
TRUMBULL PUBLIC SCHOOLS

TRUMBULL, CONNECTICUT

Regular Meeting – Tuesday, August 13, 2024, 7:00 p.m.

Long Hill Administration Building

Agenda

<https://us06web.zoom.us/j/83345456132?pwd=KN7XRLuGDhuCtzax3Vj4mqpCDHkHHi.1>

Webinar ID: 833 4545 6132

Password: 222731

Join by telephone: (646) 931-3860 or (833) 548-0276 (Toll Free) / Webinar ID: 833 4545 6132

I. CALL TO ORDER

II. PRELIMINARY BUSINESS

- A. Pledge of Allegiance
- B. Correspondence – Correspondence may be sent to BoardofEd@trumbullps.org
- C. Public Comment – The Trumbull 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.
- D. Superintendent Report
- E. Board Chairman Report

III. REPORTS/ACTION ITEMS

- A. Approval/Educator & Leader Evaluation & Support Plan – Dr. Iwanicki
- B. Approval/Minutes
 - Regular Meeting of July 9, 2024
- C. Personnel Report
- D. Enrollment – Dr. Semmel
- E. Bylaws of Trumbull BOE, Policy Code 9312 – Dr. Semmel
- F. Financial Committee Report – Mrs. Norcel
 - Approval of Interfund Transfers & Lapsing Account Resolution – Mr. Hendrickson

IV. RECEIVE AND FILE

- A. Pending Litigation
- B. Negotiations

V. OTHER

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – August 13, 2024

Agenda Item –III-A

Dr. Iwanicki

Educator & Leader Evaluation and Support Plan
Committee – Newly Revised

The New Teacher and Administrator Evaluation

Recommendation:

Review and Approve

Dr. Iwanicki

Approval/ The TPS Educator & Leader Evaluation and
Support Plan with Summer Revisions

Based on the work of a small summer committee with representatives from the TEA and TAA, the Board of Education will be asked to approve the newly updated TPS Educator & Leader Evaluation and Support Plan with changes as recommended by the Connecticut State Department of Education (CSDE). The committee will present highlights of the major changes of the document that was shared with the Board.



Educator & Leader Evaluation and Support Plan

Overview of Changes 2024

Committed to Excellence

August 13, 2024
Approval of Updates

Meet Our **SUMMER** Revision Team

The Trumbull Education & Leader Evaluation and Support Committee (ELESC)



Paula Teixeira
Middle School Educator



Nick Banks
High School Educator



Gina Prisco
Elementary Leader Representative



Peter Sullivan
Middle School Leader Representative



Ellen Spark
High School Leader Representative



Dr. Sue Iwanicki
Assistant Superintendent



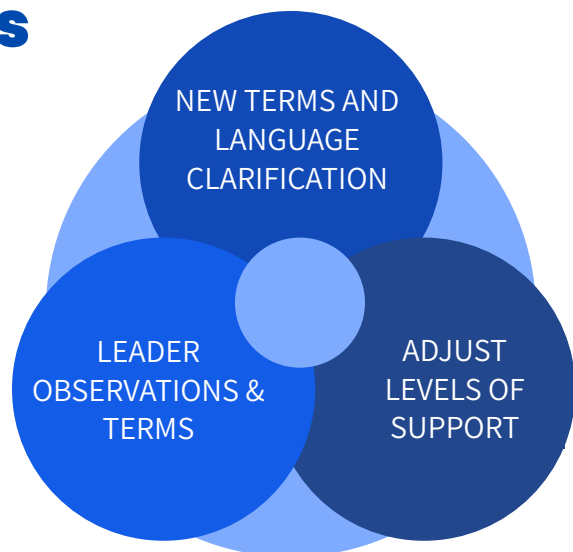
Our Goal For Summer Revision

- Review the feedback from the State Department of Education
- Decide if the feedback is a legal requirement or a suggestion from reviewers
- Include the suggestion if determined in line with the law and Trumbull's best practices

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Main Focus Areas of Revision



New Terms and Additional Language

- Measures of Accomplishment/Indicators of Growth is now **Multiple Measures of Student Learning Growth and Achievement and for leaders Multiple Measures of Organizational Health, Leader and Educator Growth, and Impact on Student Learning, Growth, and Achievement**
- Legal compliance verbiage
 - Orientation** instead of Fall meeting
 - Tiered support**, included in the document
 - Paraeducator** will be on the PDEC
 - Meeting and **FORM must be completed 3 times a year**
- Ensure **feedback** is included in multiple sections to emphasize growth in the process

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Due October 30th
(To Be Completed by
Educator/Leader)

Beginning-of-the-Year Goal Setting Form

Name:		Location:	
Grade(s)/Role:		Date:	
EDUCATOR/LEADER EXPERIENCE	GOAL TYPE	YEAR IN PROCESS	STANDARDS
Select One: ☐ New Educator/Leader ☐ Educator Approaching Tenure ☐ Tenured Trumbull Educator/Leader See Evaluation Timeline.	Select One: ☐ Individual goal ☐ Collaborative goal Decided upon mutual agreement.	Select One: ☐ New Goal ☐ Continuation of Goal- Year 2 ☐ Continuation of Goal- Year 3 Decided upon mutual agreement.	Select One: ☐ CCT for Effective Teaching ☐ CCT for Effective Service Delivery ☐ CT Leader and Evaluation Support Rubric

I. **Goal and Rationale:** (Specific, realistic, manageable and measurable objective stating what you hope to achieve. This should be an initiative which you consider to be worthy of focused attention.)

II. **Professional Growth Action Plan:** (Strategies, activities, or methods you believe will be helpful in accomplishing your goal.)

III. **Multiple Measures of Student Learning Growth and Achievement and for leaders Multiple Measures of Organizational Health, Leader and Educator Growth, and Impact on Student Learning, Growth, and Achievement:** (Multiple pieces of evidence that the objective has

TRUMBULL PUBLIC SCHOOLS EDUCATOR EVALUATION

Orientation/Fall Meeting Takes Place Prior to the Goals Setting

Orientation by Sept 30 Goal Setting	Observation	Mid-year
Chooses to set a goal for	Sept - May	Complete MAY Form



Examples of language changes



Adjust Tiered or Leveled Supports

- Each level of “tiered” support is **NOT “a plan”** but three levels of support *before* being put on a **Corrective Action Plan (if needed)**
- Levels of support **can be for areas of support without there being a “concern”**
- **Level 3** must include Union representation
- A sample **Corrective Action Plan** is now within the document for reference



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Leveled Support



No one is on a “Plan” during these levels of support

Union is notified when
Educator/Leader are Receiving
Level 3 Support



Initial
Self

for all educators/leaders



Intermediate
Self + Coach/Mentor

for all educators/leaders



Intense
Self + Coach/Mentor + Peer

concerns could
be addressed in
this level before
“a plan”

Level 3 Support Documentation

The purpose of this written notice is to bring to your attention ongoing standards in need of strengthening that are associated with your role. The intent is to define the standards observed so that you may reflect and take action towards improvement in this area. Failure to address these standards may result in movement to a corrective action plan. Please see me if you have any questions or need any further clarification.



Educator/Leader Name	Date of Notification
School/Dept	Grade Level/Role

Focus Area (cite standard(s))

Evidence of Need	Type of Notification (Verbal, Written, or Observation Type)	Date Provided

Examples of Support Received at Previous Levels (relevant to the target need)	
LEVEL 1 SUPPORT EXAMPLES	LEVEL 2 SUPPORT EXAMPLES

Level 3 Intended Actions/Outcomes	Supports	Timeline

Receipt of Notice Signatures do not indicate agreement, but receipt of notice.	
Educator/Leader Name:	Educator/Leader Signature:
Evaluator Name:	Evaluator Signature:
Union Rep Name:	Union Rep Signature:

Corrective Action Plan

Corrective Action Plan (CAP) - **SAMPLE** Educator/Leader



Sample now included in plan.

The purpose of this document is to provide an action plan to address an area in which the Educator/Leader has demonstrated a consistent need for growth/improvement after receiving three (3) tiers or levels of support.

Educator/Leader Name	Sam Smith	Date of Notification	2/4/2030
School/Dept	General School	Grade Level/Role	Principal

Objective (Indicate specific standard in your objective language)
To improve engagement with families in communities (PSEL – Standard 8) and to improve operations in management (CLES Domain 3, Standard 3.1)

Resources
• A blend of opportunities and resources should be extended to the Leader being evaluated being supported on the Corrective Support Plan
• Mentor
• Coach
• Reading as appropriate
• All communications previewed by the evaluator for content and timeliness.
• Collaboration with other district leaders for exemplars of communication.

Timelines:
Leader A will remain on this Corrective Support Plan for six weeks.
• Improvements in communication within this six-week duration will serve as criteria for successful completion of this plan.

Support Actions
• Weekly, bi-weekly meetings with progress reporting from Leader A and written feedback from evaluator (dependent upon need for plan).
• All resources made available.
• Modeling of effective communication practices with role play opportunities.
• Timely feedback in person and in writing (weekly/bi-weekly meetings).
• Management of access to learning opportunities in and out of the building, as appropriate.

Receipt of Notice
Signatures do not indicate agreement, but receipt of notice.

Educator/Leader Name:		Educator/Leader Signature:	
Evaluator Name:		Evaluator Signature:	
Union Rep Name:		Union Rep Signature:	

Leader Terms & Observation

- Administrator is now **Leader**
- Clarification page of roles added (*Supervisors* observe, but do not evaluate.)
- List of terms now included.
- Information about leader observations is now described in more detail.



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Educator & Leader Evaluation and Support Plan

All Connecticut educators and leaders have the opportunity for **continuous learning and feedback**, to develop and grow, both individually and collectively, through the educator and leader evaluation and support system so that all Connecticut students experience growth and success.

QUESTIONS?

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – August 13, 2024

Dr. Semmel

Agenda Item – III-B

Approval/Minutes

- BOE Regular Meeting of July 9, 2024

Recommendation:

Approve the minutes of the above noted meeting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Board of Education
Regular Meeting – July 9, 2024, 7:00 p.m.
Minutes

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- online
L. Nuland – Secretary- online
C. Bandecchi
T. Gallo
J. McNamee
M. Petitti
A. Squicciarro

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 the Pledge of Allegiance to the Flag.

Mrs. Timpanelli paid tribute to two well-respected Trumbull School employees who recently passed away. Isabella DeStefanis was a devoted 35-year world language teacher at Hillcrest and THS. Dominick Murolo worked for many years as head custodian at both Middlebrook and Frenchtown Schools.

B. Correspondence – Mrs. Nuland read the following correspondence: Kayleigh Zaworski wrote with concerns regarding a bus monitor; Bree Ann Presioso has concerns with her son's PPT; Jennifer Ann Frederick needs clarification on kindergarten enrollment and D. Scot Kerr wrote to request safety measures at THS.

C. Public Comment- there were no speakers signed up for this evening's meeting.

D. Superintendent Report- Dr. Semmel

- Dr. Semmel reported on the Hillcrest Master Plan. The State approved a 44 percent reimbursement rate. The cost to the Town is now projected to be \$81.7 million, a reduction of about \$27.8 million from the original \$109.5 million projection. The Board of Finance will be meeting in August. We anticipate the project to go to a referendum in November.
- We are busy working on filling the 10 certified open positions to be ready for the opening of school.

E. Board Chairman Report- Mrs. Timpanelli

- Mrs. Timpanelli contacted the Chief Manufacturing Officer of the State of Connecticut to review curriculum offerings in technology education.
- On June 28, Mrs. Timpanelli gave a tour of THS to members of the class of 1984.
- Mrs. Timpanelli eulogized Isabella DeStefanis and Dominick Murolo, two highly respected TPS employees who recently passed away.

Agenda Item III—Reports/Action Items

- A. Approval/THS Trillium Trip to attend Varsity Yearbook Camp at University of Scranton
Mr. Jordan Miller and Ms. Andrea Lorenz presented the Varsity Yearbook Camp trip which is planned for August 8, 2024 to August 11, 2024. The camp will offer instruction to prepare and assist staff and advisors in completing the 2025 yearbook. Funding for the trip is provided by Trillium.

It was moved (McNamee) and seconded (Bandecchi) to approve the THS Trillium Trip to attend Varsity Yearbook Camp at the University of Scranton as presented. Vote: Unanimous in favor.

- B. Approval/Minutes

The minutes of the BOE Regular Meeting of June 4, 2024 were presented for Board approval.

It was moved (McNamee) and seconded (Squicciarro) to approve the minutes of the BOE Regular Meeting of June 4, 2024 as presented with one change to Members Present: change J. Nuland to L. Nuland. Vote: Unanimous in favor.

- C. Personnel Report

Dr. Semmel presented the following certified resignations:

Cunningham, Janet; technology education teacher at Hillcrest Middle School since October 2008, resigning effective June 30, 2024.

Robidoux, Katharine; math teacher at Trumbull High School since August 2020, resigning effective July 2, 2024.

It was moved (Gallo) and seconded (Bandecchi) to approve the resignations as presented. Vote: Unanimous in favor.

- D. Approval/TECEC PTO Donation for Playground Renovation

Dr. Wheeler and Mr. Hendrickson presented the proposed donation through the TECEC PTO. The PTO has been raising funds to replace the existing playground. The new playground was designed by a multi-disciplinary committee, including therapists, special education teachers, parents, and a professional playground designer. On June 5, 2024, the PTO unanimously voted to contribute \$30,000 to the Board of Education as the second installment for the commencement of phase one.

It was moved (Bandecchi) and seconded (McNamee) to approve the TECEC PTO donation of \$30,000 for the Playground Renovation phase one as presented. Vote: Unanimous in favor.

E. 1:1 Insurance Fees

Mrs. Christina Hefele and Mr. Hendrickson presented the proposed 1:1 insurance fee for the 2024-2025 school year as follows which is the same fee as charged last year:

Grades 5-8 1:1 Program - \$25

THS Device Loaner Program - \$45

It was moved (McNamee) and seconded (Bandecchi) to approve the 1:1 Insurance Fees as presented. Vote: Unanimous in favor.

F. Expansion of ELITE Program Space

Director of PPS Mr. Dean Catalano and Ms. Barbara Beaman presented the proposed expansion of the ELITE program's vocational hub Next Chapter Books by leasing an adjoining space.

It was moved (Bandecchi) and seconded (Nuland) to approve the ELITE expansion lease proposal of the adjoining space next to Next Chapter Books as presented. Vote: Unanimous in favor.

G. Enrollment

Dr. Semmel presented updated data related to student enrollment in planning for the 2024-2025 school year. He will continue to monitor enrollment during the summer months and update the BOE.

H. District Improvement Plan (DIP) 2024-2025 - Dr. Semmel

Dr. Semmel presented the District Improvement Plan for 2024-2025. The plan was developed through the District's Professional Learning Community comprised of school and district administrators, Program Coordinators, Team Leaders and Department Chairs. Each school improvement team also had a chance to provide feedback during development. At the mid-year and end-of-year, the Superintendent provides a report detailing the outcomes on the approved goals which are ultimately shared with all families and staff as well as placed on the district website.

It was moved (Bandecchi) and seconded (Norcel) to approve the 2024-2025 District Improvement Plan (DIP) as presented. Vote: Unanimous in favor.

I. Curriculum Committee Report

Mrs. Petitti reported that the Curriculum Committee of the Board of Education met on May 16, 2024 and reviewed new curriculum course and guide revisions.

- New Course Proposal: Grade 11 & 12 Self-Contained Core Concepts of Geometry – Algebra 2
- Revised Curriculum Guide – Grade 12 ACP Statistics Curriculum

It was moved (Petitti) and seconded (Gallo) to approve the new course proposal Grade 11 & 12 Self-Contained Core Concepts of Geometry – Algebra 2 and revised curriculum guide Grade 12 ACP Statistics Curriculum as presented. Vote: Unanimous in favor.

J. Financial Committee Report

Mrs. Norcel reported that the Finance Committee of the Board of Education met on June 27, 2024. Mr. Hendrickson presented the May 31, 2024 financial reports including the transfer of \$84,155 from the Lunch Account (210) to the General Fund (001).

It was moved (Bandecchi) and seconded (McNamee) to approve the May 31, 2024 financial reports including the transfer of \$84,155 from the Lunch Account (210) to the General Fund (001) as presented. Vote: Unanimous in favor.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 8:35 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, August 13, 2024

Dr. Semmel

Agenda Item III-C

Personnel

Appointments – Certified

The following staff were appointed for the 2024-25 school year:

****Acri, Thomas; BA/4 (\$53,657) Agriscience* teacher at Trumbull High School Agriscience Center**

Andrews, Scott; BA/4 (\$53,657) technology education teacher at Hillcrest Middle School.

Bonetti, Andrew; MA/5 (\$60,572) business teacher at Trumbull High School.

Brown, Zachary*; MA/10 (\$72,620) science* teacher at Hillcrest Middle School.**

Capobianco, Kaitlin; MA/4 (\$58,734) special education* teacher at Hillcrest Middle School.

Cochrane, Jeffrey; BA 7 (\$58,960) technology education at Trumbull High School.

Cohen, Olivia*; MA/10 (.6) (\$43,572.00) Spanish* teacher at Hillcrest Middle School.**

Collado, Olga*; MA/13 (\$79,655) math* teacher at Trumbull High School.**

DiMaggio, Nicholas; 6/4 (\$63,357) school psychologist* at Frenchtown Elementary School.

****Jorge, Kyriaki***; MA/4 (\$58,734) science* teacher at Trumbull High School.**

Lobo, Julius*; MA/14 (\$82,149) English teacher at Trumbull High School.**

Mastropolo, Anna; MA/9 (\$56,332) (.8) art teacher district wide.

Mata, Hannah; MA/5 (\$60,572) art teacher at Madison Middle School.

Paz, Matthew; MA/9 (\$70,415) special education* teacher at Trumbull High School.

Root, Katelyn; 6/8 (\$72,684) elementary teacher at Daniels Farm Elementary School.

Ruffin, Ashley*; MA/7 (\$64,423) special education* teacher at Hillcrest Middle School.**

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, August 13, 2024

Dr. Semmel

Agenda Item III-C

Personnel

Appointments - Certified

Vowinkel, Lauren; MA/4 (\$58,734) math teacher at Hillcrest Middle School.

****Wood, Deanna*****; MA/10 (\$43,572) (.6) reading teacher at Hillcrest Middle School.

Recommendation:

Receive and file.

Resignations – Certified

Napoli, Lysa; special education teacher at Madison Middle School since August 2014, resigning effective July 31, 2024.

O’Keefe, Ryan; special education teacher at Madison Middle School since August 2014, resigning effective July 29, 2024.

Riley, Kenneth; science teacher at Trumbull High School since August 2020, resigning effective July 31, 2024.

Recommendation:

Accept.

*Designated teacher shortage area
**THS Graduate
***Trumbull Resident

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – August 13, 2024

Dr. Semmel

Agenda Item – III-D

2024-2025 Enrollment Update

In planning for 2024-2025, Dr. Semmel will present updated data related to student enrollment.

Recommendation:

Review and discuss

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – August 13, 2024

Dr. Martin Semmel

Agenda Item – III-E

Bylaws of the Trumbull Board of Education
Policy Code 9312

ARTICLE VI – Invocation of these Bylaws:
Amendments

Section 1

Proposed changes to these bylaws may be adopted by a two-thirds vote of the Board of Education at any regular Board meeting provided such proposed changes were properly noticed with agenda. Proposed bylaw changes may not be added to the agenda with a two-thirds vote of the members. No amendment shall be made which contravenes a state statute.

Lucinda Timpanelli and Jackie Norcel reviewed and updated bylaws in conjunction with support from legal counsel. It was agreed to bring the updated bylaws to the Board tonight for review and approval. The recommendations were properly noticed with the agenda.

Recommendation:

Review and Approve Recommended Changes
to Policy Code 9312

9312/The Bylaws of the Trumbull Board of Education

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 9000
CATEGORY: Bylaws of the Board
POLICY CODE: 9312/The Bylaws of the
Trumbull Board of
Education

THE BYLAWS OF THE TRUMBULL BOARD OF EDUCATION

Policy Statement

The purposes of the Bylaws of the Trumbull Board of Education are to provide for the organization of the Board and for an orderly and efficient method of performing its lawful functions; however, nothing in these Bylaws shall be interpreted to limit or modify in any way or to any degree the duties and responsibilities of the Board pursuant to Connecticut law.

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 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: 10/19/1982
Revised: 2/7/1995, 3/23/2004,
8/19/2008, 1/9/2017

References

- Connecticut General Statutes
- Connecticut Freedom of Information Act
- Trumbull Town Charter
- Trumbull Code of Ethics
- CABE's Connecticut Code of Ethics for Boards of Education
- *Robert's Rules of Order, Newly Revised*

9312/The Bylaws of the Trumbull Board of Education

ARTICLE I- Composition and Election of Board of Education

Section 1

The Charter of the Town of Trumbull defines the composition and terms of the Board.

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 the Charter of the Town of Trumbull, 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 - Authority and Responsibilities

Section 1

When fulfilling its statutory duties and 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; a quorum of the Board is required for an election. The Superintendent's performance will be evaluated annually by the Board in accordance with applicable law.

Section 4

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

9312/The Bylaws of the Trumbull Board of Education

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, policies, rules and regulations as are needed for the effective governance of the school system.

Section 7

In addition to the foregoing specifically mentioned powers, the Board of Education shall be vested with any other powers needed to govern and conduct the work of public education in the Town of Trumbull so 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 a budget setting forth the itemized estimate of the cost of maintenance of public schools for the ensuing year 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 shall be delegated to the Superintendent and other members of the school staff.

Section 9

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

Section 10

A quorum of the board will be defined as a simple majority. A quorum is required to conduct business.

Section 11

Board members do not have the authority as individuals to take action on behalf of the School District. Only the Board, sitting as a quorum in a legally constituted meeting, through a formal vote, may take action.

ARTICLE III - Organization & Officers 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

9312/The Bylaws of the Trumbull Board of Education

the ensuing year. The officers of the Board are: Chairman, Vice Chairman and Secretary.

The organizational meeting shall be called to order by the current Chairperson if still an elected member of the Board 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 if still an elected member of the Board, in that order shall preside until a new Chairperson is elected. If no previous officer remains, the First Selectman shall serve as the temporary chair.

The Chairman, Vice Chairman or Secretary may be removed as officers by a two-thirds vote of the whole membership of the Board. When a member of the Board of Education ceases to be a legal resident of the Town of Trumbull, membership on the Board shall immediately cease.

Section 2

In accordance with Section 1-225 of the Connecticut General Statutes, the Board shall file by 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.

A. Regular Meetings

All regular meetings shall be open to the public and the press. Changes of regular meetings from scheduled dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Charter of the Town of Trumbull and the Freedom of Information Act. 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.

B. Special Meetings

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 and Vice 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 48 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. In the case of an emergency, a 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. Only business identified on the call of a special meeting shall be discussed or transacted by the Board at such special meeting.

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.

The Board may schedule work sessions and retreats in order to provide its members and the executive staff with opportunities for planning, brainstorming and discussion without action. 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.

The Chairperson shall preside at all meetings of the Board of Education and shall perform other duties as directed by law, by Connecticut Department of Education regulations, and by this

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9312/The Bylaws of the Trumbull Board of Education

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 members to Standing Committees.
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.
8. Establish special committees when deemed necessary.
9. Be an ex-officio member to all standing and special committees of the Board of which he/she is not a member.

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. Announce correspondence received by the Board at each regular meeting. If a constituent wishes for his/her e-mail comments to the board to be acknowledged during the Secretary's Report, the e-mail must be received by 3:00pm on the day of a Board meeting.

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.

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Section 8

A. Standing Committees

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 Committee
Facilities 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.

B. Special Committees

Special committees may be established for other purposes as the Board finds it desirable to establish such committees. The duties of special committees 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. 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.

Section 9

A Board member wishing to participate in a meeting electronically shall request approval from the Chairman. The Board authorizes the administration to provide the equipment required to implement this Board procedure and to ensure that the electronic communication is audible or otherwise discernible to the public in attendance at the meeting's location.

Section 10

All meetings, as defined in the Freedom of Information Act, of the Board of Education shall be open to the public with the exception of executive sessions. A chance or social meeting, a caucus, or a discussion of strategy and 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 also be held for any other reason permitted by the Connecticut Freedom of Information Act:

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 development of security personnel, or devices

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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 1-210 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 11

The conduct of Board meetings shall be consistent with *Robert's Rules of Order, Newly Revised*.

Section 12

The order of business at a regular meeting shall be at the discretion of the Chairperson and may include the following items:

- Public Comment
- Recognitions
- Reports
- Informational Matters
- New Business
- Old Business

Section 13

A member of the public present at a meeting of the Board may address the Board during the period designated by the agenda. Comments at a regular meeting ~~may deal with any topic related to the Board's conduct of the schools~~ **can deal with only topics related to the agenda**. 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 the individual speakers.

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The Board Chairperson will be responsible for recognizing all public speakers. To maintain proper order and to adhere to any set time limits, all speakers must properly identify themselves by providing their names and addresses ~~and identify the agenda item~~ on an **electronic** signup sheet which will be available ~~prior to~~ all meetings and by stating their name at the start of their comments. Only residents of Trumbull and all employees of Trumbull Public Schools shall be recognized by the chairman for Public Comment.

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Section 14

Any Board member who wishes an item to be placed on the agenda shall make a request to the Board Chairman to include it. The Board Chair will make the final decision.

Section 15

Minutes of the Board of Education meetings shall be kept according to Connecticut law and consistent with *Robert's Rules of Order, Newly Revised*.

Section 16

It shall be the practice of the Board to convene a retreat meeting, at least once per year, for the purpose of self-evaluation and/or training.

Section 17

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. 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.

- Board members shall not use e-mail as a substitute for deliberations at public Board meetings. Board members shall not discuss policy matters or vote informally via e-mail on any issues.
- E-mail may be used to pass along factual information.
- 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 - Members of the Board of Education

Section 1

Board members shall adhere to the Town of Trumbull's Code of Ethics and to the most recent edition of CABE's Connecticut Code of Ethics for Boards of Education.

Section 2

The Board shall indemnify, defend and protect and hold harmless Board members against financial loss and expense, including attorney's fees and costs, to the extent provided by Connecticut law, and the Board shall maintain adequate insurance to protect Board members against such loss and expense.

Section 3

Board members shall comply with the following rules pertaining to conflicts of interest:

- A. No member of the Board shall have any direct monetary interest in contracts with the school district, nor shall a member furnish any labor, equipment or supplies directly to the School District. The School District, however, may contract with corporations or businesses in which a Board Member is an employee, in which case the member must declare his/her association with the firm and refrain from debating or voting on any related items. It shall not be a conflict of interest for a Board member to provide services, without compensation or remuneration, in his/her capacity as a Board member.
- B. A spouse, minor child, dependent of a Board member, or persons otherwise related to a

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Board member may be promoted by the School District but only if (1) the Board member fully discloses the relationship at a public meeting of the Board; and (2) the remainder of the Board, excluding the related Board member, subsequently votes to approve the change in employment by a simple majority.

- C. Board members shall comply with applicable Connecticut law and the Charter of the Town of Trumbull regarding conflict of interest and attempt to avoid any situations which might have even the appearance of a conflict of interest.

ARTICLE V - Responsibilities of the Superintendent

Section 1

The legislation of policies is the function of the School Board and the execution of the policies shall be the function of the Superintendent of Schools.

The Board reserves for 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 Superintendent is 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:

- Give the Superintendent administrative authority for properly discharging all professional and legal responsibilities and duties;
- Hold all meetings of the Board in the presence of the Superintendent and/or his/her designee 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.

ARTICLE VI- Invocation of these Bylaws: Amendments

Section 1

Proposed changes to these bylaws may be adopted by a two-thirds vote of the Board of Education at any regular Board meeting provided such proposed changes were properly noticed with the agenda. Proposed bylaw changes may not be added to the agenda with a two-thirds vote of the members. No amendment shall be made which contravenes a state statute.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – August 13, 2024

Mr. Hendrickson

Agenda Item – III-F

Approval of Inter-Fund Transfers and Non-Lapsing Account Resolution:

- The Finance Committee of the Board of Education met on August 8, 2024 which included:
 - The review of the fiscal year end 2023-24 Inter-Fund transfers.
 - The review of a resolution to use Non-Lapsing Account funds to make any accounting adjustments for fiscal year 2023-24 which are necessary after the 2023-24 books close.

Recommendation:

- Approve the fiscal year end 2023-24 Inter-Fund transfers.
- Approve the resolution to use Non-Lapsing Account funds to make any accounting adjustments for fiscal year 2023-24 which are necessary after the 2023-24 books close.

Fiscal Year End 2023-24 Inter-Fund Transfers

Acct# 01912520-59001		
Intergovernmental Transfer	FY24 Budget	
2051713-40401 ELITE (Rent Expense)	(48,000.00)	Credit
2051717-40401 Elementary Strings & Band (Salary Expense)	(150,000.00)	Credit
2051121-59001 Athletics Intergovernmental Transfer	300,000.00	Debit
2055904-59001 E Rate Intergovernmental Transfer	100,000.00	Debit
2009520-59001 Magnet Grant Intergovernmental Transfer	66,300.00	Debit
001-24004 <u>NonLapsing Draw (Town)</u>	<u>58,535.03</u>	Debit
01912520-59001 23-24 Budget-Intgovernmental Transfer	(326,835.03)	Credit

File: Fiscal Year End 2023-24 Inter-Fund Transfers

Non-Lapsing Account Resolution:

Resolved, that the Finance Committee of the Trumbull Board of Education approves the use of the Non-Lapsing Account to make any accounting adjustments for Fiscal Year 2023-24 which are not encumbered and are received after June 30, 2024. The Business Administrator will inform the Finance Committee of the total amount of Non-Lapsing Account funds that are expended.

This Resolution shall be forwarded to the Board of Education for approval.

TRUMBULL BOARD OF EDUCATION
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, August 13, 2024

Martin Semmel, Ed.D.

Agenda Item IV-A

Pending Litigation

No current Pending Litigation

Recommendation:

Receive and file.

TRUMBULL BOARD OF EDUCATION
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, August 13, 2024

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 Alison Squicciarino	The TEA Agreement covers the period from July 1, 2023 to June 30, 2026.
Administrators TAA	Attorney Floyd Dugas Marie Petitti Alison Squicciarino	The TAA Agreement covers the period from July 1, 2024 to June 30, 2027.
Administrative Support Services	Attorney Floyd Dugas	The (TASS) Administrative Support covers the period from July 1, 2021 to June 30, 2025.
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, 2024 to June 30, 2028.
UE Local #21 Supervisor/ Support Staff UE LOCAL #21	Attorney Floyd Dugas	The UE Local #21 Supervisors Agreement covers the period from July 1, 2024 to June 30, 2027. The UE Local #21 Support Agreement covers the period from July 1, 2024 to June 30, 2027.