

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – August 6, 2013
Long Hill Administration Building
Lorraine R. Smith Assembly Room

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

Members present:

S. Wright, Chairperson
D. Herbst, Vice Chairperson
T. Kelly, Secretary
L. Chory, Board Member
R. Seaman, Board Member
M. Ward, Board Member

Members absent:

L. Labella, Board Member

Agenda Item I – Call to Order

The meeting was called to order at 7:12 p.m.

Agenda Item II – Preliminary Business

- A. Salute to the Flag - The Public Session began with a salute to the Flag.
- B. Correspondence – There was no correspondence this evening.
- C. Comments – Veronica Lenzen and John Karpowich, Trumbull Day Commission Committee members, expressed the gratitude of the Commission for the Board’s approval and district’s cooperation for the use of Hillcrest and Trumbull High fields for Trumbull Day. They reported that the day went very well, was a great family event and no incidents were reported. They thanked the Board for their support. Tom and Tina Touri and Christine Ferreira, parents of marching band students, expressed their concerns with the increase in the participation fees for the Trumbull High School Marching Band, quality of band performances, Board approval of participation fees, instructor fees, and band director. Discussion ensued regarding the control of participation fees and Dr. Cialfi conveyed that all participation fees need to come to the Superintendent for approval and he is addressing this issue. Mrs. Herbst asked the Superintendent to put a hold on the increase in band participation fees until more information is provided as to its need. Mr. Touri asked that the increase be rejected, a cap be set on fees, and an internal audit be conducted regarding the band’s finances. Ruth Fontilla and Jennifer Mottolese spoke in support of adding an additional kindergarten class at Middlebrook Elementary School due to increased enrollment. Dr. Cialfi commented that he is recommending an additional kindergarten class at Middlebrook as enrollment stands at 65 students. Dr. Cialfi also gave an update on the repairs to the Madison Middle School walls, stating he has met with the Town building officials and Bismarck representatives and shared that all students and staff areas will be completed and safe for the opening of school.

Agenda Item III – Consent Agenda

- A. Personnel – Superintendent Dr. Cialfi noted that two resignations and one leave of absence were received that needed Board action. He conveyed his and the district’s appreciation to Ms. Lohne and Mr. Neenan for their efforts and dedication on behalf of the students of Trumbull and wished them well. It was moved (Herbst) seconded (Ward) to accept the resignation of Sally Lohne, reading teacher at Hillcrest Middle School since September 1983, retiring effective November 1, 2013 and Colin Neenan, library/media specialist at Trumbull High School (THS) since August 1995, resigning effective July 31, 2013. Vote:

Unanimous in favor. It was moved (Herbst) seconded (Chory) to approve a personal leave of absence without pay for Melissa Warriner, science teacher at Trumbull High School since August 2007, for the 2013-14 school year in compliance with the Trumbull Board of Education's Leave of Absence, Policy Code 4150. Vote: Unanimous in favor. Dr. Cialfi conveyed that he met with Assistant Superintendent Dr. McGrath on the need for additional special education staff. He stated that recently 6 kindergarten/first grade students with significant special education needs requiring more than 10 hours of service weekly have enrolled at Frenchtown Elementary School. Dr. Cialfi is recommending the addition of a 1.0 special education teacher at Frenchtown. Discussion ensued regarding funding the position. Dr. Cialfi also shared that Madison Middle School needs an additional 1.0 para and Hillcrest needs two 1.0 paras due to enrollment of students with IEPs who require para assistance.

- B. Approval/Minutes – Regular Meeting – 7/16/13 By unanimous consent of members present at that meeting, the minutes were approved as presented.

Agenda Item IV—Reports/Action Items

A. Approval/Policies, Second Reading

1. High School Attendance/Loss of Credit—Mr. Banks reviewed changes to the policy suggested by the Board and further refined by the Policy Advisory Committee (PAC) with input from high school administration. The Board was asked to approve this policy before the usual 30 day waiting period between first and second readings in an effort to inform parents/guardians and students of changes before the start of the school year. Board members thanked Mr. Banks and the Policy Advisory Committee for their efforts in updating this policy. It was moved (Chory) seconded (Herbst) to approve High School Attendance/ Loss of Credit, Policy Code 5113 as presented. Vote: Unanimous in favor.

At this time, it was moved (Chory) seconded (Ward) to take Agenda Item IV-D out of order. Vote: Unanimous in favor.

- D. Approval/Curriculum Guide—Dr. Paslov, Trumbull High Social Studies Department Chair Kathy Rubano and THS teacher Breanne Brienza reviewed a curriculum guide for Social Studies, *Archaeology and Historical Topics*. Ms. Brienza conveyed that this is a half-year, .5 credit non-level elective course which is offered to all high school students. The course gives students an insight into an archeologist's discovery and analysis of artifacts. Conducted as an interdisciplinary approach to social studies, the course will include the study of the archeological process, analysis of theories of the development of mankind, history of native peoples of the Americas, map study, and the study of the history of Trumbull. She also noted that technology and Common Core State Standards have been incorporated into the course. Board members gave kudos to Ms. Brienza for her efforts in revising the curriculum for this course. It was moved (Ward) seconded (Herbst) to approve the curriculum guide for *Archaeology and Historical Topics* as presented. Vote: Unanimous in favor.

A. Approval/Policies, Second Reading

2. Student Possession and Personal Use of Electronic Devices and Protocol for the Use of Technology—Mrs. D'Amato reviewed changes to the policy suggested by the Board. The Board was asked to approve this policy before the usual 30 day waiting period between first and second readings in an effort to inform parents/guardians and students of changes before the start of the school year. Discussion ensued regarding the continual changes in technology and the need to review the policy to address such. It was moved (Ward) seconded (Chory) to approve Student Possession and Personal Use of Electronic Devices and Protocol for the Use of Technology, Policy Code 6141.328 as presented. Vote: Unanimous in favor.
3. Student Network/Internet Use—Mrs. D'Amato reviewed changes to the policy suggested by the Board. The Board was asked to approve this policy before the usual 30 day waiting period between first and

second readings in an effort to inform parents/guardians and students of changes before the start of the school year. It was moved (Herbst) seconded (Chory) to approve Student Network/Internet Use, Policy Code 6141as presented. Vote: Unanimous in favor.

At this time, it was moved (Chory) seconded (Seaman) to take Agenda Item IV-C out of order. Vote: Unanimous in favor.

C. Policies, Rescission

1. Student Possession and Personal Use of Electronic Devices—Mrs. D’Amato shared that this policy was no longer needed as information contained in this policy is included in the new Student Possession and Personal Use of Electronic Devices and Protocol for Use of Technology. It was moved (Chory) seconded (Herbst) to approve the rescission of Student Possession and Personal Use of Electronic Devices, Policy Code: 5131.81, as recommended. Vote: Unanimous in favor.

B. Policies, First Reading

1. Fire/Crisis Response Drill—Mrs. Fisher conveyed that this policy was last updated in May 1995 and both Student PAC representatives worked on this policy. She shared that PAC reviewed this policy to be consistent with new State Statutes and district protocols/procedures regarding safety and security of students and staff. Both the Town Fire Marshall and building principals were consulted for their input with the majority of the revisions suggested by the Fire Marshal. Discussion ensued regarding crisis response drills. Dr. Cialfi conveyed that the Crisis Response Committee is reviewing protocols and procedures for consistency among all schools. This policy will be returned to the Board for a second reading and approval.
2. Fire in School Buildings—Mrs. Fisher conveyed that this policy was last updated in June 1998 and both Student PAC representatives worked on this policy. She shared that PAC, as with Fire/Crisis Response Drill, reviewed this policy to be consistent with new State Statutes and district protocols/procedures regarding safety and security of students and staff. The Town Fire Marshall and building principals were consulted for their input. Discussion ensued regarding safety procedures and evacuation sites and it was noted that this information would not be contained in the policy. Dr. Cialfi conveyed that district security protocols and procedures would be kept confidential in order to assure the safety of students and staff. This policy will be returned to the Board for a second reading and approval. Chairman Wright thanked the Policy Advisory Committee for their continuing efforts and hard work in revising school policy.

- E. DATTCO Contract—Dr. Cialfi shared that a tentative 5-year agreement was reached on Monday, July 29, 2013 between the Trumbull Board of Education and DATTCO, the district’s bus company. He noted that finalizing the contract was delayed because DATTCO asked the Board to agree to negotiate an adjustment to the rate schedule to accommodate any potential financial impact on the company resulting from the January 2015 implementation of the Affordable Care Act. He conveyed that final contract language allows for negotiations to begin in January 2016 regarding rates, with DATTCO having to demonstrate the financial impact of complying with the Affordable Care Act. Additional language was added to the contract to ensure that DATTCO could not unilaterally increase work hours of employees who support Trumbull which may trigger additional expenses related to the Affordable Care Act (ACA). Business Manager Sean O’Keefe further explained the discussions with DATTCO regarding the company’s concerns with regard to the possible financial impact of ACA. He conveyed that at this time, it is anticipated that the financial impact would not be an issue as most DATTCO employees work less than 30 hours per week. Mr. O’Keefe also shared that either party can opt to exit the contract effective June 30, 2016 if an agreement on increased rates (related to the Affordable Care Act) cannot be reached by February 1, 2016. He also stated that the company is leasing the buses and should not be paying property taxes to the Town. Also noted that the bus drivers’ contract, while not finalized, is close to a settlement.

F. Non-Affiliates Salaries—Dr. Cialfi conveyed that at this time of the year, the Board reviews and approves the non-affiliated salary increases and/or adjustments for those employees not in a bargaining unit. He reminded the Board that per their previous direction and unanimous approval, most non-affiliate positions were aligned to somewhat comparable ones in an appropriate bargaining unit. It was moved (Herbst) seconded (Seaman) to approve salary increases for the following non-central office non-affiliated positions as presented: school cafeteria aides [2.9% increase from \$11.83 to \$12.17 per hour]; health aides/special education [increase pending finalization of contract negotiations with para-professional union]; Trumbull Public Schools' webmaster [2.5% increase from \$7,084 to \$7,261.10 per year]; Trumbull Public Schools' signing aide [increase pending finalization of contract negotiations with para-professional union]; OT/PT therapists [2.0% increase (6 positions from \$61.88 to \$63.12 per hour and 1 position from \$64.11 to \$65.39 per hour)]; and Behavioral Analyst [2.0% increase from \$82.82 to \$84.48 per hour]. Vote: Unanimous in favor. It was moved (Ward) seconded (Herbst) to table action on increases for the following consultants/vendors: Board attorney, Facilities Manager and Health Benefits Consultant. Vote: Unanimous in favor. It was moved (Herbst) seconded (Seaman) to approve salary increases for the following central office non-affiliated positions as presented: Human Resources Specialist an increase of 2.5% from \$65,576 to \$67,215.40 per year plus a one-time adjustment of \$5,000 to reflect new supervisory responsibilities as Office Manager; Executive Assistant to the Superintendent an increase of 2.5% from \$58,788.91 to \$60,258.64 per year; Human Resources Support Specialist an increase of 2.5% from \$53,451.42 to \$54,787.82 per year; Secretary to the Superintendent an increase of 2.25% from \$51,750.40 to \$52,914.79 per year; and Business Administrator an increase of 1.75% from \$142,500 to \$144,993.75. Considerable discussion ensued regarding the expanded duties of the Human Resources Specialist, creating/updating job descriptions, procedures/protocols for hiring practices, interaction with the Business Office, advanced degree committee, consultant services and the previous Superintendent's experience with and supervision of the Human Resources (HR) Department. Dr. Cialfi conveyed that a consultant has been hired to assist with the transition and both he and Dr. McGrath will share supervisory duties of the HR Department. Mrs. Herbst asked that the Board be provided with a full report on the reorganization of the department. Vote: Unanimous in favor.

G. Enrollment Update—Dr. Cialfi reported on several classes/grades that need to be reviewed due to enrollment. Several elementary classes could possibly be reduced or increased depending upon any additional enrollments and further noted that past experience has shown that enrollments tend to increase as it gets closer to opening day. He conveyed that Daniels Farm Elementary grade 4 presently has 5 classes with an enrollment of 98 students. He recommended reducing grade 4 by one class and adding an additional kindergarten class to Middlebrook (due to increased enrollment). This would involve no increase in staff. Dr. Cialfi reported that as of today, Frenchtown Elementary kindergarten enrollment is 108 students and grade 1 has 95 students. He conveyed that he has been working with Frenchtown Principal Jackie Norcel to address this issue and recommended hiring additional para-professionals for Frenchtown Elementary's kindergarten and grade 1 classes as both grades' class size are above the Board's guidelines. Considerable discussion ensued regarding class size at Frenchtown. Among items discussed were adding an additional teacher for grade 1, afternoon para-professionals for kindergarten, moving kindergarten students from Frenchtown to Middlebrook on a voluntary basis, and lack of space at Frenchtown for additional classrooms. Several Board members expressed that an additional teacher for grade 1 would be preferable. Also discussed was the possibility of moving the SRP program to another school to free classroom space at Frenchtown and the need to assess classroom availability throughout the district and continuing increased enrollments at Frenchtown. Also discussed was grade 2 at Tashua and the need for smaller class size due to students having IEP's and Tier 3 Interventions at that grade level (approximately 35%).

Agenda Item V—Other

There was no business under this agenda item.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 8:54 p.m.