 5141.214
 - ix. Administration of Medication by School Personnel, Policy Code 5141.21
 - x. Individualized Education Program / Special Education Program, Policy Code 6159
 - xi. Eligibility to Attend Trumbull Public Schools, Policy Code 5111
 - b. August 27, 2019 First Readings – Dr. Budd noted that the Board heard First Readings of the following four policies as presented at its August 27, 2019 meeting.
 - i. Food Allergy Management, Policy Code 5141.260
 - ii. Student Wellness, Policy Code 6142.101
 - iii. Gifted and Talented Identification and Programming, Policy Code 6141.313
 - iv. Curriculum Development, Policy Code 6141

The Board suggested no substantive revisions, so these policies were returned to the Board for Second Readings on September 24, 2019.
 - c. September 24, 2019 Second Readings – Dr. Budd noted that the Board approved the following four policies as presented at its September 24, 2019 meeting.
 - i. Food Allergy Management, Policy Code 5141.260
 - ii. Student Wellness, Policy Code 6142.101

- iii. Gifted and Talented Identification and Programming, Policy Code 6141.313
- iv. Curriculum Development, Policy Code 6141
- d. October 29, 2019 Combined First/Second Reading – Dr. Budd noted that the Board heard a combined First/Second Reading of the following policy as presented at its October 29, 2019 meeting, and approved the policy.
 - i. Reimbursement of Expenses, Policy Code 4133

III. Policy Review/Discussion

- A. Sex Discrimination and Sexual Harassment in the Workplace, Policy Code 4118.112 – Dr. Budd presented the proposed revised policy in this evening’s packet. The Committee unanimously agreed to bring the policy, with potential revision, to the Board for a First Reading on November 26, 2019.
- B. Security and Safety, Policy Code 3516 – Dr. Budd presented the proposed revised policy in this evening’s packet. The Committee unanimously agreed to bring the policy, with revision, to the Board for a First Reading on November 26, 2019.
- C. Domestic Violence, Policy Code 4118.16 – Dr. Budd presented the proposed new policy in this evening’s packet. The Committee unanimously agreed to bring the policy, with potential revision, to the Board for a First Reading on November 26, 2019.
- D. Homeless Students, Policy Code 5118.1 – Dr. Budd presented the proposed revised policy in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a First Reading on November 26, 2019.
- E. Eligibility to Attend Trumbull Public Schools, Policy Code 5111 – Dr. Budd presented the proposed revised policy in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a First Reading on November 26, 2019.
- F. School Resource Officers, Policy Code 5142.4 – 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 November 26, 2019.
- G. Gifts to the School District, Policy Code 3210 – Dr. Budd presented the proposed revised policy in this evening’s packet. The Committee unanimously agreed to bring the policy, with revision to the Board for a First Reading on November 26, 2019.
- H. Trumbull High School Concession Stand, Policy Code 1331 – Dr. Budd presented the proposed revised policy in this evening’s packet. The Committee unanimously agreed to bring the policy, with revision, to the Board for a First Reading on November 26, 2019.

- I. ~~Student Activity, Scholarship/Awards, and Works Fund~~ Special Accounts, Policy Code 3453 – Dr. Budd presented an update to the proposed revised policy in this evening’s packet; the update is attached to these Minutes. The Committee unanimously agreed to bring the policy to the Board for a First Reading on November 26, 2019.

- J. Suicide Prevention/Intervention, Policy Code 5141.5 – Dr. Budd presented the proposed revised policy in this evening’s packet. The Committee unanimously agreed to bring the policy to the Board for a First Reading on November 26, 2019.

At Dr. Budd’s request, Dr. Fearon and Ms. Petitti unanimously agreed to add Item III.K. to the agenda based on the documents attached to these Minutes, which Dr. Budd explained had been developed earlier today.

- K. Legal Services, Policy Code 9125 – Dr. Budd presented the proposed new policy attached to these Minutes. The Committee unanimously agreed to bring the policy, with revision, to the Board for a First Reading on November 26, 2019.

Adjournment

Ms. Petitti moved to adjourn the meeting at 6:50 p.m.; it was seconded by Dr. Fearon, and unanimously agreed to.

3453/Student Activity, Scholarships/Awards and Works Fund Special Accounts

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 3000
CATEGORY: Business & Non-
Instructional Operations
POLICY CODE: 3453/Student Activity,
Scholarships/Awards and
Works Fund Special
Accounts

**STUDENT ACTIVITY, SCHOLARSHIPS/AWARDS AND WORKS FUND
SPECIAL ACCOUNTS**

Policy Statement

~~It is the policy of the Trumbull Board of Education to require an accurate and comprehensive accounting of the monies handled by individual schools in their day-to-day operations. A Student Activities Account for monies from all student clubs and events that generate proceeds and a Works Fund for collected fees and expenditures that are not student generated, as well as a Scholarship/Awards Fund to account for monies to be awarded are, hereby, established.~~

The Trumbull Board of Education maintains special accounts for student activity funds (100 accounts), special revenue funds (205 accounts), and scholarship/award funds (300 accounts). Accurate and comprehensive accounting is required for each fund. Receipts to and expenditures from these funds are to follow the Regulations of this policy and additional procedures that may be developed by the Business Office.

Accounting reports on each special account will be reviewed at each Regular meeting of the Finance Committee and then at the subsequent meeting of the full Board of Education.

Adopted: 3/17/1981
Revised: 4/15/1986, 1/9/1990,
10/21/2003, ??/2020

Reference

- Connecticut General Statutes § 10-237

3453/Student Activity, Scholarships/Awards and Works Fund Special Accounts

Regulations

I. Student Activity Accounts Funds (100 Accounts) (100-600 SERIES)

- ~~A. A student activity account shall be established for each school organization that generates proceeds, and shall be identified in the name of the organization.~~
- ~~1. School organizations are those organizations which sponsor activities in the name of the Trumbull Public Schools.~~
 - ~~2. These organizations shall have their monies processed through the Board of Education Student Activity Account in accordance with approved procedures.~~
 - ~~3. Receipts generated by the organization shall be deposited in a Student Activity Account maintained by the Board of Education.~~
- ~~B. Disbursements from these accounts shall be made in the manner and upon such authorization as prescribed by the Business Office of the Board of Education.~~
- ~~1. All disbursements shall be for the specific benefit of the named student activity.~~
 - ~~2. Disbursements shall be for expenditures not provided for in the operational budget.~~
 - ~~3. Purchase of equipment not provided for in the operational budget is encouraged.~~
 - ~~4. Expenditures up to \$500 will be approved by the club advisor.~~
 - ~~5. Expenditures up to \$2500 shall be approved by the Business Office.~~
 - ~~6. Expenditures of more than \$2500 must be approved by the Board of Education.~~
 - ~~7. All expenditures shall be reported to the Board of Education on a regular basis.~~
- A. Student activity funds (100 accounts) are designed for school-based organizations that receive and expend funds related to activities sponsored in the name of the Trumbull Public Schools. A designated Trumbull Public Schools employee is responsible for the oversight of each student activity fund.
- B. Student activity funds are maintained in a designated bank account, and monthly interest is applied to the general benefit of the Board of Education.
- C. Any expenditure from a student activity fund must be related to the named sponsoring organization of that fund. Expenditures cannot be used for the general benefit of the Board of Education, or for any other sponsoring organizations.
- D. Any expenditure up to \$10,000 requires approval of the employee responsible for the oversight of the fund, as well as approval of the building principal.
- E. Any expenditure of \$10,000 or more requires approval of the employee responsible for the oversight of the fund, approval of the building principal, and approval of the Business Manager.
- F. If a school-based organization (e.g., a graduating Trumbull High School Class) disbands, any sum of money for which no disposition has been made shall be transferred to the general benefit of the Board of Education after the first Class reunion or after five years have elapsed, whichever comes first.

II. Special Revenue Funds (205 Accounts)

- A. Special revenue funds (205 accounts) are designed for receipts and expenditures related to specific purposes not related to school-based organizations that receive and expend funds related to activities sponsored in the name of the Trumbull Public Schools, nor to

3453/Student Activity, Scholarships/Awards and Works Fund Special Accounts

scholarships or awards. A designated Trumbull Public Schools employee is responsible for the oversight of each special revenue fund.

- B. Special revenue funds are maintained in a designated bank account, and monthly interest is applied to the general benefit of the Board of Education.
- C. Any expenditure up to \$10,000 requires approval of the employee responsible for the oversight of the fund.
- D. Any expenditure of \$10,000 or more requires approval of the employee responsible for the oversight of the fund, and approval of the Business Manager.

III. Scholarship/Awards Funds (300 Accounts) (700 SERIES)

~~A. Scholarships and awards are established by a donor for the specific purpose of funding scholarships and awards for Trumbull Public School students. Donors wishing to establish scholarships or awards do so through the Trumbull High School staff appointed to this responsibility.~~

~~B. Scholarship and award monies are deposited in a bank account maintained by the Board of Education and specifically designated for these funds.~~

- ~~1. Expenditures are made in accordance with restrictions of the specific scholarship or award.~~
- ~~2. All interest earned on scholarships will be allocated to each account according to its balance.~~

A. Scholarship/award funds (300 accounts) are established by donors for the specific purpose of funding scholarships and awards for students of the Trumbull Public Schools. A designated Trumbull Public Schools employee is responsible for the oversight of each scholarship/award fund.

B. Scholarship/award funds are maintained in a designated bank account, and monthly interest is allocated to each scholarship/award fund based on its prior month's balance.

C. Any expenditure from a scholarship/award fund must be made in accordance with restrictions or guidelines, when they exist, of the specific scholarship/award. Expenditures cannot be used for the general benefit of the Board of Education, or for other purposes.

D. Any expenditure up to \$10,000 requires approval of the employee responsible for the oversight of the scholarship/award, as well as approval of the building principal.

E. Any expenditure of \$10,000 or more requires approval of the employee responsible for the oversight of the scholarship/award, approval of the building principal, and approval of the Business Manager.

III. Works Fund Accounts (800 SERIES)

~~A Works Fund shall be established for those proceeds (not generated by students) representing collected fees and expenditure reimbursements.~~

- ~~1. These proceeds shall be deposited in a bank account maintained by the Board of Education.~~
- ~~2. Expenditures from this depository account shall follow expenditure guidelines established by the Business Office of the Board of Education.~~

3453/Student Activity, Scholarships/Awards and Works Fund Special Accounts

IV. Disbursements are specific to the individual fund or account and cannot be used for the general benefit of the Board of Education.

POLICY OVERVIEW FORM

Policy Title: Legal Services

Section: 9000 Category: Bylaws of the Board Code: 9125

New: X Revision:

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

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

Need for New Policy/Revision: This proposed new policy lays the basis for legal services utilized by the Trumbull Public Schools, including clarification of those with authority to confer with legal services. The proposed language follows the recommendations of CABA (the Connecticut Association of Boards of Education) in all respects.

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: 11/19/19

Policy Committee Chair: _____ Date: _____

ENTIRE PROPOSED POLICY IS NEW

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **9000**
CATEGORY: **Bylaws of the Board**
POLICY CODE: **9125/Legal Services**

LEGAL SERVICES

Policy Statement

The Trumbull Board of Education recognizes that the increasing complexity of school district operations can require procurement of professional legal services. Therefore, the Board shall designate an attorney and/or law firm to provide such services on an ongoing basis. The attorney and/or law firm shall be the legal advisor of the Board and its officers in questions related to their official duties. The primary function of the attorney and/or law firm is to provide professional legal counsel and representation for the Board and the Superintendent. These may include, but not be limited to: providing general legal advice to the Board and/or administration; assisting with labor negotiations; assisting with personnel matters; assisting with expulsions and other disciplinary matters; conducting and/or assisting with pending or actual litigation involving the District; and other specialized legal services. All attorney(s) shall be admitted to practice law in Connecticut. The Board reserves the right to obtain legal services outside of its designated attorney and/or law firm as deemed appropriate.

The persons authorized to confer with and/or seek the legal advice of the Board attorney and/or law firm are the Superintendent, the Assistant Superintendent, the Business Manager, the Director of Pupil Personnel Services, and the Chairperson of the Board. The Board may authorize a specific member to confer with legal counsel on its behalf.

Adopted: ??/2020

Reference

- Trumbull Board of Education Policy Code 9312: The Bylaws of the Trumbull Board of Education