

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Policy Committee  
of the  
Trumbull Board of Education

Regular Meeting

Long Hill Administration Building  
Wednesday, January 20, 2016 – 5:30-7:00 p.m.

MINUTES

The Trumbull Board of Education convened in the Long Hill Administration Building for a Regular Meeting.

I. Preliminary Business

A. Call to Order / Introduction – The meeting was called to order by Mrs. Testani at 5:50 p.m.

Members present

Suzanne Testani, Chair, BOE member  
Lucinda Timpanelli, BOE member (5:55)  
Jonathan S. Budd, Ph.D., administrative designee  
Patricia Frillici, TAA representative  
Laura McNaughton, TEA representative  
Jennifer Mottolese, parent representative  
Kristine Kely Murano, parent representative  
Bryan Woodward, parent representative  
Cindy Katske, community representative  
Mary Pierson, community representative  
Connor Bailo, student representative  
Carly Netting, student representative

Members absent

Marie Petitti, BOE member

2 members of the public

B. Correspondence – There was no correspondence.

C. Public Comment – Susan LaFrance asked questions related to the Code of Ethics policy on the meeting's agenda, including the policy's origin, how this Code differed from the Town of Trumbull's Code of Ethics, and connections between this policy and teacher evaluation. Laura McNaughton asked questions related to the homebound/hospitalized policy on the meeting's agenda, including teachers' opportunity to tutor their students who are homebound/hospitalized.

Dr. Budd responded that he would address the questions raised by Ms. LaFrance in his oral introduction to the Code of Ethics policy, and that the homebound/hospitalized policy had already moved from the Policy Committee to a First Reading at the Jan. 19, 2016, Board of Education meeting, and would be scheduled for a Feb. 16, 2016, Second Reading.

## II. Reports / Action Items

- A. Approval of Minutes – Regular Meeting, November 18, 2015 – The minutes were approved with the following revisions: (1) under IIID, insertion of “, with the revisions,” after “to bring the policy”; (2) under IIIE, insertion of “, with the revisions,” after “to bring the policy.”
- B. Report, Administrative Designee – Given the Committee’s new members, Dr. Budd reviewed aspects of the Policy Committee. He distributed and reviewed: (a) Policy 9131, “Trumbull Board of Education Policy Committee”; (b), CABB’s “What Is Policy?” and “Policy Development as a Process/Team Approach”; and (c) “TPS Policy Committee Action, 7/1/15 through 12/31/15.” (The documents are attached to these Minutes.) (Mrs. Timpanelli arrived during this segment of the meeting.)
- C. Board of Education Meeting Updates
  - a. Jan. 5, 2016 Second Readings – Dr. Budd noted that the Board approved the following two policies as presented at its Jan. 5, 2016 meeting.
    - i. Non-Discrimination in Instruction/Classroom, Policy Code 6121.4
    - ii. Health Assessments and Immunizations, Policy Code 5141.3
  - b. Jan. 19, 2016 First Readings – Dr. Budd noted that the Board heard First Readings of the following five policies as presented at its Jan. 19, 2016 meeting, and suggested no revisions, so these policies will be returned to the Board for Second Readings in February, 2016.
    - i. Concussions, Policy Code 5141.7
    - ii. Student Standard of Conduct, Policy Code 5131
    - iii. Reporting of Child Abuse, Neglect, and Sexual Assault, Policy Code 5141.4
    - iv. Use of Physical Force: Seclusion and Restraint, Policy Code 5144.1
    - v. Homebound and Hospitalized Instruction, Policy Code 6173
- D. Approval of 2016 Committee Meeting Dates – Dr. Budd presented the proposed meeting schedule distributed with the agenda for this evening’s meeting, and Committee members endorsed the proposed dates with a meeting time of 5:30-7:00 p.m. in the Long Hill Administration Building.

## III. Policy Review/Discussion

- A. Trumbull High School Performance Standards Requirements for Graduation, Policy Code 5123.1 – Dr. Budd presented the proposed policy in this evening’s packet.

Additional revisions to the policy were suggested. The Committee unanimously agreed to bring the policy, with the revisions, to the Board for a first reading in February, 2016.

- C. Administration of Medication by School Personnel, Policy Code 5141.21 – The Committee unanimously agreed to take this item out of order. Dr. Budd presented the proposed policy in this evening’s packet. Questions related to certain operational aspects of the policy were raised. Dr. Budd suggested he consult Ms. Coleen Figliuzzi, Town of Trumbull Director of Nursing, and Dr. Joel Kunkel, School Medical Advisor, on these questions and to revise the proposed policy based on their recommendations. The Committee unanimously agreed to bring the policy, with any possible revisions based on those consultations, to the Board for a first reading in February, 2016.

#### Adjournment

Mrs. Testani moved to adjourn the meeting at 7:07 p.m.; it was seconded by Mrs. Timpanelli, and unanimously agreed to. The next meeting of the Policy Committee will take place on Wednesday, February 17, 2016, from 5:30-7:00 p.m. in the Long Hill Administration Building.

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUEL

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

**Trumbull Board of Education 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.

Adopted: 8/19/14

Regulations

Establishing a Need

The Board of Education will consider policy needs expressed by members of the Board of Education, Superintendent, staff, parents, students and residents and will consider policy changes suggested or mandated by local, State or Federal law.

Members

The Standing Members of the Policy Committee shall consist of the following:

- Minimally two (2), and not to exceed three (3), Board of Education members with minority representation; The Board Chairperson shall appoint these members and name one as the committee chairperson.
- The Superintendent or his/her designee
- The TAA shall recommend one (1) member who will be responsible for communicating policy suggestions between their membership and the Policy Committee.
- The TEA shall recommend one (1) member who will be responsible for communicating policy suggestions between their membership and the Policy Committee.

The General Members of the Policy Committee whose role will be advisory only shall consist of the following:

- Up to three (3) parent/guardian members who have a child currently enrolled in the Trumbull Public Schools (TPS). Parent/guardians will be appointed bi-annually by the Board of Education in September every two years.
- Up to two (2) community members will be appointed bi-annually by the Board of Education in September every two years.
- The Trumbull High School Principal or his/her designee may recommend up to two (2) student members annually.
- Individuals interested in serving in an Advisory role should contact the Policy Committee Chair and/or the BOE Chair.

Process for Developing/Revising Policy

1. Complete a Policy Overview form and forward the form to the Superintendent or his/her designee and Policy Committee Chairperson. All completed Policy Overview forms will be included on the agenda of the next month's Policy Committee meeting for preliminary discussion.
  - a. Policies affecting security issues will be addressed by the Superintendent or his/her designee and the Standing Members of the Policy Committee in Executive Session if required.
2. 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.

Regulations cont'd.

3. Proposed new policy/policy revisions will be reviewed and drafted by the Trumbull Public Schools designee identified by the Superintendent or his/her designee as responsible for the policy. When the first draft is ready, it will be placed on the Policy Committee agenda for initial review by the full committee.
4. A list of all policies currently under review, along with the Policy Overview Form, will be posted on the TPS website. Input from the community is encouraged via email, contacting Policy Committee members, or via Public Comment at the monthly meeting.
5. If deemed necessary, any policy may be forwarded to the Board of Education's attorney through the Superintendent or Board Chair for further review. Comments from legal counsel may be incorporated into the document. The policy will then be presented to the Board for a first reading. The District designee responsible for overseeing the policy will present to the Board.
6. Board of Education comments and instructions will be incorporated into the policy under review before the final reading.
7. Except in cases of emergency, there will be a minimum of one month between a first policy reading and second reading/final approval by the Board.

Reporting and Dissemination

1. The Policy Committee will submit minutes from their meeting to the Superintendent and members of the Board of Education monthly.
2. The Committee will approve a calendar for the following year at its July meeting.
3. The Board of Education, working with direction from 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 their approval. When approved, the policy will be removed from the system and archived. All archived policies will be kept on file.
4. The Superintendent's office will be responsible for the distribution of all new and revised policies to all Board of Education personnel within two (2) business days of approval. All new and revised policies must be posted on the TPS website within five (5) business days of approval.

Reference

Trumbull Board of Education policy

- Bylaws of the Trumbull Board of Education, Policy Code 9312

Guidelines

POLICY

A policy can be comprised of four (4) sections.

Section One—Policy Statement

This section contains the policy statement formulated by the Board of Education. The policy number code, policy approval/revision date, along with the date the next review is due, will be included on the policy statement page.

Section Two—Administrative Regulations and Procedures

This section contains the regulations and procedures that will set forth the method (how, by whom, when and where) by which Board policy will be followed.

Section Three—Administrative Guidelines and Rulings

This section contains those guidelines developed in order to implement the policy and may contain summaries of any rulings made by either the Board or the Administration as to the implementation or interpretation of policy.

Section Four—Appendices and Forms

This section contains documents or materials which do not fit in categories 1-3. The documents must be included in the Board's information packet.

POLICY MANUAL

The Policy Manual contains the policies that have been approved by the Board of Education. The following are the general headings into which the manual has been divided:

- 0000 – Purposes-Goals—Objectives
- 1000 – Community Relations
- 2000 – Administration
- 3000 – Business and Non-Instructional Operations
- 4000 – Personnel—Certified and Non-Certified
- 5000 – Students
- 6000 – Instruction
- 7000 – Construction
- 9000 – Bylaws of the Board

POLICY OVERVIEW FORM

Policy Title: \_\_\_\_\_

Section: \_\_\_\_\_ Category: \_\_\_\_\_ Code: \_\_\_\_\_

New: \_\_\_\_\_ Revision: \_\_\_\_\_

Initiated by: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Need for New Policy/Revision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State Statute if applicable: \_\_\_\_\_

Summary of Actions Required by New Policy/Revision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

Policy Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_



District Designee Responsible: \_\_\_\_\_

**POLICY RESCIND FORM**

Posted to TPS Website  
Date \_\_\_\_\_

Policy Title: \_\_\_\_\_

Section: \_\_\_\_\_ Category: \_\_\_\_\_ Code: \_\_\_\_\_

Initiated by: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Rescinding Policy: \_\_\_\_\_

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Office Use Only

Approval

Policy Committee Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Education Chairperson: \_\_\_\_\_

Date of Rescission: \_\_\_\_\_

# 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

**TPS Policy Committee Action, 7/1/15 through 12/31/15**

<b>Code</b>	<b>Title</b>	<b>First BOE Reading</b>	<b>Second BOE Reading</b>
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	
5131	Student Standard of Conduct	Jan. 19, 2016	
5141.4	Reporting of Child Abuse, Neglect, and Sexual Assault	Jan. 19, 2016	
5144.1	Use of Physical Force: Seclusion and Restraint	Jan. 19, 2016	
6173	Homebound and Hospitalized Instruction	Jan. 19, 2016	

POLICY OVERVIEW FORM

Policy Title: Code of Ethics

Section: 4000 Category: Personnel Code: 4118.22

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 proposed new policy is a recommended best practice policy that incorporates the Connecticut Code of Professional Responsibility for Teachers and the Connecticut Code of Professional Responsibility for Administrators.

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: 1/19/16

Policy Committee Chair:  Date: 1/20/16

POLICY OVERVIEW FORM

Policy Title: Administration of Medication by School Personnel

Section: 5000 Category: Students Code: 5141.21

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 proposed policy revision is necessitated by statutory changes to the administration of medication by school personnel, most recently in regard to administration of epinephrine and administration of anti-epileptic medication. The policy revision is a total one to conform to CABE's recommended language on this mandatory policy.

State Statute if applicable: Various; referenced in proposed Policy revision.

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: *Jonny Coakley* Date: 1/19/16

Policy Committee Chair: *Suparna Testa* Date: 1/20/16