

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – February 25, 2014
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:

Members absent:

D. Herbst, Chairperson
L. Chory, Vice Chairperson
R. Seaman, Secretary
J. Donofrio, Board Member
S. LaFrance, Board Member
J. Peddle, Board Member
M. Ward, Board Member

Agenda Item I – Call to Order

The meeting was called to order at 7:02 p.m.

Agenda Item II – Preliminary Business

- A. Salute to the Flag - The Public Session began with a salute to the Flag.
- B. Correspondence – Mrs. Seaman noted that the Board received emails from parents regarding this year’s February vacation and the 2014-15 school calendar. Town Clerk Ms. Monaco also sent a letter praising students in the Talented and Gifted program and their teachers, Ms. Huffman and Mrs. Sage-Rosenblatt.
- C. Comments –There were no public comments this evening.

Agenda Item III – Consent Agenda

- A. Personnel – Superintendent Dr. Cialfi noted that 2 resignations and one leave of absence were received that needed Board action. The Superintendent and several Board members gave accolades and thanked Mrs. Alves for her years of service to the District and wished her well in retirement. It was moved (Chory) seconded (Seaman) to accept the resignation of Lauren Brown, music teacher at Madison Middle School since August 2013, resigning effective March 5, 2013 and Arlene Alves, kindergarten teacher at Frenchtown Elementary School since September 1985, retiring effective June 30, 2014. Vote: Unanimous in favor. It was moved (Chory) seconded (Peddle) to approve a leave of absence without pay for Ellen Miller, Pre-K teacher at Trumbull Early Childhood Education Center for the school year 2014-15 in compliance with the Trumbull Board of Education’s Leave of Absence Policy, 4150. Vote: Unanimous in favor.
- B. Approval/Minutes – Regular Meeting, 2/4/14 – It was moved (Chory) seconded (Donofrio) to approve the minutes of February 4, 2014 as presented. Vote: 5 in favor (Chory, Donofrio, Herbst, LaFrance, Ward). 2 abstentions (Peddle, Seaman). Motion passes.

- C. Approval/Financial Reports as of 1/31/14 –Business Manager Sean O’Keefe reviewed summary financial reports including attainment analysis, year-to-year analysis and food services for the 7 months ended January 31, 2014. Discussion ensued regarding special revenues, Trumbull High auditorium manager, and health benefits costs. Mr. O’Keefe was asked to provide the Board with details of the following accounts: interdistrict monies, student activity general fund, and substitutes. Following discussion, it was moved (Chory) seconded (LaFrance) to accept the Board of Education Financial Reports for the 7 months ended 1/31/14 as presented. Vote: Unanimous in favor.

Agenda Item IV—Reports/Action Items

- A. Approval/Trumbull High School (THS) Model UN Trip to Washington, D.C.—THS Model UN Advisors Ms. Boland and Mr. LaBarca shared details of the Model UN trip to Washington, D.C. Model UN students will participate in the 16th Annual Washington Area Model United Nations Conference from March 20 through 23, 2014. Students will have the opportunity to meet various diplomats and government officials. Two chaperones will accompany 14 students to the conference. It was moved (Ward) seconded (Chory) to approve THS Model UN Trip to Washington D.C. as presented. Vote: unanimous in favor.
- B. Policies, Second Reading
1. School Ceremonies and Observances—Mr. Banks conveyed that this policy was presented to the Board for a first reading on January 7, 2014. As there were no changes since then, the Policy Advisory Committee presented the policy for a second reading and approval. It was moved (Ward) seconded (LaFrance) to approve School Ceremonies and Observances, Policy Code 6115 as presented. Vote: unanimous in favor.
- C. Calendar Committee Update—Dr. Cialfi shared that the Calendar Committee met on Feb. 4th and the general sentiment of the committee was to have the 2014-15 calendar similar to this year’s calendar. He conveyed that the Committee is still discussing various components of the calendar including first day of school, vacation weeks, professional development days, conference dates, early closings, weather related or other emergency closings, make up of days when school is closed. Mr. Ward shared that the State of Connecticut is mandating regional school calendars beginning in the 2015-16 school year which will be coordinated by Cooperative Educational Services. Mrs. Chory suggested that the February vacation be shortened since many area districts do not have a week vacation in February. Dr. Cialfi reported that the Calendar Committee will meet again and bring the proposed 2014-15 school calendar to the Board for approval.
- D. Facilities Committee Update/Capital Projects Plan—Mr. Peddle gave an update on committee approach, capital projects plan, facilities infrastructure and organization, and open/outstanding items. He shared that the committee consists of Mr. Ward, Dr. Cialfi, and other community members who are knowledgeable of educational and municipal building construction and facilities’ maintenance, along with Plant Operations Manager Steve Kennedy and Town Public Works Director John Marsilio. The committee met three times and have completed or are in the process of evaluating the current status of the buildings and grounds of Trumbull Public Schools, reviewing the infrastructure of the Plant Operations Department, assisting in the development of a long term capital plan, reviewing and prioritizing various projects, and developing a scope document for facilities’ needs assessment. Mr. Peddle conveyed that the committee developed a capital projects plan looking at 5-year and 10-year assets, prioritizing equipment/facility needs, paving needs, and basic facilities upkeep. He noted that the capital projects plan was fairly well received by BOE and Town Council. Mr. Peddle shared that the committee has provided recommendations to Dr. Cialfi on the infrastructure of the Plant Operations Department. He also stated that the committee is still

working on the facilities needs assessment and hope to put out an RFP for such within the next 60 days. Mr. Ward shared that the committee supported the reorganization of the Plant Operations department to include hiring a Director of Facilities, as that position was eliminated years ago and replaced with an outside consultant. The Committee developed job description and the new position will be posted soon. Following discussion, it was moved (Peddle) seconded (Chory) to authorize the Town Director of Public Works, through Town Council Resolution 25-04, to continue to provide guidance and oversight of Board of Education facilities, operations, grounds, and equipment until the new Director of Facilities is hired. Vote: Unanimous in favor. Mrs. Herbst thanked the committee for their time and efforts on this initiative.

- E. Non-Renewal of AFB Contract—Board Chair Mrs. Herbst recused herself from discussion on this agenda item and Vice Chair Mrs. Chory assumed the Chair. Dr. Cialfi conveyed that with the reorganization of the Plant Operations Department and the future hiring of a Director of Facilities for Trumbull Public Schools, the need for an outside facilities consultant no longer existed. Mr. Donofrio questioned whether the 2014-15 school budget approved by the Board and forwarded to the Town provided for a stipend for an outside contractor for facilities, and Dr. Cialfi confirmed the stipend was not budgeted for 2014-15. Following discussion, it was moved (Peddle) seconded (LaFrance) to direct the Superintendent to advise AFB Construction in writing that their contract for Facilities Consultant will not be renewed effective July 1, 2104. Vote: Unanimous in favor.

Agenda Item V—Receive and File

These items were received and filed.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 7:47 p.m.