

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – July 15, 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:

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 7:06 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. Public Comments - There were no public comments this evening.

TEA representative Tammy Baillargeon introduced Jennifer Pacelli, Trumbull High School Technology Integration Specialist and Technology Team Leader for the district, as the new TEA Board Representative. The Board welcomed and congratulated her.

Agenda Item III – Consent Agenda

- A. Personnel – Dr. Cialfi conveyed there were 4 resignations that needed Board action. He noted that Lucinda Timpanelli has given 41 years to Trumbull High School, has made tremendous contributions throughout those years, was very involved with the budget process and especially organized graduation, and has genuinely cared for her students. Mrs. Herbst, on behalf of the Board, thanked her for her years of service and wished her well. It was moved (Chory) seconded (LaFrance) to accept the resignations of Lucinda Timpanelli, House Principal at Trumbull High School since September 1973, retiring effective September 5, 2014; Lauren Julian, grade 3 teacher at Middlebrook Elementary School since August 2012, resigning effective July 15, 2014; Michelle Marini; math specialist (.4) at Booth Hill Elementary School since August 2005, resigning effective July 11, 2014; and Elizabeth Orlando, grade 5 teacher at Middlebrook Elementary School since August 2012, resigning effective June 30, 2014. Vote: unanimous in favor. It was moved (Chory) seconded (Donofrio) to approve a personal leave of absence without pay for the 2014-15 school year for Elisa Esteves, teacher at TECEC since August 2011, in

compliance with the Trumbull Board of Education Leave of Absence Policy, 4150. Vote: unanimous in favor. Motion passes.

Mr. Ward asked the Superintendent how many appointments/hires are Trumbull High School graduates. Dr. Cialfi commented that we try to make sure that THS graduates receive interviews, although they may not necessarily get the job and Mrs. Herbst concurred. Mrs. Chory asked to have salary reflected on the cover page. Discussion ensued. A motion was made (LaFrance) and seconded (Chory) to direct the Superintendent to include the salaries of new appointees on the personnel report going forward. Vote: unanimous. Motion passes.

B. Approval/Minutes – Regular Meeting – 6/17/14 – It was moved (Ward) seconded (LaFrance) to approve the June 17, 2014 minutes as presented. Vote: unanimous in favor. Motion passes.

C. Approval/Curriculum Guides

Mrs. Herbst commented that the Curriculum Sub Committee thoroughly went through each curriculum guide, met with the teachers and Dr. Paslov, updated each and determined the following curriculum guides were in alignment with the Common Core State Standards, and they were placed under the Consent Agenda. Mrs. Seaman gave an overview of the sub-committee meeting and the efforts and work of its members to present the following to the full Board of Education for approval. Mrs. LaFrance expressed her concerns about not having more detailed curriculum guides with track changes and asked for more time before making a decision. She also indicated that if there is a major overhaul, then a summary of changes could be provided because she would like to respond to parent questions. Further discussion ensued. Dr. Cialfi asked that any parent concerns be brought to him, Dr. McGrath or Dr. Paslov. Mrs. Seaman welcomed Mrs. LaFrance to join them at the sub-committee meeting and noted that the minutes of the sub-committee meeting were included in the Board packet. Mrs. Herbst also noted that these curriculum guides need to be in place for the start of school. Mrs. LaFrance suggested possibly tabling the items because they lacked the specificity that she requested at a March 2014 meeting. A discussion ensued. During this discussion, Mrs. LaFrance asked about receiving the Board of Education agenda and packet 7 days prior to the BOE meeting. A discussion ensued. Mrs. Herbst stated that this item should not be discussed at this point in the agenda. If so desired, Mrs. LaFrance can raise this proposal during the portion of the agenda entitled Other.

Mrs. Herbst asked for a consensus from every Board Member on how to present curriculum guides to be sent to herself and Dr. Cialfi in an email by Friday, July 18, 2014. She wanted it noted on the record that Board Members should never change curriculum.

Further discussion ensued. Dr. Paslov remarked that curriculum guides are holistic and include the scope and sequence. She said some pages are taken out because they contain test questions and teacher instruction. Ms. Baillargeon commented that the scope and sequence for a teacher is like the map to their year. Discussion continued.

A motion was made (Seaman) and seconded (Ward) to accept the following curriculum guides:

Middle School

Mathematics Grade 6/Mathematics Grade 7

High School

World Language: *English as a Second Language/French 1/French 5/5 Honors*

Business Education: *Computer Technology*

English: *Drama I/English Grade 10 – ACP/Film as Literature – ACP/Poetry/ Women’s Literature/Honors World Literature*

Vote: unanimous. Motion passes.

D. Approval/Textbooks –*Western Civilizations*

A motion was made (Seaman) and seconded (Peddle) to accept the textbook, *Western Civilizations* as presented. Vote: unanimous. Motion passes.

The Board Chair called a 5 minute recess at 8:06 p.m.

The meeting was called back to order at 8:11 p.m.

Agenda Item IV—Reports/Action Items

A. Policies/First Reading

1. “The Management of Food Allergies at School”, Policy Code 5 51 41.260 – Mrs. Frillici Middlebrook Principal Pat Frillici and Director of Nursing Coleen Figliuzzi presented the guidelines for the management of students with food allergies. Mrs. Frillici gave an overview of this plan and said it will be made available on the Board’s website per the new Connecticut statute 10-212c. Mrs. Figliuzzi discussed the aspects of the policy and the plan that was developed in the committee which included principals and a physician specializing in pediatric allergy. Mrs. Figliuzzi has been involved with the training of school nurses, teachers, staff including substitutes, as well as department heads. It is important that a folder be kept for a student with a life-threatening allergy to be shared with substitutes. She cited the importance of the use of epinephrine, Individualized Health Care Plans, 504 plans and community awareness. Discussion ensued. This policy will be returned to the Board for a second reading and approval.
2. “Trumbull Board of Education Policy Committee”, Policy Code 9131 – Board of Education Mrs. Chory stated this is a new policy which consolidates two policies: “Policy on Policy”, Policy Code 9311 and “Policy Advisory Committee”, Policy Code 9132.1. The attached policy addresses new protocols and procedures for policy making, giving the Board more involvement and authority with regard to the development of new policy and revision of current policy. Mrs. Chory stated the enclosed form is the first step in proposing policy change. It may involve a staff member with regard to their area of expertise and copies go to Mrs. Chory and Dr. Cialfi. A discussion ensued. This policy is being presented to the Board for a first reading. This policy will be returned to the Board for a second reading and approval.

B. NEASC Report/Trumbull High School

Dr. Cialfi and Mr. Guarino highlighted the efforts made in this accreditation process by THS staff, especially Mrs. Timpanelli. The five phases of this process were discussed: THS self-study; visitation assessment; progress report due on March 1, 2015; the 2-year report due October, 2015; and the 5-year report. Mrs. Timpanelli said she has been through this four times and stated that it is a very introspective look at the way the high school operates. It includes at least three sources from teachers, parents, students and/or Board members. NEASC was impressed with Trumbull High School citing the strong connections to the community. She presented the components involved and the efforts of the Steering Committee. Mrs. Timpanelli thanked this Board and the former Board for their support. The Board of Education commended Mr. Guarino, Mrs. Timpanelli and the efforts of all those involved.

C. Approval/Non-Affiliates Salaries

Dr. Cialfi stated that every year at this time the non-affiliated employees are reviewed for salary increases. These positions, although not affiliated with any bargaining unit, have been aligned with a bargaining unit as a guideline. The rationale is based on several factors such as performance, duties and responsibilities. Discussion ensued.

An amendment was proposed by Mrs. Chory regarding the *Human Resources Specialist* and *Human Resources Support Specialist* positions. She moved to table these increases until receipt of a report to the Board on the additional duties assigned to these positions. Motion to table these positions (Chory), seconded (Donofrio). Vote: unanimous. Motion passes.

A discussion ensued. Mrs. Herbst commended all the non-affiliates for their hard work. She asked that in the future to give the prior year language on the raises in the cover sheet.

It was moved (Ward) seconded (Seaman) to accept the remainder of the Non-Affiliates' salaries as presented: Non-Central Office, Non-Affiliates: *Health Aides/Special Education* from \$15.67 to \$16.17 per hour; *Trumbull Public Schools Signing Aide* from \$19.90 to \$20.30 per hour; *OT/PT (Therapists)*, grant six of these seven positions an increase of 1% from \$63.12 to \$63.75 per hour and one position an increase of 1% from \$65.39 to \$66.04 per hour; *Behavior Analyst* an increase of 1% from \$84.48 to \$85.32 per hour; *Cafeteria Aides* from \$12.17 to \$12.41 per hour; *Trumbull Public Schools Webmaster* from \$7,261.10 to \$7,333.71 per year. Also, *Central Office/Non-Affiliates: the Executive Assistant to the Superintendent* from \$60,258.64 to \$61,765.11 per year; *the Secretary to the Superintendent* from \$52,914.79 to \$54,237.66 per year; *Assistant Superintendent* from \$165,151 to \$168,454; and *the Business Administrator* from \$144,993.75 to \$147,893.63. Vote: Unanimous in favor. Motion passes.

D. Year-End Preliminary Financial Update – Mr. O’Keefe

Mr. O’Keefe presented the status of the 2013-2014 year-end closing. Although the books will not be closed until the first week of August, he estimates that there could be a surplus of between \$250,000 and \$300,000 which is approximately 0.3% of the 2013-14 budget. He discussed options for utilizing the potential surplus such as supplementing the Health Reserve and making purchases for critical capital items (dump truck, Toolcat, and SmartBoards) that had not been approved by the Town Council in the 2014-15 Capital Request. These options have already been pre-authorized by the Board of Education during the June 17, 2014 regular meeting. The Board congratulated Mr. O’Keefe on a job well done.

Agenda Item V—Receive and File

These items were received and filed.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 9:30 p.m.