

Trumbull Public Schools
Trumbull, Connecticut
Trumbull Board of Education Policy Committee
Regular Meeting – December 17, 2014
Long Hill Administration Building Conference Room

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

Members present:

Loretta Chory, BOE member
Dr. Linda Paslov, Central Office Administration
Rosemary Seaman, Chair, BOE member
Patricia Frillici, TAA Rep
Jennifer Mottolose, Parent Rep
Cindy Katske, Community Rep
Mary Pierson, Community Rep

Members absent:

Bryan Woodward, Parent Rep
Jane Kluspes, TEA Representative
Tiffany Monteiro, Student Rep

Kristine Kelty Murano, Parent Rep
Daniel Netting, Student Rep
Rita Ciarmella, Admin. Assistant

Guests: Michael King, Athletic Director
Marc Guarino, Trumbull High Principal

Agenda Item I—Preliminary Business

- A. Introduction—The meeting was called to order at 5:34 p.m. Mrs. Chory conveyed that she would no longer be the Chair of this Committee and Rosemary Seaman will take over as Chair.
- B. Correspondence—There was no correspondence.
- C. Public Participation—There were no public comments.

Agenda Item II—Consent Agenda

- A. Approval/Minutes 11/19/14 meeting—It was moved (Chory) seconded (Frillici) to approve the minutes as presented. Vote: Unanimous in favor.

Agenda Item III—Reports

- A. Board Meetings—Mrs. Chory shared the Board met on December 2 and 4 to review the proposed BOE budget for the 2015-16 school year. No policies were included in the agendas for those meetings. It was noted that the Board will vote on the 2015-16 Budget that is forwarded to the First Selectman at their January 6, 2015 meeting. At this time, it was noted that the January Policy Committee meeting is being changed to Tuesday, January 13. A reminder will be sent to members.

Agenda Item IV—Policy Review/Discussion

- A. Pay to Participate, Policy Code 5138—Discussion ensued regarding the waiver of pay to participate fees. Athletic Director Michael King shared that more clarity as to what types of financial information is needed should be included on the waiver form when applying for financial hardship, i.e. pay stub, income tax return, etc. It was decided that

the Superintendent should be consulted for adding wording regarding financial information to be included on waiver form. This wording will be shared with the Committee before the January 6, 2015 Board meeting where this policy will be presented for a second reading and approval.

- B. Interscholastic Athletics, Policy Code 5150—Considerable discussion ensued regarding the certification of health insurance and waiver of liability for students participating in athletic activities. Discussion included assisting families without insurance, the timeframe from when an application is made for Husky insurance and an approval is received, and the need for applying for financial hardship if denied Husky Insurance. It was noted that student athletes are covered under the BOE insurance policy even if they don't have primary insurance and would be allowed to play while awaiting health insurance or financial hardship approval. This policy will be presented to the Board for a second reading and approval at their meeting on January 6, 2015.
- C. Interscholastic Athletic Tryouts, Policy Code 5151— Mrs. Seaman shared that THS Principal Marc Guarino was in attendance, along with Mr. King. Mr. Guarino reviewed proposed language changes. A brief discussion ensued. This policy will be presented to the Board for a second reading and approval at their meeting on January 6, 2015.
- D. Assisted Feeding, Policy Code 5141.28—Mrs. Ciarmella shared that she and Dr. Paslov had a conversation with PPS Director Pauline Smith who has spoken with the Board attorney regarding this policy. The attorney is advising that this policy be rescinded as it is not needed and could lead to unwanted litigation. It is the attorney's position that students needing assisted feeding should be handled through their Individual Education Plan (IEP). The Board Attorney will provide an opinion letter on this issue. This policy is continued for discussion at the next meeting.
- E. Attendance Grades K-8, Policy Code 5113.1—Dr. Paslov conveyed that she had met with elementary and middle school principals on this policy. She reviewed changes to the policy. Considerable discussion ensued regarding what is considered an excused versus an unexcused absence and how vacation absences are handled. It was noted that there was parent discussion regarding vacation absences on social media and the lack of consistency among schools on how vacation absences are handled—some parents receive letters and others do not. Also discussed were having student absences recorded on report cards, differentiating excused and unexcused absences, and the use of the Infinite Campus parent portal to view this information. This policy will be presented to the Board for a first reading at one of their meetings in January.
- F. Reporting to Parents/Guardians, Policy Code 5124—Dr. Paslov reviewed the changes to the policy to reflect new reporting periods and the inclusion of preschool report cards. Several minor wording changes were made during the review. Discussion ensued regarding the policy statement and the timing of dissemination of IEP goals for students with disabilities. It was noted that Dr. McGrath be consulted for further clarification. This policy is continued for discussion at the next meeting.

- G. Field Trips, Policy Code 6153—Mrs. Frillici shared that this policy needs to be updated to address all types of field trips—day, overnight/extended trips in the United States and extended trips to foreign countries. She conveyed that she has reviewed sample policies from the Connecticut Association of Boards of Education (CABE) and area districts including Westport. She noted that the policies contained separate guidelines for day trips, overnight trips in the US and extended trips outside the country. These guidelines include the roles and responsibilities of chaperones, and disciplinary and medical components. This policy is continued for discussion at the next meeting.
- H. Audit Committee of the Board of Education, Policy Code 9133—Mrs. Chory reviewed the need for proposed Audit Committee and a policy to address such. She conveyed that she is working on language for the policy. This policy is continued for discussion at the next meeting.
- I. Electronic Monitoring in the Workplace, Policy Code 4118.4—Mrs. Frillici reported that this policy, written for employees, needs to be updated to reflect current State Statutes. She shared information that is now required to be posted in all buildings and stated that this information needs to be included in the policy. Mrs. Frillici also conveyed that state law also impacts several other policies including *Staff Possession/Use of Wireless Communication Devices, Staff Internet/Network Use, and Security*. Discussion ensued regarding the impact on visitors and school volunteers and FERPA law. It was noted that *Volunteers* and *Visitors to Schools* policies should also be reviewed. Mrs. Seaman asked Mrs. Pierson who is familiar with HIPPA law to review these policies. This policy is continued for discussion at the next meeting.
- J. Non-Discrimination in Instruction, Policy Code 6121.200—Dr. Paslov reviewed the policy overview for this and policies contained in Agenda Items K, L, and M. She conveyed that these policies should be updated to reflect changes in State and Federal guidelines which include additions to protected classes of persons. These policies are continued for discussion at the next meeting.
- K. Non-Discrimination in the Classroom, Policy Code 6121.300—See Agenda Item J.
- L. Affirmative Action, Policy Code 4000.100—See Agenda Item J.
- M. Non-Discrimination in Employment, Policy Code 4111.100—See Agenda Item J.
- N. Civility and Decorum, Policy Code 1316.1—Mrs. Seaman reviewed the overview for this proposed new policy. She noted that the policy would be in conjunction with Town of Trumbull’ initiative to promote civility throughout the municipality. This policy is continued for discussion at the next meeting.

Adjournment The next meeting for PAC will take place Tuesday, January 13, 2015 at 5:30 p.m. The meeting adjourned at 7:08 p.m.