

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – March 18, 2008
Long Hill Administration Building
Lorraine R. Smith Assembly Room

7:00 p.m.

AGENDA

- I. *PRELIMINARY BUSINESS**
 - A. Salute to the Flag
 - B. Correspondence
 - C. Comments and Questions

- II. PERSONNEL**
 - A. Personnel – Mr. Iassogna

- III. CONSENT AGENDA**
 - A. Approval/Minutes-Regular Meeting– 3/4/08

- IV. REPORTS**
 - A. THS Choir – Reflection of Italy Tour – Mr. Iassogna, Ms. Tornillo
 - B. Oral Reports
 - 1. Teacher Board Representative
 - 2. Student Board Representatives

- V. NEW BUSINESS**
 - A. Board Evaluation Survey Discussion – Mr. Wright

- VI. OLD BUSINESS**
 - A. Bylaws of the Trumbull Board of Education – Mr. Wright, Mrs. Labella, Mrs. Tyborowski
 - B. 2008-09 Budget Discussion – Mr. Iassogna

- VII. RECEIVE AND FILE**
 - A. Pending Litigation – Dr. Cialfi
 - B. Negotiations – Dr. Cialfi

- VIII. OTHER**

*** NOTE: If needed, the Board may choose to hold an Executive Session upon a two-thirds vote of members present and voting.**

TRUMBULL PUBLIC SCHOOLS
Trumbull, Connecticut

Report to the Board of Education
Regular Meeting March 18, 2008

Mr. Iassogna

Agenda Item II-A

Personnel

a. Appointments – Certified

Thoesen, Mrs. Ashley; 6th Year – 5 special education teacher at Tashua School, effective April 21, 2008.

Vitale, Miss Danielle; MA-2 guidance counselor at Trumbull High School, effective July 1, 2008.

Recommendation:

Receive and file

b. Resignations – Certified

Lippman, Mr. Bruce; “B” House Principal since September 1, 1970, retiring effective June 30, 2008.

Alford, Mrs. Laura; history/social studies teacher at Trumbull High School since August 2005 (currently on leave of absence), resigning effective June 30, 2008.

Golino, Miss Darby; special education teacher at Trumbull High School since August 2006, resigning effective June 30, 2008.

Klein, Mrs. Mildred; grade 3 teacher at Daniels Farm School since September 1, 1973, retiring effective June 30, 2008.

Romano, George; business teacher at Trumbull High School since September 1, 1970, retiring effective June 30, 2008.

Recommendation:

Accept

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 18, 2008

Mr. Iassogna

Agenda Item – III-A

Approval/Minutes

Regular Meeting - 3/04/08

Administrative Recommendation:

Approve the minutes of the above
noted meeting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – March 4, 2008
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
M. Ward, Vice Chairperson
J. Tyborowski, Secretary
D. Herbst, Board Member
L. King, Board Member
L. Labella, Board Member

Members absent:

L. Chory, Board Member

Agenda Item I – Preliminary Business

A. Salute to the Flag - The Public Session began at 7:06 p.m. followed by a salute to the Flag.

B. Correspondence – There was no correspondence this evening.

C. Comments and Questions –Anthony D’Aquila, 29 Valley View Road, commented on the CAPT scores and inquired as to supporting and substantiated data for the reasoning behind these scores. Student Board member Lauren Dahlin noted that the CAPT is taken very seriously at the high school and there is much preparation related to CAPT. She also noted that each class has its own student base with a different set of difficulties to deal with. It was also commented that if students have difficulties in the primary grade levels, they most likely will also have trouble further on in school. Mr. D’Aquila also commented that he believes the primary grades should be reorganized so that the teachers are certified in the core curriculum of math, science and reading. A discussion ensued.

Joann Tyborowski, Board Secretary, gave accolades to the Trumbull High School students who volunteered their time and efforts when the high school hosted the Class LL wrestling championships.

Superintendent Iassogna also gave thanks to the Taccone family, who, on behalf of their late daughter, who donated monies and hosted a musical program at the high school, which student Board member Lauren Dahlin reported was a good time for all.

Agenda Item II -- Personnel

A. Personnel – It was moved (Herbst) seconded (Tyborowski) to accept the resignation of Alicia Bacon, World Language teacher at Trumbull High School since September 1973, retiring effective June 30 2008; Amy Benedetto-LaMaine, Guidance Counselor at Madison Middle School (currently on personal leave of absence), resigning effective June 30, 2008; Merrill Galer, History/Social Studies teacher at Trumbull High School since September 1971, retiring effective June 30, 2008 and Pedro Ortiz, Spanish teacher at Hillcrest Middle School since September 197., retiring effective June 30, 2008.
Vote: unanimous in favor.

By unanimous consent, the Board agreed to take Agenda Item V – New Business, out of order.

Agenda Item V – New Business (out of order)

- A. Approval/THS Color Guard Winter Competition Trip and THSGEMB Trip – Per Board policy, all trips in which students would miss two or more school days must be approved by the Board of Education. Trumbull High School teacher Peter Horton presented a request for Board approval and noted that the Winter Guard Championships, to be held in Dayton Ohio from April 9-13, would enable students to participate in preliminary, semi-finals and finals of this event. Following discussion, it was moved (Tyborowski) seconded (Ward) to approve the trip to Ohio 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. Vote: unanimous in favor.

Mr. Horton also requested Board permission for Trumbull High School’s Golden Eagle Marching Band to participate in the Hollywood Santa Parade and Band Competition in Hollywood, California from November 28 – December 3. Following discussion, it was moved (Tyborowski) seconded (King) to approve the trip to California 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. Vote: unanimous in favor.

- B. Approval/Aquaculture Program Trip to South Korea & Japan - John Curtis, Director of the Bridgeport Regional Vocational Aquaculture School, requested Board approval for one of Trumbull’s students who attends that school to participate in a trip to South Korea and Japan. The Aquaculture School provides for collaboration with international communities to expand aquaculture-themed education experiences. Students would voyage from Wando, South Korea to Nagasaki Japan. Students are chosen for this trip based on academic standing and overall performance in the program. No monies are being requested from the Trumbull Public Schools to support this trip. Following discussion, it was moved (Herbst) seconded (Labella) to approve this trip 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. Vote: unanimous in favor.
- C. Approval/New PAC Member – This item was tabled until further notice.
- D. Policies – First Reading – 1. Disaster Policy, Policy Code EBCA/6114 – No changes were recommended for this policy, which was adopted in 1976 most recently revised in 1991. It was noted that the Town Emergency Operations Plan, as well as the school’s Emergency/Disaster Guidelines, are only referenced in this policy so when they are updated, it is not necessary to update the policy as well. The Superintendent noted that new Emergency/Disaster Guideline flipcharts are currently in production. 2. Professional Scholarship, Policy Code GCQBA – This policy contained recommended changes for clarification purposes, particularly inventions. A lengthy discussion ensued regarding copyrights, patents, patent methods, ownership of patents, clarification of “during work time,” and monetary benefits. It was also suggested that on page 2 of 2, the three month period noted for the district to take action to seek a patent or copyright should be lengthened. Board Chairman Wright, who is an attorney with some expertise in this area, offered to help the Policy Advisory Committee with this policy. 3. Visitors to Schools, Policy Code KKAA/1212 and 4. Volunteers in Schools, Policy Code KKAA/1212.1 – These policies were discussed simultaneously. It was suggested that just as the Volunteers policy begins with the definition of a “volunteer,” perhaps this Visitors policy should begin with the definition of “visitor.” It was also suggested that language discouraging volunteers from bringing in younger siblings be considered. In the Volunteer policy, for language consistency it was noted that on Page 2 of 4, number 6, last line, the word “visitor” be changed to “volunteer.” It was also noted on page 4 of 4, with regard to cell phones, current Board policy should be reflected and followed. It was also noted that on the Volunteer policy that the school volunteer security form should also be available on line as well as at each school and the Personnel Office.

Student Board member Lauren Dahlin, who reverted back to the Disaster Policy, commented on information dissemination and students rights as to what information is received. It was noted that a pamphlet regarding emergency and crisis terminology and guidelines would soon be disseminated to all families.

Agenda Item III – Consent Agenda

- A. Approval/Minutes – Public Meeting –2/7/08 – By unanimous consent of members present at that meeting, the minutes were approved as presented.

- B. Approval/Financial Reports – Mr. Sirico presented the Financial Reports for the month ending January 31, 2008. It was moved (Ward) seconded (Tyborowski) to approve the Board of Education Expense Report as presented. Vote: unanimous in favor. It was moved (Tyborowski) seconded (King) to approve the Grant Expense Report as presented. Vote: unanimous in favor. It was moved (Tyborowski) seconded (King) to approve the Consolidated Financial Statement as presented. Vote: unanimous in favor. Mrs. Herbst thanked and commended Mr. Sirico for his fine work, including his presentation at the Board of Finance meeting, and that the Board was in good hands.

Agenda Item IV Reports

- A. Bylaws of the Trumbull Board of Education – The Board of Education’s Bylaws Review Committee has been examining this policy to see if possible changes need to be made. It was noted that several changes have been suggested to reflect alignment with the CT Association of Boards of Education. Also, “weeding out” information not pertinent to this policy, such as the job duties and responsibilities of the Superintendent, was under consideration. By unanimous decision, it was agreed to table Board discussion so that the Board would have further time to review this policy.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 8:37 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 18, 2008

Mr. Iassogna
Mrs. Tornillo

Agenda Item –IV -A

THS Choir
Reflection of Italy Tour

The Trumbull High School Choir recently was afforded a unique opportunity to perform in some of the historically significant halls and churches throughout Italy.

Choir Director Anne Tornillo and several students who participated in this trip will share their experiences this evening.

Administrative Recommendation:

Discuss.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 18, 2008

Mr. Wright

Agenda Item – V-A

Board Evaluation Survey Discussion

At the February 7 Board of Education meeting, Mr. Wright distributed the attached survey to members regarding public evaluation of the Board and its meetings. This survey is intended for public feedback to the Board, and would be available on the Trumbull Public School website at www.trumbullps.org.

The Board will continue their review and discussion of the survey this evening.

Administrative Recommendation:

Discuss and take action, if appropriate.

TRUMBULL BOARD OF EDUCATION
MEETING EVALUATION FORM

Meeting of _____.

1.) Are you:

- | | | |
|-------------------------------------|-----|----|
| a. a parent of a student in system? | Yes | No |
| b. a citizen of Trumbull? | Yes | No |
| c. an employee of school district? | Yes | No |
| d. an elected official? | Yes | No |
| e. a student? | Yes | No |
| f. a member of the PTA or PTSA | Yes | No |
| g. other - specify: _____ | | |

2.) Did you:

- a. Attend the Meeting
- b. Watch it on Channel 17
- c. Both

3.) How often do you attend or watch the Board of Education meetings on Channel 17?

- a. This the first time
- b. More than once a month
- c. More than once every six months
- d. More than once every year

4.) Were the topics on the agenda covered to your satisfaction?

Very Satisfied Satisfied Not Satisfied

I not satisfied, why not?

5.) Were the Board members informed on the matter discussed tonight?

Very Well Informed Informed Not Well Informed

6.) Did the Board members treat one another with respect?

Yes No

7.) Did the Board exhibit trust and confidence in the Superintendent?

Yes No

8.) Did the Superintendent exhibit trust and confidence in the Board?

Yes No

9.) Was each Board member given an opportunity to present his/her views on the matters which came from the Board?

Yes No

10.) Did the Board deal with controversial matters clearly and openly?

Yes No

11.) Do you believe the Board let politics influence its decision making?

Yes No

12.) What topics would you like to see discussed at upcoming Board meetings?

13.) What can be done to make the meetings better from your point of view?

Thank you for your time and interest. Your views are important to us.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 18, 2008

Mr. Wright, Mrs. Labella
Mrs. Tyborowski

Agenda Item – VI - A

Bylaws of the Trumbull Board of Education

As you are aware, the Board's Bylaws Review Committee has been meeting to examine possible changes to the current Bylaws of the Trumbull Board of Education Policy, BBA (attached), which was adopted in 1982 and revised in 1995 and 2004.

This item originally was to be discussed at the March 4 Board meeting; but was tabled to provide additional time for review.

Administrative Recommendation:

Review, discuss and take action if necessary.

THE BYLAWS OF THE TRUMBULL BOARD OF EDUCATION

Policy

Article Eight of the Constitution of the State of Connecticut provides: "There shall always be free public elementary and secondary schools in the state. The general assembly shall implement this principle by appropriate legislation."

Section 9-203 of the General Statutes of Connecticut requires each town to have an elected Board of Education to oversee its education system.

The Charter of the Town of Trumbull defines the composition and terms of its Board of Education. The Trumbull Board of Education, in accordance with its administering the powers and duties defined in all applicable sections of the Connecticut General Statutes, has adopted bylaws and governing regulations to implement its charge.

Adopted: 10/19/82
Revised: 02/07/95, 03/23/04,
 Xx/xx/08

ARTICLE I Composition and Election of Board of Education

Section 1

The Charter of the Town of Trumbull as approved November 4, 2003, Chapter VII, Section 3, "Board of Education," defines the composition and terms of the board as follows:

"The Board of Education shall continue as established subject to and pursuant to the General Statutes, consisting of seven (7) members, six (6) of whom shall be elected for a term of four (4) years and one (1) of whom shall be elected for a two (2) year term. At each election, a party may nominate four (4) candidates for election. The four (4) candidates receiving the highest vote total shall be elected, unless a political party would thereby attain more than a bare majority of the members of the Board. In that event, the candidate or candidates receiving the next highest vote total, who are not members of that political party, shall be elected.

The candidate elected, who received the lowest vote total, shall be elected to a term of two (2) years."

"Present members shall continue on the Board until expiration of the terms for which they were elected. Thereafter, vacancies created by expiration of their respective terms shall be filled by election for four (4) year terms. The seventh member shall be elected at the first municipal election after the adoption of the Charter revision."

"Each political party may nominate candidates for election as members of the Board of Education as provided in Section 9-204a of the General Statutes, provided however, not more than a bare majority of the total membership of the Board of Education shall be enrolled with the same political party."

Section 2

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Section 1-25 of the Connecticut General Statutes.

Section 3

In accordance with Section 10-219 of the Connecticut General Statutes, a vacancy on the Board of Education shall be filled by appointment by the First Selectman until the next town election, at which time a successor shall be elected to fill the unexpired portion of the term, unless a petition for a special election shall be filed. Any person appointed by the First Selectman to fill a vacancy on the Board of Education shall be of the same political party, if any, of the person vacating the office.

ARTICLE II Powers and Duties of the Board of Education

Section 1

When fulfilling the statutory duties imposed upon it by the legislature in light of the state constitutional mandate to furnish public education, the Trumbull Board of Education is not the agent of the town but that of the state. In accordance with Section 10-220 of the Connecticut General Statutes, " It shall maintain... good public elementary and secondary schools, implement the educational interests of the state as defined in Section 10-4a (of the Connecticut General Statutes) and provide such other educational activities as in its judgment will best serve the interests of the town."

Section 2

The Trumbull Board of Education shall have all the powers and duties conferred or imposed upon it specifically by sections 10-218 through 10-292 of the Connecticut General Statutes. The Board has all the powers and duties conferred on local Boards of Education in any other sections of the Connecticut General Statutes and shall have any additional powers and duties that may be conferred by the Connecticut General Statutes in the future.

Section 3

In accordance with Section 10-157 of the General Statutes, the Board of Education shall provide for the supervision of the schools under its control by a superintendent who shall serve as the chief executive officer of the board. The superintendent shall have executive authority over the school system and the responsibility for its supervision. Employment of a superintendent shall be by election of the board of education ~~whose duties shall be as defined in Article IV;~~ a majority of all the members of the Board being necessary to an election. His/her performance will be evaluated annually by the Board at its July meeting, ~~this evaluation to be communicated to the Superintendent in executive session.~~ in accordance with applicable law.

Section 4

In accordance with Section 10-151 of the Connecticut General Statutes, the board may employ and dismiss teachers and other school employees.

Section 5

It shall be a function of the Board of Education to present and to interpret to the people whom they represent the policies of the school system and the work done by and the needs of the schools. The Board shall further public support of the schools.

Section 6

The Board of Education shall adopt such bylaws and rules and regulations as are needed for the effective government of the school system.

Section 7

In addition to the foregoing specifically mentioned powers, the Board of Education shall be invested with any other powers needed to govern and conduct the work of public education in the Town of Trumbull as long as these powers are in harmony with state statutes.

Section 8

In general, the work of the Board of Education is construed to be fourfold:

- (1) the formulation of policies underlying public education in Trumbull;
- (2) the appraisal of the effectiveness with which the program of public education is being carried on;
- (3) the approval of an itemized estimate of the cost of maintenance of public schools for the ensuing year ~~the annual budget for the educational program~~ along with ongoing evaluation of the operation of the business of the district; and
- (4) the approval of all programs of instruction and curricula thereof.

-The execution and administration of policies is to be delegated to the Superintendent and other members of the school staff.

Section 9

The Board may hear and judge appeals in complaints and grievances arising from its acts or the acts of the Superintendent or other staff.

ARTICLE III Internal Organization of the Board of Education

Section 1

In accordance with Section 10-218 of the Connecticut General Statutes, the board "shall, not later than one month after the date on which the newly elected members take office (the first ~~1st~~ Monday of December), elect from its number a Chairman and elect a secretary ... If such officers are not chosen after one month because of a tie vote of the members, the town council... shall choose such officers from the membership of the Board." Not later than one month after the date on which the newly elected members take office (the first (1st) Monday of December) the Board shall elect from its number such other officers as it may deem necessary and adopt a meeting schedule for the ensuing year.

The organizational meeting shall be called to order by the current Chairperson who will preside until his/her successor is chosen by a majority vote of the Board. In the absence of the Chairperson, the Vice-Chairperson, or Secretary in that order shall preside until a new Chairperson is elected.

Section 2

In accordance with Section 1-21 of the Connecticut General Statutes, the Board shall file not later than January thirty-first (31st) of each year in the office of the Secretary of the State the schedule of its meetings for the ensuing year.

All regular meetings shall be open to the public and the press. Changes of regular meetings from normal dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

The Chairperson of the Board may call a special meeting whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the Board. The Secretary shall in the absence of the Chairperson, or in his or her inability to act, have the powers of the Chairperson to call special meetings as outlined herein.

Notice of special meetings of the Board of Education shall be given at least 24 hours prior to the meeting by filing a notice of the time and place and the business to be conducted in the office of the Town Clerk; however, in case of emergency, any such special meeting may be held without complying with the foregoing requirement for the filing of notice, but a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting. In addition, such written notice delivered to the Town Clerk less than 24 hours in advance of the meeting must also be delivered to the residence of each Board member, unless at, or prior to, the time the special meeting convenes a Board member files with the Town Clerk or Secretary of the Board of Education a written waiver of such notice.

In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the Town Clerk's office is closed shall be excluded.

Only business identified on the call of a special meeting shall be discussed or transacted by the Board at such special meeting.

The Board, as a decision making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, the Board may schedule work sessions and retreats from time to time in order to provide its members and the executive staff with just such opportunities. Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in accordance with the state law on public meetings.

Section 3

~~It shall be the duty of the chairman to preside at meetings of the Board, to call special meetings of the Board when he/she deems it necessary, to sign official papers when so authorized by the Board, to appoint special committees authorized by the Board when the personnel of the committee is not specified in the motion establishing the committee, to submit, with the assistance of the Superintendent, for the approval of the Board as soon as possible after the summer vacation tentative goals for the Board meetings for the ensuing year, to render a report for the past year to the Board as soon as possible following the end of the school year, and to assume such other regular duties as may be delegated to him/her by the Board.~~

The Chairperson shall preside at all meetings of the Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
2. Consult with the Superintendent in the planning of the Board's agendas.
3. Confer with the Superintendent on crucial matters which may occur between Board meetings.
4. Appoint Board committees, subject to Board approval.
5. Call special meetings of the Board as necessary.
6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

Section 4

It shall be the duty of the vice-chairman to preside in the absence of the chairman.

Section 5

In accordance with Section 10-224 of the Connecticut General Statutes, "The clerk of the Board of Education shall keep a record of all its proceedings in a book which he/she shall provide for that purpose... and shall submit to the town at its annual meetings a report of the doings of the Board. The report of the clerk and of the Superintendent of Schools ... shall be printed with the reports of the town officers, and, on or before the fifteenth (15th) day of October, the Superintendent of schools shall send two copies of such report to the Secretary of the State Board of Education..."

The Secretary of the Board of Education shall:

- 1. perform the duties of the Chairperson at Board meetings in the absence or disability of the Chairperson and Vice-Chairperson.**
- 2. maintain a record of all Board proceedings as required by state law; one copy shall be maintained in the office of the Superintendent and one copy in the office of the Town Clerk**
- 3. supervise the clerk of the Board's performance of duties.**

Section 6

In the case of a vacancy in any office, a successor shall be elected at the next special or regular meeting of the Board. **If the vacancy occurs in the office of chairman, the vice-chairman or secretary, in that order,** shall assume the responsibilities of this office until a successor is elected.

Section 7

The functions of the Board are construed to be primarily policy-making and legislative, and all members are expected to consider all proposed policies before enactment.

Section 8

There shall be the following Standing Committees of the Trumbull Board of Education appointed by the Chairman and approved by the Board:

Curriculum Review Committee

Finance Committee

Policy Advisory Committee

RFQ Committee

Each Board member shall serve on at least one Standing Committee. Vacancies on all Standing Committees shall be filled by the Chairman of the Board.

Special committees may be appointed from time to time for special purposes as the Board finds it desirable to establish such committees. The duties of any special committee are to be advisory and not executive or legislative. A special committee will be discharged as soon as its report has been accepted. A special committee failing to give its report when due or at the next meeting of the Board thereafter shall be considered discharged unless an extension of time is granted.

No committee shall have power other than to recommend to the Board of Education unless specially authorized. No committee, or member of a committee, is authorized to make any contract or enter into any agreement which involves the expenditure of money, unless such contract or agreement is authorized by the Board either in regular or special meeting.

All committees of the Board of Education shall follow the provisions of the Freedom Of Information Act as required by statute.

Section 9

All Board meetings shall be conducted in accordance with Section 1-21 of the Connecticut General Statutes and shall be open to the public except executive sessions as defined in subsection "c" of Section 1-18a of the Connecticut General Statutes.

All meetings, as defined in the Freedom of Information statutes, of the Board of Education, regular, special and emergency, shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, or a discussion of strategy or negotiations with respect to collective bargaining are not defined as "meetings" under the Freedom of Information Act.

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting;
2. Strategy and negotiations with respect to pending claims or pending litigation to which the Board of Education, or a member thereof because of his or her conduct as a member of the Board, is a party until such litigation or claim has been finally adjudicated or settled;
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security;
4. Discussion of the selection of a site or the lease, sale, or purchase of real estate by the Board of Education when publicity regarding such site, lease, sale, purchase, or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned;
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of Section 1-19 of the Connecticut General Statutes.

At an executive session of the Board of Education, attendance shall be limited to members of the Board and persons invited by the Board to present testimony or opinion pertinent to matters before the Board, provided that such persons attendance shall be limited to the period for which their presence is necessary to present such testimony or opinion; minutes of executive sessions shall disclose all persons in attendance with the exception of job applicants who attend the executive session to be interviewed by the Board.

Section 10

The authority for the conduct of Board meetings shall be Robert's Rules of order, Newly Revised.

Section 11

~~The order of business for regular meetings of the Board shall be as follows:~~
The order of business shall be at the discretion of the Chairperson and may include the following items:

- I. Preliminary Activity
- II. Reports and Informational Matters
- III. Old Business
- IV. New Business

Section 12

A member of the public present at a meeting of the Board may address the Board during the period designated by the agenda Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting. The Board Chairperson may set a time limit on the length of this period and / or a time limit for individual speakers.

The Board Chairperson will be responsible for recognizing all speakers. To maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves by giving their names and addresses. Speakers must be respectful of and courteous to the Board of Education and members of the public.

Section 13

Any Board member who wishes an item to be placed on the agenda shall request the Board chairman to include it thereon.

Section 14

Minutes of the Board of Education meetings shall be kept according to Robert's Rules of Order, Newly Revised.

Section 15

It shall be the practice of the Board to convene a retreat meeting, at least once per year, for the purpose of self-evaluation. ~~Such meeting will be held in executive session upon appropriate vote by the Board.~~

Section 16

The Freedom of Information Act mandates that all the Board of Education be open to the public. It is the policy of the Board of Education that E-mail shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of E-mail by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use e-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

ARTICLE IV Responsibilities of the Superintendent

Section 1

The Board of Education believes that the legislation of policies is a function of the School Board and that the execution of the policies should be the function of the Superintendent of Schools.

While the Board reserves to itself the ultimate decision of all matters concerning policy and expenditures of funds, delegation by the Board of its executive powers to the Superintendent provides flexibility for the Superintendent to manage the school system according to the provisions of the Board's policies and decisions, and allows Board members to devote their time to policy making and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies and regulations, the execution of Board actions and decisions, the operation of schools and for keeping the Board informed about school system activities, operations, and concerns. The Board will strive to procure, when a vacancy exists, the best professional leader available for the Superintendent's position. The Board as a whole, and individual members, will:

- give the Superintendent complete administrative authority for properly discharging all professional and legal responsibilities and duties;
- hold all meetings of the board in the presence of the Superintendent except when the Superintendent's contract and salary are under consideration;
- refer all concerns to the Superintendent for appropriate investigation and action;
- provide adequate safeguards for the Superintendent and his / her staff members so they can discharge their professional and legal responsibilities and duties.

~~As chief executive officer of the Trumbull Public Schools, the Superintendent is responsible to the Board of Education for all activities of the school system and reports all such activities directly to the chairman of the Board of Education.~~

~~Section 2~~

~~It shall be the responsibility of the Superintendent to carry out all policies enacted by the Board of Education and to see that principals, teachers, and other employees carry out both the intent and spirit of these policies.~~

~~Section 3~~

~~The Superintendent shall secure, organize and present to the Board of Education information on the educational and financial status of the school system. He/she shall keep the Board informed of school practices and problems.~~

~~Section 4~~

~~The Superintendent shall initiate consideration of basic policies affecting the school system, submitting to the Board pertinent data bearing on his/her recommendations. In general, the Superintendent shall be the educational advisor to the Board of Education.~~

~~Section 5~~

~~The Board delegates to the Superintendent the authority to appoint administrators, teachers, coaches, advisors, and department chairpersons subject to review by the Board. The Superintendent shall nominate principals for appointment by the Board administrative personnel needed in carrying on the work of the public schools.~~

~~Section 6~~

~~In accordance with Section 10-15b of the General Statutes: "The Superintendent shall continuously evaluate or cause to be evaluated each employee of the Board of Education."~~

~~Section 7~~

~~The Superintendent shall be responsible for a continuous appraisal of the curriculum of the school, seeking the assistance of all members of the staff in making this appraisal.~~

~~Section 8~~

~~The Superintendent shall foster a program of in-service education for members of the school staff. He/she shall be responsible for principals' and general teachers' meetings, for conferences with principals and teachers, and for other procedures leading to the professional improvement of the school staff.~~

~~Section 9~~

~~The Superintendent shall construct a proposed annual budget estimate of anticipated expenses for submission to the Board of Education, the proposed budget estimate of anticipated expenses for~~

~~the succeeding year to be presented to the Board in total no later than the first Tuesday in December.~~

~~Section 10~~

~~The Superintendent shall be responsible for the conduct of the business affairs of the school system seeing that all monies are spent as budgeted by the Board of Education and that sound purchasing and accounting procedures are followed.~~

~~Section 11~~

~~The Superintendent shall be responsible for the maintenance and the upkeep of school grounds, school buildings, and equipment. At least once each year, preferably before the opening of school in the fall, he will report to the Board on the conditions of the school buildings.~~

~~Section 12~~

~~The Superintendent shall administer the community use of the school facilities under policies established by the Board of Education.~~

~~Section 13~~

~~The Superintendent shall survey periodically the need for possible future increase or decrease in school plant.~~

~~Section 14~~

~~The Superintendent shall formulate and submit to the Board the rules and regulations needed for the effective governance of the school system.~~

~~Section 15~~

~~The Superintendent shall make available to the public information concerning the educational program of the schools and shall seek through his/her public relations activities increased support for the public schools. He/she shall encourage and seek conferences with parents.~~

~~Section 16~~

~~In August of each year, the Superintendent shall submit to the Board written reports of the Board activities, Annual Report, and the status of the school district with plans and suggestions for any improvements.~~

~~Section 17~~

~~The Superintendent shall be empowered to delegate the functions enumerated in this article to other members of the school staff in order to administer the work of the schools effectively, but~~

~~this in no way relieves him/her of the responsibility for seeing that these functions are successfully carried out.~~

~~Section 18~~

~~The Superintendent shall be invested with authority in any other areas of school administration not specifically mentioned in this article when that authority is needed to carry on successfully the work of the school, it being stipulated always that none of his /her acts shall be out of harmony with policies of the Board of Education or shall contravene existing state statutes.~~

~~Section 19~~

~~The Superintendent shall report to the Board at least annually to review the current year's objectives for the Trumbull Schools. The purpose of the meeting would also be to agree upon new goals for the following year.~~

~~Section 20~~

~~The Superintendent shall be present at all meetings of the Board of Education and is to participate in all Board deliberations, except when matters relating to his own employment are under consideration or unless otherwise excused by the Board.~~

~~Section 21~~

~~The Chair of the Board, with the assistance of the Superintendent, shall prepare an agenda of the items of business to come before the Board at each regular and special meeting.~~

~~Section 22~~

~~In accordance with Section 10-224 of the Connecticut General Statutes, the Superintendent on or before the fifteenth (15th) day of October shall send two copies of the report of the secretary of the Board and of the Superintendent of schools to the Secretary of the State Board of Education and "shall furnish such additional returns and statistics respecting the schools of the town as said Board requests."~~

ARTICLE V Invocation of these Bylaws: Amendments

~~These bylaws may be amended at any regular meeting of the Board of Education by a two-thirds vote of all members present, providing such amendment was presented in writing at the previous meeting. Proposed new bylaws and suggested amendments to or revisions of existing bylaws may be adopted by a two-thirds vote of all members of the Board of Education at regular Board meetings, not less than one month apart, in the calls for which meeting the proposed additions, amendments, or revisions shall have been described in writing. No amendment shall be made, however, which contravenes a state statute.~~

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 18, 2008

Mr. Iassogna

Agenda Item – VI-B

2008-09 Budget Discussion

As the Board is aware, the Superintendent's original requested budget increase was 8.69%. A series of reductions followed: 1.12% (\$869,964) by the Board of Education; .96% (\$745,201) by the First Selectman; and 2.11% (\$1,638,000) by the Board of Finance. Accordingly, approximately \$3,253,165, or 4.19%, must be reduced from the Superintendent's initial request (contingent upon if that is figure not decreased or increased by the Town Council).

Accordingly, tonight we will focus on a budget discussion regarding the reduction process and timeline. Also, the Superintendent will seek input from Board members on specific areas they are requesting additional information.

Administrative Recommendation:

Review and discuss.

Trumbull Board of Education
Trumbull, Connecticut

Report to the Board of Education
Regular Meeting, March 18, 2008

Dr. Cialfi

Agenda Item VII-A:

Pending Litigation

There are no major changes this month.

Recommendation:

Receive and file.

PENDING LITIGATION

CASE TOWN/BOARD	DESCRIPTION	CASE	REPRESENTATIVE TOWN/BOARD
1. M.A. vs.	M.A., a Trumbull resident tripped and fell on sidewalk at Trumbull High School on May 1, 2004. This claim seeks monetary damages against Board of Education and the Town of Trumbull, Mr. Donald Walsh, Maintenance Supervisor, Mr. Ralph Iassogna, Superintendent, Mr. Paul Kallmeyer, former Director of Public Works. (Notice of claim received April 21, 2006).	Pending	CIRMA
2. L.M., PPA B.M. vs.	L.M., PPA B.M. a Monroe minor was injured on November 11, 2006 while playing on the field located behind Middlebrook Elementary School when he tripped to the ground and fell onto a metal "spike" object protruding out of the ground. L.M. received injuries to his right knee. This claim seeks monetary damages against Board of Education and the Town of Trumbull. (Notice of claim received November 13, 2006).	Pending	ITT
3. M.S., PPA M.S. vs.	M.S., PPA M.S. a Trumbull minor was injured on September 15, 2005 at Trumbull High School while walking up stairs when she was caused to slip and fall. M.S. received injuries to her right knee, resulting in multiple surgeries and scarring from injuries. This claim seeks monetary damages against Board of Education and the Town of Trumbull. (Notice of claim received August 8, 2007).	Pending	ITT

Trumbull Board of Education
Trumbull, Connecticut

Report to the Board of Education
Regular Meeting, March 18, 2008

Dr. Cialfi

Agenda Item VII-B:

Status of Negotiations

Please see reverse side for status
of negotiations with the eight
bargaining units.

Recommendation:

Receive and file.

STATUS OF NEGOTIATIONS

<u>Unit</u>	<u>Member of Board's Negotiating Team</u>	<u>Status of Negotiations</u>
TEA (Teachers)	Attorney Richard O'Connor Dr. Gary Cialfi	The TEA Agreement covers the period from July 1, 2007 to June 30, 2011.
TAA (Administrators)	Attorney Richard O'Connor Mrs. Lisa Labella Mrs. Joann Tyborowski	The TAA Agreement covers the period from July 1, 2008 to June 30, 2012.
EST (Secretaries)	Board Attorney Floyd Dugas	The Secretaries Agreement covers the period of July 1, 2006 to June 30, 2009.
Custodial/Maintenance	Board Attorney Floyd Dugas	The Custodial/Maintenance Agreement covers the period July 1, 2006 to June 30, 2010.
Paraprofessionals CILU/UE	Board Attorney Floyd Dugas	The Paraprofessional Agreement covers the period from September 1, 2004 to June 30, 2008.
Cafeteria Workers	Board Attorney Floyd Dugas Lunch Manager	The Cafeteria workers Agreement covers the period from July 1, 2006 to June 30, 2010.
CILU Supervisor/ Support Staff	Board Attorney Floyd Dugas	The CILU Supervisors Agreement covers the period from July 1, 2004 to June 30, 2008. The CILU Support Agreement covers the period from July 1, 2007 to June 30, 2011.