

**Trumbull Public Schools**  
**Trumbull Committee**  
**Policy Advisory Committee**  
Regular Meeting – January 8, 2014  
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  
Susan LaFrance, BOE member  
Dr. Linda Paslov, Central Office Administration  
Nicholas Banks, TEA Representative  
Jennifer Mottolese, PTA Rep  
Vicki Tesoro, Member at Large  
Rita Ciarmella, Administrative Assistant  
Ian Matz, Student Representative  
Christian DeGenova, Student Representative

Members absent:

Teresa Carter, PTA Rep  
Dr. Stafford Thomas, TAA Rep  
Nancy Fisher, Member at Large

Guests:

Anthony Timpanelli

Agenda Item I—Preliminary Business

- A. Introduction—The meeting was called to order at 6:38 p.m. Mrs. Cantafio introduced Anthony Timpanelli who is considering joining the PAC committee.
- B. Correspondence—There was no correspondence this evening.
- C. Public Participation—There were no public comments.

Agenda Item II—Consent Agenda

- A. Approval/Minutes 11/6/13 meeting—It was moved (Seaman) seconded (Tesoro) to approve the minutes as presented. Vote: 7 in favor (Banks, Cantafio, Ciarmella, DeGenova, Matz, Seaman, Tesoro) 2 abstentions (LaFrance, Mottolese). Motion passes.

Agenda Item III—Reports

- A. Board Meetings—Mrs. Ciarmella conveyed the Board met December 3, 5 and 10 for discussion of the 2014-15 Board of Education Budget Request. The Board held an Executive Session on Dec. 30 to address Maintenance and Facilities management. They also met on January 7, 2014 where the Board voted on the 2014-15 Budget to be forwarded to the First Selectman of \$95,659,885, a 2.9% increase over current year operating budget. School Ceremonies and Observances was presented for a first reading on Jan. 7th.

- B. Upcoming Board of Education meetings—Mrs. Ciarmella shared that the Board will meet on January 21, and February 4 and 25, 2014.

Agenda Item IV—Policy Review/Discussion

- A. Transportation, Policy Code 3541—Mrs. Mottolese reviewed changes to the policy including input from the Board’s attorney regarding the viewing of bus videos. She also conveyed that she is waiting for additional feedback from Transportation Manager Dawn Perkins on late buses. Considerable discussion ensued on parental rights for the viewing of bus videos. This policy is continued for discussion at the next meeting.
- B. Collection Development, Policy Code 3250.1—Mrs. Mottolese reviewed minor changes and conveyed that Media Specialist Donna Zimmer reviewed the policy. This new policy is tentatively scheduled for a first reading on January 21, 2014.
- C. Parent/Guardian Complaint, Policy Code 1312—Mrs. Tesoro reported that she had drafted a new version of this policy, but did not have copies for PAC to review. Mrs. LaFrance asked to work with Mrs. Tesoro on this policy. This policy is continued for discussion at the next meeting.
- D. Distribution and Promotion of Products, Services and Informational Materials, Policy Code 1325—Mrs. Seaman conveyed that she is waiting for additional information from the Superintendent and the Athletic Director. This policy is continued for discussion at the next meeting.
- E. Safety Patrol, Policy Code 5134—Dr. Paslov shared input from the elementary principals. Discussion ensued and changes were made. This policy is scheduled for a first reading on February 4, 2014.
- F. School Ceremonies/Observances, Policy Code 6115—Mrs. Cantafio shared that this policy was presented for a first reading on January 7<sup>th</sup>. As there was no Board input, this policy will be returned to the Board for a second reading and approval on February 25, 2014.
- G. Guest Speakers, Policy Code 6131—Mrs. Tesoro reviewed the policy. Discussion ensued regarding regulations on the content of the speaker’s topic. Dr. Paslov shared that in her previous district, there were guidelines for speakers to review. She will forward that information to Mrs. Tesoro. This policy is continued for discussion at the next meeting.

- H. Trumbull Regional Agriscience/Biotechnology Program, Policy Code 6172—Mrs. Cantafio reviewed changes to the policy. This policy is scheduled for a first reading on January 21, 2014.
- I. Security, Policy Code 3516—Mrs. Cantafio reviewed changes reflecting input from the Superintendent and Security Director William Connolly. Discussion ensued regarding Connecticut Public Act 13-3 regarding school security. It was decided that the Superintendent and Security Director should further review the policy. Mrs. Ciarmella will contact the Superintendent with PAC concerns. This policy is continued for discussion at the next meeting.
- J. Public Utility Problem or Special Situation, Policy Code 3516.20—Mrs. Cantafio reviewed changes from input received from the Superintendent and Security Director. Considerable discussion ensued including having separate policies for public utility programs and special situations, the reorganizing of the Plant Operations department, the removal of the information on alternate sites for security reasons. As with Security, the policy will be returned to the Superintendent for further input and direction. It was suggested that the Board of Education could meet on this policy in Executive Session to vote on eliminating wording regarding alternate sites—this would be the only change. This policy is placed on hold until the reorganization of the Plant Operations Department has been completed. At that time, the policy can be updated.
- K. Service Animals, Policy Code 3516.7—In the absence of Mrs. Fisher, this policy was tabled to the next meeting.

Agenda Item V—Policies for Future Discussion

- A. Early Closing/Closing/Delayed Opening, Policy Code 6113—Christian DeGenova and Ian Matz will sponsor this policy.
- B. Life-Threatening Food Allergies, new policy—School Nursing Director Coleen Figliuzzi is working on the policy and planning to present to PAC at their next meeting.
- C. Allotment of Time, Gr. K-5, Policy Code 6112.1—Dr. Paslov is reviewing this policy and commented that it does impact other policies. Changes will be made and the policy will be brought to PAC for review.
- D. Physical Activity, Policy Code 6145—Mrs. Cantafio conveyed that Superintendent Dr. Cialfi asked PAC to review this in regards to a communication from the State Department of Education. Changes were made and reviewed. Discussion ensued and it was noted that the letter from the State should be forwarded to building principals.

Mrs. Ciarmella will convey such to Dr. Cialfi and will gather additional information from CABE (Connecticut Association of Boards of Education). This policy is scheduled for a first reading on January 21, 2014.

- E. Naming of Buildings and Sites, Policy Code 7551—on hold.
- F. Modification Options K-8, Policy Code 6140—This policy is on hold until Dr. Paslov can meet with Pupil Personnel Director Pauline Smith to review.

Mrs. Ciarmella conveyed that at the previous evening's Board meeting, several members had concerns with the Field Trip policy and asked that PAC review it. Board members Mrs. LaFrance, Mrs. Seaman and Mrs. Chory will review this policy. Discussion on Field Trips will continue at the next PAC meeting.

#### Adjournment

The next meeting for PAC will take place February 12, 2014 at 6:30 p.m. The meeting adjourned at 8:30 p.m.