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**TRUMBULL PUBLIC SCHOOLS**  
**TRUMBULL, CONNECTICUT**

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**Budget Meeting – December 3, 2013**

Long Hill Administration Building

Lorraine R. Smith Assembly Room

**6:30 p.m.\***

AGENDA

- I. CALL TO ORDER**
  
- II. PRELIMINARY BUSINESS**
  - A. Pledge of Allegiance
  - B. Correspondence
  - C. Comments and Questions
  
- III. CONSENT AGENDA**
  - A. Personnel Report – Dr. Cialfi
  - B. Approval/Minutes Regular Meeting – 11/13/2013
  
- IV. REPORTS/ACTION ITEMS**
  - A. Approval/2014 Board of Education Meeting Dates – Dr. Cialfi
  - B. Election of Officers – Board of Education
  - C. Facilities/Maintenance Committee – Board of Education
  - D. 2013-14 Budget Presentation & Discussion – Dr. Cialfi, Mr. O’Keefe, Staff

Part I – Introduction

- Overview
- Financial Summary

Part II – Budget by Object

- Salaries (Object 100)
- Benefits (Object 200)
- Services – Professional & Technical (Object 300)
- Services – Property (Object 400)
- Services – Purchased – Other (Object 500)
- Supplies (Object 600)
- Property (Object 700)
- Other (Object 800)

Part III – Elementary

Part IV – TECEC

Part V - Divisions

- PPS
- Transportation

**V. OTHER**

(Budget agenda items will be reviewed and discussed in sequence. Any area not addressed on a particular evening will carry over to the next session.)

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

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Budget Meeting - December 3, 2013

Dr. Cialfi

Agenda Item III-A

Personnel

There have been no changes since the last  
Board meeting.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – December 3, 2013

Dr. Cialfi

Agenda Item – III-B

Approval/Minutes

Regular Meeting  
November 13, 2013

Administrative Recommendation:

Approve the minutes of the above noted meeting.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
Regular Meeting – November 13, 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:

Members absent:

S. Wright, Chairperson  
D. Herbst, Vice Chairperson  
T. Kelly, Secretary  
L. Chory, Board Member  
L. Labella, Board Member, arrived at 6:45 p.m.  
R. Seaman, Board Member  
M. Ward, Board Member

Agenda Item I – Call to Order

The meeting was called to order at 6:20 p.m.

- A. Executive Session—Personnel/CILU Support Grievance—It was moved (Herbst) seconded (Ward) to move into Executive Session to discuss a personnel matter [CILU Support Grievance] and invite the Superintendent, Assistant Superintendent, Board Attorney, CILU Support President, CILU Representative, and grievant to be part of the discussion. Vote: Unanimous in favor. It was moved (Herbst) seconded (Labella) to come out of Executive Session at 7:24 p.m. Vote: Unanimous in favor.

Agenda Item II – Preliminary Business

- A. Salute to the Flag - The Public Session began at 7:25 p.m. with a salute to the Flag. At this time, it was moved (Herbst) seconded (Ward) to deny the grievance [referenced in Agenda Item I-A-- CILU Support Grievance]. Vote: 6 in favor (Chory, Herbst, Kelly, Labella, Ward, Wright). Mrs. Seaman recused herself from the decision [vote]. Motion passes.
- B. Correspondence – There was no correspondence this evening.
- C. Comments – Trumbull Educators Association (TEA) Executive Board Representative Matthew Bracksieck read a statement regarding technology in the schools and Board/TEA negotiations (attached). Parent Traci Galla expressed her appreciation and thankfulness to Board Chair Mr. Wright and members Mrs. Labella and Mr. Kelly for their outstanding efforts and service to the Board of Education, students and Trumbull community.
- D. Recognitions
1. Middle School Career Night—This item was tabled to a future meeting. At this time, Dr. Cialfi and Vice Chair Mrs. Herbst recognized and commended Mr. Wright, Mr. Kelly and Mrs. Labella for their outstanding service to the Board of Education and the students and staff and presented them with a gift of appreciation. Mr. Wright, Mr. Kelly and Mrs. Labella each expressed their appreciation and shared their experiences with serving as Board members.

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

#### Agenda Item IV – Reports/Action Items

C. Paraprofessional Settlement and TEA Arbitrated Award—Attorney Dugas conveyed that the ParaProfessional’s contract was recently settled and ratified by the Paraprofessionals’ membership. Its effective dates are from July 1, 2011 to June 30, 2015. Attorney Dugas reviewed the changes to the agreement including salary increases and step movement; increased co-pays and premium co-share for health/dental insurance; and minor wording changes, most notably changing “paraprofessional” to “paraeducator”. Following discussion, it was moved (Labella) seconded (Seaman) to approve the agreement between the Trumbull Board of Education and the CILU Paraeducators union as presented. Vote: unanimous in favor. Dr. Cialfi noted that the TEA’s settlement has been arbitrated and no action is required. The agreement between the Trumbull Board of Education and the Trumbull Educators Association is in effect from July 1, 2014 through June 30, 2017. Dr. Cialfi reviewed contract changes including salary increases; increased co-pays and premium co-share for health/dental insurance; elimination of the health insurance waiver; requirement of teachers to use Infinite Campus Gradebook; and management rights unchanged. Attorney Dugas commented that no Board action was needed because it is a stipulated arbitration award. He explained that because Board and the TEA reached an agreement after the arbitration process had begun, it is considered an arbitration award according to State Statute. He noted that the agreement was negotiated by the hard work and many efforts of both negotiating teams, and is not the decision of an arbitration panel. Attorney Dugas also reviewed contract changes and noted that the TEA contract will go before the Town Council for a vote. Attorney Dugas commented that he expects the vote to be favorable to the Board/TEA with the contract in effect beginning July 1, 2014.

#### Agenda Item III – Consent Agenda

- A. Personnel – No Board action was required.
- B. Approval/Minutes – Regular Meeting – 10/15/13 and Special Meeting – 10/28/13 Mrs. Chory moved to amend the minutes of the October 28, 2013 Special Meeting as follows: remove “Mr. Wright asked Mrs. Chory to clarify her request that the Board Chair recuse himself and it was noted that Mrs. Chory’s intent was for the Board Chair to recuse himself from all discussion on the Report” and replace with “Mr. Wright asked Mrs. Chory to clarify her request that the Board Chair recuse himself and it was noted that Mrs. Chory’s intent was for the Board Chair recuse himself as Chair during discussion of the entire Report.” Discussion ensued. Mrs. Herbst seconded the motion. Vote: 2 in favor (Chory, Herbst) 5 opposed (Kelly, Labella, Seaman, Ward, Wright). Motion fails. By unanimous consent of members present at that meeting, the minutes of the 10/15/13 meeting were approved as presented. It was moved (Labella) seconded (Seaman) to approve the minutes of the 10/28/13 Special meeting as presented. 5 in favor (Kelly, Labella, Seaman, Ward, Wright) 1 opposed (Chory) 1 abstention (Herbst). Motion passes.
- C. Approval/Financial Reports as of 9/30/13 –Mr. O’Keefe shared that the Finance Committee reviewed financial reports and budget transfers for the 3 months ended September 30, 2013. The first transfer was for \$82,000, moved from the dental/health account to Trumbull High Marching Band other purchased services account. The second transfer was to move \$878,000 from the negative place holder account to the health insurance account. It was moved (Labella) seconded (Ward) to approve transfers as presented. Considerable discussion ensued regarding the transfer of \$82,000, the Trumbull High School Golden Eagles Marching Band (THSGEMB—band parent association) participation fee of \$400 per student [per season—fall and winter] and the increase in the THSGEMB’s reserve account from what they originally budgeted. Also discussed was the health [insurance] account and the need to establish a reserve fund for the self-funded health insurance plan and for 2013-14 claims processed/paid after year end (June 30, 2014). It was noted that when the Board agreed to give additional funding to the Marching Band, the

intent was that the monies [earmarked for instructor stipends] would be used to lesson financial hardship on families by reducing the participation fee to approximately \$370. Mrs. Labella commented that participation fees for school-based activities should be the responsibility of the Board of Education for collection, setting fee amounts, and having some oversight into the process. More discussion ensued and Mrs. Labella called the question. Vote: Unanimous in favor. Mrs. Seaman asked the Superintendent to meet with the Band Parents' Association to reiterate the Board's intent and Mrs. Herbst would like to know if parents are being asked for additional monies above the participation fee.

#### Agenda Item IV—Reports/Action Items

- A. Election of Delegate to Represent the Trumbull Board of Education to CABE—Superintendent Dr. Cialfi conveyed that CABE's annual convention takes place each year in November. A member of a district's Board of Education may participate in the CABE delegate assembly prior to the convention where the CABE legislative agenda for 2014-15 will be taken to a vote. Boards of Education must authorize one of its members to enable that member to vote at that assembly. Chairman Wright stated that he volunteered to be the delegate and will be attending the conference and invited Board members to join him. It was moved (Ward) seconded (Labella) to appoint Mr. Wright to have full voting privileges on the CABE legislative agenda for 2014-15. Vote: Unanimous in favor.
- B. Preliminary Budget Timeline and Overview—Dr. Cialfi briefly commented that the District goal will primarily be the driver of the 2014-15 budget process as the district is preparing for the full implementation of the Common Core State Standards (CCSS) in 2014-15. He commented on areas of the budget that need to be addressed including curriculum writing, technology, development of common assessments to align to the CCSS, Teacher and Administrator Evaluation Plans, professional development, continuation of Scientific Research-Based Interventions (SRBI), central registration, student engagement, technology integration specialists, and additional staffing for Pupil Personnel Services. Discussion ensued regarding the enrollment study and its impact on the budget, elimination of portable classrooms, additional staffing, and technology integration specialists. Business Manager Sean O'Keefe conveyed that budget items that will be further reviewed include salaries, increase/decrease in staffing, health insurance reserves, transportation, utilities, and technology upgrades. Mr. O'Keefe commented that the budget process is almost complete as he has met with most principals and department heads to review their portions of the budget. He and the Superintendent will be finalizing items and anticipate giving the Board the 2014-15 proposed budget by Thanksgiving (November 27, 2013).
- D. Approval/Transition to Smarter Balanced Assessments (SBAC)—Dr. Cialfi conveyed the Connecticut school districts are transitioning to the CCSS. It was noted that the current Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT) are not well aligned to the CCSS and the Connecticut State Department of Education (CSDE) has been an active member of the Smarter Balanced Assessment Consortium which is developing the next-generation assessment system that will be fully aligned to the CCSS. The new Smarter Balanced (SB) assessments will be mandated beginning in the spring of 2015 with the SB field test to be used in the spring of 2014. The CSDE has requested one year waiver from the United States Department of Education to administer the Smarter Balanced Field Test assessments in place of the CMTs and CAPT for the spring of 2014. The CSDE's plan will permit districts to decide whether to participate in the SB Field Tests or the existing CMT/CAPT for 2013-14 or both tests. It was noted that Trumbull has already been implementing CCSS and teachers/administration are agreeable to using the SB assessments in place of CMT/CAPT. Considerable discussion ensued regarding the reporting of results which are used to inform instruction and for student academic placement and the new Teacher Supervision, Evaluation and Professional Learning Plan. It was noted that since the SB is being field tested for the Spring 2014, only raw data will be available with results given to districts in December (2014). It was also noted that since CMT/CAPT results count as a 22.5% component of a teacher's evaluation under the new teacher evaluation plan, the new plan will have to be modified, possibly using results of other district assessments. It was noted that Board approval was required to change testing from CMT/CAPT to

SB and to revise the Teacher Supervision, Evaluation and Professional Learning Plan. Also discussed was providing continual professional learning for certified staff. It was moved (Ward) seconded (Labella) to approve the use of SBAC assessments and revising the new teacher evaluation plan as presented. Vote: unanimous in favor.

- E. Review of Gibson Report—This item was not addressed since it was discussed and Board action was taken at a previous meeting (October 15, 2013).
- F. School Facilities Snow Removal and Trumbull High School Building Construction Renovation Report—Board Chair Wright commented that this report was thoroughly reviewed and discussed at the October 28, 2013 Special Board meeting. He conveyed his desire that the report should be sent back [to the Town] saying the Board reviewed it and have considered Mr. Henderson’s recommendations and findings. Mrs. Herbst asked if Board responses/questions that were raised/discussed at the October 28<sup>th</sup> meeting would also be forwarded in writing and Mr. Wright replied he didn’t think it was necessary as the Town can come back to the Board if they are interested because it is the Board of Finance’s (BOF) report and Mr. Henderson is entitled to his opinion and the Board is entitled to disagree. Mr. Wright also commented the letter [to the BOF] should state that the Board reviewed and considered this report and the Board continues to extend their collaboration with the Town in any manner to improve the operations of the Board, particularly in non-educational pursuits. It was moved (Labella) seconded (Seaman) to direct the Board Chair to draft a letter to the Board of Finance stating that [Mr. Wright’s comment in previous sentence] opinion on behalf of the Board of Education so this matter can be put to rest. Mr. Wright commented that he will work on the letter with the Vice Chair. Vote: Unanimous in favor.
- G. Collection of Pay to Participate/Play Fees—Mr. O’Keefe shared that the Finance Committee recommended that a protocol be established for the Business Office to manage the collection of all “Pay to Participate” fees. He conveyed that a local vendor has been selected to start work on a web-based software solution to enable parents, students and retirees to register and pay for various activities through the Trumbull Public Schools’ website. Activities include athletics, music/strings, driver’s education, field trips, yearbook, cap & gown, guidance fees and retiree insurance premiums. The application of this software will enable the various departments to obtain a real-time automated report showing rosters, payment confirmation and any additional information pertinent to a specific activity. Costs associated with this software include approximately \$9,450 for installation and annual maintenance fee of \$2,790 and Mr. O’Keefe noted that no bid was required although various vendors were reviewed. Discussion ensued regarding proposed procedures [included in Board packet for this meeting] recommended by the Finance committee and their implementation. This procedure would be phased in with a limited number of activities for 2013-14 with full implementation for the 2014-15 school year. It was noted that no Board action was required to move forward with new protocols/procedures for the collection of these fees.

At this time, Dr. Cialfi announced that Trumbull Public Schools will receive a State grant amounting to approximately \$270,000 to be earmarked for costs associated with increased security.

Agenda Item V—Receive and File

These items were received and filed.

Agenda Item VI—Other

There was no business under this agenda item.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 9:23 p.m.

To Whom it May Concern:

From the afternoon of Friday, October 25th, to the afternoon of Friday, November 1st, access to the district email from any computer aside from the teacher's classroom computer was disrupted. Although this was a district-planned email server upgrade, no notice was sent out that it would be taking place and it took longer than expected. This disruption was particularly ill-timed as it is the end of the marking period and teachers rely on their school email to communicate with parents and other teachers as they calculate students' marking period grade. This is especially true for special education teachers and itinerant teachers without a classroom computer who could not access email at all. In addition, at the high school, the BYOD WiFi network was down for several days, forcing teachers who created lesson plans incorporating these new tools to have to make last minute adjustments. Finally, on Friday, November 1st, the email network went down at school for all users, further complicating attempts to catch up with work that was missed because of previous disruptions. In the end, teachers appear unprofessional to parents and students who may be trying to communicate and are unaware of the disruptions. Particularly affected are teachers new to the district with new computer accounts, teachers of students with special needs who rely on email to fulfill their legal obligation of meeting IEPs, teachers of ELL students, teachers who have to travel from class to class without a "homebase" computer, and teachers writing letters of recommendation for students who are trying to meet college admissions deadlines.

What makes these disruptions stand out in particular is the fact that the BOE negotiation team sought to make contractual language mandating the use of technology a priority, even to the point of dragging the proceedings through the arbitration process, wasting valuable time and resources at the beginning of the school year. When the BOE made its proposals mandating websites and online grade reporting for all teachers, the TEA argued that such mandates were unnecessary, unwise, and untenable given the district's current level of technology infrastructure. The TEA argued that teachers know best how to communicate with parents and students and eschewed a one-size-fits-all solution imposed by an entity who in many cases are unfamiliar with the very tools they are looking to implement. The teachers said that adding new technology requirements at this time of transition in curriculum, testing, and "reform"

would be unwise and would place undue stress on an already overstressed system. And here, with the ink on the contract barely dry, we see the teachers' concerns manifest.

By ignoring the concerns of the TEA negotiation team representing Trumbull teachers and instead taking this issue all the way to arbitration, the BOE negotiation team demonstrated a lack of faith in the people who know what is best for the schools and students. The message Trumbull teachers hear is that their experience in the classroom is invalid or at least inferior to the wishes of the BOE. The message Trumbull teachers hear is that they cannot be trusted to act as professionals and fulfill their responsibility to maintain open lines of communication with parents and students and instead need the BOE to force upon teachers a prescriptive method of communication which may not be the most effective for all parties.

Trumbull teachers do not oppose innovation and certainly do not shirk work. They do not need to be forced to adopt the latest and greatest fads which may fade around the time of mastery. In fact, teachers are constantly looking to meet the needs of their students and are always making adjustments to their curriculum delivery. Teachers are also the ones who find the solutions when problems arise, demonstrating their flexibility and creativity when the resources they should be able to rely on fail them. Teachers are the ones who bring the best new ideas to their classrooms and their peers to the benefit of entire schools. They should be looked upon as partners for a common goal: the exceptional education of Trumbull students.

It is the belief of the TEA that the community is best served when teachers, administrators, central office, and the BOE are working together for that common goal. It is our hope that when the new Board of Education is constituted, we will be able to begin again to work together as partners each with an important perspective to offer.

Sincerely,

Trumbull Education Association

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Budget Session – December 3, 2013

Dr. Cialfi

Agenda Item – IV-A

Approval/Board of Education Meeting Dates

In accordance with Section 10-218 of the Connecticut General Statutes and the By-laws of the Trumbull Board of Education, the Board shall adopt a meeting schedule for the ensuing year.

Administrative Recommendation:

Adopt the attached Board of Education Meeting Dates for calendar year 2014.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

**BOARD OF EDUCATION  
MEETING DATES**

**2014**

JANUARY 7	JANUARY 21
FEBRUARY 4	FEBRUARY 25
MARCH 11	MARCH 25
APRIL 8	(1 MEETING IN APRIL DUE TO VACATION WEEK)
MAY 6	MAY 20
JUNE 3	JUNE 17*

**SUMMER MEETINGS**

JULY 15

AUGUST 5

AUGUST 19

**FALL MEETINGS**

SEPTEMBER 2	SEPTEMBER 16
OCTOBER 7	OCTOBER 21
NOVEMBER 12 (WEDNESDAY)	

**BUDGET SESSIONS**  
(Subject to Change)

DECEMBER 2 (TUESDAY)	DECEMBER 4 (THURSDAY)
DECEMBER 9 (TUESDAY)	

\*tentative due to potential rescheduling of Trumbull High graduation

All regular meetings are held on Tuesdays unless otherwise noted.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Budget Meeting – December 3, 2013

Dr. Cialfi

Agenda Item – IV-B

Election/Board of Education Officers

In accordance with Section 10-218 of the Connecticut General Statutes and the By-laws of the Trumbull Board of Education, the Board shall elect officers from its membership for the ensuing year.

Administrative Recommendation:

Conduct election of Board officers,  
effective December 3, 2013

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Budget Session – December 3, 2013

Board of Education

Agenda Item – IV-C

Facilities/Maintenance Committee

Recent retirements in the Plant Operations Department have prompted a restructuring process. The Board of Education will discuss the process as it relates to a Facilities/Maintenance Committee and take action as necessary.

Job descriptions of the current Plant Administrator and Supervisor of Maintenance and Custodial Services; and contractual agreement for Plant Manager/Coordinator are attached.

Administrative Recommendation:

Review, discuss and take action as necessary.

## **JOB DESCRIPTION**

### **Plant Administrator**

#### **Accountability**

Accountable to the Plant Coordinator.

#### **General Job Description**

##### **Supervisor of Custodial Services**

- Prepares, presents and manages custodial services budget.
- Assists in the management of custodial/maintenance personnel.
- Coordinates and provides workplace training and compliance.
- Represents custodial department at administrative level.

##### **“Comptroller” Function**

- Prepares bids and quotes for custodial services and other plant operations purchases as assigned.
- Develops and maintains business relationships with vendors and contracted services providers.
- Assists in the preparation and presentation of plant operations budget.

##### **Compliance/Program Management**

- Develops and/or oversees the implementation of health, safety, government compliance (OSHA/EPA), and other related programs for the department and the school system as assigned.
- Manages or assists in the management of plant operation’s Board of Education Policy implementation for programs such as Building Use, Integrated Pest Management Plan, Indoor Air Quality etc.

##### **Plant Department Duties**

- Manage the daily operations of the plant department office
- Establish and maintain procedures for personnel, budget, training, department communications, and other systems.
- Manage or assist in the management of departmental personnel matters including development and presentation of job descriptions, collective bargaining issues including contract negotiations, disciplinary actions, etc. as assigned.

**Minimum Qualification, Knowledge, Skill, and Ability**

- Extensive knowledge of materials and method used in all phases of routine and restorative cleaning of school buildings.
- Working knowledge of electrical, plumbing, HVAC, and computer systems.
- Excellent written and oral communication skills.
- Ability to develop and maintain business relationships.
- Knowledge of accounting principles used in preparing and maintaining budgets.
- Some knowledge of municipal bid procedures.
- Ability to develop and implement system proposals, programs and procedures.
- Ability to use a PC in a network environment and an understanding of network communications including the use of the internet as it relates to the functions of the position.
- Ability to manage in crisis or emergency situations, if necessary.
- Knowledge of collective bargaining procedures and principles including labor contract issues and enforcement.
- Ability to work with Board members, administrators, staff, co-workers, children, and the public.
- Ability to speak in public.

**Experience and Training Required.**

Minimum Experience and Training

- Computer literacy: Microsoft Word and Excel.
- Five years experience working as a cleaner in a school or institutional setting.
- At least three years supervisory experience in custodial or building trades field.
- At least three years experience working with building systems (electrical, HVAC, plumbing, etc.) as primary custodian, building maintainer, or building manager.

TOWN OF TRUMBULL

SUPERVISOR OF MAINTENANCE AND CUSTODIAL SERVICES

BOARD OF EDUCATION

WAGE GROUP: X

GENERAL STATEMENT OF DUTIES:

1. As department head is responsible for supervision of total maintenance and housekeeping of buildings and grounds used by the Trumbull school system and for the operation of maintenance and custodial equipment and trucks.
2. Determines job priorities, equipment and material needs to improve the quality, cost, equipment and materials related to maintenance and housekeeping.
3. Prepares specifications for materials bids and quotations, and supervises bid process and awards and deliveries.
4. Estimates construction costs and inspects these jobs in progress.
5. Supervises work procedures and preventive maintenance programs.
6. Is responsible for the development and enforcement of a safety program for maintenance/custodial personnel.
7. Maintains plans and specifications for school buildings and grounds as needed.
8. Assists in the selection of a new personnel.
9. Hears and makes independent decisions of grievances at his/her level or recommends such action that may resolve the grievance, shall have authority to recommend personnel transfers, promotions, and discipline.
10. Shall act as a liaison between principals and maintenance/custodial personnel in matters related to maintenance and housekeeping including building conditions, personnel matters, work schedules (including time sheets), and safety and related areas.
11. Shall promote good relationships among staff.
12. Helps to formulate, defend and monitor budget for the department.
13. Performs related tasks as assigned.

SUPERVISION RECEIVED:

Works under the general direction of Plant Coordinator.

SUPERVISION EXERCISED:

Supervises school maintenance/custodial personnel.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Considerable knowledge of building maintenance, construction, alteration and repair.
2. Knowledge of custodial housekeeping duties, pool maintenance.
3. Clear and concise oral and written skills.
4. Ability to train personnel, ability to enforce regulations firmly but courteously.
5. Ability to work with school personnel and general public.
6. Basic knowledge of OSHA, local and state building and fire codes.

EXPERIENCE AND TRAINING:

Six (6) years of combined experience involving building construction, alteration, repair and maintenance/housekeeping of building, boiler and power operations, and custodial services, of which three (3) years must have been in a supervisory capacity or an equivalent combination of experience and training.

## AGREEMENT

THIS AGREEMENT made this 1<sup>st</sup> day of July 2006 between the TRUMBULL SCHOOL BOARD OF EDUCATION (hereinafter referred to as **BOE**) and AFB CONSTRUCTION MANAGEMENT OF TRUMBULL, INC., a Connecticut operation with an office and principal place of business in the Town of Trumbull, Connecticut (hereinafter referred to as the **Manager**.)

### WITNESSETH

WHEREAS, the **BOE** has a need for a Facility Manager of various projects. Which projects are set forth on **Exhibit A** annexed hereto and made part hereto and made part hereof; and

WHEREAS, **Manager** has been selected by the **BOE** to perform such projects.  
and

WHEREAS, **Manager** is willing to perform such projects.

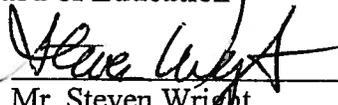
NOW, THEREFORE in consideration of above premises and the mutual promises and covenants hereinafter set forth, the parties agree as follows:

- 1) The **BOE** agrees to hire **Manager** as its Facility Manager to develop, manage and supervise on behalf of the **BOE**, the projects as set forth on **Exhibit A** annexed hereto and made part hereof.
- 2) **Manager** agrees to perform such projects. During the term of this AGREEMENT, **Manager** will work closely with the **BOE** so that such projects will be completed effectively and expeditiously.
- 3) The term of this AGREEMENT shall commence on July 1, 2006 and shall terminate on June 30, 2009 except it shall be extended annually thereafter (for a period from July 1<sup>st</sup> to June 30<sup>th</sup> of each year) unless either party gives written notice to the other party of its intention not to extend the contract by April 1<sup>st</sup> prior to each extension period.
- 4) The fee payable to the Manager by the BOE for services set forth in Exhibit A shall be **SIXTY-TWO THOUSAND AND EIGHTY NINE (\$62,089.00) DOLLARS** per annum (with a fixed 3.5% increase each year); payable on the 1<sup>st</sup> and 15<sup>th</sup> of each month in equal payments of **TWO THOUSAND FIVE HUNDRED AND EIGHTY SEVEN DOLLARS AND FOUR CENTS (\$2,587.04)** the first payment being made on July 1, 2006. This base fee includes family insurance.
- 5) This AGREEMENT may be terminated by either Party upon ninety (90) days written notice should the other Party fail to substantially perform in accordance with its obligations hereunder. Such written notice shall set forth, with specificity, the exact provision (s) of this AGREEMENT that have been violated.
- 6) **Manager** agrees to maintain an insurance policy with endorsement in favor of the **BOE** during the term of this AGREEMENT for General Liability Insurance on a comprehensive general liability from covering the occurrence of bodily injury in an amount of not less than **FIVE HUNDRED THOUSAND (\$500,000.00) DOLLARS** and Property Damage of not less than **ONE HUNDRED THOUSAND (\$100,000.00) DOLLARS**.

- 7) Any disputes, controversy or question or interpretation arising under, out of or in connection with relation to this AGREEMENT or any amendment hereof, or breach of default hereunder, shall be submitted to, and determined by arbitration in Trumbull, Connecticut before, and in accordance with application rules of the American Arbitration Association then in effect. Any award rendered therein shall be final and binding upon each and all of the Parties.
- 8) Non-Appropriation of Funds – Notwithstanding anything contained in this AGREEMENT to the contrary, in the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable by any means whatsoever in any fiscal period for payments due under this AGREEMENT, the vendor of such occurrence and this AGREEMENT shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the Board of any kind whatsoever, except as to the portions of payments herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available.
- 9) This AGREEMENT sets forth the entire understanding of the Parties. No provision hereof may be amended, waived or modified at any time except upon the written consent of both of the Parties.
- 10) Any notice given under this AGREEMENT shall be in writing. It shall be effective upon receipt by the other Party upon failure of the addressee to accept delivery if and when mailed by Registered or Certified Mail, postage prepaid, or Express Parcel Service, addressed to such Party at such address. Any Party may, by written notice to the other, change its address for receiving such notice. All notices on behalf of each Party should be sent as follows:
  - a) If to BOE: Trumbull Public Schools  
6254 Main Street  
Trumbull, CT 06611
  - b) If to Manager: AFB Construction Management of Trumbull, Inc.  
622 Clinton Avenue  
Bridgeport, CT 06605
- 11) This constitutes the entire AGREEMENT between the Parties, supercedes and rescinds all prior agreements relating to the subject matter hereof unless otherwise indicated herein.
- 12) This AGREEMENT shall be governed and construed in accordance with the laws of the State of Connecticut.

**Trumbull Board of Education**

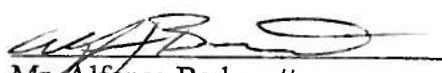
By:

  
Mr. Steven Wright  
Chairperson BOE

5/1/06  
Date

**AFB Construction Management of Trumbull, Inc.**

By:

  
Mr. Alfonso Barbarotta  
President

4/27/06  
Date

**EXHIBIT A**

- 1) AHERA Coordinator
- 2) Grant Form Supervision (State Board of Education)
- 3) Project Development Coordination
- 4) Plant/Technology Integration
- 5) OSHA Coordination
- 6) EPA Coordination
- 7) Assist review and monitoring of Plant budget
- 8) Coordinate and represent BOE Capitol Budget
- 9) Assist in development of both short and long term physical plant needs.
- 10) Oversee Capital Construction Projects
- 11) Coordinate Emergency Plant Responses
- 12) Assist in identification of Energy Management Initiatives
- 13) IAQ Coordination
- 14) Oversee Preventative Maintenance Program

**FEE STRUCTURE**

<b>Date</b>	<b>Compensation</b>
7/1/06	\$62,089
7/1/07	\$63,952
7/1/08	\$65,871