
TRUMBULL PUBLIC SCHOOLS

TRUMBULL, CONNECTICUT

Regular Meeting – Tuesday, March 22, 2022, 7:00 p.m. / ***6:30**
Long Hill Administration Building

AGENDA

<https://us06web.zoom.us/j/87630191403?pwd=L2FLY3ZUOFhwVVYzMVICNk9PRFZzQT09>

Webinar ID: 876 3019 1403

Password: 652505

Join by telephone: (301) 715-8592 or (833) 548-0282 (Toll Free) / Webinar ID: 876 3019 1403

I. CALL TO ORDER

***TASS Contract (Executive Session)**

II. PRELIMINARY BUSINESS

- A. Pledge of Allegiance
- B. Correspondence – Ms. Julia McNamee
Correspondence may be sent to BoardofEd@trumbullps.org
- C. Trumbull Administrative Support Services (TASS) Contract Approval – Atty. Floyd Dugas
- D. Public Comment – The Trumbull Public Schools Board of Education will be allowing public comment at the upcoming Board Meeting. If you are interested in speaking during the Public Comment portion of the meeting, please use [this form to signup](#). We will limit participants to the first **15** individuals that submit the form. Public comment will be limited to 2 minutes.
- E. Superintendent Report
- F. Board Chairman Report
- G. Teacher BOE Representative Report

III. REPORTS/ACTION ITEMS

- A. Approval/DECA Field Trip to Atlanta in April 2022 – Ms. Christina Rusate
- B. Approval/Minutes of BOE Regular Meeting, March 8, 2022
- C. Personnel – Dr. Semmel
- D. Policy Committee Report – Mr. Gallo
Policies, First Reading – Dr. Iwanicki
 - Policy 4118.112 Sexual Discrimination and Sexual Harassment in the Workplace
 - Policy 5145.5 Sexual Harassment of Students

IV. RECEIVE AND FILE

- A. Pending Litigation
- B. Negotiations

V. OTHER

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 22, 2022

Mr. Floyd Dugas, Esq.

Agenda Item – II-C

Bargaining Unit/Contract Approval

Attorney Dugas will review the Trumbull
Administrative Support Staff (TASS) bargaining
unit contract.

Recommendation:

Approve the Trumbull Administrative
Support Staff contract.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting–March 22, 2022

Ms. Christina Rusate (4/23-4/27 field trip)

Agenda Item – III-A

Approval of Trumbull High School DECA to attend the
ICDC (DECA International Conference in Atlanta, GA).

The ICDC trip is the experience of a lifetime. The Trumbull High School's DECA group recently qualified to attend the 2022 International Career Development Conference. The students attending will be networking with their peers from around the world, testing their business knowledge in competitive events and role plays, and attending leadership development workshops. It is scheduled for April 23rd through Apr 27th, 2022.

Funding for this trip will be paid for by each student (approximately \$500), club funds and fundraisers.

Accordingly, please review the attached field trip request submitted by Trumbull High School teacher Christina Rusate along with the corresponding trip itinerary.

Recommendation:

Approve the overnight trip to the DECA International Conference in Atlanta, GA as presented.

**TRUMBULL HIGH SCHOOL
PRINCIPAL'S OFFICE**

Date: March 14, 2022

To: Dr. Susan Iwanicki

From: Marc Guarino

Re: Field Trip Waiver

Dr. Iwanicki,

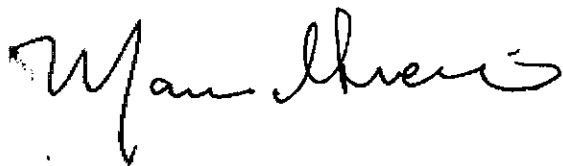
I am requesting that the 90-day field trip request timeline be waived for the following field trip:

Christina Rusate/DECA field trip – April 23-April 27, 2022

Trumbull High School's DECA group recently qualified to attend the 2022 International Career Development Conference, to be held in Atlanta, GA from April 23, 2022 through April 27, 2022.

Approximately 25 THS DECA members competed virtually at the state-wide Career Development Conference this year. The competition is divided into two portions. In February, students sat for a content area exam. On March 1, students competed individually and in teams in a variety of business and marketing events, including Principles of Business Administration Events, Team Decision Making Events, Individual Series Events, as well as Written Events. Students submitted videos of role plays trying to earn a top spot in the state. We received the results, and this year, four students have earned top 3 recognition, and therefore, a chance to compete at the International Career Development Conference. Additionally, this year, the ambitious DECA members have earned THRIVE level recognition for their work on the Membership & Chapter Campaigns.

Please see the enclosed paperwork.



Todd

IICA - Field Trips
APPENDIX A

TRUMBULL PUBLIC SCHOOLS
FIELD TRIP REQUEST

1. FORWARD ONE COPY OF THE PRINCIPAL'S APPROVED REQUEST TO THE OFFICE OF THE ASSISTANT SUPERINTENDENT AT LEAST THREE (3) WEEKS PRIOR TO DATE OF TRIP FOR DAY TRIPS, AT LEAST NINETY (90) DAYS PRIOR FOR OVERNIGHT TRIPS AND TRIPS TO CANADA, AND AT LEAST SIX (6) MONTHS PRIOR FOR TRIPS TO FOREIGN COUNTRIES.
2. IF SCHOOL OR COACH BUSES ARE INVOLVED THE APPROVED REQUEST WILL BE FORWARDED TO THE TRANSPORTATION DEPARTMENT.
3. CONFIRMATION WILL BE FORWARDED FOLLOWING APPROVAL.

Date Submitted March 14, 2022 Submitted By C. Rusate/ Trip Date April 23-27, 2022
School Trumbull High School Group DECA
Destination ICDC (DEA International Conference) in Atlanta, GA

Time: Leave School Sat April 23 approx 5:00 pm Leave Destination Wed April 27 approx 7:30 am
Arrive Destination Arrive at EWR approx 7:00 pm Arrive At School Wed April 27 approx 11:30 am

Itinerary Will forward separately.. (see attached)

How will this activity enhance student learning and integrate curricular goals?

The ICDC Conference is the experience of a lifetime for students. Students are able to network with their peers from all around the world, as well as test their business knowledge in competitive events and role plays. Additionally, students attend leadership development workshops.

Number of Students 5 students total
Grade Level 9-12 Number of Adults 1
Teacher(s) C. Rusate

Aarav Parekh Isabel O'Brien
Sri Palla Leela Kacinsky
Shiva Subramanian

Substitute Required? Yes ☒ No ☐

Nurse Notified 3/14 Date SS

To be paid by Perkins Funding

200.9470.51110 proj 21-22 Initials HW

Transportation: School Buses ☒ Coaches ☐ Parents Driving ☐ Airplane ☒

School bus or district transportation from school to EWR airport and back.

To be arranged by: Transportation Office ☒ School Office ☐ Advisor ☒

Transportation office to schedule transportation to/from airport. Advisor will schedule flights and all other incidental transportation.

Any Special Considerations _____

<u>Costs:</u>	<u>Amount</u>	<u>To Be Paid By</u>
Transportation Flight	\$200 pp TBD	Club funds, family of student, fundraisers
Registration	\$125/student	
Hotel:	\$300	
Other expenses:	\$200	

*Approx student cost will be \$500 each with the rest of the money paid for by club funds and fundraisers.

Other _____

Principal's Approval <u>Man [Signature]</u>	Date <u>3/14/22</u>
Ant Superintendent <u>Susan C. Swartz</u>	Date <u>3-15-22</u>

This section to be completed by Transportation Department. Confirmation will be forwarded.

The trip schedule will be as follows:

Leave School _____ Arrive Destination _____ Leave Destination _____ Arrive School _____
Number of Vehicles _____ Cost per Vehicle _____ Total Cost _____

Supervisor of Transportation

Date

Revised 3/15/07

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

FRIDAY, APRIL 22

12:00 PM – 6:00 PM	REGISTRATION <i>For Chartered Association Advisors. Chapter advisors register with their chartered association advisor at their assigned hotel.</i>	B401-B402
12:00 PM – 9:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
12:00 PM – 9:00 PM	SHOP DECA + BLAZER SHOP	B401-B402
6:30 PM	CHARTERED ASSOCIATION ADVISOR DINNER <i>(by invitation only)</i>	B404

SATURDAY, APRIL 23

7:00 AM – 8:30 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
7:00 AM – 8:30 PM	SHOP DECA + BLAZER SHOP	B401-B402
8:00 AM – 5:00 PM	DECA DAY AT SIX FLAGS OVER GEORGIA <i>(Advance ticket purchase required)</i>	
9:00 AM	OFFICER CANDIDATE ORIENTATION + INTERVIEWS	B319
9:30 AM	EVENT DIRECTORS' + ASSISTANT EVENT DIRECTORS' BRIEFING	GWCC
1:00 PM – 5:00 PM	EXHIBIT BOOTH SET-UP	Hall B3
5:00 PM	PARADE OF CHARTERED ASSOCIATIONS REHEARSAL	Mercedes-Benz Stadium
6:00 PM	NATIONAL ADVISORY BOARD + EXECUTIVE MENTOR RECEPTION <i>(by invitation only)</i>	Mercedes-Benz Stadium
8:30 PM	GRAND OPENING SESSION	Mercedes-Benz Stadium
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

SUNDAY, APRIL 24

7:00 AM – 5:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
7:00 AM – 5:00 PM	SHOP DECA + BLAZER SHOP	B401-B402
7:30 AM	JUDGES' ORIENTATION	Hall B2
7:30 AM	VIRTUAL BUSINESS CHALLENGE BRIEFING <i>(required)</i>	GWCC
8:00 AM – 11:30 AM	SCHOOL-BASED ENTERPRISE ACADEMY FOOD OPERATIONS <i>Sponsored by Otis Spunkmeyer and Intuit</i>	B302-B304
8:00 AM – 4:00 PM	CAREER EXHIBITS + SHOP DECA <i>(Advisors only from 8:00 AM - 9:00 AM)</i>	Hall B3
8:00 AM – 5:00 PM	COMPETITIVE EVENT TESTING <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events</i>	GWCC
8:00 AM – 5:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Business Operations Research Events, Project Management Events, Entrepreneurship Written Events, Stock Market Game, Virtual Business Challenge</i>	GWCC
8:30 AM – 4:00 PM	EMERGING LEADER SERIES	GWCC + Omni Hotel
9:00 AM – 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	B308-B309
9:30 AM – 1:00 PM	EXECUTIVE MENTOR PROGRAM	GWCC
12:00 PM	MDA LUNCHEON <i>Sponsored by Muscular Dystrophy Association (by invitation only)</i>	B404
12:30 PM – 4:00 PM	SCHOOL-BASED ENTERPRISE ACADEMY RETAIL OPERATIONS <i>Sponsored by Otis Spunkmeyer and Intuit</i>	B302-B304
4:00 PM	VOTING DELEGATES' BRIEFING + CANDIDATE CAMPAIGN SESSION	GWCC
	DECA NIGHT AT THE GEORGIA AQUARIUM + THE WORLD OF COCA-COLA <i>(Advance ticket purchase required)</i>	Georgia Aquarium + World of Coca-Cola
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

MONDAY, APRIL 25

7:00 AM – 5:00 PM	SHOP DECA	B401-B402
7:00 AM – 7:00 PM	HEADQUARTERS + ATTRACTION TICKET BOOTH	B401-B402
7:30 AM	JUDGES' ORIENTATION	Hall B2 + Hall B4
8:00 AM – 4:00 PM	CAREER EXHIBITS + SHOP DECA	Hall B3
8:00 AM – 7:00 PM	COMPETITIVE EVENT PRELIMINARY COMPETITION <i>Principles of Business Administration Events, Personal Financial Literacy, Team Decision Making Events, Individual Series Events, Integrated Marketing Campaign Events, Professional Selling and Consulting Events, School-based Enterprise, Virtual Business Challenge</i>	Hall B1-B2 + Hall B3
8:30 AM – 10:30 AM	JOHNSON & WALES SCHOLARSHIP AWARD BREAKFAST <i>Sponsored by Johnson & Wales University (by invitation only)</i>	B404
8:30 AM – 3:30 PM	EMERGING LEADER SERIES	GWCC + Omni Hotel
9:00 AM – 3:00 PM	ADVISOR PROFESSIONAL LEARNING SERIES	B308-B309
NOON – 1:30 PM	CHARTERED ASSOCIATION OFFICER/ADVISOR LUNCHEON <i>(by invitation only)</i>	B312-B314
2:00 PM – 3:30 PM	LEADERSHIP RECOGNITION <i>(by invitation only)</i>	B310
2:30 PM – 4:30 PM	MEET THE CANDIDATES SESSION <i>(open to all)</i>	B302-B304
3:30 PM – 4:30 PM	COMPETITIVE EVENTS UPDATE WORKSHOP <i>(Advisors Only)</i>	B308-B309
	DECA EXCLUSIVE CONCERT <i>Advance ticket purchase required</i>	Mercedes-Benz Stadium
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

TUESDAY, APRIL 26

7:30 AM – 10:30 AM	JUDGES' ORIENTATION	Hall B2
7:30 AM – 6:00 PM	HEADQUARTERS	B401-B402
8:00 AM	ACHIEVEMENT AWARDS SESSION	Mercedes-Benz Stadium
8:30 AM – 6:00 PM	SHOP DECA + FINALIST T-SHIRT + RECOGNITION ITEMS	B401-B402
8:30 AM – 6:00 PM	COMPETITIVE EVENT FINAL COMPETITION	Hall B2
NOON	BUSINESS + ELECTION SESSION	Omni Hotel
7:00 PM – 8:00 PM	SCHOLARSHIP + NATIONAL ADVISORY BOARD RECEPTION <i>Sponsored by National Advisory Board Partners (by invitation only)</i>	Mercedes-Benz Stadium
8:30 PM	GRAND AWARDS SESSION	Mercedes-Benz Stadium
12:30 AM	CURFEW <i>Chapters and chartered associations may set earlier curfew times.</i>	Assigned Hotel

WEDNESDAY, APRIL 27

9:00 AM – 1:00 PM	NEW EXECUTIVE OFFICER ORIENTATION	Omni Hotel
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Check deca.org/ICDC for updates. Events will be held in the **GEORGIA WORLD CONGRESS CENTER, BUILDING B** unless otherwise noted.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 22, 2022

Dr. Semmel

Agenda Item – III-B

Approval/Minutes

- Regular Meeting, March 8, 2022

Recommendation:

Approve the minutes of the above noted meeting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – March 8, 2022

The Trumbull Board of Education met for a Regular Meeting at the Long Hill Administration Building.

Members present:

L. Timpanelli – Chairman
J. Norcel – Vice Chair
J. McNamee - Secretary
C. Bandecchi
T. Gallo
L. Nuland
M. Petitti-online
A. Squicciarro-online

Agenda Item I—Call to Order

The meeting was called to order at 7:00 p.m.

Agenda Item II—Preliminary Business

- A. Salute to the Flag - The Public Session began with a salute to the Flag.
- B. Correspondence – Ms. McNamee read the following correspondence: Mike Pastore and Rob Hamilton wrote regarding the Assistant Principal position and the impact on K students; Police Chief Michael Lombardo wrote about the Security Resource officers at our schools and stated the department will continue to provide services to keep schools safe; Liz Buonocore has questions regarding learning loss and K class size; Gloria Manna wrote about a THS pledge; Laura Citerella and Sandra Platt have Hillcrest pool concerns; Liz Parenzan thanked the Board for the new mask guidelines and Monica Terry thanked the Board for their hard work each and every day.
- C. Introduction of Interim Assistant Principal of Frenchtown & Middlebrook-Dr. Semmel introduced the Frenchtown and Middlebrook Interim Assistant Principal: Michele Molloy who spoke words of thanks for the opportunity to serve Trumbull Public Schools and is looking forward to the new position.
- D. Public Comment-The following people spoke: Daniel Durden spoke about being an advocate for the school system; Frank Squicciarro spoke about the return to normalcy and the importance of parent involvement in our schools; Liz Parenzan spoke about TPAUD and James Durden spoke about open houses.
- E. Superintendent Report- Dr. Semmel
- All are welcome to attend the opening of the Elite bookshop, *The Next Chapter* on March 23, 2022 at 2 Daniels Farm Road in Trumbull Center.
 - On March 7, 2022, Trumbull's First Selectman published the Town budget which included a 3% increase to the BOE budget. Ms. Tesoro's budget of \$115,665,558 reduces the BOE approved budget by \$1,631,840. The 3% increase for the BOE in Ms. Tesoro's budget provides a challenge and will require difficult decisions to be made in the coming months. My team and I will present the BOE budget to the BOF on March 10 in the Town Council chambers. I hope you will take the time to attend the meeting. If you have questions or comments for the BOF, you can email them to BOF@trumbull-ct.gov. If you have questions or comments for me, you can reach me at msemmel@trumbullps.org.
- F. Board Chairman Report – The School Resource Officers are an integral part of our educational system and serve an important and much needed role in our schools. The BOE and I will continue to advocate for their return to Hillcrest and Madison, as they have been reassigned due to staffing shortages.

Mrs. Timpanelli also reported on attending the Aquatic Committee Meeting and thanked them for listening to concerns regarding the Hillcrest pool.

- G. Student Board Representatives Report-Edrina Laude reported on events taking place at our schools: at Frenchtown and Tashua- Read Across America week; Middlebrook- Rotary Club celebrated World Down Syndrome Day; Carmen Rubin author visit; Hillcrest- Sandy Hook Promise- Say Something campaign; Science Bowl, food drive to support the Bridgeport Rescue Mission; THS- the Red Cross Club is sponsoring a blood drive, link crew and the class of 2025 invite all THS freshmen to attend the Freshman Social on Friday, April 1 from 7-10 p.m. at THS.

Agenda Item III—Reports/Action Items

A. Overnight Field Trips

The following overnight trips were presented for full Board approval:

- *All-State Music Festival*- Mr. Murphy and Mr. Wasko
- *We the People: The Citizen and Constitution National Finals*- Ms. Boland

It was moved (Gallo) and seconded (Norcel) to approve the field trip to the All-State Music Festival in Hartford, Connecticut. Vote: Unanimous in favor.

It was moved (Gallo) and seconded (Bandecchi) to approve the field trip to the We the People finals in Washington, D.C. Vote: Unanimous in favor.

B. Approval/Minutes of BOE Regular Meeting, February 22, 2022

It was moved (Norcel) and seconded (Bandecchi) to approve the minutes of the Board of Education Regular Meeting of February 22, 2022 as presented. Vote: Unanimous in favor.

C. Personnel

Dr. Semmel presented certified appointments:

Borges, Alda; Board Certified Behavior Analyst (unaffiliated - \$67/hour) at Frenchtown and Middlebrook School, effective February 24, 2022.

Molloy, Michele***; (\$136,167) Interim Assistant Elementary Principal (Frenchtown and Middlebrook) effective March 21, 2022.

Received and filed.

Dr. Semmel presented the following certified resignations:

Blair, Kathleen; speech language pathologist (.8) at Jane Ryan Elementary School since August 1993, retiring effective June 30, 2022.

Galow, Lorraine; Grade 5 teacher at Booth Hill Elementary School since August 2016 (currently on a personal leave of absence), resigning effective March 3, 2022.

Hartman, Tammy; Director of Pupil Personnel and Special Services since October 2020, resigning effective May 20, 2022.

Kloster, Mindy; reading teacher (.6) at Hillcrest Middle School since November 2013 (currently on a personal leave of absence), resigning effective March 7, 2022.

Zuk, Gina; math teacher at Madison Middle School since August 2003 (currently on a personal leave of absence), resigning effective February 28, 2022.

It was moved (Norcel) and seconded (Bandecchi) to approve the above resignations. Vote: Unanimous in favor.

Resignations- Non-Certified

Lasprogato, Debra; Secretary at the Long Hill Administration Building since November 2011, retiring effective May 4, 2022.

It was moved (Norcel) and seconded (Bandecchi)) to approve the non-certified resignation. Vote: Unanimous in favor.

- D. TPAUD, Trumbull's Prevention Partnership Student Survey Results- TPAUD's mission is to engage youth, parents and community partners to prevent alcohol and drug use, foster social/emotional health and create a safe and healthy Trumbull. TPAUD works toward these goals through education, outreach and enforcement. At tonight's meeting, TPAUD Project Director Melissa McGarry presented the results of the 2021 student surveys.
- E. Human Resources Update-Hiring Process
Human Resources Director Regina Williams presented the updates for the upcoming hiring season that included known vacancies; electronic hiring process, recruitment and training for hiring managers.
- F. Donations to the Chelsea Cunha Scholarship Fund
In accordance with BOE Policy 3210, donations of \$31,500 received from multiple sources will be presented to Trumbull Public Schools for the Chelsea Cunha Scholarship Fund.

It was moved (Bandecchi) and seconded (Nuland) to accept the donation of \$31,500 to the Chelsea Cunha Scholarship Fund as presented. Vote: Unanimous in favor.

- G. Mid-Year Student Performance Update
Dr. Iwanicki and Digital Learning Director Christina Hefele gave a presentation on how Trumbull students have progressed from the beginning of the year to the mid-year. The I-Ready assessment gauges reading and math acuity in grades K- 8. Phonological awareness, or the awareness of and ability to work with sounds in spoken language, sets the stage for decoding, blending, and, ultimately, word reading. Phonological awareness begins developing before the beginning of formal schooling and continues through third grade and beyond. Dr. Iwanicki shared the improvement data on the phonological awareness of our students. Ms. Hefele shared the statistics for the winter attendance and behavior data at all Trumbull schools.
- H. Finance Committee Report
The Finance Committee of the Board of Education met on February 24, 2022. Mr. Hendrickson presented the financial reports as of January 31, 2022.

It was moved (Bandecchi) and seconded (Norcel) to approve the financial reports as of January 31, 2022 as presented. Vote: Unanimous in favor.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 9:25 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

REVISED

Report to the Board of Education
Regular Meeting, March 22, 2022

Dr. Semmel

Agenda Item III-C

Personnel

Appointments – Certified

Carino, Lisa; 6/21 (\$114,478) TESOL* teacher/department chairperson, district-wide effective March 21, 2022.

Recommendation:

Receive and file.

Resignations – Certified

Markelon, Lisa; reading/grade 1 teacher at Middlebrook Elementary School since August 1999 (currently on a personal leave of absence), resigning effective June 30, 2022.

Williams, Clay; English teacher at Trumbull High School since August 2019, resigning effective June 30, 2022.

Recommendation:

Accept.

*Designated teacher shortage area

**THS Graduate

***Trumbull Resident

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education

Regular Meeting – March 22, 2022

Dr. Iwanicki

Agenda Item –III-D

First Reading: Policy Revisions for Review

Dr. Iwanicki will update the Board on the following policies by the Policy Committee:

- Policy 4118.112 Sexual Discrimination and Sexual Harassment in the Workplace
- Policy 5145.5 Sexual Harassment of Students

Recommendation:

Review of the Revised Policies

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **4000**
CATEGORY: **Personnel – Certified and Non-Certified**
POLICY CODE: **4118.112/Sex Discrimination and Sexual Harassment in the Workplace**

SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE

Policy Statement

The Trumbull Board of Education is committed to safeguarding the right of all employees within the District to a work environment free from all forms of sexual **discrimination and/or** harassment. Therefore, the Board condemns and prohibits all unwelcome behavior of a sexual nature which is designed to extort sexual favors from an employee as a term or condition of employment, or which has the purpose or effect of creating an intimidating, hostile, or offensive working environment **substantially-unreasonably** interfering with the employee's work performance or adversely affecting the employee's employment opportunities. The Board also strongly opposes any retaliatory behavior against complainants or witnesses. ~~to allegations of sexual harassment.~~

Any employee who believes that he/she/**they** has been subjected to sex discrimination or sexual harassment should report the alleged misconduct immediately so that appropriate corrective action may be taken at once. In the absence of a ~~victim's~~ complaint, the Board, upon learning of, or having reason to suspect, the occurrence of any sexual misconduct, must ensure that an investigation is promptly commenced by the appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures related to reporting, investigating, and remedying allegations of sex discrimination and/or sexual harassment.

A copy of this Policy and its accompanying Regulations is to be distributed to all employees at the start of the school year.

Adopted: 1/20/1981
Revised: 10/20/1992, 9/7/1993,
10/4/2000, 3/27/2018, 1/14/2020, **4/5/2022**

References

- Title IX of the Education Amendments of 1972
- Connecticut General Statutes §§ 17a-101, 46a-54, 46a-60

4118.112/Sex Discrimination and Sexual Harassment in the Workplace

- Connecticut Public Act 19-16, “An Act Combatting Sexual Assault and Sexual Harassment”
- [Title IX Final Rule, May 6, 2020](#)
- Trumbull Board of Education Policy Code 0521: Non-Discrimination
- Trumbull Board of Education Policy Code 5145.5: Sexual Harassment of Students
4118.112/Sex Discrimination and Sexual Harassment in the Workplace

Regulations

I. Definitions

- A. “Sex discrimination” is defined as when an employer refuses to hire, disciplines, or discharges any individual, or otherwise discriminates against an individual with respect to his/her/[their](#) compensation, terms, conditions, or privileges of employment on the basis of the individual’s sex. “Sex discrimination” is also defined as when a person, because of his/her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.
- B. “Sexual harassment,” a form of sex discrimination, means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of [substantially](#) interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.
- C. “Employee” means any individual hired by the Board of Education.
- D. “Immediate supervisor” shall mean the person to whom the employee is directly responsible.

II. Policy Awareness

- A. Each school shall post in a prominent and accessible location information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment.
- B. Each employee shall be provided, no later than three months after the employee’s start date with the District, a copy of the information concerning the illegality of sexual harassment, and remedies available to victims of sexual harassment, by electronic mail with a subject line that includes the words “Sexual Harassment Policy” or similar, if the District has provided an e-mail account to the employee, or if the employee has provided the District with an e-mail address.
- C. The Board will also post such information on the District’s website.

4118.112/Sex Discrimination and Sexual Harassment in the Workplace

- D. A copy of this Policy and its accompanying Regulations is to be distributed to all employees at the start of the school year.
- E. Consistent with requirements of the State of Connecticut, staff training in the prevention of sex discrimination and sexual harassment in the workplace shall be conducted annually as part of the District's continuing staff development program. Training and education shall also take place no later than six months after the date of a new employee's hire.

III. Complaint Procedures

- A. ~~The Assistant Superintendent~~ The Director of Human Resources or the Superintendent's designee will serve as the District's Title IX Coordinator.
- B. If an employee believes that he/she/they is being or has been subjected to sex discrimination or sexually harassed, the employee is to report the incident to the Title IX Coordinator and his/her/their immediate supervisor. Should the Title IX Coordinator, or the immediate supervisor, be the subject of the complaint, the report shall be made to the Superintendent, who shall investigate or appoint a designee to do so. Incidents of sex discrimination or sexual harassment may be reported informally or through the filing of a formal complaint.
- C. All reports of sexual harassment shall be held in confidence subject to all applicable state and federal laws.
- D. Consistent with federal and state law, the following procedures shall be employed in handling any report, investigation, and remedial action concerning allegations of sexual harassment.

1. Informal Complaints

- i. An employee who believes that he/she/they is being or has been subjected to sex discrimination or sexually harassed may request that an informal meeting be held between himself/herself/themselves and his/her/their immediate supervisor. The purpose of such a meeting will be to discuss the allegations and remedial steps available. The supervisor will then promptly discuss the complaint with the alleged perpetrator.
- ii. Should the perpetrator admit the allegations, the supervisor is to obtain a written assurance that the unwelcome behavior will stop. Depending on the severity of the charges, the supervisor may recommend that further disciplinary action be taken. Thereafter, the supervisor is to prepare a written report of the incident and inform the complainant of the resolution. The complainant is to indicate on the supervisor's report whether he/she/they is satisfied with the resolution. If the complainant is satisfied with the resolution, the incident will be deemed closed. However, the complaint may be reopened

4118.112/Sex Discrimination and Sexual Harassment in the Workplace

for investigation if a recurrence of sex discrimination or sexual harassment is reported. The supervisor is to inform the complainant to report any recurrence of the harassment or any retaliatory action that might occur.

- iii. If, during the supervisor's informal attempt to resolve the complaint, the perpetrator admits the allegations but refuses to give assurance that he/she/they will refrain from the unwelcome behavior in the future, the supervisor is to file a report with the Title IX Coordinator. The report is to indicate the nature of the complaint, a description of what occurred when the supervisor informed the perpetrator of the allegations against him/her, the perpetrator's response to the allegations, and a recommendation that stronger corrective actions be taken. This report should be accompanied by a formal complaint.
- iv. Should the alleged perpetrator deny the allegations, the supervisor is to inform the complainant of the denial and state that a formal written complaint will be required for further formal investigation. The supervisor will file a report with the Title IX Coordinator on what has transpired to date. If the complainant submits a formal complaint, a copy of it should accompany the supervisor's report with a recommendation for further action.

2. Formal Complaints

- i. A formal complaint may be submitted either to initially report any incidence of sex discrimination or sexual harassment, or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint.
- ii. The formal written complaint should state the:
 - (a) Name of the complainant;
 - (b) Date of the complaint;
 - (c) Date of the alleged discrimination/harassment;
 - (d) Name or names of the alleged perpetrator(s);
 - (e) Location where such alleged discrimination/harassment occurred;
 - (f) Details of the circumstances constituting the alleged discrimination/harassment, including witnesses, if any; and,
 - (g) If the incident has been reported before, details of the prior report, prior resolution, and complainant's dissatisfaction.
- iii. Any employee who believes that he/she/they has been discriminated against or sexually harassed in the workplace in violation of this policy may also file a complaint with the Southwest Region Office of the Connecticut Commission on Human Rights and Opportunities, 350 Fairfield Avenue, 6th Floor, Bridgeport, CT, 06604, 203-579-6246, and/or the Equal Employment Opportunity Commission, Boston Area Office, 475 Government Center, Boston, MA, 02203, 617-565-3200. Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and

4118.112/Sex Discrimination and Sexual Harassment in the Workplace

sexual harassment may include cease and desist orders, back pay, compensatory damages, hiring, promotion, and/or reinstatement.

3. Complaint Investigations, Remedial Actions, Appeals, and Post-Remedial Actions

- i. Complaints will be investigated promptly. Corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, and reprisals or retaliation that occur as a result of the good-faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.
- ii. If the investigation reveals that sex discrimination or sexual harassment has occurred, appropriate sanctions will be imposed in a manner consistent with any applicable law. Depending on the gravity of the misconduct, these may range from a reprimand up to and including dismissal from employment.
- iii. Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed by law.
- iv. If an investigation reveals that no sex discrimination or sexual harassment has occurred, or if the complainant is not satisfied with the remedial action taken after a finding of sex discrimination or sexual harassment, the complainant may appeal in writing to the Superintendent or the Board of Education. The appeal must include a copy of the original complaint, all relevant reports, the specific action being appealed, and an explanation of why the complainant is appealing.
- v. Following a finding of sex discrimination or sexual harassment, victims will be periodically interviewed by the appropriate supervisory personnel to ensure that the discrimination/harassment has not resumed and that no retaliatory action has occurred. These follow-up interviews will continue for an appropriate period of time. A report will be made of any victim's response.

4. Complaint Records

A complainant should receive a copy of any resolution report filed by the supervisor concerning his/her/**their** complaint. Copies should also be filed with the employment records of both the complainant and the alleged perpetrator.

5. Investigation in the Absence of a Complaint

In the absence of a victim's complaint, the Board, upon learning of, or having reasons to suspect, the occurrence of any sex discrimination or sexual harassment, must ensure that an investigation is commenced by the appropriate individuals to the extent required by, and in accordance with, federal and state law.

4118.112/Sex Discrimination and Sexual Harassment in the Workplace

6. Role of the District's Title IX Coordinator The District's Title IX Coordinator shall immediately institute an inquiry into allegations which shall include, but not be limited to:
- i. Advising the Superintendent of Schools that a complaint of alleged sex discrimination or sexual harassment has been filed.
 - ii. Interviewing the complaining adult or student in a confidential setting. In the case of a student, the parent/guardians shall be notified (unless the parent/guardian is the subject of the allegations) and invited to be present for the interview.
 - iii. Conducting interviews with all parties named as perpetrators of and witnesses to the alleged sex discrimination or sexual harassment.
 - iv. Filing a report of findings with the Superintendent of Schools. If the findings result in reasonable cause to suspect or believe that any child under the age of eighteen has been abused, the District's Title IX Coordinator shall also file a report with the State of Connecticut Commissioner of Children and Youth Services. Nothing contained herein shall abrogate the reporting requirements of school personnel pursuant to Connecticut General Statutes §17a-101 in cases of suspected child abuse.

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **5000**
CATEGORY: **Students**
POLICY CODE: **5145.5/Sexual Harassment of
Students**

SEXUAL HARASSMENT OF STUDENTS

Policy Statement

Sexual harassment will not be tolerated among students of the Trumbull Public Schools, and any form of sexual harassment is forbidden, whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the schools. Students shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public.

Sexual harassment is any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to:

1. insulting or degrading sexual remarks or conduct;
2. threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding that student;
3. conduct of a sexual nature which **substantially** interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

The Board of Education encourages victims of sexual harassment to report such claims promptly to the appropriate building principal, **the District Title IX Coordinator**, or to the Superintendent of Schools or his/her designee, ~~the Assistant Superintendent of Schools~~. Complaints shall be investigated promptly, in accordance with the Regulations of this policy, and corrective action taken when allegations are verified. Confidentiality shall be maintained **to the extent possible** and no reprisals or retaliation shall occur as a result of good-faith charges of sexual harassment.

The District shall provide, for administrators and other staff, professional development related to sexual harassment, and annually shall distribute this policy to all staff and students. The District shall maintain records of the professional development provided, including the dates, the content, and the names of those attending.

Adopted: 6/15/1993
Revised: 9/7/1993, 1/13/1998,
5/23/2017, 6/12/2018, **4/5/2022**

References

- Titles VI and VII of the Civil Rights Act of 1964
- **Title IX Final Rule, May 6, 2020**
- Title IX of the Education Amendments of 1972
- United States Department of Education Office of Civil Rights
- Connecticut General Statutes § 46a-60

5145.5/Sexual Harassment of Students

- Trumbull Board of Education Policy Code 0521: Non-Discrimination
- Trumbull Board of Education Policy Code 4118.112: Sexual Harassment
- Trumbull Board of Education Policy 5131: Student Standard of Conduct
- Trumbull Board of Education Policy Code 6121: Non-Discrimination in Instruction/
Classroom
- Trumbull Board of Education Policy Code 6161.1: Selection of Instructional Material

Regulations

1. If a student believes that he/she/**they** is being or has been sexually harassed, the student is encouraged to immediately inform the harasser that his/her/**their** behavior is unwelcome, offensive, in poor taste, unprofessional, and/or highly inappropriate.
2. As soon as a student believes that he/she/**they** has been subjected to sexual harassment, he/she/**they** should make a written complaint to the building principal **and/or the building principal's designee**. If the building principal is the subject of the complaint, the student should make the complaint to the **District Title IX Coordinator, or Superintendent of Schools or his/her designee, ~~the Assistant Superintendent of Schools~~**.
3. The complaint should state the:
 - (a) Name of the complainant;
 - (b) Date of the complaint;
 - (c) Date of the alleged harassment;
 - (d) Name or names of the alleged harasser or harassers;
 - (e) Location where such alleged harassment occurred; and
 - (f) Details of the circumstances constituting the alleged harassment, including witnesses, if any.
4. Any student who makes an oral complaint of harassment to any of the above-mentioned personnel will be provided a copy of this regulation and will be instructed to make a formal written complaint pursuant to the above procedure. **In appropriate circumstances, due to the age of the student making the complaint, a parent or guardian of the Title IX Coordinator may be permitted to fill out the form, on the student's behalf.**
5. **If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.**
6. **All complaints are to be forwarded immediately to the Principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Title IX Coordinator. In addition, a copy of any complaint filed shall also be forwarded to Superintendent or his/her designee.**
7. If possible, within five (5) working days of receipt of the complaint, **the Title IX Coordinator or Principal (~~"the investigator"~~) or Designee, (hereinafter referred to as the Investigator or Title IX Investigator,)** shall **initiate the District's Title IX Grievance/Investigation Process** to commence an effective, thorough, objective and complete investigation of the complaint. The Investigator shall consult with all individuals reasonably believed to have relevant information, including the student and the alleged harasser(s), any witnesses to the conduct, and victims of similar conduct that the Investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discretely, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser(s) will be upheld.

5145.5/Sexual Harassment of Students

8. Any student who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the student insists that his/her/their personally identifiable information not be shared with the alleged perpetrator, the student will be informed that the District's ability to investigate and/or take corrective action may be limited.
9. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall provide the formal complaint to a trained Title IX Investigator to commence an investigation of the complaint. The Title IX Investigator and decision-maker shall:
 - a) offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
 - b) provide the complainant with a copy of the Board's sexual harassment policy and accompanying regulations;
 - c) consider whether any interim measures may be appropriate to protect the alleged victim, pending the outcome of the investigation;
 - d) investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
 - e) consider whether alleged sex discrimination or sexual harassment has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;
 - f) communicate promptly the outcome of the investigation in writing to the Title IX decision-maker to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), The decision-maker, in a written notice, shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
 - g) when sex discrimination or sexual harassment has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination or sexual harassment;
10. The ~~investigator~~ decision-maker shall make a written report summarizing the results of the findings of the investigation and proposed disposition of the matter, and shall provide copies to the complainant and the alleged harasser(s), ~~and, as appropriate, to others directly concerned.~~ who shall have at least ten days to review the collected and provided material before any determination is reached regarding responsibility.

5145.5/Sexual Harassment of Students

11. If the student complainant ~~or alleged perpetrator~~ is dissatisfied with the result of the investigation, he or she may file a written appeal within thirty (30) calendar days with the Superintendent or his/her designee, ~~the Assistant Superintendent of Schools~~, who shall review the ~~investigator's decision-maker's~~ written report, the information collected by the Investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent, Superintendent ~~or his/her designee, the Assistant Superintendent of Schools, may conduct an independent investigation,~~ will direct a different Title IX trained decision-maker to conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completion of this review, the Superintendent, ~~or his/her designee, the Assistant Superintendent of Schools,~~ shall respond to the complainant, in writing ~~as soon as possible,~~ within fifteen (15) schooldays following the receipt of the written request for appeal.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of harassment may include reassignment, transfer, and/or disciplinary action, ~~or warnings that appropriate action shall be taken if further acts of harassment or retaliation occur.~~ Further, if a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the Safe School Climate Specialist who shall coordinate any bullying investigation with the Title IX Coordinator.

The harasser and any other students or employees, if appropriate, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

At any time, a complainant alleging sex discrimination or sexual harassment may file formal complaint with the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (Telephone Number (617) 289-0111).

TRUMBULL BOARD OF EDUCATION
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, March 22, 2022

Martin Semmel, Ed.D.

Agenda Item IV-A

Pending Litigation

Recommendation:

Receive and file.

PENDING LITIGATION

CASE TOWN/BOARD	DESCRIPTION	CASE	REPRESENTATIVE TOWN/BOARD
1. C.T., J.T. and L.T. vs.	C.T., a Trumbull minor, his parents J.T. and L.T., alleged that he was injured on or about November 13, 2019 while playing soccer at recess and fell into a hole on the soccer field near the goal. Their claim covers that the soccer field was in an uneven, defective and/or dangerous condition. This claim seeks monetary damages against Board of Education, Town of Trumbull and Parks and Recreation Department. (Notice of claim received January 9, 2020).	Pending	Town/Board
2. M.D. vs.	M.D., former Director of Facilities, claims his termination of employment on 2/7/20 constitutes a breach of his employment contract with Trumbull Board of Education. This claim seeks monetary damages against Trumbull Board of Education. (Notice of claim received 5/20/20).	Pending	Town/Board

TRUMBULL BOARD OF EDUCATION
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, March 22, 2022

Agenda Item IV-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>
Teachers TEA	Attorney Floyd Dugas Marie Petitti Michael Ward	The TEA Agreement covers the period from July 1, 2020 to June 30, 2023.
Administrators TAA	Attorney Floyd Dugas Marie Petitti Michael Ward	The TAA Agreement covers the period from July 1, 2021 to June 30, 2024.
Administrative Support Services	Attorney Floyd Dugas	The (TASS) Administrative Support covers the period from July 1, 2016 to June 30, 2021. Negotiations for a successor Agreement have begun.
CALU		
Custodial/Maintenance UPSEU LOCAL #424	Attorney Floyd Dugas	The Custodial/Maintenance Agreement covers the period from July 1, 2021 to June 30, 2025.
Paraprofessionals UPSEU LOCAL #424	Attorney Floyd Dugas	The Paraprofessional Agreement covers the period from July 1, 2021 to June 30, 2025.
Cafeteria Workers UPSEU LOCAL #424	Attorney Floyd Dugas	The Cafeteria Workers Agreement covers the period from July 1, 2020 to June 30, 2024.
CILU Supervisor/ Support Staff CILU LOCAL #21	Attorney Floyd Dugas	<p>The CILU Supervisors Agreement covers the period from July 1, 2021 to June 30, 2024.</p> <p>The CILU Support Agreement covers the period from July 1, 2021 to June 30, 2024.</p>