TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Regular Meeting – June 17, 2014
Long Hill Administration Building
Lorraine R. Smith Assembly Room
6:00*/7:00 p.m.
AGENDA

I. CALL TO ORDER
   *A. Executive Session – Director of Building and Facility Maintenance Position –
      Board of Education*

II. PRELIMINARY BUSINESS
    A. Pledge of Allegiance
    B. Correspondence
    C. Comments and Questions

III. CONSENT AGENDA
    A. Personnel – Dr. Cialfi
    B. Approval/Minutes – Regular Meeting 6/3/2014

IV. REPORTS/ACTION ITEMS
    A. Approval/Healthy Food Certification – Mr. O'Keefe, Mrs. Sinko
    B. Approval/Beverage Sale – Mr. O'Keefe, Mrs. Sinko
    C. Approval/School Lunch Price Increase – Mr. O'Keefe, Mrs. Sinko
    D. Approval/Memorandum of Agreement, Health Reserve – Mr. O'Keefe, Mr. Rinaldi
    E. Approval/2013-14 Potential Surplus Action Plan – Mr. O'Keefe

V. RECEIVE AND FILE
    A. Pending Litigation – Dr. McGrath
    B. Negotiations – Dr. McGrath

*It is anticipated there will be an Executive Session at the beginning of the meeting upon 2/3 vote of
members present and voting for the purpose of discussing the Director of Building and Facility
Maintenance position.
Report to the Board of Education
Regular Meeting, June 17, 2014

Dr. Cialfi

Agenda Item III-A

Personnel

Appointment – Certified

The following appointments are effective August 21, 2014:

Linke, Megan; MA/7 TRAC 21 teacher at Trumbull High School.

Margiotta, Lysa; 6/14 PPS Department Chairperson/teacher at Trumbull High School.

Recommendation: Receive and file.
Administrative Recommendation: Approve the minutes of the above noted meeting.
The Trumbull Board of Education (BOE) convened in the Trumbull High School Auditorium for a Regular Meeting.

Members present:  
D. Herbst, Chairperson  
L. Chory, Vice Chairperson  
R. Seaman, Secretary  
J. Donofrio, Board Member  
S. LaFrance, Board Member  
J. Peddle, Board Member  
M. Ward, Board Member

Members absent:

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. Dedication of Robert E. McCarthy Auditorium—Board Chair Mrs. Herbst welcomed the family of Robert McCarthy and audience members to this dedication ceremony, naming the Trumbull High School (THS) auditorium for former Principal Robert McCarthy. Superintendent Dr. Cialfi shared the following about Robert (Bob) McCarthy: he was well known throughout the entire community as the result of his commitment and passion for educating Trumbull’s youth. During his many years in the Trumbull Public Schools, Bob touched the lives of thousands of people. One of his most valued achievements was the special relationship that he had with all of the students who attended his schools. He was Principal of Trumbull High School from 1985 to 2000 and his previous positions included Principal of Madison Junior High School from 1971 to 1985; Principal of Middlebrook Junior High School from 1969-1971; Assistant Principal of Hillcrest Junior High School from 1967-1969; and Teacher at Nichols Elementary School from 1964-1967. His achievements in moving THS forward in preparation for the 21st Century are best recognized by his staff and the many students who remember him as a principal who always had time to listen. He cared for everyone as the patriarch of the THS family. Dr. Cialfi also conveyed that Bob was extremely helpful to him when he became the THS Principal. Both First Selectman Tim Herbst and Probate Judge T. R. Rowe shared their very positive experiences with Mr. McCarthy as he was their high school principal. Both conveyed that he was a very caring man who always had time for the students, a wonderful listener and a great role model to all who knew him. Judy Zakim, THS guidance counselor shared her experiences as a student under Bob as her high school principal and, after college, working with him as a THS guidance counselor. Board Secretary Mrs. Seaman shared a message from former THS Principal and BOE Chair Ted Lovely conveying that the dedication of the auditorium is a fitting tribute to a wonderful educator. Mrs. Seaman also shared her experiences with Bob as an inspiration and mentor to his staff. A ten-minute recess was called at 7:24 p.m. for light refreshments and the Public Session resumed at 7:35 p.m.

C. Correspondence – There was no correspondence this evening.
D. Comments – There were no public comments this evening.

E. Recognitions

1. 2014 Tenure Teachers—The following certified staff members were recognized and commended for attaining tenure status with the Trumbull Board of Education: Kathleen Belmont, Jillian Capone, Carolyn Collins, Jamie Curley, Allison DelBene, Amy Gorruso, Gail Kay, Sally Kenler, April Lang, Cara Logan, Patricia Marini, Matthew Nagel, Cynthia Proctor, Erica Serrano, Jennifer Stewart, and Marc Wilson.

2. TPSLD 2014 “Above and Beyond” Awards—Trumbull Parents of Students with Learning Differences (TPSLD) are a group dedicated to increasing awareness of learning differences between children. Annually, TPSLD presents awards to recognize outstanding achievements by people who improve the lives of Trumbull students with disabilities. The following people received certificates for their work with students: Danny DeLucia, Ann Savo, Gail Dorsch, Kim Piccolo, Laurie Vociola, Lelian Hannah, Michelle Keckler, Olga Caruso, Wanda Sharp, Ann Martin, Sarah Beuchesne, Kathleen Broderick, Larry Stowe, Roseanne Bosco, Rachel Murphy, Lorna Weinsten, Dana Puglise, Michelle Feller, Laura Heyder, Anne Powell, Hope Spalla, and Melissa Giaquinto. The TPSLD “Above and Beyond” Awards were presented to the following: Community Organization Award—Kennedy Center; Paraprofessional—Elizabeth Pellegrino; Youth—Rachel Carron; and Adult—Emma Genster.

3. CABE Leadership Awards—Board Chair Mrs. Herbst, Vice Chair Mrs. Chory and Dr. Cialfi recognized and commended Student Board Representatives Kunal Jhaveri and Alexa Bragg. Mrs. Herbst presented them with the Connecticut Association of Boards of Education (CABE) Leadership Award, developed by CABE to provide the Board an opportunity to recognize student achievement, academic potential and leadership abilities. She conveyed that these students have done an excellent job in representing the student population and is most appreciative of their efforts and outstanding contributions to the Board. Mrs. Herbst also presented CABE Leadership Awards to Madison Middle School students Ishan Negi and Sheryl John. They were also commended for their achievements.

4. THS Mock Trial Achievement—THS Mock Trial Advisor Eric August shared the details and accomplishments of the THS Mock Trial Team at their national competition. The team ranked 17th in the nation and students recognized individually included: Molly Stewart, top overall attorney; Anneliese Segarra, top witness; Dante Esposito, outstanding attorney performance; and Ashley Hallstrom and Ross Pellenberg, outstanding witness performance. Mr. August thanked the Board, Dr. Cialfi, Assistant Superintendent Dr. McGrath, THS Principal Marc Guarino, and the ACE Foundation for their support of this academic club. Mr. August also thanked the team for their efforts and dedication to this endeavor.

5. Trumbull High School (THS) Distributive Education Clubs of America (DECA)—Dr. Cialfi shared the DECA students recently participated in the International DECA Competition in Atlanta, Georgia. DECA Advisor Todd Manuel shared the details of the competition and accomplishments of club members including Justin Lynch’s receipt of the Yellow Medal award for earning a top 10 score on the written exam. The following students placed in the top 20% in their respective events: Julianne Becker, Prithvi Mahesh, Brittany Kubicko, Hannah Lillicraf, Aleksandra Pirog, Morgan Fried, Matthew Kapell, and Jackie Sheehan. Mr. Manuel thanked the Board, ACE Foundation, Dr. Cialfi, Dr. McGrath, Principal Guarino, and THS Business Department Chair Debra Owen for their continued support of DECA. THS seniors Jackie Sheehan and Morgan Fried shared their experiences with being a member of DECA and participating in the international competition.
6. Trumbull High School 2013-14 Trillium (yearbook)—THS Trillium Advisor Lisa Acerbo reviewed the details of this year's book, titled "Here Us Now". She shared that last year's book was recognized by top journalism organizations as a Gold Medalist and All American. Ms. Acerbo thanked the Board, Superintendent, administration, faculty, parents and staff of Trumbull High and the Trumbull community for their support.

Agenda Item III — Consent Agenda
A. Personnel — Superintendent Dr. Cialfi shared a revised Personnel Report. He conveyed that one resignation was received that needed Board action. It was moved (Chory) seconded (Seaman) to accept the resignation of Nan Stern, Reading and Language Arts Consultant at Daniels Farm Elementary School since September 1973, retiring effective June 30, 2014. Vote: Unanimous in favor.

B. Approval/Minutes — Regular Meeting — 5/20/14 It was moved (Donofrio) seconded (LaFrance) to approve the minutes as presented. Vote: Unanimous in favor.

Agenda Item IV — Reports/Action Items
A. TPAUD Update—Ms. McGarry and Mrs. Tesoro shared that the Trumbull Partnership Against Underage Drinking (TPAUD) is a coalition funded by a State DMHAS grant and is dedicated to preventing alcohol use by Trumbull youth through education, outreach, and enforcement. Mrs. McGarry gave a power point presentation reviewing the goals of TPAUD—(1) understanding the reasons youth drink and the ways the Trumbull community can combat social access to alcohol, family norms that accept underage drinking, and low enforcement of laws; and (2) planning and implementing programs to combat these factors by changing the environment in which adolescents reside in Trumbull. She reviewed results of their most recent surveys which were taken by 1,225 parents in September 2013 and 2,721 students in grades 7 through 12 during November 2013. [Report available in June 3, 2014 Board packet that is posted on TPS website]. Several notable points shown through the surveys include a significant reduction in past 30-day alcohol use and binge drinking by Trumbull youth and a significant increase in parental disapproval of underage drinking since the start of TPAUD programming. Also reviewed were education and outreach programs, collaborative partnership with the Trumbull Police Department, and expansion of prescription drug and drug abuse prevention. TPAUD’s priorities for 2014-15 include expanding outreach programs for students and parents and obtaining federal and state grants, and local partnerships and sponsorships to sustain this initiative. Both Mrs. McGarry and Mrs. Tesoro gave thanks to the Board, Dr. Cialfi, Dr. McGrath, Mr. Guarino and TPS administration for their continued support of this important program. They also thanked all the volunteers involved in TPAUD. On behalf of the Board, Mrs. Herbst thanked Mrs. Tesoro for her time and tireless efforts in promoting this very worthwhile program.

B. Status of 2013-14 Financials—Business Manager Sean O’Keefe reported preliminary projections for the year ending June 30, 2014. He reviewed his methodology in arriving at his projections, using the percentage of the 2012-13 budget spent at this time last year to project spending for the comparable time in this year’s (2013-14) budget. He distributed a report of his projections to the Board and reviewed the accounts. He conveyed that the projections assume that the $2,000,000 for the health insurance reserve account has already been taken from the 2013-14 budget. While several accounts are currently projected at a deficit for the year, particularly in the area of utilities, other accounts are projected to be underspent, resulting in a possible year-end overall budget being overspent by approximately $100,000 before adjustments. He shared that there are still many variables which can affect the budget such as encumbered monies not yet spent and bills for items not encumbered. Mr. O’Keefe conveyed that he is hopeful that by year end, there will be a small surplus left in the 2013-14 budget. Discussion ensued regarding the following: tracking tool used for budget analysis; non-
recurring (one-time) expenses; budget freeze on supplies and equipment; timeframe for expending budget items; status of encumbered funds and possibility of not using those funds. Several Board members asked for a listing of encumbered items and their amounts.

C. Approval/Request to Amend 2011-12 Bonding Resolution and Reallocate Funds—Mr. O’Keefe reviewed the Bonding Resolution of 2011-12 for which the Board received $300,000. This amount included $70,000 earmarked for a UPS System (Uninterrupted Power Supply) for the computer server room at Long Hill Administration Building. Following an assessment of power equipment requirements, especially in light of recent storms (Hurricane Sandy and Winter Storm Nemo), it was determined that a generator would provide a more efficient solution for the server room during a long-term power outage. An additional $80,000 is required for the Generator Project. The administration is proposing to reallocate remaining funds in the 2011-12 Bonding Resolution from the Booth Hill/Jane Ryan Asbestos project ($68,000) and the Madison Steam Trap project ($27,500) to the Generator Project. Plant Supervisor Steve Kennedy explained the UPS system allows for a programmed shut down of the server when power is lost and runs approximately 20-25 minutes. Mr. Kennedy shared that a generator would allow the server to run as long as needed. He shared that in some previous power outages, the server was damaged and it is hoped the UPS system will prevent such problems. He conveyed that the $80,000 for the generator would be in addition to the UPS system and would only take care of the server room. He also shared that depending on costs, the administration may bid for a generator for the entire Long Hill building. Both Mr. O’Keefe and Mr. Kennedy expressed the need for long-term backup power for the building as it is the Central Administration for the district. Mr. Kennedy conveyed that when the bid spec is sent out for a generator for the server room, it would also include specs for a generator to power the entire building, resulting in two separate bids. Discussion ensued regarding reallocating funds, using schools with generators during power outages, bid specifications, timeframe for bids, dismissing asbestos removal from Booth Hill/Jane Ryan, and security concerns. It was noted that the Generator Project should be part of an overall major disaster recovery plan that includes central administration, in addition to all school facilities. It was suggested that funding through grants should be explored to obtain monies for a generator. Mrs. Herbst conveyed she would like more information regarding this project and Board members were in agreement. It was moved (LaFrance) seconded (Chory) to table this agenda item to the June 17, 2014 Board meeting. Vote: Unanimous in favor.

D. Oral Reports—
1. Teacher Board Representative—There was no report.

2. Student Board Representative Kunal Jhaveri reported that AP and SBAC testing were completed. He also shared that the track and field team was participating in State competition and the baseball team won its quarterfinal game in the CIAC championship and now moves on to the semi-final game on Friday. On behalf of Alexa and himself, he expressed their gratitude for the opportunity to serve as student representatives and thanked Board members for their support. Student Board Representative Alexa Bragg shared that students were enjoying year end activities, including the Senior Class Trip, Prom and Post Prom. She thanked the parent volunteers, school staff and administration for hosting a wonderful evening [Prom]. She shared that Monday evening was the Connecticut High School Music Theatre Awards gala where five THS students were honored—Larissa Mark, Emily Ciancimino, Rachel and Gabby Tropp, and Michael Lepore.

Agenda Item V — Other
There was no business under this agenda item.

Adjournment
Board Members gave unanimous consent to adjourn the Public Session at 9:44 p.m.
TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – June 17, 2014

Mr. O'Keefe
Mrs. Sinko

Agenda Item IV-A Approval/Healthy Food Certification

Section 10-215f of the Connecticut General Statutes requires that local Boards of Education annually certify if district schools will or will not participate in the Healthy Food Certification (HFC). School districts that participate in the National School Lunch Program and National School Breakfast Program must take action each year to certify all food items sold or distributed to students separately from a reimbursable school breakfast or lunch will or will not meet the Connecticut Nutrition Standards. These food items include food offered for sale to students at all times, in all schools and from all sources including, but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored. If the district decides to participate, the food service program may receive an additional 10 cents per lunch in state reimbursement based on the total number of reimbursable lunches (paid, free and reduced) served in the district in the prior school year. For the 2014-15 school years, the HFC period is July 1, 2014 through June 30, 2015.

As part of the Healthy-Free Kids Act of 2010, changes to the National School Breakfast and Lunch Program Meal Pattern continue to be phased in. Whether a school district participates in Healthy Food Certification or not, the district must follow:

- Connecticut Nutrition Standards, Section 10-215e for all foods sold in schools.
- Section 10-221q, Beverages for all schools
- Section 10-221p, Healthy Food Choices
- Section 10-215-b-1, Prohibits the sale of candy
- Section 10-215-b-23, Income from any foods or beverages sold to students must accrue to the nonprofit food service account.

Recommendation Approve participation in the Healthy Foods Certification in all schools for 2014-2015.
Connecticut State Department of Education
Addendum to Agreement for Child Nutrition Programs (ED-099)
Healthy Food Certification Statement

Section 1 – Background
Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the Connecticut Nutrition Standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

Section 2 – Certification Statement
► Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.

On behalf of the Trumbull Public Schools
(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, (select appropriate box)

☒ will (must complete Sections 3 and 4 on page 2)
☐ will not (sign below and return form)

meet said standards during the period of July 1, 2014 through June 30, 2015. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

Local or Regional Board of Education or Governing Authority

Signature:                     Gary A. Cialfi, Ed.D.
(Signature of the Authorized Representative)    (Printed Name of the Authorized Representative)

Superintendent of Schools
Title (Superintendent of Schools, President or Chairperson of the Board)  Date of Authorization

Page 1 of 2
Section 3 – Exemption Statement

To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, (select appropriate box)

☑ will
☐ will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)

To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.

Pursuant to Section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Trumbull Public Schools

(Name of the Board of Education or Governing Authority)

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from July 1, 2014 through June 30, 2015.

Local or Regional Board of Education or Governing Authority

Signature: ___________________________  Gary A. Cialfi, Ed.D.
(Signature of the Authorized Representative)  (Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board)  Date of Authorization

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Connecticut State Department of Education

Signature: ___________________________  Kathy Demsey
(Signature of State Agency Representative)  (Printed Name of State Agency Representative)

Chief Financial Officer

Title  Date

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Section 1 – Background

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Section 2 – Certification Statement

- Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.

On behalf of the **Trumbull Public Schools**

(Name of the Board of Education or Governing Authority)

pursuant to Section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, (select appropriate box)

- will *(must complete Sections 3 and 4 on page 2)*
- will not *(sign below and return form)*

meet said standards during the period of **July 1, 2014 through June 30, 2015**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

Local or Regional Board of Education or Governing Authority

Signature: ________________________________

(Signature of the Authorized Representative)

**Gary A. Cialfi, Ed.D.**

(Printed Name of the Authorized Representative)

**Superintendent of Schools**

Title (Superintendent of Schools, President or Chairperson of the Board) ________________________________

Date of Authorization ________________________________
Section 3 – Exemption Statement
► To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.

Pursuant to Section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, (select appropriate box)

☑ will
☐ will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

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Trumbull Public Schools

(Name of the Board of Education or Governing Authority)

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Local or Regional Board of Education or Governing Authority

Signature: ____________________________ Gary A. Cialfi, Ed.D.
(Signature of the Authorized Representative) (Printed Name of the Authorized Representative)

Superintendent of Schools

Title (Superintendent of Schools, President or Chairperson of the Board) ____________________________ Date of Authorization

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Connecticut State Department of Education

Signature: ____________________________ Kathy Demsey
(Signature of State Agency Representative) (Printed Name of State Agency Representative)

Chief Financial Officer

Title ____________________________ Date

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District Contact and Information Sheet
for 2014-15 Healthy Food Certification

This form must be completed by all public school districts that choose to implement healthy food certification (HFC) under Section 10-215f of the Connecticut General Statutes (C.G.S.). Contact information is used to generate mailing lists and e-mail groups to provide districts with important information regarding HFC implementation. Submit the completed form to the Connecticut State Department of Education with the district’s Healthy Food Certification Statement by July 1, 2014.

Please type or print clearly and provide complete contact information for items 1 through 8.

<table>
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<tr>
<th>School District: Trumbull Public Schools</th>
<th>ED-099 Agreement Number: 14400</th>
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1. **Designated District Contact Person for Healthy Food Certification***
   - **Name:** Betty Sinko
   - **Title:** Director
   - **E-mail:** sinkob@trumbullps.org
   - **Phone:** (203) 452-4500
   - **Mailing Address:** 6254 Main Street
   - **City:** Trumbull
   - **State:** CT
   - **Zip Code:** 06611

   * The district contact person is the point person identified by the district for coordinating the implementation and monitoring of healthy food certification under Section 10-215f of the Connecticut General Statutes. This person will field questions, organize trainings and contact the CSDE for assistance when necessary. The district may consider using the team leader for School Wellness Policy in this capacity. For more information, see Responsibilities of District Contact Person for Healthy Food Certification...

2. **District Superintendent**
   - **Name:** Gary A. Cialfi, Ed.D.
   - **Title:** Superintendent
   - **E-mail:** cialfig@trumbullps.org
   - **Phone:** (203) 452-4301
   - **Mailing Address:** 6254 Main Street
   - **City:** Trumbull
   - **State:** CT
   - **Zip Code:** 06611

3. **District School Food Service Director**
   - **Name:** Betty Sinko
   - **Title:** Director
   - **E-mail:** sinkob@trumbullps.org
   - **Phone:** (203) 452-4500
   - **Mailing Address:** 6254 Main Street
   - **City:** Trumbull
   - **State:** CT
   - **Zip Code:** 06611

4. **District Business Manager**
   - **Name:** Sean O'Keefe
   - **Title:** Business Manager
   - **E-mail:** okeefes@trumbullps.org
   - **Phone:** (203) 452-4500
   - **Mailing Address:** 6254 Main Street
   - **City:** Trumbull
   - **State:** CT
   - **Zip Code:** 06611
5. Does your school district provide lunches through a CSDE-approved Interschool Agreement to another school outside of your school district, e.g., another public school district, charter school, interdistrict magnet school or an endowed academy?

☑ No ☐ Yes ▶ List the school(s) that have indicated on the Interschool Agreement that they will comply with healthy food certification under C.G.S. Section 10-215f. Provide complete contact information for each school. Attach additional pages as necessary.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Address</th>
<th>Town</th>
<th>State</th>
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6. For each entity listed in Question 5 above, does your school district have an approved Interschool Agreement** on file with the Connecticut State Department of Education (CSDE)?

☑ No ☐ Yes ▶ **If a public school contracts to provide lunches to another public school district, charter school, interdistrict magnet school or endowed academy, these lunches may be included in the total number of lunches upon which funding is based if the recipient school certifies on the CSDE interschool agreement that they will comply with healthy food certification under Section 10-215f of the Connecticut General Statutes. To count the recipient school's lunches, an updated, signed and approved Interschool Agreement must be on file with the CSDE. For a sample interschool agreement, see the CSDE Forms for School Nutrition Programs Web page.

7. Does your school district operate a school store or similar school-based enterprise that sells food or beverages to students?

☐ No ☐ Yes ▶ Provide the contact information for the person responsible for the school store, e.g., teacher advisor.

Name of School Store Contact: Todd Manuel
E-mail: Manuelt@trumbullps.org
Mailing Address: 72 Strobel Road
City: Trumbull State: CT Zip Code: 06611
Title: Business Department
Phone: (203) 452-4555

8. Does your school district operate a culinary arts program that sells food or beverages to students?

☑ No ☐ Yes ▶ Provide the contact information for the person responsible for the culinary program.

Name of Culinary Arts Contact: 
E-mail: 
Mailing Address: 
City: State: Zip Code:
Title: 
Phone: ( ) —
Healthy Food Certification Statement Instructions

By completing and approving the Healthy Food Certification Statement, the board of education or governing authority is certifying whether all schools under the district’s jurisdiction will or will not comply with the Connecticut Nutrition Standards published pursuant to Section 10-215e of the Connecticut General Statutes for the period of July 1, 2014 through June 30, 2015.

Each eligible public school district must complete two (2) signed originals of the Healthy Food Certification Statement. Eligible districts include public school districts that participate in the National School Lunch Program, including regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.

Both copies of the Healthy Food Certification Statement must be signed with original (ink) signatures and be approved by the board of education or governing authority. Note: Both page 1 and 2 of the form must be returned, regardless of whether the district certifies for the healthy food option. Return the two signed copies by July 1, 2014 to:

Connecticut State Department of Education (CSDE)
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown, CT 06457

Section 1 – Background
This section provides background information for the Healthy Food Certification Statement.

Section 2 – Certification Statement
This section must be completed and signed by the board of education or governing authority for all Connecticut public school districts that participate in the National School Lunch Program, including regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies. This section certifies that the food items offered for sale to students separately from reimbursable meals at all times and from all sources will or will not be in compliance with the Connecticut Nutrition Standards.

- Enter Name of your Board of Education or Governing Authority in the space provided.
- Check appropriate box regarding the healthy food certification (“will” or “will not”). If the district checks “will,” then sections 3 and 4 must be completed (see instructions on page 2 of this document). If the district checks “will not,” the form is complete when signed and dated as indicated below.
- The Signature is that of the designated representative who is authorized to sign the ED-099 Agreement for the Child Nutrition Programs and to sign claims for reimbursement. This person is head of the governing authority, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (Superintendent of Schools, President or Chairperson of the Board). Include the authorized representative’s Title and Printed Name.
- For the Date of Authorization, indicate the date of the meeting when the board of education or governing authority took action to participate in the healthy food certification section under Section 10-215f of the Connecticut General Statutes.
Healthy Food Certification Statement Instructions, continued

Section 3 – Exemption Statement
This section must be completed only if the board of education or governing authority decides to certify for the healthy food option, i.e., checks “will” in Section 2. This section certifies that the board of education or governing authority will or will not allow exemptions for the sale of food items that do not meet the Connecticut Nutrition Standards provided that 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, 2) the sale is at the location of the event, and 3) the food is not sold from a vending machine or school store.

- If the board of education or governing authority certifies that all food items will comply with the Connecticut Nutrition Standards, the board may exclude from certification the sale of certain foods provided the three conditions listed above are met. The board of education or governing authority has the discretion to determine the scope of the exclusion, which may be general or may be determined on a case-by-case basis. In order to enact this exclusion, the board or governing authority must take action and specify the scope of the exclusion. The CSDE will monitor compliance with this certification. Therefore, for record-keeping purposes, adoption of the exclusion should be reflected in the official minutes of the board of education or the governing authority’s meeting regarding the vote for healthy food certification.

- Check appropriate box regarding food exemptions (“will” or “will not”).

Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)
This section must be completed only if the board of education or governing authority decides to certify for the healthy food option, i.e., checks “will” in Section 2. This section amends the Agreement for Child Nutrition Programs (ED-099) with the Connecticut State Department of Education to include the certification statement of compliance with the Connecticut Nutrition Standards.

- Enter Name of your Board of Education or Governing Authority in the space provided.

- The Signature is the designated representative authorized to sign the ED-099 Agreement for the Child Nutrition Programs and to sign claims for reimbursement. This person is head of the governing authority, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (Superintendent of Schools, President or Chairperson of the Board). Include the authorized representative’s Title and Printed Name.

- For the Date of Authorization, indicate the date of the meeting when the board of education or governing authority took action to participate in the healthy food certification under Section 10-215f of the Connecticut General Statutes.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education’s nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.
TO: Superintendents of Schools
Participating in the National School Lunch Program

FROM: Charlene Russell-Tucker, Chief Operating Officer
Office of Student Supports and Organizational Effectiveness

DATE: January 24, 2014

SUBJECT: 2014-15 Healthy Food Certification (HFC) Statement

This memo summarizes the requirements for submitting the annual HFC Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards and HFC resources.

Annual HFC Statement
Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the Connecticut Nutrition Standards. Public school districts include all regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.

Under C.G.S. Section 10-215b, districts that certify for the healthy food option must follow the Connecticut Nutrition Standards (see page 2) for all food items sold to students separately from a reimbursable breakfast or lunch. These food items include food offered for sale to students at all times in all schools and from all sources including, but not limited to, school stores, vending machines, school cafeterias and any fundraising activities on school premises. Districts that opt for HFC receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district’s NSLP in the prior school year.

The HFC application materials are available on the CSDE’s Application Forms for Healthy Food Certification Web page. Additional guidance, resources and a PowerPoint presentation on the application procedures are also available. Interested school districts should review these materials and meet with the appropriate individuals responsible for the school food service program, school stores, vending machines, culinary arts programs and fundraising activities to ensure that all criteria will be followed.

All public school districts participating in the National School Lunch Program must complete the HFC Statement – Addendum to Agreement for Child Nutrition Programs (ED-099). Districts that certify for the healthy food option must also complete the District Contact and Information Sheet. These forms must be returned by July 1, 2014, to the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.
Interschool Agreements
A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) can choose to certify for the healthy food option and follow the Connecticut Nutrition Standards. This must be indicated on the interschool agreement between the recipient site and the providing sponsor district. In order for the sponsoring district to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2014**. If the interschool agreement is received after this date, it will still be accepted by the CSDE but recipient site lunch counts will not be included in the total number of reimbursable lunches that are used to determine HFC payments for school year 2014-15. The interschool agreements for school year 2014-15 are available on the CSDE’s Forms for School Nutrition Programs Web page.

Connecticut Nutrition Standards

Resources
Numerous resources to assist districts with implementing HFC are available on the CSDE’s Healthy Food Certification Web page, including:

- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Fundraising with Food and Beverages;
- Requirements for Food and Beverages in Vending Machines;
- Requirements for Food and Beverages in School Stores; and
- Ensuring District Compliance with Healthy Food Certification.

State Beverage Requirements
As a reminder, the beverage requirements of C.G.S. Section 10-221q apply to all public schools, regardless of whether the district certifies for the healthy food option under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE’s Beverage Requirements Web page.

If you have any questions or need additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

CRT:sff
cc: Stefan Pryor, Commissioner of Education
    School Food Service Directors
    Business Managers
During the 2013-14 school year, 150 of the 194 eligible school districts and schools (77 percent) participated in HFC. This map shows participating school districts and schools. For a complete list of districts and schools, see the CSDE's handout, Connecticut School Districts Implementing Healthy Food Certification. For more information, visit the CSDE's Healthy Food Certification webpage or contact: Susan S. Fiore, MS, RD, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2075, susan.fiore@ct.gov.
Report to the Board of Education
Regular Meeting – June 17, 2014

Mr. O'Keefe
Mrs. Sinko

Agenda Item IV-B

Approval/ Beverage Sale

To comply with State Statute (GCS 10-221q) and the Healthy Food Certification, Boards of Education are required to address allowing the sale of beverages on school premises that are not on the State’s approved list, contingent upon the following three conditions being met:

- The sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- The sale is at the location of the event; and
- Products are not sold from a vending machine or school store.

Employing the above conditions has proven well in the past year. As such, the administration recommends Board of Education approval.

Administrative Recommendation:

Approve the sale of beverage items after school and/or at school events and activities contingent upon the three conditions listed above.
Report to the Board of Education
Regular Meeting – June 17, 2014

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Mr. O'Keefe
Mrs. Sinko

Agenda Item IV-C

Approval/School Lunch Price Increase

Trumbull Public Schools' Food Services Program is one that is self-sustaining and not supported by the district’s operating budget. Every effort is continually made to provide students and staff with nutritious, healthy meals in a cost efficient manner.

Due to Federal requirements, as part of the Healthy-Free Kids Act of 2010, changes to The National School Breakfast and Lunch Program Meal Patterns continue to phase in nutritional standards. As a result of these federal mandates, there is a direct impact on the cost of food and on certain contractual agreements. This necessitates an annual review of school lunch prices and when absolutely necessary, to request an increase for the upcoming school year.

In addition to the cost impact of Federal mandates, salary and benefits costs continue to increase which in aggregate are the primary factors for our projected year-end deterioration in the School Lunch Fund Balance of approximately 8-10%.

Accordingly, the Food Services Department proposes an increase of $0.05 per lunch ($0.15 per lunch if the Healthy Foods Certification (HFC) is NOT approved.

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Proposed (if HFC Appr'd)</th>
<th>Proposed (if HFC Not Appr'd)</th>
</tr>
</thead>
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<tr>
<td>Elementary School</td>
<td>$2.75</td>
<td>$2.80</td>
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<tr>
<td>Middle School</td>
<td>$2.85</td>
<td>$2.90</td>
<td>$3.00</td>
</tr>
<tr>
<td>High School</td>
<td>$3.00</td>
<td>$3.05</td>
<td>$3.15</td>
</tr>
</tbody>
</table>

This price increase would help ensure continued delivery of a quality Food Service program, as well as provide monies to be used for our capital project plan improvements.

Administrative Recommendation: Approve.
Trumbull School Lunch Program
Changes for the 2014-2015 school years

Our primary job in the Trumbull School Lunch Program is to make sure that our students have access to healthy, balanced meals so they can learn well in school and live healthy lives.

Healthy foods are more expensive. We do the best we can within the budget we have and the prices we’re allowed to charge for paying students, and we’re proud of the job we do.

We’ve spent the last two years implementing comprehensive new USDA rules for age appropriate calories, fat, whole grains, lowering sodium and meal pattern requirements. We require students to take at least one fruit or vegetable serving with every lunch, and we provide additional fruit and vegetable options and encourage them to choose more. Beginning July 1, 2014, the Competitive Food Regulations take effect, new challenges, it’s an on-going effort, and we’re committed to it.

If we as a district want to ensure our students are healthy and educate them on healthy choices it can’t just be school lunch doing this alone. It has to be a district effort.

We see ourselves as partners in the effort to teach our kids and families to eat healthier, so kids can be as healthy as possible and learn to the best of their abilities. That’s always our bottom line.

The new Competitive Foods Regulation will challenge all of us district wide including students, staff and parents everyone will have to adjust to the new regulations.

What does the term “Competitive foods” mean?
Several federal and state regulations govern the sale of competitive foods and beverages at school. Schools and institutions can sell or dispense competitive foods only within certain time frames and only if they meet certain criteria. “Competitive foods” are any foods and beverages sold to students anytime on school premises other than meals served through the U.S. Department of Agriculture (USDA) school meal programs. They include all foods and beverages available outside of school meals such as cafeteria a la carte sales, vending machines, school stores and fundraisers.

Betty Sinko
Director School Lunch Program
Trumbull Public Schools
Connecticut's Regulations for Competitive Foods

Sections 10-215b-1 and 10-215b-23 of the Regulations of Connecticut State Agencies apply to all Connecticut public and private schools and residential child care institutions (RCCIs) participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs. This includes the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program and Special Milk Program.

There are other state statutes and federal regulations that require additional restrictions beyond these regulations. For more information, see the Connecticut State Department of Education's (CSDE) handout, Competitive Foods in Schools.

REGULATIONS OF CONNECTICUT STATE AGENCIES

The state competitive foods regulations consist of two sections (10-215b-1 and 10-215b-23) that address the time frame and restrictions for the sale and dispensing of certain foods and beverages to students in schools.

Section 10-215b-1 Competitive Foods

(a) No school food authority shall permit the sale or dispensing to students of extra food items anywhere on the school premises from thirty minutes prior to the start of any state or federally subsidized milk or food service program until thirty minutes after such program.

(b) “Extra food items” means tea, coffee, soft drinks and candy.

(c) “School food authority” means the governing body which has the legal authority to operate one or more school feeding programs and receive state or federal subsidies for the operation of any such program.

(d) The provisions of this section shall not apply to the Department of Corrections.

(Effective August 25, 1992)

Note: Newer state and federal requirements supersede Section 10-215b-1 of the state regulations, including the Connecticut General Statutes (C.G.S.) and the federal competitive foods regulations. These requirements are summarized below.

Candy

- Effective July 1, 2006, public schools that implement healthy food certification (HFC) under C.G.S Section 10-215f must follow the Connecticut Nutrition Standards for all foods sold in schools. In HFC districts, candy can be sold to students on school premises only if the board votes to allow exemptions and the candy is sold at the location of events that occur after the school day or on the weekend, provided it is not sold from a vending machine or school store. Therefore, HFC supersedes the time frame previously allowed by Section 10-215b-1 of the state regulations. For more information, see the CSDE's Connecticut Nutrition Standards Web page and Healthy Food Certification Web page.

- Effective July 1, 2014, the USDA interim final rule, National School Lunch Program and School Breakfast Program: Nutrition Standards for All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013) prohibits schools from selling candy to students during the school day (the period from the midnight before to 30 minutes after the end of the official school day) on all areas of the school campus. Therefore, the federal requirements supersede the time frame previously allowed by Section 10-215b-1 of the state regulations. This applies to non-HFC public schools, private schools and RCCIs.
Connecticut's Regulations for Competitive Foods, continued

For more information, see the CSDE's handouts, Summary of the USDA Nutrition Standards for Competitive Foods and Competitive Foods in Schools.

Coffee, Tea and Soft Drinks

- Effective July 1, 2006, the state beverage statute (C.G.S. Section 10-221q) eliminates the sale of coffee, tea and soft drinks to students in all public schools, therefore it supersedes the time frame previously allowed by Section 10-215b-1 of the state regulations. The state beverage statute applies to all public schools (both HFC and non-HFC) regardless of whether they participate in the USDA school nutrition programs. For more information, see the CSDE's handout, Allowable Beverages in Connecticut Public Schools, and the Beverage Requirements Web page.

- For private schools and RCCIs, the USDA interim final rule prohibits the sale of coffee, tea and soft drinks (regular and diet) to elementary and middle school students during the school day on all areas of the school campus. Therefore, the federal requirements supersede the time frame previously allowed by Section 10-215b-1 of the state regulations. For high school students, the USDA allows certain calorie-free or low-calorie beverages to be sold if they meet the beverage standards in the interim final rule. For more information, see the CSDE's handout, Summary of the USDA Nutrition Standards for Competitive Foods and Competitive Foods in Schools.

Section 10-215b-23 Income from the Sale of Food Items

The income from the sale to students of food items, anywhere on the school premises from 30 minutes prior to the start of any state or federally subsidized milk or food service program until thirty minutes after any such program, shall accrue to the school food authority for the benefit of state or federally subsidized milk or food service programs.

(Effective August 25, 1992)

RESOURCES

- Competitive Foods in Schools
- Competitive Foods (CSDE Web page)
- Connecticut Nutrition Standards (CSDE Web page)
- Healthy Food Certification (CSDE Web page)
- List of Acceptable Foods and Beverages (CSDE Web page)
- Questions and Answers on Connecticut Standards for School Foods and Beverages
- School Foods and Beverages (CSDE Web page)

For more information, visit the Connecticut State Department of Education's (CSDE) Competitive Foods and Beverage Requirements Web pages or contact the school nutrition programs staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state law or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Lego Gillespie, Equal Employment Opportunity Director/ Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-690-5201, Lego.Gillespie@ct.gov.
Agenda Item IV-D

Approval/Memorandum of Agreement, Health Reserve

The Finance Committee has been working with our Insurance Consultant, Mr. Steve Rinaldi, to establish a Memorandum of Agreement (MOA) between the Board of Education and the Town of Trumbull. The purpose of the MOA is to lay the ground rules for establishing and maintaining an appropriate health reserves for both the Board of Education and Town self-funded insurance plans.

The Finance Committee is recommending that the Board of Education approve this document which would then be forwarded to the Town Council for their review and approval.

The document has been reviewed by the Board Attorney, Mr. Floyd Dugas. In addition, preliminary versions of the document have also been reviewed by Maria Pires, Town Finance Director, Elaine Hammers, Chairperson of the Town Council, and Town Attorney Dennis Kokenos. Mrs. Pires and Mrs. Hammers participated in the initial BOE Finance Committee meeting on this topic.

Recommendation: Review and approve.
Memorandum of Agreement Regarding the Town of Trumbull and Trumbull Public Schools Employee Health Benefits Plan Self Insurance Fund Reserve Policy

I. Purpose

The purpose of this policy is to provide a standard for the appropriate level of reserves that should be maintained in the employee health self-insurance fund and for defining the processes to maintain their adequacy, and cover plan expenses in the event of a reserve inadequacy.

II. Policy Statement

It is understood by both the Town and the Board of Education that the advantages of the arrangement detailed in this memorandum include the ability to accumulate sufficient claims reserves to support prudently administered self-insured health benefits programs; the ability to have those reserves carry over from year to year; increased financial flexibility resulting from the ability to apply reserves to multiple benefits programs of both the Board of Education and the Town; and, decreased budgetary risk from adverse claims experience.

It is the intention of both the Town of Trumbull and Board of Education of Trumbull to adequately fund the liabilities of their respective health insurance plans and provide sufficient financial resources to fund any unexpected increase in claims over the budgeted claim level. Accordingly the Town and Board of Education will each fund an Incurred But Not Reported (IBNR) reserve and an Excess Claim Reserve.

III. IBNR Reserve

The Town and Board of Education shall each independently establish an IBNR reserve for their respective self-insured plans. The IBNR reserve shall be established as of June 30 of each fiscal year at a level deemed appropriate by the Town of Trumbull and Board of Education, after consultations with Town and School insurance consultants and insurance vendors and after testing and verification by the Town’s independent auditors. The IBNR reserve shall be fully funded. Any insufficiency in the IBNR reserve will be funded from the Excess Claim Reserve.

IV. Excess Claim Reserve

In addition to the IBNR reserve, the Town and Board of Education will independently establish an Excess Claim Reserve to fund claims in excess of the expected claim level. Each employer shall purchase a separate aggregate stop loss policy (ASL) to protect its respective plan from adverse claim fluctuations. The initial reserve level for the schools shall be 10% of annual expected claims as the aggregate stop loss policy contains an attachment point that is 110% of expected paid claims. The Town’s reserve level shall be 20% of aggregate expected claims since it shall initially purchase a 120% ASL program.

Should either employer decide to purchase ASL in excess of its initial purchase, the desired reserve level will rise so as to fully fund one year of “claim corridor” i.e., the gap between expected claims and the ASL attachment point. The excess claim reserve level will be re-evaluated each year by each employer prior to the creation of the next year’s annual budget request and if a change is desired, the estimated reserve impact should be included in the budget request.
During any plan year, if claims exceed the projection in any covered benefits program, the BOE will look first to its budget for any anticipated surplus funds to meet its healthcare obligation. If surplus funds are unavailable, then the Board of Education will request the Town draw upon the Board of Education’s claims reserves in order to meet the obligation, keeping record of such reserve utilization. It is understood that the Board of Education and the Town are each individually responsible for replenishment of any reserves utilized to support their respective benefits programs, with the funding to replenish such reserves to occur in the next budget cycle.

It is understood that the Town and Board of Education will maintain at all times their respective equity in the funds, individual IBNR reserves, excess claims reserves and any accumulated surplus or deficits.

Excess claim reserves in excess of the desired claim reserve levels shall remain in the fund and shall be utilized at the discretion of the respective party whose cumulative claim experience gave rise to the excess claim reserve level.

V. Short Fall Procedures

If at any time during the Plan Year either the First Selectman or the Superintendent or both determine that there are insufficient revenues and accumulated reserves to meet the immediate claim expense obligations of their respective plans, they will immediately report such findings to their respective policy bodies.

As per Section IV, if surplus is unavailable, the Town shall make available sufficient funds to either the Town self-insurance plan or the Board of Education’s self-insurance plan to permit each employer to meet its obligations to fund the self-insured cash account for claims incurred on behalf of its employees for the balance of that fiscal year.

Any supplemental appropriation effectuated to fund additional reserves and/or shortfalls in the Board of Education’s employee health self-insurance fund shall not be considered a budgeted appropriation for purposes of the State’s Minimum Budget Requirement (MBR) as set forth in C.G.S. §10-262i.

Both the Town and the Board of Education agree that any and all yearly budgeted appropriations for the “reserves” as requested by the Board of Education to the First Selectman, for the purposes of C.G.S. §10-222, shall be deemed “expended” and “contracted for” upon the acceptance of each respective yearly budget by the Trumbull Town Council.

VI. Term

Initially, the term of this MOA shall run through June 30, 2015. On or before January 1, of each subsequent year, each party shall notify the other Party in writing if it does not intend to extend this MOA and it shall be extended for an additional one year term if neither party provides written notification, to the contrary. Notwithstanding the foregoing, this MOA may be terminated at any time by mutual agreement. It is the intention of this MOA that both parties maintain maximum flexibility to change benefits plans, modify risk retention or discontinue this program of consolidation.

____________________  on behalf of Trumbull Public School
Approved by the Board of Education

____________________  on behalf of the Town of Trumbull
Approved by the Town Council

Date
TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – June 17, 2014

Mr. O‘Keefe

Agenda Item IV-E Approval/2013-14 Potential Surplus Action Plan

The Finance Committee would like to discuss and come to agreement with the Board of Education on a potential action plan in the event that a 2013-14 budget surplus is realized at the end of June 2014.

Recommendation: Discuss and approve.
Report to the Board of Education  
Regular Meeting, June 17, 2014  

Dr. McGrath

Agenda Item V-A  
Pending Litigation  

There are no major changes this month.

Recommendation:  
Receive and file.
## PENDING LITIGATION

<table>
<thead>
<tr>
<th>CASE TOWN/BOARD</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>1. M.A. vs.</td>
<td>M.A., a Trumbull resident allegedly tripped and fell on sidewalk at Trumbull High School on May 1, 2004. This claim seeks monetary damages against Board of Education and the Town of Trumbull, Mr. Donald Walsh, Maintenance Supervisor, Mr. Ralph Iassogna, Superintendent, Mr. Paul Kallmeyer, former Director of Public Works. (Notice of claim received April 21, 2006).</td>
</tr>
<tr>
<td>2. L.M., PPA B.M. vs.</td>
<td>L.M., PPA B.M. a Monroe minor, allegedly was injured on November 11, 2006 while playing on the field located behind Middlebrook Elementary School when he tripped to the ground and fell onto a metal “spike” object protruding out of the ground. L.M. received injuries to his right knee. This claim seeks monetary damages against Board of Education and the Town of Trumbull. (Notice of claim received November 13, 2006).</td>
</tr>
<tr>
<td>3. M.S., PPA M.S. vs.</td>
<td>M.S., PPA M.S. a Trumbull minor, allegedly was injured on September 15, 2005 at Trumbull High School while walking up stairs when she was caused to slip and fall. M.S. received injuries to her right knee, resulting in multiple surgeries and scaring from injuries. This claim seeks monetary damages against Board of Education and the Town of Trumbull. (Notice of claim received August 8, 2007).</td>
</tr>
<tr>
<td>4. P.F. S. LLC vs.</td>
<td>Platinum Funding Services LLC (&quot;Platinum&quot;) claims the Trumbull Board of Education failed to remit payment for services rendered following notification that (Platinum”) assumed, all accounts of PETCO, the original vendor the district entered an agreement with. This claim seeks monetary damages against Trumbull Board of Education and the Town of Trumbull. (Notice of claim received on 8/19/09).</td>
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<tr>
<td>5. K.S., D.S. vs.</td>
<td>K.S., a Trumbull minor, allegedly was injured on or about October 28, 2008 at Trumbull High School while playing tennis/baseball, during which she received, what is described as, serious brain injuries. This claim seeks monetary damages against Trumbull Board of Education and the Town of Trumbull. (Notice of claim received on October 27, 2010).</td>
</tr>
<tr>
<td>6. F.C. vs.</td>
<td>F.C., an employee of AAA Motor Club responding to a call on or about October 29, 2010 at Trumbull High School, entered the walkway of Trumbull High School under construction, and allegedly tripped and fell over a 4&quot; beam covered by leaves. This claim seeks monetary damages against the Board of Education and the Town of Trumbull. (Notice of claim received January 25, 2011).</td>
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<tr>
<td>Case</td>
<td>Party</td>
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<tr>
<td>7. M.A. vs.</td>
<td>M.A., parent of Trumbull High School student</td>
</tr>
<tr>
<td>8. C.M. vs.</td>
<td>C.M., an employee of First Student, Inc. which provides school bus service to Trumbull Public Schools, alleged that on or about May 1, 2012 R.I. and D.P. sent a defamatory message to third persons via email, telephone, in person, and or written correspondence, which stated C.M., hit a student with the school bus while he was driving. Also on or about May 5, 2012 R.I. and D.P. and other employees of the BOE sent a similar defamatory message to third persons via email, telephone, in person, and or written correspondence, falsely stated that C.M. hit a student with the school bus while he was driving, also that a police investigation determined C.M. hit a student with the school bus while he was driving. The complaint claimed these statements defamed him personally and professionally and led to his termination on May 30, 2012. This claim seeks monetary damages against the Board of Education and the Town of Trumbull. (Notice of claim received August 7, 2012).</td>
</tr>
<tr>
<td>9. A.Z., PPA A.P. vs.</td>
<td>A.Z., a student in preschool for special needs at Trumbull Early Childhood Education Center, allegedly was injured on April 24, 2012 at approximately 12:15 p.m. At the time of the incident A.Z. was in her seat and her teacher, J.P., grasped her by the shoulders and reseated her. It is claimed that J.P. then lifted her chair, roughly pushed it closer to the table, grabbed the child’s hair, pushing her head down on the table top. As a result, A.Z. has sustained physical and emotional injury including a mark behind her right ear and a black and blue which required medical attention. (Notice of claim received on August 22, 2012).</td>
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<tr>
<td>10. N.I., PPA M.I. vs.</td>
<td>N.I., PPA M.I. a student at Trumbull High, alleged she was injured on December 1, 2011 while participating in a volleyball drill in gym class. N.I. was hit in the head with a volleyball. This claim seeks monetary damages against the Town of Trumbull and 2 physical education teachers. (Notice of claim received on November 5, 2012).</td>
</tr>
<tr>
<td>11. B.W. vs.</td>
<td>B.W. a student at Trumbull High, allegedly fell on or about March 9, 2013 due to icy conditions on the front walk near entry door#2. This claim seeks monetary damages against damages against the Board of Education and the Town of Trumbull. (Notice of claim received on May 23, 2013.</td>
</tr>
</tbody>
</table>
TRUMBULL BOARD OF EDUCATION
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, June 17, 2014

Dr. McGrath

Agenda Item V-B

Status of Negotiations

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

Recommendation:

Receive and file.
## STATUS OF NEGOTIATIONS

<table>
<thead>
<tr>
<th>Unit</th>
<th>Member of Board's Negotiating Team</th>
<th>Status of Negotiations</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEA Teachers</td>
<td>Attorney Floyd Dugas Dr. Michael McGrath Deborah Herbst Michael Ward</td>
<td>The TEA Agreement covers the period from July 1, 2014 to June 30, 2017.</td>
</tr>
<tr>
<td>TAA (Administrators)</td>
<td>Attorney Floyd Dugas Jeffrey Donofrio Joseph Peddle</td>
<td>The TAA Agreement covers the period from July 1, 2012 to June 30, 2015.</td>
</tr>
<tr>
<td>Secretaries</td>
<td>Board Attorney Floyd Dugas Sean O'Keefe</td>
<td>The Secretaries Agreement covers the period from July 1, 2011 to June 30, 2016.</td>
</tr>
<tr>
<td>CILU/CIPU</td>
<td>Board Attorney Floyd Dugas Sean O'Keefe</td>
<td>The Custodial/Maintenance Agreement covers the period from July 1, 2010 to June 30, 2014. Negotiations for a successor Agreement have begun.</td>
</tr>
<tr>
<td>Paraprofessionals (UE) LOCAL #222, CILU #78</td>
<td>Board Attorney Floyd Dugas Sean O'Keefe</td>
<td>The Paraprofessional Agreement covers the period from July 1, 2011 to June 30, 2015.</td>
</tr>
<tr>
<td>Cafeteria Workers</td>
<td>Board Attorney Floyd Dugas Lunch Manager Sean O'Keefe</td>
<td>The Cafeteria workers Agreement covers the period from July 1, 2010 to June 30, 2014. Negotiations for a successor Agreement have begun.</td>
</tr>
<tr>
<td>CILU Supervisor/Support Staff</td>
<td>Board Attorney Floyd Dugas Sean O'Keefe</td>
<td>The CILU Supervisors Agreement covers the period from July 1, 2012 to June 30, 2016.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The CILU Support Agreement covers the period from July 1, 2011 to June 30, 2016.</td>
</tr>
</tbody>
</table>