

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee of the
Trumbull Board of Education
Regular Meeting

Monday, May 13, 2024—6:00p.m.

Agenda

- I. Call to Order/Introduction
- II. Correspondence/Public Comment
- III. Approval/Minutes –1/23/2024
- IV. New Business
 - A. Policy 3542.43/Food Charging- Revisions needed
 - B. Policies Regarding Bullying-Update & Next Steps
 - C. Summer Availability

TRUMBULL PUBLIC SCHOOLS TRUMBULL, CONNECTICUT

Policy Committee of the
Trumbull Board of Education
Special Meeting
Long Hill Administration Building

Tuesday, January 23, 2024-- 5:30p.m.

Minutes

- I. The meeting was called to order at 5:35pm.

Members Present

T. Gallo, Chair of Policy
A. Squicciarro, BOE Member
M. Petitti, BOE Member
B. O'Connor II, community rep
N. Banks, TEA representative
T. Chaudhary, parent representative
T. Gray, parent representative
P. Coppola, TAA representative
Mike Ward, community representative

Members Absent

K. Totten, student representative
C. Turrieta, parent representative

- II. Correspondence/Public Comment- No public comment has been received.
- III. Approval/Minutes –10/17/2023 T. Gallo made a motion to approve the minutes of the 10/17/2023. M. Petitti seconded. The motion passed unanimously.
- IV. New Business
- a. Policy 5113- High School Attendance: Update for New Bell Schedule. THS Principal, Todd Manuel, shared with the committee that with the updated schedule, the subtle wording of the policy does not match the new bell schedule. He suggested that the wording on page 4 of the policy should be rephrased and then put into the student handbook as well as an Appendix in the policy. See text in “green” on the policy. Mrs. Squicciarro clarified that the absent 11% of the course time was an important aspect that needed to remain in the body of the policy. Mr. Gallo confirmed that the percentage needs to be included and that the introductory sentence should be kept only if the example calculation is put in an Appendix. Mrs. Petitti asked about double periods and if that might have an effect since THS is not on a Block Schedule, per say. Mr. Manuel clarified that they do not have a block schedule, but the change to the sample calculation will help

students and families. Furthermore, he added that the need for editing exists in several places from “days” to “class meeting periods.” The committee considered specific situations as well as state regulations. Mrs. Gray asked about the system for parents to monitor credit in case the electronic system on Infinite Campus does not “trip” the threshold properly. Mr. Manuel mentioned parents can monitor student attendance online and that he includes methods for parents to do so within his communications to families. After discussion, Mr. Gallo motioned that the policy be moved to the Board with the revisions at the next meeting while keeping the percentages of classes missed in the policy and moving the example chart to Appendix A. Mrs. Petitti seconded. The motion passed unanimously.

- b. Discussion of Dates and Times for 2024 Meetings. This item was moved up in order on the Agenda to ensure that our calendar is set according to the Town Charter by January 31st. Each of the dates and times were discussed and it was mentioned that extra meetings may be needed depending on the policies needed for revision. The committee agreed on the following dates and times. March 5, 2024 (5:30pm) , May 13, 2024 (6:00pm), Sept 17, 2024 (5:30pm), and Oct 15, 2024 (5:30pm) T. Gallo made a motion to approve the dates as discussed. A. Squicciarro seconded. The motion passed unanimously.
- c. Near Future Policy Work- Update to Comply with New State Definitions- Dr. Iwanicki shared that the committee will be revising Bullying policies 5131.911 and 5131.912 in the near future. These policies for changes in the state definitions that must be implemented for the 2024-2025 school year. Mt. Catalano, the district Safe School Climate Specialist will attend meetings to assist.
- d. Policy 1316/Public Conduct at School-Sponsored Activities: Update to School/Community Relations. Mr. Catalano introduced the revision of our policy noting that the policy is needed and is in place several surrounding towns. Mr. Coppola added that administrators would also like a policy like this to be in place for reference. The committee discussed that Trumbull already has a Policy 1316 which is aimed at athletic events, CABE’s 1316 is broader. The committee discussed adding removing the current 1316, renaming it 1316.1 and adding a new 1316, or recrafting the current 1316 to encompass both ideas. Mr. Gallo moved to rename 1316 to 1316.1 in anticipation of the creation of a broader policy. The committee discussed that the language in the Weston policy had a lot of strengths, and Mrs. Squicciarro advocated to add a piece of Darien’s policy regarding Disciplinary Consequences. It was requested to bring a new version of the draft for further discussion at the March 5th Policy meeting.

The meeting was adjourned at 6:53pm.

TRUMBULL PUBLIC SCHOOLS
Proposed Revision Draft

SECTION: **3000**
CATEGORY: **Business & Non-Instructional Operations**
POLICY CODE: **3542.43/Food Charging**

FOOD CHARGING

Policy Statement

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

To facilitate payment in advance for school meals, the Board has established a payment program whereby parents/guardians may pay for meals in advance either by cash or check or through the MySchoolBucks program at www.myschoolsbucks.com. Additional information about payment methods can be obtained through the Director of the Food Services Department, through each school's Food Service Manager, or through the Trumbull Public Schools Food Services website. If a parent/guardian chooses to send in one payment to be distributed amongst sibling accounts enrolled in the same school, the parent/guardian must specify how the funds are to be distributed amongst the sibling accounts. Funds may not be transferred between sibling accounts unless written permission from the parent/guardian is received by the Director of the Food Services Department.

No child shall be denied a school meal due to lack of payment; however, the regulations set forth in this policy shall be followed whenever a child does not have sufficient cash or sufficient funds in his/her school meal account.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Director of the Food Services Department, the applicable school's Food Service Manager, or the applicable school's principal for assistance. The Board encourages all families who may have a child eligible for free or reduced-price meals to apply for such.

The Board recognizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff, and visitors). Adults are not allowed to charge meals, and shall pay for such meals at the time of service or through pre-paid accounts.

This policy shall be provided in writing to all households at the start of each school year and to households with students transferring into the District during the school year. The policy shall also be provided in writing to all school staff responsible for its enforcement. In addition, school social workers, nurses, the District's educational liaison for homeless children and youths, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges shall be informed of this policy.

Adopted: 5/23/2017
Possibly Revised: 6/4/2024

References

- United States Department of Agriculture SP 46-2016, 47-2016, 57-2016, 58-2016
- Connecticut General Statutes §§ 10-215, 10-215a, 10-215b
- Trumbull Board of Education Policy Code 3542.31: Free and Reduced-Price Meals

Regulations

1. If a student's meal account falls below the value of two reimbursable meals at the student's school, the school's Food Service Manager shall e-mail the student's parent/guardian and/or send home a reminder letter with the student, reminding the parent/guardian to deposit funds into the student's meal account.
2. If a student's meal account balance becomes negative, the school's Food Service Manager shall within 5 school days contact the parent/guardian by telephone, e-mail, or reminder letter given to the student, reminding the parent/guardian to deposit funds into the student's meal account.
3. If a student's meal account balance becomes negative, ~~the student will be allowed up to two (2) reimbursable meal charges.~~ No charging of snack items, a-la-carte items, ice cream, or anything else outside of the typical reimbursable meal profile will be allowed
4. The District prohibits publicly identifying or shaming a child for any such unpaid meal charges, including, but not limited to, delaying or refusing to serve a meal to such child, designating a specific meal option for such child (such as offering a cheese sandwich as an "emergency meal,") or otherwise taking a disciplinary action against a child.
5. The student has a right to obtain a meal, which may exclude any a la carte items or be limited to one meal for any lunch, breakfast, or other meal service.
- ~~6. If a student reaches the charging limit (the value of two reimbursable meals at the student's school), the student, for any such meals following, will be served an alternate meal consisting of unflavored milk, a piece of fruit or a vegetable, and the choice of a SunButter and jelly sandwich, a cheese sandwich, or a chef salad (unless there is a medically documented allergy or dietary restriction requiring modification). Such alternate meals shall be charged to the student's account. At this point, a letter will be sent within 5 school days to the parent/guardian from the Food Service Manager; the letter will include information for the parent/guardian about the National School Lunch Program's eligibility criteria for free and reduced-price meals. The letter will also include that, until the student's meal account arrearage is eliminated, the student will be allowed only an alternate meal consisting of unflavored milk, a piece of fruit or a vegetable, and the choice of a SunButter and jelly sandwich, a cheese sandwich, or a chef salad (unless there is a medically documented allergy or dietary restriction requiring modification).~~
- ~~7. If a student's meal account has reached the charging limit (the value of two reimbursable meals at the student's school) and has remained in that status for over a week, the school's Food Service Manager or the school's principal shall contact the parent/guardian every other week, until the student's meal account arrearage is eliminated, by telephone, e-mail, or letter, reminding the parent/guardian to deposit funds into the student's meal account and reminding the parent/guardian of the National School Lunch Program's eligibility criteria for free and reduced-price meals. If necessary, the school principal shall also schedule a meeting with the parent/guardian to discuss the arrearage.~~
- ~~8. If a student's meal account has reached the charging limit (the value of two reimbursable meals at the student's school) and has remained in that status for over a month, the Director of the Food Services Department shall contact the parent/guardian, by telephone, e-mail, or~~

~~letter, reminding the parent/guardian to deposit funds into the student's meal account and reminding the parent/guardian of the National School Lunch Program's eligibility criteria for free and reduced-price meals.~~

9. If a student's meal account reaches a negative balance of -\$20.00, ~~an email, text, or phone message is sent to the parent/guardian. the District's Business Administrator~~ Additional communication from the building principal and/or his designee ~~shall contact the parent/guardian, by telephone, e-mail, or letter,~~ reminding the parent/guardian to deposit funds into the student's meal account and reminding the parent/guardian of the National School Lunch Program's eligibility criteria for free and reduced-price meals.
10. The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved, and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined by federal and state statutes, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30 of each school year. After the debt is reclassified as "bad debt," such debt shall be written off as an operating loss not to be absorbed by the non-profit school food service account, but must be restored using non-federal funds.