

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee
of the
Trumbull Board of Education

Regular Meeting

Long Hill Administration Building Conference Room
Tuesday, February 6, 2018 – 5:30 p.m.

MINUTES

I. Preliminary Business

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

Members present

Jackie Norcel, Chair, BOE member
Kathleen Fearon, BOE member
Marie Petitti, BOE member
Jonathan S. Budd, Ph.D., administrative designee
Tammy Jacobellis, TEA representative
Kristine Kely Murano, parent representative
Joseph Peddle, parent representative
E. Violet Reyes, parent representative
Deborah Herbst, community representative
Ellen Kalendra, community representative

Members absent

Paul Coppola, TAA representative
Sarah Gossman, student representative

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

C. Public Comment – On behalf of the TEA, Ms. Jacobellis requested consideration of revision to Policy 9131 (“Policy Committee”) to allow 2 members of the TEA on the Policy Committee.

II. Reports / Action Items

A. Approval of Minutes – Special Meeting, November 20, 2017 – Mr. Peddle moved to approve the minutes; it was seconded by Ms. Jacobellis, and unanimously agreed to.

B. Report, Administrative Designee – Based on new membership at the Policy Committee this evening, Dr. Budd distributed and discussed the attached double-sided document from CAFE, “What Is Policy?” and reviewed essential responsibilities of the Policy Committee.

C. Board of Education Meeting Updates

- a. November 21, 2017 Second Readings – Ms. Norcel noted that the Board approved the following three policies as presented at its September 26, 2017 meeting.
 - i. Security and Safety, Policy Code 3516
 - ii. Fire Safety & Crisis Response, Policy Code 6114.1
 - iii. Student Standard of Conduct, Policy Code 5131
 - iv. Curriculum Development, Policy Code 6141
 - v. Instructional Use of Commercially-Produced Media, Policy Code 6177
 - vi. Security Checks, Policy Code 4212.5
 - vii. Use of Physical Force: Seclusion and Restraint, Policy Code 5144.1
- b. December 7, 2017 First Readings – Ms. Norcel noted that the Board heard First Readings of the following two policies as presented at its December 7, 2017 meeting.
 - i. Homeless Students, Policy Code 5118.1
 - ii. Concussions, Policy Code 5141.7

The Board suggested no substantive revisions, so these policies were returned to the Board for Second Readings on January 9, 2018.
- c. January 9, 2018 Second Readings – Ms. Norcel noted that the Board approved the following two policies as presented at its January 9, 2018 meeting.
 - i. Homeless Students, Policy Code 5118.1
 - ii. Concussions, Policy Code 5141.7

The Board suggested no substantive revisions, so these policies would be returned to the Board for Second Readings on November 21, 2017.
- d. January 9, 2018 First Readings – Ms. Norcel noted that the Board heard First Readings of the following seven policies as presented at its January 9, 2018 meeting.
 - i. Non-Discrimination, Policy Code 0521
 - ii. Affirmative Action, Policy Code 4000.1
 - iii. Non-Discrimination in Employment, Policy Code 4111.1
 - iv. Employee's Service in the Guard ~~and~~ or Reserve, Policy Code 4150.1
 - v. Attendance Grades K-8, Policy Code 5113.1
 - vi. High School Attendance / Loss of Credit, Policy Code 5113
 - vii. Loan of Textbooks to Nonpublic School ~~Pupils~~ Students, Policy Code 1351

The Board suggested no substantive revisions, so these policies would be returned to the Board for Second Readings on February 13, 2018.

III. Policy Review/Discussion

- A. Distribution and Promotion of Products, Services, and Informational Materials, Policy Code 1325 – Dr. Budd presented the proposed revised policy in this evening's packet. The Committee unanimously agreed to table the revisions to the policy until the May 1, 2018, meeting of the Policy Committee.

- B. Student Teachers, Policy Code 4122 – 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 February 13, 2018.
- C. Free and Reduced-Price Meals, Policy Code 3542.31 – 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 February 13, 2018.
- D. Sexual Harassment, Policy Code 4118.112 – 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 February 13, 2018.
- E. Websites, Policy Code 6141.322 – 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 February 13, 2018.
- F. Student Use and Possession of Smoking Products, Tobacco Products, Drugs, and Alcohol, Policy Code 5131.6 – 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 February 13, 2018.

Adjournment

Dr. Fearon moved to adjourn the meeting at 6:51 p.m.; it was seconded by Ms. Norcel, and unanimously agreed to.

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