

Trumbull Public Schools
Trumbull Committee
Policy Advisory Committee
Regular Meeting – February 12, 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. Stafford Thomas, TAA Rep
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
Nancy Fisher, Member at Large

Guests:

Cindy Katske
Coleen Figliuzzi
Dawn Perkins

Agenda Item I—Preliminary Business

- A. Introduction—The meeting was called to order at 6:35 p.m. Mrs. Cantafio introduced Cindy Katske who is considering joining the PAC committee. She also introduced Transportation Manager Dawn Perkins and School Nursing Supervisor Coleen Figliuzzi.
- B. Correspondence—There was no correspondence this evening.
- C. Public Participation—There were no public comments.

Agenda Item II—Consent Agenda

- A. Approval/Minutes 1/8/14 meeting—It was moved (Banks) seconded (Seaman) to approve the minutes as presented. Vote: Unanimous in favor.

Agenda Item III—Reports

- A. Board Meetings—Mrs. Ciarmella conveyed the Board canceled their January 21st meeting and met on February 4, 2014. The Board also held an executive session on January 27th to address a personnel issue. The following policies were presented for a first reading on February 4th: Safety Patrol, Collection Development For Media Centers, Trumbull Regional Agriscience/Biotechnology Program and Physical Activity.
- B. Upcoming Board of Education meetings—Mrs. Ciarmella shared that the Board will meet on February 25, March 11 and 25, 2014.

Agenda Item IV—Policy Review/Discussion

- A. Transportation, Policy Code 3541—This policy is being updated at the request of Superintendent Dr. Cialfi. Mrs. Mottolese reviewed proposed changes to the policy to include wording to address the viewing of bus videos. Mrs. Perkins shared that she will provide additional input regarding late buses. Discussion ensued and Mrs. LaFrance asked that further discussion on this policy be tabled until she had the opportunity to speak with Board Chair Mrs. Herbst and Rosemary Seaman. Mrs. Cantafio conveyed that there was no need to table this policy as Mrs. LaFrance is free to have a discussion with the Board Chair. This policy is continued for discussion at the next meeting.

- B. Life-threatening Food Allergies, Policy Code ???—This is a proposed new policy to comply with State Statutes regarding life-threatening food allergies and the requirement that school districts have a food allergy management plan and it is posted on their website. Ms. Figliuzzi composed the wording for this policy. She gave extensive background on these types of allergies, state law requirements, and student health care plans and thoroughly reviewed the wording of the policy. Considerable discussion ensued on all aspects of the policy including procedural guidelines by grade level. It was suggested that the principals, Food Services and Transportation Managers and Board attorney be consulted for their input. Dr. Thomas will sponsor this policy. The policy is continued for discussion at the next meeting.

- C. Collection Development for Media Centers, Policy Code 6161.2—Mrs. Mottolese reviewed changes suggested by the Board at the first reading. She conveyed that the Board suggested having a parent on the Review Committee and that Media Team Leader Donna Zimmer was not in favor of having a parent on the committee due to confidentiality concerns. Discussion ensued on the confidentiality of complaints and the need to review the Selection of Materials policy as library materials are included. It was suggested that the Complaint policy would need to be referenced. This policy is continued for discussion at the next meeting.

- D. Safety Patrol, Policy Code 5134—Christian DeGenova and Ian Matz reviewed changes to the policy suggested by the Board at the first reading. This policy will be brought to the Board for a second reading and approval at their meeting on March 25, 2014.

- E. Complaint, Policy Code 1312—Mrs. Tesoro reviewed suggested changes to this policy, noting that the policy should address complaints made by anyone and not limited to parents or guardians. She shared that she composed the wording based on information from CAFE and other area school districts. She conveyed that principals, the Superintendent and the Board attorney should also review before presenting the policy to the Board. Discussion ensued including keeping track of all complaints received at all levels. It was also suggested that all policies that are updated should be given to parents. This policy is continued for discussion at the next meeting.

- F. Distribution and Promotion of Products, Services and Informational Materials, Policy Code 1325—Mrs. Seaman reviewed changes to the policy. A brief discussion ensued

and the policy will be given to the Superintendent for his input. This policy is continued for discussion at the next meeting.

- G. School Ceremonies/Observances, Policy Code 6115—This policy will be brought to the Board for a second reading and approval at their meeting on February 25, 2014.
- H. Trumbull Regional Agriscience/Biotechnology Program, Policy Code 6172—Mrs. Cantafio conveyed at the first reading there was no input from the Board. This policy will be brought to the Board for a second reading and approval at their meeting on March 11, 2014.
- I. Physical Activity, Policy Code 6145—Mrs. Cantafio conveyed at the first reading there was no input from the Board. This policy will be brought to the Board for a second reading and approval at their meeting on March 11, 2014.
- J. Field Trips, Policy Code 6153—This item was tabled to the next meeting.
- K. Guest Speakers, Policy Code 6131—This item was tabled to the next meeting.
- L. Security, Policy Code 3516—This item was tabled to the next meeting.
- M. Service Animals, Policy Code 3516.7—This item was tabled to the next meeting.

Agenda Item V—Policies for Future Discussion

- A. Public Utility Problem or Special Situation, Policy Code EBCDA—This policy will be reviewed after the reorganization of the Plant Operations department.
- B. Early Closing/Closing/Delayed Opening, Policy Code 6113—Christian DeGenova and Ian Matz are sponsoring this policy and is continued for discussion.
- C. Allotment of Time, Gr. K-5, Policy Code 6112.1—Dr. Paslov is reviewing this policy and will bring forward for discussion at the next meeting.
- D. Modification Options K-8, Policy Code 6140—This policy is on hold, awaiting input from the Pupil Personnel Services Director.

At this time, Mrs. Cantafio passed out a sheet reviewing procedures used by PAC when reviewing policies. Mrs. LaFrance questioned Policy on Policy and why the review form is not used. Discussion ensued and is continued to the next meeting.

Adjournment

The next meeting for PAC will take place March 12, 2014 at 6:30 p.m. The meeting adjourned at 8:35 p.m.