

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – August 19, 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 (arrived at 5:55 p.m.)
J. Peddle, Board Member
M. Ward, Board Member

Agenda Item I – Call to Order

The meeting was called to order at 5:35 p.m. At this time, it was moved (Chory) seconded (Ward) to go into Executive Session for the purpose of discussing the following: Trumbull High School (THS) C House Principal position; School Security/Safety Plan; and the Superintendent's Evaluation and salary and invite the Superintendent, Assistant Superintendent, Business Manager, Security Coordinator, Director of Building/Facilities Maintenance and Plant Operations Supervisor to be part of the discussion. Also invited were the THS Principal and prospective THS C-House Principal candidate. Vote: Unanimous in favor. Executive Session began at 5:40 p.m. By unanimous consent of Board members present, it was moved to come out of Executive Session at 7:55 p.m. Vote: Unanimous in favor.

At this time, Board Chair Mrs. Herbst gave a brief overview of the business of the Executive Session. She conveyed that the Board supports Superintendent Dr. Cialfi's recommendation to appoint THS Business teacher, Todd Manuel, to the position of THS C House Principal. She congratulated Mr. Manuel and wished him well in his new position. Mrs. Herbst shared that the details of the School Security/Safety Plan were thoroughly reviewed by the Board. She also conveyed that the Board discussed Superintendent Dr. Cialfi's evaluation and gave him a rating of very good, citing his many accomplishments in his first year as Superintendent, including the reorganization of several Central Administration departments, the success of the redistricting plan, and his guidance and support of the Board. Several Board members also thanked Dr. Cialfi for his leadership and applauded him for a job well done. Mrs. Herbst conveyed that the Board is awarding the Superintendent a 2% raise for the 2014-15 school year.

Agenda Item II – Preliminary Business

- A. Salute to the Flag - The Public Session resumed at 8:00 p.m. with a salute to the Flag.
- B. Correspondence – Mrs. Seaman noted that the Board received emails from parents concerned with enrollment and the class size of Kindergarten at Booth Hill School.

- C. Comments—Gregg Basbagill, parent, spoke in support of small class sizes and asked for an additional grade 4 class at Daniels Farm School due to enrollment exceeding class size guidelines. Parents Edna Colucci, Trisha Mumbach, and Angela Bulkley voiced their concerns with Standards Based Report Cards. Keith Klain, parent, suggested the Board revisit the redistricting plan to assure equitable allocation of student services and class sizes. Jen Kehley, parent, spoke in support of an additional kindergarten and grade 4 class at Daniels Farm due to enrollment exceeding class size guidelines and equity in the allocation of student services. Raina Hilinski, parent, spoke in support of an additional kindergarten class at Booth Hill School due to enrollment exceeding class size guidelines. Kathy McGannon, grandparent, spoke in support of an additional kindergarten and grade 4 class at Daniels Farm due to enrollment exceeding class size guidelines.

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

Agenda Item IV—Reports/Action Items

- D. 2014-15 Enrollment Update—Dr. Cialfi reviewed the latest enrollment figures with a focus on the elementary level. He shared that enrollments for kindergarten at Booth Hill School and kindergarten and grade 4 at Daniels Farm School have exceeded class size guidelines. He commented that overall enrollment/class sizes are equitable among the schools and reflect the success of the redistricting plan with the least impact on students. He conveyed that no classes will take place in portables at the elementary level. He conveyed that the district is under budget in elementary staffing at this time. He noted some concern with the grade 3 enrollment at Booth Hill School possibly exceeding class size guidelines. Dr. Cialfi recommended adding the additional classes for Booth Hill [kindergarten] and Daniels Farm [kindergarten and grade 4] to maintain class size guidelines. Discussion ensued regarding class sizes among the schools, possible addition of a Booth Hill grade 3 class, and the lack of dedicated classroom space for art and music at Booth Hill. Also discussed was the equitable allocation of elementary specialists [art, music, PE] and special education services. Mrs. Seaman shared that enrollment figures were still changing and are being carefully watched. No Board action was needed.

Agenda Item III – Consent Agenda

- A. Personnel – Superintendent Dr. Cialfi noted that one resignation was received that needed Board action. It was moved (Chory) seconded (Peddle) to accept the resignation of Lauri Ricco, psychologist (.5) at the Alternate Program since August 2013, resigning effective August 7, 2014. Vote: Unanimous in favor.
- B. Approval/Minutes – Regular Meeting – 8/5/14 It was moved (Donofrio) seconded (Seaman) to approve the minutes as presented. Vote: Unanimous in favor.
- C. Approval/Financial Reports as of 6/30/14 –Business Manager Sean O’Keefe reported that the Finance Committee met on August 12, 2014 and reviewed year end financials, E-rate funding process, athletic waiver of liability, and committee meeting calendar for 2014-15. He reviewed financial reports for the 12 months ended June 30, 2014 and shared the year ended with a surplus of approximately \$307,000 of which \$250,000 was used for the health insurance reserve and \$57,000 was applied to the deficit in the Elementary Strings/Band account. Mr. O’Keefe briefly reviewed the following accounts: salaries, benefits, utilities, transportation, Food Services, and Continuing Education. Mrs. Herbst thanked the Committee for their time and efforts and Mrs. LaFrance applauded Mr. O’Keefe for his assistance to the Board. It was moved (Chory) seconded (LaFrance) to accept the Board of Education Financial Reports for the 12 months ended June 30, 2014 as presented. Vote: Unanimous in favor.

Agenda Item IV—Reports/Action Items

A. Approval/FFA Trip—Dr. Cialfi shared details of the annual National Future Farmers of America (FFA) Convention which will take place from Tuesday, October 28, 2014 through Saturday, November 1, 2014 in Louisville, Kentucky. This trip would be open to Agriscience students in grades 10 through 12. The program includes Morse Evaluation Events, leadership and career development workshops, and motivational speakers. THS Agriscience teacher Melissa Cunningham shared that monies from fundraising activities would defray most expenses of the trip with students contributing some of the cost. It was moved (Ward) seconded (Donofrio) to approve the FFA trip to Louisville, Kentucky as outlined with such approval contingent upon parent(s)/guardian signing a waiver relieving the school district of any financial obligations due to trip cancellations for any reason and with the stipulation that the Board can rescind it at any time depending on the security situation. Vote: Unanimous in favor.

B. Policies

First Reading:

1. Length of School Day and School Year, Policy Code 6112—Curriculum Director Dr. Linda Paslov conveyed that since the inception of full-day kindergarten, this policy needed to be updated to reflect hours of instruction for that grade level. She also noted that legislative changes impacted the regulations regarding the number of hours required for a shortened school day to “count” as school in session. Dr. Paslov reviewed changes to the policy. This policy will be returned to the Board for a second reading and approval.
2. Allotment of Time, Grades 1-5, Policy Code 6112.2—Dr. Paslov shared that this policy also needed to be updated to reflect full-day kindergarten. She reviewed wording changes and shared that hours of instruction have been revised for kindergarten and grade 1. This policy will be returned to the Board for a second reading and approval.

Second Reading/Approval

1. The Management of Food Allergies at School, Policy Code 5141.260—Middlebrook Principal Patricia Frillici reviewed several minor changes to the policy since the first reading on July 15, 2014. It was moved (Chory) seconded (Seaman) to approve The Management of Food Allergies at School, Policy Code 5141.260 as presented. Vote: unanimous in favor. Dr. McGrath shared that School Nursing Director Coleen Figliuzzi shared this policy with administrators at their Back to School meeting today and the plan was well received. The Board and Administration gave kudos and thanked Ms. Figliuzzi for her extensive efforts and work on this policy and plan.
2. Trumbull Board of Education Policy Committee, Policy Code 9131—Mrs. Chory reviewed several changes to the policy since the first reading, including the addition of a second community member. Discussion ensued regarding length of membership on committee and timing (month/year) of appointment to the committee. It was moved (Peddle) seconded (Seaman) to approve Trumbull Board of Education Policy Committee, Policy Code 9131 as presented with additional wording on page 2 under “The General Members of the Policy Committee.....” as follows: last words of first and second bullet to include “every two years in September.” Vote: unanimous in favor.

Rescissions

1. Policy Advisory Committee, Policy Code 9132.1—Mrs. Chory shared that with the approval of the Trumbull Board of Education Policy Committee policy, this policy was no longer needed.
2. Policy on Policy, Policy Code 9311—Mrs. Chory also shared that with the approval of the Trumbull Board of Education Policy Committee policy, this policy was no longer needed. It was

moved (Chory) seconded (Donofrio) to rescind Policy Advisory Committee, Policy Code 9132.1 and Policy on Policy, Policy Code 9311 as recommended. Vote: unanimous in favor.

- C. Standards Based Report Cards—Dr. Cialfi shared that he has had several conversations with parents regarding their concerns with Standards Based Report Cards. He commented that the power point presentation will review all aspects of these report cards. Dr. Linda Paslov, Director of Curriculum, Instruction and Assessments shared that the grade 3, 4 and 5 Standards Based Report Cards were piloted in 2010-11. Since that time, these report cards have been utilized for those grades. She, along with Tashua Principal Jennifer Neumeyer, gave a partial power point presentation, reviewing the strengths of these report cards and scoring rubrics used. Considerable discussion ensued regarding how assessments are graded, the value of rubric scores, student and parent/guardian understanding of the report card, subjectivity/fairness of grading, use of exemplars when scoring, quantifying data, old grading system using letters/percentage scores, the value of Standards Based Report Cards versus the use of letter grades, importance of teacher/parent conferences, the need for more precise language in scoring rubrics and teacher comments, parental concerns, and use of a parent/guardian survey. Following discussion, Mrs. Herbst suggested that more information was needed and recommended that this agenda item be continued to a future, possibly the next, Board meeting.
- E. Approval/Athletic Waiver and Insurance—Mr. O’Keefe reviewed the draft waiver of liability forms for athletic programs requested by the Board at their last meeting. The Waiver of Liability addresses liability, risk of injury or other occurrences. The Certificate of Insurance Coverage reviews the requirements for every student participant to have a health insurance policy in effect when participating in athletic activities. He shared that the documents have been created from a number of sources and with significant input from the Board attorney, Board member Attorney Donofrio and the BOE Finance Committee. It was noted that parents/guardians will be required to sign each document prior to their child’s participation in all athletic programs. It was moved (Ward) seconded (Chory) to approve the athletic waiver forms as presented. Vote: Unanimous in favor.
- F. Approval/Non-Affiliates’ Salaries—Board member Mr. Ward shared that the Board received a report on the duties/responsibilities of the two Human Resources positions. It was moved (Ward) seconded (Seaman) to approve the [salary] increases [Human Resources Specialist a 2.5% increase from \$72,215.40 to \$74,020.79 and Human Resources Support Specialist a 2.5% increase from \$54,787.82 to \$56,157.52 plus a necessary adjustment of \$2,500 to reflect additional responsibilities] as presented. Mrs. Chory stated her concern that the current salary for the Human Resources Specialist was incorrect as the Board approved a one-time adjustment of \$5,000 last year and that adjustment should not be included in the base salary. She also conveyed that the position should receive the \$72,000+ for this year. It was moved (Chory) seconded (LaFrance) to amend the motion giving the Human Resources Specialist a permanent salary of \$72,215.40 with no increase for this year. Considerable discussion ensued regarding what is considered the correct base salary of the Human Resources Specialist position. Also discussed was the elimination of salary adjustments in the future. Vote: 5 in favor (Chory, Donofrio, Herbst, LaFrance, Peddle) 2 opposed (Seaman, Ward). Motion passes. Vote on original motion as amended: Vote: 5 in favor (Chory, Donofrio, Herbst, LaFrance, Peddle) 2 opposed (Seaman, Ward). Motion passes.

Agenda Item V—Receive and File

These items were received and filed.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 10:20 p.m.