

Trumbull Public Schools
Trumbull Committee
Policy Advisory Committee
Regular Meeting – November 6, 2013
Long Hill Administration Building Assembly Room

The Trumbull Public School's Policy Advisory Committee convened in the Long Hill Administration Building for a Regular Meeting.

Members present:

Dawn Cantafio, Co-Chairperson
Rosemary Seaman, BOE member
Loretta Chory, BOE member
Dr. Linda Paslov, Central Office Administration
Dr. Stafford Thomas, TAA Representative
Nicholas Banks, TEA Representative
Nancy Fisher, Member at Large
Rita Ciarmella, Administrative Assistant
Ian Matz, Student Representative
Christian DeGenova, Student Representative

Members absent:

Teresa Carter, PTA Rep
Jennifer Mottolese, PTA Rep
Vicki Tesoro, Member at Large

Guests:

Agenda Item I—Preliminary Business

- A. Introduction—The meeting was called to order at 6:40 p.m. Mrs. Cantafio conveyed that Pam Ginnis is interested in joining PAC and may attend December's meeting as a prospective member.
- B. Correspondence—There was no correspondence this evening.
- C. Public Participation—There were no public comments.

Agenda Item II—Consent Agenda

- A. Approval/Minutes 10/9/13 meeting—It was moved (Fisher) seconded (Seaman) to approve the minutes as presented. Vote: Unanimous in favor.

Agenda Item III—Reports

- A. Board Meetings—Mrs. Cantafio conveyed that at the October 15th meeting, the following policies were presented: Field Trips presented for a second reading and approved; Student No Smoking and Tobacco Products Use and Staff No Smoking and Tobacco Products Use were presented as a first and second reading and approved.
- B. Upcoming Board of Education meetings—The Board will meet on November 13th and December 3, 5 and 10, 2013. The 2014-15 Board of Education Budget will be discussed in December.
- C. Policies Presented to the Board—So noted in Agenda III-A.

Agenda Item IV—Policy Review/Discussion

- A. Transportation, Policy Code 3541— This agenda item is tabled to the next meeting.
- B. Collection Development for Trumbull Public Schools Libraries, Policy Code 3250.1— Policy was reviewed and wording changes were made including changing “library” to “media”. Discussion ensued regarding who constitutes the “Review” Committee. Mrs. Mottolese will follow up and this policy is continued for discussion at the next meeting.
- C. Parent/Guardian Complaint, Policy Code 1312— This agenda item is tabled to the next meeting.
- D. Distribution and Promotion of Products, Services and Informational Materials, Policy Code 1325— This policy will be forwarded to the Superintendent and Athletic Director for input and continued for discussion at the next meeting.
- E. Safety Patrol, Policy Code 5134—Ian Matz and Christian DeGenova reviewed suggested changes to the policy. Discussion ensued. Dr. Paslov will bring this policy to the Elementary Principals for review at their next meeting in early December. This policy is continued for discussion at the next meeting.
- F. School Ceremonies and Observances, Policy Code 6115—Mr. Banks reviewed several changes to the policy. Discussion ensued and it was decided the policy is ready for a first reading. It will be presented to the Board for a first reading in December or January.
- G. Use of Pay Phones, Policy Code 3545—Discussion ensued and it was decided that the policy did not need updating since pay phones in the schools are rarely used. It will be noted on the policy that PAC reviewed it in November 2013.
- H. Guest Speakers, Policy Code 6131 – This agenda item is tabled to the next meeting.
- I. Trumbull Regional Vocational Agriculture Program, Policy Code 6172 – Mrs. Cantafio conveyed that she met with Agriscience Director Dr. Tremaglio. Changes were suggested and reviewed. Discussion ensued and Mrs. Cantafio will follow up with regard to students attending the program from Easton/Region 9. This policy is continued for discussion at the next meeting.

Agenda Item V—Policies on Hold

- A. Naming of Buildings and Sites, Policy Code 7551 – This policy is on hold until new Board members are in place.
- B. Security, Policy Code 3516 – Mrs. Ciarmella conveyed that this policy should be reviewed as new security procedures are in place and the procedures are confidential. Discussion ensued and this policy will be forwarded to the Superintendent and Security Director Bill Connolly for their input. Mrs. Cantafio will sponsor this policy.

- C. Public Utility Problem or Special Situation, Policy Code EBCDA – Mrs. Ciarmella conveyed that this policy should be reviewed. Discussion ensued and this policy will be forwarded to the Superintendent, Security Director Bill Connolly and Plant Administrator Steve Kennedy for their input. Mrs. Cantafio will sponsor this policy.
- D. Allotment of Time Grades 1 – 5, Policy Code 6112.1 – Dr. Paslov conveyed that this policy needs to be updated to reflect full day kindergarten. This policy is continued for discussion at the next meeting.
- E. Modification Options K-8, Policy Code 6140—This policy was given to PPS Director Pauline Smith for changes and/or deletion of policy. Dr. Paslov shared that she will meet with Mrs. Smith to review. Dr. Paslov will sponsor this policy which is continued for discussion at the next meeting.
- F. Service Animals, Policy Code ?? -- This policy is continued for discussion at the next meeting.

Dr. Paslov shared that she has received inquiries regarding a student’s age when entering kindergarten. While there are State guidelines, Trumbull Public Schools does not have a specific policy regarding this topic and Dr. Paslov feels it is important to have such a policy. Discussion ensued and Mrs. Ciarmella will research CAFE for such a policy. Dr. Paslov will sponsor this policy.

Further discussion ensued regarding the use of personal electronic devices at the high school and it was suggested that the Student Possession and Personal Use of Electronic Devices and Protocol for Use of Technology policy may have to be updated.

Also discussed was the means of communication to teaching staff regarding policies that have been updated. Mrs. Ciarmella conveyed that she forwards all policies when approved to building principals in a timely manner. It was suggested that principals should update staff at their monthly faculty meetings. Also suggested was giving TEA representatives copies of policies when updated.

Mrs. Ciarmella commented that almost all policies have been posted on the TPS website with the exception of Public Utility Problem or Special Situation and four policies pertaining to special education. She has given the special education policies to PPS Director Pauline Smith for review.

Adjournment

The next meeting for PAC will take place December 11, 2013 at 6:30 p.m. The meeting adjourned at 7:40 p.m.