

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **9000**  
CATEGORY: **Bylaws of the Board**  
POLICY CODE: **9131/Policy Committee**

**POLICY COMMITTEE**

**Policy Statement**

The Trumbull Board of Education has the responsibility and ultimate authority to formulate, approve, and rescind policy. The Board encourages involvement of the community in improving existing policy and proposing new policy. The Board will consider policy needs expressed by members of the Board of Education, the Superintendent of Schools, staff, parents, students, and residents, and will consider also policy needs suggested or mandated by local, state, or federal law.

Adopted: 8/9/2014  
Revised: 9/27/2016

**References**

- Connecticut General Statutes §§ 10-221
- Trumbull Board of Education Policy Code 9312: Bylaws of the Trumbull Board of Education

**Regulations**

I. Membership

- A. The Policy Committee will consist of a minimum of two (2), and not to exceed three (3), members of the Board of Education, with minority representation. The Board Chairperson shall appoint these members and name one as the Policy Committee Chairperson.
- B. The Superintendent of Schools or his/her designee shall serve as an ex officio member of the Policy Committee.
- C. Advisory members of the Policy Committee shall include:
  - a. One member of the Trumbull Administrators' Association (TAA), who will be responsible for communicating policy suggestions from the TAA membership to the Policy Committee.
  - b. One member of the Trumbull Education Association (TEA), who will be responsible for communicating policy suggestions from the TEA membership to the Policy Committee.
  - c. Up to three (3) parent/guardian members who have children currently enrolled in the Trumbull Public Schools. The Board of Education shall appoint these members for a two-year term beginning in September of even-numbered years.
  - d. Up to two (2) community members. The Board of Education shall appoint these members for a two-year term beginning in September of even-numbered years.
  - e. Up to two (2) student members recommended by the Trumbull High School principal for a one-year term beginning in September.
  - f. Individuals interested serving in an advisory role should contact the Policy Committee Chairperson and/or the Board of Education Chairperson.

II. Process for Developing/Revising Policy

- A. The Policy Committee will approve a meeting schedule for the subsequent calendar year no later than its December meeting. That meeting schedule will be posted on the TPS website and elsewhere as required by statute.
- B. Any individual may complete a Policy Overview Form and forward the Form to the Superintendent or his/her designee or Policy Committee Chairperson. All completed Policy Overview Forms will be considered for inclusion on the agenda of the next Policy Committee meeting for preliminary discussion.
- C. Policies affecting security issues will be addressed by the Superintendent or his/her designee and the Board members of the Policy Committee in Executive Session if required.

- D. Policy revisions needing only minimal technical or grammatical changes (i.e., fees, titles, etc.) may go directly to the Board of Education, bypassing a recommendation from the Policy Committee.
- E. Proposed new/revised policies will be reviewed and drafted by the Superintendent of Schools or his/her designee. When the first draft is ready, it will be placed on the Policy Committee agenda for initial review by the full Committee.
- F. Policy Committee agendas, Policy Overview Forms, drafts of new/revised policies, and any other supporting documentation will be posted and maintained on the TPS website as well as in hard copy.
- G. Input from the community is encouraged. The TPS website will include information on how to provide input to the Policy Committee, and each Policy Committee meeting agenda shall include Public Comment.
- H. Policy Committee minutes will be posted and maintained on the TPS website as well as in hard copy.
- I. If deemed necessary, any policy may be forwarded to the Board of Education's attorney through the Superintendent or Board Chairperson for further review. Comments from legal counsel may be incorporated into the document.
- J. Upon recommendation of the Policy Committee and/or legal counsel, a policy will be recommended to the Board at a First Reading. The Superintendent and/or his/her designee(s) will present the policy recommendation to the Board.
- K. Comments from Board of Education members at the First Reading of a policy will be brought to the next meeting of the Policy Committee for consideration of modification of the policy recommendation.
- L. Except in cases of emergency, there will be a minimum of thirty calendar days between a First Reading and Second Reading by the Board, at which time a vote on the proposed new/revised policy may be taken.
- M. The Board of Education, working with the Superintendent, will plan for regular reviews of the Policy Manual. When an obsolete policy is identified, a Policy Rescind Form will be completed and forwarded to the Board of Education for its approval. When a policy has been rescinded, the dated Policy Rescind Form will be posted on the TPS website; the rescinded policy will be retained in the District archives.
- N. Proposed policy additions/revisions/rescissions approved by majority vote of the Board shall take immediate effect.
- O. The Superintendent or his/her designee will be responsible for the communication of all new, revised, and rescinded policies to all Board of Education personnel to whom they relate within two (2) business days of Board approval. All new and revised policies must be posted on the TPS website within two (2) business days of Board approval.