

Trumbull Public Schools
Trumbull Committee
Policy Advisory Committee
Regular Meeting – September 11, 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
Loretta Chory, BOE member
Nicholas Banks
Nancy Fisher
Jennifer Mottolese
Vicki Tesoro
Rita Ciarmella

Ian Matz
Christian DeGenova

Members absent:

Teresa Carter
Susan D’Amato, Co-Chairperson
TAA representative
Rosemary Seaman
Central Office Administrator

Agenda Item I—Preliminary Business

- A. Introduction—The meeting was called to order at 6:35 p.m.

- B. Correspondence—Mrs. Cantafio conveyed that Co-Chairperson Sue D’Amato has resigned from PAC and shared Mrs. D’Amato’s letter of resignation. At this time, Mrs. Cantafio stated that she received a request from Trumbull High Dean of Students Anthony Pijar, asking that the Student No Smoking and Tobacco Use policy be revised to include electronic cigarettes. Mr. Pijar conveyed to Mrs. Cantafio that there has been increased use of electronic cigarettes by students. He noted that since the policy did not specifically state that electronic cigarettes are prohibited, students have challenged the policy and feels that this issue should be contained in the policy. Discussion ensued and Mrs. Fisher shared that electronic cigarettes contain nicotine, which is a drug, and suggested that this item could be placed under the Drug and Alcohol policy. It was decided that the Board attorney should be consulted as to whether and/or how/where this issue should be addressed.

- C. Public Participation—There were no public comments.

Agenda Item II—Consent Agenda

- A. Approval/Minutes 7/31/13 meeting—It was moved (Tesoro) seconded (Banks) to approve the minutes as presented. Vote: Unanimous in favor. Mrs. Tesoro and Mrs. Mottolese abstained as they were not present at that meeting.

Agenda Item III—Reports

- A. Board Meetings—Mrs. Ciarmella conveyed that at the August 6th meeting, the following policies were presented for a second reading and approval: High School Attendance/Loss of Credit; Student Possession and Personal Use of Electronic Devices

and Protocol for Technology; and Student Network/Internet. Also at the August 6th meeting, Fire/Crisis Response Drill and Fire in School Buildings were presented for a first reading. And Student Possession and Personal Use of Electronic Devices was approved for a rescission. Field Trips was presented to the Board for a first reading on August 20, 2013. She also stated that the November 13, 2013 PAC meeting needed to be changed as the Board of Education changed their November meeting date to that evening. Discussion ensued regarding the November meeting and it was the consensus of the members to change the date to Wednesday, November 6, 2013.

- B. Upcoming Board of Education meetings—Mrs. Ciarmella shared that the Board will meet on September 17 and October 1, 2013.
- C. Policies Presented to the Board—So noted in Agenda III-A.

Agenda Item IV—Policy Review/Discussion

- A. Fire/Crisis Response Drill, Policy Code 6114.2—Mrs. Fisher shared that the first reading on August 6th went well. Dr. Cialfi requested that the report form include “stay put” and “lockdown” as a type of drill. Mrs. Ciarmella reported that both Dr. Cialfi and Dr. McGrath would like this policy to come to the Board as soon as possible. Discussion ensued regarding updating Security and Public Utility or Special Situation policies as they are impacted by the changes in security procedures for the district. Plant Operations Manager Steve Kennedy and Dr. Cialfi will be consulted for input. This policy will be presented to the Board for a second reading on September 17, 2013.
- B. Fire in School Buildings, Policy Code 6114.1— Mrs. Fisher shared that the first reading on August 6th went well. Mrs. Ciarmella reported that both Dr. Cialfi and Dr. McGrath would like this policy to come to the Board as soon as possible. This policy will be presented to the Board for a second reading on September 17, 2013.
- C. Field Trips, Policy Code 6153—Mrs. Cantafio shared that this policy went for a first reading on August 20th which went well. As no Board input was received, no further discussion was needed. This policy will be presented to the Board for a second reading on October 15, 2013.
- D. Student Conduct on Buses, Policy Code 5131.1—Mrs. Ciarmella reported that she had a conversation with Dr. Cialfi regarding regulations about viewing bus videos and it was felt that this issue should be addressed under the Transportation policy. Also, at this time, PAC has not yet heard from the Board attorney regarding procedures/laws for viewing bus videos.
- E. Transportation, Policy Code 3541—Mrs. Mottolese will sponsor this policy and viewing of bus videos will be incorporated into it. Discussion is continued to the next meeting.
- F. Collection Development for Trumbull Public School Libraries, Policy Code 3250.1—Mrs. Mottelese conveyed that this policy is still being reviewed and will contact Mrs.

D'Amato and Mrs. Wich for further information. Discussion ensued and minor wording changes were made. This policy is continued for review to the next meeting.

- G. Parent/Guardian Complaint, Policy Code 1312 – Mrs. Tesoro reported that she is still reviewing information from other districts. Discussion ensued regarding types of complaints, i.e. parent, student, community members, and developing different procedures for handling various issues. Mrs. Tesoro will do further research and this policy is continued for review to the next meeting.
- H. Naming of Buildings and Sites, Policy Code 7551 – Mrs. Cantafio reported that there was some Board discussion regarding this policy at their meeting on September 3, 2013. This policy will be continued for discussion at the next meeting as Mrs. Seaman, policy sponsor, was not in attendance at this evening's meeting.
- I. Distribution and Promotion of Products, Services and Informational Materials, Policy Code KJ – on hold until the next meeting.

Agenda Item V—Policies on Hold

- A. Modification Options K-8, Policy Code 6140—Mrs. Ciarmella conveyed that this policy was given to PPS Director Pauline Smith for changes and/or deletion of policy. Mrs. Smith is also reviewing Instruction, Curriculum and Assessment Options and Transition Planning for Students with Disabilities.
- B. Service Animals, Policy Code ?—Mrs. Fisher will sponsor this policy.

At this time, Mrs. Cantafio conveyed that there are various policies that need to be updated. The policies to be reviewed and their sponsors are as follows: Safety Patrol, Ian Matz and Christian DeGenova; School Ceremonies/Observances and Use of Pay Phones, Nick Banks; Guest Speakers, Vicki Tesoro; Trumbull Regional Vocational Agriculture Program, Dawn Cantafio. Considerable discussion also ensued regarding the Homework policy not being followed by the teaching staff. Mrs. Tesoro conveyed that she had a conversation with Dr. Cialfi regarding this issue. Also discussed was the lack of a Central Office administrator assigned to PAC and Mrs. Cantafio will contact Dr. Cialfi about representation from Central Office.

Adjournment

The next meeting for PAC will take place October 9, 2013 at 6:30 p.m. The meeting adjourned at 7:55 p.m.