

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Regular Meeting – January 22, 2008  
Long Hill Administration Building  
Lorraine R. Smith Assembly Room

7:00 p.m.

AGENDA

**I. \*PRELIMINARY BUSINESS**

- A. Salute to the Flag
- B. Correspondence
- C. Comments and Questions

**II. PERSONNEL**

- A. Personnel – Mr. Iassogna

**III. CONSENT AGENDA**

- A. Approval/Minutes-Regular Meeting – 1/8/08
- B. Approval/Financial Reports – Mr. Sirico
- B. Approval/Finance Committee of the Board of Education Transfers – Mrs. Chory  
Mrs. Labella, Mr. Wright, Mr. Sirico

**IV. REPORTS**

- A. Capital Projects Update – Mr. Iassogna

**V. NEW BUSINESS**

- A. Approval/Custodial/Maintenance Agreement – Mr. Iassogna, Mr. Dugas

**VI. OLD BUSINESS**

- A. Policies – Second Reading/Approval
  - 1. Administration of Medication by School Personnel, Policy Code:JHCD – Ms. Locke, Dr. Vespe

**VII. RECEIVE AND FILE**

- A. Pending Litigation – Dr. Cialfi
- B. Negotiations – Dr. Cialfi

**VIII. OTHER**

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

**TRUMBULL PUBLIC SCHOOLS**  
**Trumbull, Connecticut**

Report to the Board of Education  
Regular Meeting January 22, 2008

Mr. Iassogna

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Agenda Item II-A

Personnel

a. Appointments – Certified

Steinberg, Mrs. Maureen; 6<sup>th</sup> Year +15 -21 department  
chairperson of Specialized Programs at Frenchtown Elementary  
School, effective January 28, 2008.

Recommendation:

Receive and file

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – January 22, 2008

Mr. Iassogna

Agenda Item – III-A

Approval/Minutes

Regular Meeting - 1/8/08

Administrative Recommendation:

Approve the minutes of the above  
noted meeting.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
Regular Meeting – January 8, 2008  
Long Hill Administration Building  
Lorraine R. Smith Assembly Room

The Trumbull Board of Education convened in the Long Hill Administration Building for a Regular Meeting.

Members present:

S. Wright, Chairperson  
M. Ward, Vice Chairperson  
J. Tyborowski, Secretary  
L. Chory, Board Member  
D. Herbst, Board Member  
L. King, Board Member  
L. Labella, Board Member

Agenda Item I – Preliminary Business

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

B. Correspondence – There was no correspondence reported this evening.

Mr. Wright noted that following the Board's adoption of the budget, it would be forwarded to the First Selectman, then to the Board of Finance, and finally to the Town Council for review, and then back to the Board of Education for final distribution.

C. Comments and Questions – Anthony D'Aquila, 29 Valley View Road, voiced his concern that, in conflict with State law citing a free public education, students were being levied to participate in certain programs during the school day while other students were receiving scholarships from operating funds to cover these costs. Chairman Wright noted that following some inquiries, a response will be given to Mr. D'Aquila regarding his concerns.

Agenda Item II - Personnel

A. Personnel – It was moved (Labella) seconded (Herbst) to approve the resignation of Jacquelyn Mellin, Mathematics teacher at Madison Middle School since August 2005, resigning effective December 31, 2007; and Amy Williams, fulltime TAG teacher at Frenchtown and Tashua Schools (currently on maternity leave), resigning .50 of her fulltime teaching assignment upon her return from maternity on February 25, 2008. Vote: unanimous in favor.

Agenda Item III – Consent Agenda

A. Approval/Minutes – By unanimous consent of members present and voting at that meeting, the minutes of the December 4, 2007 Budget meeting were accepted as presented. By unanimous consent of members present and voting at the December 6 Budget meeting, the minutes were accepted as presented.

#### Agenda Item IV – New Business

- A. 403(b) Discussion – A discussion ensued regarding the new IRS mandate that each employer who offers a 403(b) plan must create a written, detailed plan as to how it will be monitored and also requires information sharing agreements with other providers. Business Manager Stephen Sirico discussed the possibility of a third party administrator for this plan, hiring an outside consultant to audit the current plan and creating a new plan to comply with the IRS regulations, hiring the Board’s attorney review the documents, and then making a recommendation to the full Board. It was moved (Labella) seconded (King) to approve the recommendation as presented. Vote: unanimous in favor. Mr. Iassogna noted that there are several reputable companies to choose from in the State of Connecticut to perform the above noted tasks.

#### Agenda Item V – Old Business

- A. 2008-09 Budget Approval - It was moved (Ward) seconded (King) to approve the budget in the amount of \$84,376,530, or 8.69% over the current school year’s allocation.

Chairman Wright thanked the Board for carefully working on this budget request since the end of November when it was received from the administration. He also thanked the staff and administration for their due diligence in creating this budget as well as answering all the informational requests from the Board.

It was moved (Ward) seconded (Herbst) to increase the budget in the amount of \$35,000 to support a second full day Kindergarten pilot program. A lengthy discussion ensued. Mrs. Tyborowski and Mrs. Labella voiced their concerns about this program including sustainability as it relates to future enrollment and space issues, earliest time frame for program expansion, cost of program, Kindergarten student equity, and first grade program plans for students who had attended a full day program. Vote: 5 in favor (Wright, Chory, Herbst, King, Ward) 2 opposed (Labella, Tyborowski). Motion passes.

It was moved (Herbst) seconded (Labella) to fund the previously Town funded part-time media specialist position at Trumbull High School in the amount of approximately \$10,000. This position serves students after school, including Continuing Education students and any townspeople wishing to use the library after school hours. Vote: unanimous in favor. Motion passes.

It was moved (Chory) seconded (Herbst) to reduce various Trumbull High School classroom supply accounts in the amount of \$6,196. A lengthy discussion ensued. The Board adjourned for a brief recess at 8:12 p.m. and the meeting resumed at 8:22 p.m. Vote regarding reduction in THS classroom supply accounts: 5 opposed (King, Wright, Ward, Labella, Tyborowski) 2 in favor (Chory, Herbst). Motion fails.

It was moved (Ward) seconded (King) to reduce the Superintendent’s budget request to 7.31%, which would reflect only monies to cover negotiated bargaining unit salaries and benefits of 5.01%, plus a 2.3% social security cost of living increase. Vote: 6 opposed (Wright, Chory, Herbst, King, Labella, Tyborowski) 1 in favor (Ward). Motion fails.

It was moved (Herbst) seconded (Loretta) to reduce the budget by \$308,700 in the Curriculum/Textbooks/Worksbooks account. A lengthy discussion ensued. Vote: unanimous in favor. Motion passes.

It was moved (Herbst) seconded (Chory) to reduce the budget in the amount of \$44,000 for the .8 TECEC/Outplacement Service Department Chairs. Vote: 6 in favor (Chory, Herbst, King, Labella, Tyborowski, Ward) 1 opposed (Wright). Motion passes.

It was moved (Herbst) seconded (Chory) to reduce the account for elementary interns by \$75,000. Vote: 2 in favor (Chory, Herbst) 5 opposed (Wright, King, Labella, Tyborowski, Ward). Motion fails.

It was moved (Chory) seconded (Herbst) to reduce the budget by \$82,000 in the Curriculum Department/School Classroom Supplies account. Vote: 2 opposed (Wright, King) 5 in favor (Chory, Herbst, Labella, Tyborowski, Ward). Motion passes.

It was moved (Herbst) seconded (Chory) to reduce the budget by \$60,000 in the account containing monies for degree changes. A discussion ensued. Vote: 2 in favor (Chory, Herbst) 5 opposed (Wright, King, Labella, Tyborowski, Wright). Motion fails.

It was moved (Chory) seconded (Herbst) to reduce the PPS equipment account by \$8,500. Coordinator of Special Education Cynthia Twiss explained that these monies are used for assistive devices to cover technology for students with autism spectrum disorders as well as other disorders. Vote: all opposed. Motion fails.

It was moved (Herbst) seconded to decrease the District Classroom Equipment account by \$70,500. Vote: 5 in favor (Ward, Labella, Tyborowski, Chory, Herbst) 2 opposed (King, Wright). Motion passes.

The Board briefly recessed from 9:50 p.m. – 9:56 p.m.

It was moved (Herbst) seconded (Labella) to reduce the professional development account in the amount of \$73,100. Vote: 6 in favor (Wright, Chory, Ward, Herbst, Labella, Tyborowski) 1 opposed (King). Motion passes.

It was moved (Chory) seconded (Herbst) to reduce the Assistant Superintendent's Information Services Salary account in the amount \$32,000. Vote: 2 in favor (Herbst, Chory) 5 opposed (Wright, King, Labella, Ward, Tyborowski). Motion fails.

It was moved (Herbst) seconded (Chory) to reduce the budget in the amount of \$110,000 for 2.0 elementary reading specialists. Vote: 2 in favor (Herbst, Chory) 5 in opposed (Ward, Labella, Tyborowski, Wright, King). Motion fails.

It was moved (Herbst) seconded (Chory) to amend the budget by reducing staff at Trumbull High School by 3.0 positions for a savings of \$165,000. Vote: 3 in favor (Herbst, Chory, King) 4 opposed (Wright, Ward, Labella, Tyborowski). Motion fails.

It was moved (Labella) seconded (Tyborowski) amend the budget by reducing staff at Trumbull High School by 2.4 positions for a savings of \$132,000, plus \$36,000 in benefits. Vote: 6 in favor (Labella, Tyborowski, Ward, King, Herbst, Chory) 1 opposed (Wright). Motion passes.

It was moved (King) seconded (Tyborowski) to continue with the rest of the reductions recommended in Phase I of the suggested reduction list(\$102,664) that have not already been voted on. Vote: 6 in favor (Chory, Herbst, King, Labella, Tyborowski, Ward) 1 opposed (Wright). Motion passes.

It was moved (Chory) seconded (Ward) to reduce to reduce the budget by \$25,000 from the Plant Operations account. Vote: 2 in favor (Labella, Chory) 5 opposed (Wright, Ward, King, Herbst, Tyborowski). Motion fails.

It was moved (King) seconded (Tyborowski) to reduce the budget by the \$35,000 remaining Phase II of the suggested reduction list. Vote: 6 in favor (Chory, Herbst, King, Labella, Tyborowski, Ward) 1 opposed (Wright). Motion passes.

It was moved (Herbst) seconded (Chory) to reduce the monies budgeted in the Curriculum Writing Account in the amount of \$30,000. Vote: unanimous in favor.

It was moved (Chory) seconded (Ward) to reduce \$40,000 in the district-wide Pay-to-Play account. Vote: All opposed. Motion fails.

It was moved (Chory) seconded (Ward) to reduce the periodicals, dues and fees account in the amount of \$15,000. Vote: 2 in favor (Chory, Herbst) 5 opposed (Wright, Ward, King, Labella, Tyborowski). Motion fails.

By a majority vote, 5 in favor (Wright, Ward, King, Labella, Tyborowski) 2 opposed (Herbst, Chory), the Board approved the budget as amended in the amount of \$83,507,566, a 7.57% increase over the 2007-08 allocation from the Town.

#### Adjournment

Board Members gave unanimous consent to adjourn the Public Session 11:11 p.m.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – January 22, 2008

Mr. Sirico

Agenda Item III – B – 1

Financial Reports

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d) Student Activity Detail Report for the 6 months ended 12/31/07.....	7
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Recommendation:

Accept the Trumbull Board of Education Financial reports  
for the six months ended 12/31/07



		<u>Budget</u>						
<u>Object Description</u>	<u>Object#</u>	<u>Original</u>	<u>Transfers</u>	<u>Revised</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>	<u>% Spent</u>
<u>Salaries</u>	<u>100</u>							
Admin./Supervisors	110	3,760,079	(222,555)	3,537,524	1,745,097	1,764,234	28,193	99.20%
Teachers	120	37,129,945	(300,000)	36,829,945	13,860,345	22,656,110	313,490	99.15%
Custodians/Maintenance	130	3,217,828	(73,952)	3,143,876	1,553,329	1,333,893	256,653	91.84%
Tech Support	140	472,913	6,323	479,236	247,994	233,674	(2,432)	100.51%
Secretaries	150	2,212,750	0	2,212,750	1,061,773	1,109,680	41,296	98.13%
Paras	160	1,849,708	4,128	1,853,836	866,673	986,129	1,035	99.94%
Substitutes	170	731,234	100,000	831,234	373,656	560,483	(102,905)	112.38%
Coaches & Advisors	180	521,078	(4,100)	516,978	150,845	0	366,133	29.18%
Salaries Other	190	2,189,423	121,297	2,310,720	1,100,433	339,807	870,479	62.33%
<b>Salaries Totals</b>		<b>52,084,958</b>	<b>(368,859)</b>	<b>51,716,099</b>	<b>20,960,146</b>	<b>28,984,011</b>	<b>1,771,942</b>	<b>95.89%</b>
<u>Benefits</u>	<u>200</u>							
Health Insurance	210	8,974,350	(150,000)	8,824,350	4,424,284	4,360,096	39,970	99.55%
FICA	220	1,239,194	0	1,239,194	555,827	638,782	44,585	96.40%
Life Insurance	280	124,000	0	124,000	60,337	58,877	4,786	96.14%
Benefits Other	290	26,500	0	26,500	12,296	11,949	2,255	91.49%
<b>Benefits Totals</b>		<b>10,364,044</b>	<b>(150,000)</b>	<b>10,214,044</b>	<b>5,052,743</b>	<b>5,069,703</b>	<b>91,597</b>	<b>97.67%</b>
<u>Services - Prof. &amp;</u>	<u>300</u>							
Professional Development	320	186,125	1,018	187,143	73,372	185	113,586	39.31%
Legal	330	120,000	50,000	170,000	59,638	138,027	(27,665)	116.27%
Service Contracts	340	262,450	(9,576)	252,874	250,642	0	2,232	99.12%
Consultants	360	257,250	(500)	256,750	142,133	276,000	(161,383)	162.86%
Other Prof Services	390	188,860	(1,730)	187,130	80,999	0	106,131	43.28%
<b>Services - Prof. &amp; Totals</b>		<b>1,014,685</b>	<b>39,212</b>	<b>1,053,897</b>	<b>606,784</b>	<b>414,212</b>	<b>32,901</b>	<b>100.62%</b>
<u>Services - Property</u>	<u>400</u>							
Utilities	410	2,094,250	(7,100)	2,087,150	722,138	1,235,356	129,657	93.79%
Energy	415	1,510,600	0	1,510,600	274,471	1,065,562	170,567	88.71%
Repairs & Service Fees	430	428,350	(43,985)	384,365	77,578	43,641	263,145	31.54%

Budget

<u>Object Description</u>	<u>Object#</u>	<u>Original</u>	<u>Transfers</u>	<u>Revised</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>	<u>% Spent</u>
Telephones	440	124,100	0	124,100	39,875	74,903	9,323	92.49%
Internet	442	43,520	12,601	56,121	23,534	20,647	11,940	78.72%
Leases & Rentals	445	408,650	(26,700)	381,950	156,578	174,290	51,082	86.63%
Other Purch Prop Services	490	197,245	80,237	277,482	112,693	90,087	74,703	73.08%
<b>Services - Property Totals</b>		<b>4,806,715</b>	<b>15,053</b>	<b>4,821,768</b>	<b>1,406,866</b>	<b>2,704,485</b>	<b>710,417</b>	<b>85.53%</b>
<u>Services - Purchased</u>	<u>500</u>							
Transportation	510	3,794,300	0	3,794,300	973,723	2,731,953	88,623	97.66%
Postage	530	60,000	0	60,000	34,809	3,192	21,999	63.34%
Advertising	540	7,050	0	7,050	1,194	0	5,856	16.94%
Interns	550	108,000	150,000	258,000	123,654	131,322	3,025	98.83%
Tuition	560	2,301,068	103,550	2,404,618	1,191,118	1,072,165	141,335	94.12%
Printing	570	70,125	(1,600)	68,525	33,278	0	35,247	48.56%
Other Purch Services	590	99,425	37,800	137,225	79,724	25,972	31,529	77.02%
<b>Services - Purchased Totals</b>		<b>6,439,968</b>	<b>289,750</b>	<b>6,729,718</b>	<b>2,437,501</b>	<b>3,964,604</b>	<b>327,614</b>	<b>99.41%</b>
<u>Supplies</u>	<u>600</u>							
Supplies Teaching	610	648,959	60,829	709,788	434,594	68,015	207,178	70.81%
Supplies Office	620	206,435	(8,025)	198,410	105,716	5,539	87,155	56.07%
Supplies Custodial	630	126,660	0	126,660	42,366	2,387	81,907	35.33%
Supplies Maintenance	635	386,350	34,200	420,550	134,145	13,805	272,600	35.18%
Text & Workbooks	640	443,549	14,253	457,802	327,918	29,129	100,755	77.99%
Subscriptions	645	55,247	270	55,517	21,806	2,352	31,359	43.51%
Testing Materials	650	83,480	1,000	84,480	53,012	869	30,600	63.78%
Books & A/V	655	99,070	800	99,870	45,971	18,742	35,157	64.80%
Computer Supplies	660	132,069	59,000	191,069	191,408	0	(339)	100.18%
Other Supplies	690	41,025	0	41,025	8,730	0	32,295	21.28%
<b>Supplies Totals</b>		<b>2,222,844</b>	<b>162,327</b>	<b>2,385,171</b>	<b>1,365,666</b>	<b>140,837</b>	<b>878,668</b>	<b>67.77%</b>
<u>Property</u>	<u>700</u>							
Office Equipment	710	6,150	1,500	7,650	4,169	149	3,332	56.45%

Trumbull Board of Education Expense vs Budget  
Report for the 6 Months Ended 12/31/07

		<u>Budget</u>						
<u>Object Description</u>	<u>Object#</u>	<u>Original</u>	<u>Transfers</u>	<u>Revised</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>	<u>% Spent</u>
Office Furniture	720	36,906	9,162	46,068	16,141	3,111	26,816	41.79%
Classroom Equipment	730	403,225	2,948	406,173	145,673	85,473	175,028	56.91%
Building Equipment	750	66,750	407	67,157	28,016	586	38,554	42.59%
Other equipment	790	38,350	0	38,350	0	3,344	35,006	8.72%
<b>Property Totals</b>		<b>551,381</b>	<b>14,017</b>	<b>565,398</b>	<b>193,999</b>	<b>92,664</b>	<b>278,735</b>	<b>51.99%</b>
<u>Other Objects</u>	<u>800</u>							
Dues, Fees and Memberships	810	93,365	(1,500)	91,865	69,253	122	22,490	75.52%
Unemployment	825	20,000	0	20,000	12,543	20,000	(12,543)	162.72%
Other Objects	890	33,000	0	33,000	33,000	0	0	100.00%
<b>Other Objects Totals</b>		<b>146,365</b>	<b>(1,500)</b>	<b>144,865</b>	<b>114,796</b>	<b>20,122</b>	<b>9,947</b>	<b>92.18%</b>
<b>Report total</b>		<b><u>\$77,630,960</u></b>	<b><u>\$0</u></b>	<b><u>\$77,630,960</u></b>	<b><u>\$32,138,501</u></b>	<b><u>\$41,390,638</u></b>	<b><u>\$4,101,821</u></b>	<b><u>94.72%</u></b>

	<u>Total Budget</u>	<u>Exp LY</u>	<u>Budget @ BOY</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>
<u>Grants Ending 9/30/07</u>						
Headstart ABCD P	264,585	186,497	78,088	75,714	0	2,374
9/30/07 Totals	264,585	186,497	78,088	75,714	0	2,374
<u>Grants Ending 3/31/08</u>						
USDE Crisis Management P	110,050	9,676	100,374	32,113	37,348	30,913
3/31/08 Totals	110,050	9,676	100,374	32,113	37,348	30,913
<u>Grants Ending 6/30/08</u>						
IDEA Pre-K P	38,762	38,511	251	60	71	120
IDEA-B NP	30,000	11,000	19,000	0	4,638	14,362
IDEA-B P	1,173,420	1,079,185	94,235	83,868	1,280	9,086
Magnet School P e	94,827		94,827			94,827
Open Choice P e	87,500	0	87,500	38,862	4,505	44,133
Perkins P	39,941	0	39,941	4,668	15,714	19,559
Title 1 P	131,587	131,587	0			0
Title 2 Part D Tech NP	225	134	91	0	0	91
Title 2 Part D Tech P	783		783	783	0	0
Title 2-A NP	24,367	14,845	9,522	0	0	9,522
Title 2-A P	92,101	92,060	41	41	0	0
Title 3-A P	15,340	10,925	4,415	180	0	4,235
Title 4-A NP	3,418	2,040	1,378	0	0	1,378
Title 4-A P	12,639	12,611	28	0	0	28
Title 5 NP	1,308	781	527	0	0	527
Title 5 P	4,869	4,779	90	0	0	90
Underage Drinking P	133,226	35,737	97,489	18,141	547	78,802
6/30/08 Totals	1,884,313	1,434,195	450,118	146,603	26,755	276,760
<u>Grants Ending 9/30/08</u>						
Headstart ABCD P	268,508	0	268,508	32,967	89,737	145,804
9/30/08 Totals	268,508	0	268,508	32,967	89,737	145,804
<u>Grants Ending 6/30/09</u>						
IDEA Pre-K P	38,896	0	38,896	12,182	16,824	9,890
IDEA-B NP	27,450	0	27,450	0	0	27,450

e-estimated budget

		<u>Total</u>	<u>Exp</u>	<u>Budget @</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>
		<u>Budget</u>	<u>LY</u>	<u>BOY</u>			
IDEA-B P		1,191,073	0	1,191,073	445,243	594,646	151,184
Immigrant & Youth P		24,757		24,757	0	0	24,757
Title 1 P	e	151,315	0	151,315	78,316	88,503	(15,505)
Title 2 Part D Tech NP	e	200	0	200	0	0	200
Title 2 Part D Tech P	e	715	0	715	31	0	684
Title 2-A NP	e	25,000	0	25,000	0	0	25,000
Title 2-A P	e	94,168		94,168	34,653	30,921	28,594
Title 3-A P	e	15,983	0	15,983	0	0	15,983
Title 4-A NP	e	3,500	0	3,500	0	0	3,500
Title 4-A P	e	12,620	0	12,620	3,786	0	8,834
Title 5 NP	e	1,417	0	1,417	0	0	1,417
Title 5 P	e	4,970	0	4,970	393	0	4,577
6/30/09 Totals		1,592,064	0	1,592,064	574,603	730,895	286,566
Report total		\$4,119,520	\$1,630,368	\$2,489,152	\$862,000	\$884,735	\$742,417

Consolidated Balance Sheets as of 12/31/07					
	Special Revenue		Trust Funds		
	School Lunch	BOE Programs	Expendable Trust	Student Activity	Total
<b>Assets:</b>					
Cash	\$ 796,347	\$ 680,216	\$ 147,362	\$ 443,844	\$ 2,067,768
Accounts Receivable	83,090	6,922	99,956		189,968
Inventory	56,617				56,617
Prepaid Expense	-				-
<b>Total Assets:</b>	<b>936,054</b>	<b>687,138</b>	<b>247,318</b>	<b>443,844</b>	<b>2,314,354</b>
<b>Liabilities:</b>					
Accounts Payable	67,602				
Wages Payable	23,023				23,023
Deferred Revenue	79,338		99,956		179,294
Due to others				443,843	443,843
<b>Total Liabilities:</b>	<b>169,963</b>	<b>-</b>	<b>99,956</b>	<b>443,843</b>	<b>713,762</b>
<b>Fund Balances:</b>	<b>\$ 766,091</b>	<b>\$ 687,138</b>	<b>\$ 147,362</b>	<b>\$ 0</b>	<b>\$ 1,600,591</b>
<b>Statement of Revenues, Expenditures and Changes in Fund Balances for the six months ended 12/31/07</b>					
<b>Revenue/increases:</b>					
Food Sales/Charges for Service	\$ 809,406	\$ 532,236			\$ 1,341,642
Intergovernmental	107,994	152,083			
Transfer from student activity		272,319			
Other Income/Interest	31,729		1,455		33,184
Donations			8,912		8,912
<b>Increases</b>				<b>628,617</b>	<b>628,617</b>
<b>Total revenue/increases</b>	<b>949,129</b>	<b>956,638</b>	<b>10,367</b>	<b>628,617</b>	<b>2,544,751</b>
<b>Expenses/decreases</b>					
Wages and Fica	349,698	571,530			921,228
Medical	166,957				
Other Expenses	34,595	62,573	685		97,853
Supplies	26,464	82,329			
Cost of Food	344,070	14,286			358,356
Equipment	13,793	39,806			
<b>Decreases</b>				<b>921,490</b>	<b>921,490</b>
<b>Total Expenditures/Increases</b>	<b>935,577</b>	<b>770,524</b>	<b>685</b>	<b>921,490</b>	<b>2,628,277</b>
<b>Increase (decrease) in net assets</b>	<b>\$ 13,552</b>	<b>\$ 186,114</b>	<b>\$ 9,681</b>		<b>209,348</b>
<b>Fund Balances:</b>					
Beginning of year	\$ 752,538	\$ 501,025	\$ 137,680	\$ -	\$ 1,391,243
End of period	\$ 766,090	\$ 687,139	\$ 147,361	\$ -	\$ 1,600,591

Trumbull Board of Education  
Student Activity Detail Report

printed 1/15/2008

Description	As of 7/1/07	Increases	Decreases	As of 12/31/07
INTEREST	\$ 6,495	\$ -	\$ -	\$ 6,495
A.V. CLUB	75		43	32
ADULT EDUCATION	17,064		17,064	0
ART CLUB	2,165			2,165
ATHLETICS GENERAL	95,021		95,021	-
BAND	(265)	125		(140)
BEI MINI GRANTS	4,015	-	4,015	0
BOOTH HILL SCHOOL	2,000	3,127	1,830	3,296
BROKEN SHELLS	2,129			2,129
BUS TRIPS	51,672	-	51,672	(0)
BUSINESS ED CONFERENCE	1,100		1,100	-
CHARACTER COUNTS	641			641
CHORAL GROUP	2,113		225	1,888
CLASS OF 2000	920		920	-
CLASS OF 2002	1,268		500	768
CLASS OF 2003	297			297
CLASS OF 2004	1,021			1,021
CLASS OF 2005	3,529			3,529
CLASS OF 2006	2,912			2,912
CLASS OF 2007	7,916			7,916
CLASS OF 2008	10,502	19,339	11,979	17,863
CLASS OF 2009	8,971	29,880	26,073	12,779
CLASS OF 2010	535			535
CLEARING ACCT - THS	21,691			21,691
CMT SUMMER PROGRAM	(51)	51		0
DANIELS FARM SCHOOL	1,366			1,366
DISTRIBUTIVE EDUCATION	3,493	385	346	3,532
DRAMA CLUB	6,645			6,645
DRIVERS EDUCATION	29,054		29,054	0
ELEMENTARY STRINGS	26,387		26,387	-
ENVIROMENTAL CLUB	190			190
FBLA (FUTURE BUS.LEADERS)	179			179
FCCLA (HOME ECON)	114			114
FINE ARTS CALENDAR	125		125	(0)
FINGERPRINTING	(14)	3,752	3,487	251
FRENCH CLUB	22	223		245
FRENCH HONOR SOCIETY	84		84	-
FRENCHTOWN SCHOOL	1,616			1,616
FUTURE FARMERS	8,000	7,168	11,055	4,114
GENERAL	98,264	43,301	39,848	101,717
GRADUATION-CAP AND GOWN	15,610	10,179	35	25,754
GUIDANCE	21,763		21,763	0
HILLCREST MS	22,073	41,646	40,830	22,889
IN / OUT	5,423	9,883	7,433	7,874
INTERACT CLUB	135			135
IRISH CLUB (FORMERLY AFS)	268			268
ITALIAN CLUB	155	120	120	155
JANE RYAN SCHOOL	2,360	1,246	3,285	321
KEY CLUB	506	1,438	1,458	486
LATIN CLUB	287			287
LIBRARY CLUB	1,137	261		1,398
LOST TEXTBOOKS	9,755	2,123	191	11,686
MADISON MS	21,749	12,360	15,003	19,106
MIDDLEBROOK SCHOOL	1,113		1,113	0
MIT TRIP FOR MAY 23	128		128	(0)
PEE WEE THEATRE	5,722			5,722

Trumbull Board of Education  
Student Activity Detail Report

printed 1/15/2008

Description	As of 7/1/07	Increases	Decreases	As of 12/31/07
PEER LEADERS	11,188			11,188
PRE SCHOOL SMILE	797			797
SADD	376			376
SKI CLUB	362	6,500		6,862
SODA MACHINE THS	581	437	971	46
SOS	218	148	148	218
SPANISH CLUB	614	1,044	672	986
SPANISH HONOR SOCIETY	399		399	-
STEP MENTORING PROGRAM	5,617		5,617	-
STUDENT COUNCIL	6,773	2,227	345	8,655
SUB TEACHERS - EAST-CON	9,478			9,478
SUMMER SCHOOL	57,929		57,929	0
SUNSHINE FUND	667			667
TASHUA SCHOOL	1,678	1,945	3,020	603
THS ALTERNATE	2,393			2,393
THS BOOKSTORE	5,611	5,692	6,015	5,288
THS MEDIA	2,300			2,300
THS MISC.	435	2,229	252	2,412
THS MUSICAL	4,686	2,229	24	6,891
THS NEWSPAPER	3,202	2,955	2,136	4,022
THS THEATRE BENEFIT	205		205	-
THS WORK EXPERIENCE	7,585			7,585
TRUMBULL SCH VOLUNTEERS	1,689			1,689
VO-AG FARM	26,540	7,789	14,469	19,860
WE THE PEOPLE	(390)	2,000	55	1,555
WORLD LANGUAGES	200		200	-
YEARBOOK	57,957	47,098	57,131	47,925
YOUNG DEMOCRATS CLUB	74			74
YOUNG EDUCATORS SOCIETY	105			105
<b>Total Student Activities Funds</b>	<b>\$ 736,716</b>	<b>\$ 268,902</b>	<b>\$ 561,773</b>	<b>\$ 443,844</b>



Trumbull Board of Education  
BOE Programs

printed 1/15/2008

Description	Revenues	Expenditures	Revenues over (under) Expenditures	Fund Balance	
				As of 7/1/07	As of 12/31/07
ACE Foundation	\$ 2,650	\$ 2,460	\$ 190	\$ -	\$ 190
Athletics	106,220	146,597	(40,377)	95,021	54,644
BEI Mini-Grants	11,445	148	11,297		11,297
BUS TRIPS	1,526	1,464	62	53,264	53,326
Continuing Ed	141,387	276,972	(135,585)	74,993	(60,592)
Driver's Education	45,060	49,291	(4,231)	29,054	24,823
Elementary Strings	108,885	58,191	50,694	-	50,694
E-Rate	8,174	4,209	3,965	6,000	9,965
GUIDANCE/TESTING	14,031	10,340	3,691	19,986	23,677
HEADSTART FOOD	143,909	14,286	129,623	(2,686)	126,937
Interdistrict	95,984	204,286	(108,302)	497,710	389,408
STEP Mentoring Program	-	2,279	(2,279)	5,048	2,769
<b>Grand Total</b>	<b>\$ 679,271</b>	<b>\$ 770,524</b>	<b>\$ (91,253)</b>	<b>\$ 778,390</b>	<b>\$ 687,137</b>

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – January 22, 2008

Mrs. Chory, Mrs. Labella, Mrs. Tyborowski,  
Mr. Wright. Mr. Sirico

Agenda Item - III - C

Approval/Finance Committee of  
the Board of Education Transfers

The Finance Subcommittee of the Trumbull Board of Education convened in the office of the Business Administrator for a regular meeting on January 3, 2008.

Mrs. Labella will discuss the substance of the meeting this evening.

For informational purposes, the minutes of the above meeting are attached.

Administrative Recommendation:

Review, discuss, and approve transfers.

**Budget Transfers For Trumbull BOE**  
**Operating Account for Dec—07**

<u>Ac#</u>	<u>CC-Function-Description</u>	<u>Inc/Dec</u>	<u>Amount</u>	<u>Description</u>
<b><u>Transfer # 303x</u></b>				
01902320-54409	Super-Admin Office-Leases & Rentals	Decrease	11,200	Need for copier network drops
01422214-55900	Tech-Location Wide-Other Pur Services	Increase	11,200	Need for copier network drops
	<b><u>Transfer total</u></b>		<b>0</b>	
<b><u>Transfer # 307x</u></b>				
01912520-52002	Benefits-Benefits-Health & Dental	Decrease	50,000	to cover deficits
01902310-53308	Super-BOE-Legal	Increase	50,000	to cover deficits
	<b><u>Transfer total</u></b>		<b>0</b>	
<b><u>Transfer # 309X</u></b>				
01912520-51197	Buss Ad-Admin Office-Degree Changes	Decrease	3,025	Use for increased wan costs
01922530-53301	Info Serv-Admin Office-DBase Financials	Decrease	7,123	Use for increased wan costs
01922530-53302	Info Serv-Admin Office-Dbase students	Decrease	2,453	Use for increased wan costs
01422520-55907	Tech-Admin Office-WAN Connections	Increase	12,601	Increase in Fiber Costs
	<b><u>Transfer total</u></b>		<b>0</b>	
<b><u>Transfer # 315X</u></b>				
01401000-55500	Asst. Super-District Wide-Interns Elem	Decrease	5,025	to cover deficit
01401000-55502	Asst. Super-District Wide-Interns HS	Decrease	24,000	to cover deficit
01401000-55503	Asst. Super-District Wide-Interns Pre-K	Decrease	11,600	to cover deficit
01912520-51197	Buss Ad-Admin Office-Degree Changes	Decrease	62,925	to cover deficit
01402320-55600	Asst. Super-Admin Office-Tuition	Increase	103,550	to cover deficit
	<b><u>Transfer total</u></b>		<b>0</b>	
<b><u>Transfer # 319X</u></b>				
01912520-52002	Benefits-Benefits-Health & Dental	Decrease	100,000	Shortage in Substitutes
01801050-51119	Super-Personnel-Sub Teachers	Increase	100,000	Shortage in Substitutes
	<b><u>Transfer total</u></b>		<b>0</b>	
<b><u>Transfer # 304</u></b>				
01622220-56901	MMS-Library-Supplies	Decrease	1,000	to purchase additional library books
01622220-56420	MMS-Library-Books & Media	Increase	1,000	to purchase additional library books
	<b><u>Transfer total</u></b>		<b>0</b>	
<b><u>Transfer # 305</u></b>				
01612400-54900	HMS-Admin Office-Other Purch Services	Decrease	750	more money needed for equipment
01612400-57301	HMS-Admin Office-Equipment	Increase	750	more money needed for equipment

**Budget Transfers For Trumbull BOE  
Operating Account for Dec—07**

<u>Ac#</u>	<u>CC-Function-Description</u>	<u>Inc/Dec</u>	<u>Amount</u>	<u>Description</u>	
		<u>Transfer total</u>	<u>0</u>		
<b><u>Transfer # 306</u></b>					
01412210-55906	Curr Dir-Admin Office-Printing	Decrease	400	textbooks needed	
01412210-56411	Curr Dir-District Wide-Text & Workbooks	Increase	400	textbooks needed	
		<u>Transfer total</u>	<u>0</u>		
<b><u>Transfer # 308</u></b>					
01912520-51197	Buss Ad-Admin Office-Degree Changes	Decrease	8,000	Cover 403(b) startup charges	
01912520-53300	Buss Ad-admin Office-Prof Services	Increase	8,000	Cover 403(b) startup charges	
		<u>Transfer total</u>	<u>0</u>		
<b><u>Transfer # 310</u></b>					
01902320-56110	Super-Admin Office-Office Supplies	Decrease	1,018	To cover Cabe conference	
01902320-55800	Super-Admin Office-Professional Development	Increase	1,018	To cover Cabe conference	
		<u>Transfer total</u>	<u>0</u>		
<b><u>Transfer # 314</u></b>					
01912520-51197	Buss Ad-Admin Office-Degree Changes	Decrease	625	to cover deficit	
01401000-55501	Asst. Super-District Wide-Interns Middle	Increase	625	to cover deficit	
		<u>Transfer total</u>	<u>0</u>		
	Total Increases		<table border="1"><tr><td>\$289,144</td></tr></table>	\$289,144	
\$289,144					
	Total Decreases		<table border="1"><tr><td>\$289,144</td></tr></table>	\$289,144	
\$289,144					

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
Finance Subcommittee of the Board of Education  
Minutes of Meeting – January 3, 2008  
Long Hill Administration Building  
Office of the Business Administrator

The Finance Subcommittee of the Trumbull Board of Education convened in the office of the Business Administrator at 8:05 a.m.

Members present: Loretta Chory, Board Member  
Lisa Labella, Board Member  
Joann Tyborowski, Board Member  
S. Sirico, Business Administrator  
S. Wright, Board Chair

**Agenda Item I – Election of Subcommittee Officers**

Mrs. Tyborowski nominated Mrs. Labella as Chair of the Finance Subcommittee. Mr. Wright seconded the nomination. The vote was unanimous in favor.

**Agenda Item II – Review of Transfers**

The Subcommittee reviewed transfers made in November and December 2007. Of the transfers made in November, one needs Board approval. Transfer #300X in the amount of \$13,000 was made as Mr. Sirico continues to fine tune accounting, in this case by separating supplies purchased for office use from supplies purchased for classroom use.

Regarding December transfers, three need Board approval: 303X, 307X, and 309X. 303X involves the transfer of \$11,200 to cover the costs of electrical work done to install network copiers at the Long Hill building. In some areas, electrical/network access needed to be installed via drops through the ceiling.

Transfer 307X shows money moving from accounts to cover deficits in others, specifically middle school inters, tuition (students attending 6-to-6 magnet, RCA, and Aquaculture), substitute teachers, and legal expenses. Mrs. Labella requested that, in the future, Mr. Sirico document this type of transfer individually, i.e. there should be only one account increased per transfer. Mrs. Labella acknowledged that this is more cumbersome from a paperwork standpoint, but it makes for a clearer understanding of the transfer. Mr. Sirico agreed that this will be done in the future.

Transfer 309X was made to cover increased WAN costs in the technology area.

Mrs. Labella asked Mr. Sirico if he could suggest a transfer numbering system that would provide more meaningful information to the reader. The current system simply started with 001 for the first transfer made in July 2006, when Mr. Sirico began his tenure. Mrs. Labella suggested that the fiscal year could be part of the number. Mr. Sirico agreed to make a suggestion on this at the next meeting.

Mrs. Chory asked if Mr. Sirico updates the current year (07-08) budget number by the amounts transferred as he goes through the next year (08-09) budgeting process. Mrs. Chory asked if Mr. Sirico updates the current year (07-08) budget number by the amounts transferred as he goes through the next year (08-09) budgeting process. Mr. Sirico stated that he tries but transfers are made after the budget document is presented so all transfers may not be recognized.

Mr. Sirico then called the Subcommittee's attention to transfer number 308 in the amount of \$8,000. This transfer does not require the approval of the full board, however, Mr. Sirico wanted the Subcommittee to understand the background of the transfer. He provided a detailed explanation of pending IRS changes to 403(b) plans, which are similar to 401(k) plans but unique to non-profit and educational systems. The IRS has mandated that each employer who offers 403(b) plans create a written plan that details how the plan will be monitored; the regulations also require information sharing agreements with providers. Mr. Sirico is recommending that we hire an outside consultant, Omni Group, to create the written plan and undertake an audit of TPS methodology regarding this plan. After much discussion, Mrs. Chory suggested that the Board's attorney review the documents and make a recommendation to the Board. By unanimous consent, the Subcommittee agreed to bring this forward at the January 8 meeting and request action by the full Board.

### **Agenda Item III – Approval of Minutes from November 13, 2007**

The Subcommittee approved the above minutes by unanimous consent. Mrs. Chory and Mrs. Tyborowski abstained as they did not attend the meeting in question.

### **Agenda Item IV – Review/approve meeting schedule for 2008**

The Subcommittee reviewed the meeting schedule. Mrs. Tyborowski requested that the meeting scheduled for October 9 be changed to October 2. The Subcommittee agreed and the revised meeting schedule (attached) was approved by unanimous consent.

### **Adjournment**

The subcommittee gave unanimous consent to adjourn the meeting at 9:07 a.m.

Respectfully submitted,



Lisa Labella  
Sub-Subcommittee Chair

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Finance Subcommittee Meeting Schedule

2008

Meetings of the Finance Subcommittee of the Board of Education will be held as follows. All meetings will begin at 8 a.m. and will be held in the Office of the Business Administrator, Long Hill Administration Building.

Thursday, January 3, 2008

Thursday, February 7, 2008

Thursday, March 6, 2008

Thursday, April 3, 2008

Thursday, May 8, 2008

Thursday, June 5, 2008

Thursday, July 10, 2008

Thursday, August 7, 2008

Thursday, September 4, 2008

Thursday, October 2, 2008

Thursday, November 6, 2008

**TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT**

Report to the Board of Education  
Regular Meeting – January 22, 2008

Mr. Iassogna

Agenda Item – IV-A

Capital Projects Update

Two of the several Board/Town initiatives last year included:

- The security review conducted by Trump Associates; and
- The Technology electrical upgrade by Silver Petrucelli.

The administration will present a brief update on the status of each and make a recommendation to move the projects forward.

Administrative Recommendation:

Discuss and take action, if necessary.



TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – January 22, 2008

Mr. Iassogna

Agenda Item – V-A

Approval-Board of Education/Custodial-Maintenance Contract

As you are aware, contract negotiations with the 55 member custodial/maintenance unit have been ongoing for more than a year and a half.

Negotiations have been completed and a proposed 4-year agreement has been finalized, pending Board approval. Please note the following key provisions in this accord:

1. Duration

The length of the agreement is 4 years, from 7/1/06 to 6/30/10.

2. Wages

	<u>Wages</u>	<u>Cost</u>
7/1/06 (retro)	3.0%	\$89,008
7/1/07 (retro)	3.25%	\$99,318
7/1/08	3.0%	\$94,657
7/1/09	3.25%	\$105,622

Health Insurance

Increased employee contribution for health insurance as follows:

	<u>Contribution</u>	<u>Savings</u>
7/1/06 (retro)	11%	\$5,500
7/1/07 (retro)	12%	\$11,500
7/1/08	13%	\$11,600
7/1/09	14%	\$11,700

Increase prescription co-pay to \$25 for third tier (savings \$36,175).

Increase stipend for insurance waiver: from \$1,000 to \$1,500 (single); \$1,500 to \$2,000 (two); \$1,750 to \$2,500 (family)

Vacancy

Modified language to remove the civil service process for promotions for a more stream-lined procedure which allows the Board to take into consideration the employee's work record in considering him/her for a promotion.

Substitute Pool

In response to issues of absenteeism and related overtime cost, the school district will now be able to use non-union substitutes for up to 20 hours per week to fill in for employees who are absent from work due to illness, vacation, personal day, etc.

Sick Leave Accumulation

Previously unlimited, sick leave accumulation is now capped at 180 days.

Memorandum of Agreement

The parties have agreed to review all memorandum of agreements, and those that are still in effect, will be incorporated into the contract.

Pension Plan

The parties have agreed to reopening negotiations for the limited purpose of discussing employee contributions to the pension plan.

\*Please note that Attorney Floyd Dugas will be present to review the agreement and answer any questions the Board may have.

Recommendation:

Discuss and approve Board/Custodial-Maintenance 4 year agreement covering the period for July 1, 2006 to June 30, 2010.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting- January 22, 2008

Ms. Locke, Dr. Vespe

Agenda Item-VI – A 1

Second Reading/Approval  
Administration of Medication  
by School Personnel

This policy was presented to the Board for a second reading/approval on October 2, 2007; as neither Ms. Locke nor Dr. Vespe were available at that meeting, the policy was tabled. Staff will be present this evening to discuss this policy. (Changes made since the first reading are highlighted.)

Recommendation:

Discuss and Approve *Policy JHCD,  
Administration of Medication by School  
Personnel.*

## POLICY OVERVIEW

**Policy Title:** Administration of Medication by School Personnel

**Section:** J - Students

**Code:** JHCD

**Sponsor:** Judy Locke  
Dr. Vespe

**Phone No.:** 452-5090  
452-4352

**New:** No, adopted 02/06/79

**Revision:** Last revision, 10/96

**Initiated By:** Policy Advisory Committee

**Reason For New Policy/Revision:**

This policy was revised to reflect current practice changes in State statutes.

**Summary of Actions Required By New Policy/Revision:**

The policy should be reviewed with appropriate staff.

**Board Responsibility (if any):** Approve/Monitor policy

**Responsibility for Monitoring Actions:** Superintendent

**Additional Budget Required (if any):** None

**(Budgetary):**

03-19-07 DRAFT

03-19-07 DRAFT

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Policy

**In compliance with Connecticut General Statutes 10-212a, administration of medications by school personnel will be permitted to meet the health needs of individual students with chronic or short-term health problems.**

**Medications will be administered pursuant to the written order of an authorized and licensed prescriber and the written consent of the parent or guardian.**

**Medications in the school will be administered by a licensed nurse, or in the absence of a nurse, by principals, teachers, intramural and interscholastic coaches, licensed physical or occupational therapists employed by the school, or paraprofessionals, under certain circumstances as described in the following regulations, who have been properly trained.**

~~**This policy must be reviewed by the Board of Education every two years. All revisions are to be approved by the School Medical Advisor prior to Board approval.**~~

Adopted: 2/6/79

Approved Revision: 11/28/86, 6/6/90

Approved Revision: 5/5/92,9/6/94 (no changes)

Approved Revision: 4/18/95, 10/96

**Proposed Revision: Pending**

Regulations

A. GENERAL PROCEDURE FOR ADMINISTRATION OF MEDICATION

1. As cited by law, those practitioners who have prescriptive authority include a physician, dentist, **optometrists**, advanced practice registered nurse (APRN), or a licensed physician assistant (PA).
2. Prescribed medication **shall only** be administered during school hours **when it is not possible to** achieve the desired effect by home administration. **Long lasting medications are encouraged whenever appropriate.**
3. **Written orders from an authorized prescriber must be obtained before the initial dose of any medication, prescription or over-the-counter, is given.**
4. **The parent or guardian must fill out the Authorization for the Administration of Medicine by School Personnel form. The same form is to also be completed by the individual prescribing the medication. This form is kept on file with the school nurse.**
5. **Written orders must be renewed annually or whenever there is a change in dosage or in the method of administration.**
6. **The parent or guardian will supply the school with the prescribed medication in the original container dispensed and properly labeled by a licensed practitioner of pharmacology. This medication will be delivered directly to the school nurse, or in the absence of the nurse, to the school principal.**
7. **No medications, prescription or over-the-counter, will be given by anyone other than the nurse until the nurse has reviewed the written orders by the prescriber. Prior to administration of medications in school, the nurse will review the child's health records for contraindications, allergies or previous adverse reactions. Refills of medications must be reviewed by the nurse.**
8. **The first dose of any medication must be given at home.**

B. STANDING ORDERS FOR EMERGENCY MEDICATIONS

1. The School Medical Adviser will provide standing orders for medications for the management of urgent health problems.
2. Standing orders will specify medications, requirements for administration, dosage, frequency and contraindications.
3. These standing orders will be **prominently posted in the school nurse's office** so that they are available to the nurse, principal, teacher or substitute nurse.

C. TRAINING OF SCHOOL PERSONNEL

1. The Board of Education allows **properly trained** principals, teachers, **intramural and interscholastic coaches, licensed physical and occupational therapists, and paraprofessionals under certain circumstances, employed by the school to administer medication to students. The training** in the safe administration of medications is provided by the school medical advisor or school nurses. **This training is given annually and includes:**
  - a the procedural aspects of medication administration, the safe handling and storage of medications and recording.
  - b the medication needs of specific students, medication idiosyncrasies, and desired effects, potential side effects or untoward reactions.
2. The Board of Education shall maintain, and annually update, a list of principals, teachers, **intramural and interscholastic coaches, licensed physical and occupational therapists, and paraprofessionals under certain circumstances, employed by the school** who have been trained in the administration of medications; along with documentation that this training has been successfully completed.

D. SELF-ADMINISTRATION OF MEDICATION

**“Self administration of medication” means that a student is able to identify and select appropriate medication by size, color, amount or other label identification, and knows the purpose, frequency and time of day for which the medication is ordered, and consumes the medication appropriately.**

**Students who are able to self administer medications, including inhalers, may do so provided that:**

1. **A completed Authorization for the Administration of Medicine by School Personnel form has been completed by the prescribing individual as well as the parent or guardian and has been given to the nurse for review.**
2. **The school nurse has evaluated the situation and deemed it safe and appropriate for self-administration by the student. The student’s health record will be documented and a plan developed for the general supervision of the student.**

**General supervision will include that the principal and teacher be informed by the school nurse that the student is self-administering medication. Supervision will include ascertaining that the student is self-administering the medication correctly, is maintaining the medication safely under his/her control while in school, and is not suffering any untoward effects from the medication.**

**Any medications transported to or from school are maintained under the student's control and in the original prescribed container.**

E. HANDLING, STORAGE AND DISPOSAL OF MEDICATION

1. All medication, except those approved for transporting by students for self-medication, shall be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school. The nurse must examine on-site any new medication, medication order and permission form and develop a medication administration plan for the student before any medication is given by any school personnel.
2. All medications, except those approved for keeping by students for self-medication, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
3. Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications. This list should be kept on the first page of the medical administration record book.
4. All medications, prescription and nonprescription, shall be stored in their original containers and in such a manner as to render them safe and effective.
5. Medications requiring refrigeration shall be stored in a refrigerator at no less than 36.F and no more than 46.F.
6. No more than a forty-five (45) school day supply of a medication for a student shall be stored at the school.
7. No medication for a student shall be stored at a school without a current written order from the licensed practitioner prescribing the medication.
8. All unused, discontinued or obsolete medication shall be removed from storage areas **to be picked up by the parent or guardian by the last day of school or destroyed within one (1) week**. Disposal of medication will be recorded on the medication sheet for the child.
  - a. Noncontrolled drugs shall be destroyed in the presence of at least one (1) witness.
  - b. Controlled drugs shall be destroyed in accordance with part 1307.21 of the Code of Federal Regulations or by surrender to the Commissioner of the Department of Consumer Protection.

F. DOCUMENTATION AND RECORD KEEPING

In addition to those records required for controlled drugs, the following shall apply:

1. Each school where medications are administered shall maintain a medication administration record for each student who receives medication during school hours.

Such record shall include:

- a. the name of the student
- b. the name of the medication
- c. the dosage/strength of the medication
- d. the route of administration
- e. the frequency of administration



- f. the name of the prescribing physician
  - g. the date medication was ordered
  - h. the quantity **noted for controlled drugs**
  - i. any student allergies to food and/or medicine
  - j. the date and time of administration or the omission including the reason for the omission. An absence from school does not qualify as an omission.
  - k. the dose or amount of drug administered
  - l. the full legal signature of the nurse, principal or teacher administering the medication
  - m. transaction shall be recorded in ink and shall not be altered
  - n. the medication administration record shall be made available to the Connecticut Department Health Services upon request
2. The written order of the licensed practitioner, authorization of the parent or guardian for each student shall be filed in the student's cumulative health record. This information must be kept for a minimum of six years after the student leaves the school district. The medication administration record is kept until superseded by a yearly summary on the CHR-1, or six years after the student leaves the school district.
  3. A licensed practitioner's verbal order, including a telephone order, for a change in any medication can be received only by a school nurse. Any such verbal order must be followed by a written order within three (3) school days.
  4. Errors in Medication Administration:
    - a. Any error of omission or commission shall be reported immediately to school nurse, prescribing licensed practitioner, medical advisor, nursing supervisor and parent.
    - b. Give appropriate symptomatic treatment, if needed.
    - c. Contact Poison Control if necessary.
    - d. Error must be recorded on medication Administration Record and on Cumulative Health Record and signed with full name.

#### G.SUPERVISION

The school nurse is responsible for general supervision of administration of medications in the schools to which that nurse is assigned. This shall include, but not be limited to:

1. availability on a regularly scheduled basis to:
  - a. review orders or change in orders, and communicate these to the personnel designated to give medication for appropriate follow-up;
  - b. set up a plan and schedule to ensure medications are given;
  - c. provide training to principals, teachers, other licensed nursing personnel, **intramural and interscholastic coaches, licensed physical and occupational therapists, and paraprofessionals under certain circumstances, employed by the school in the administration of medications;**

- d. support and assist other licensed nursing personnel, teachers, **intramural and interscholastic coaches, licensed physical and occupational therapists, and paraprofessionals under certain circumstances, employed by the school** to prepare for and implement their responsibilities related to the administration of specific medications during school hours;
  - e. provide consultation by telephone or other means of telecommunication. In the absence of the school nurse, a licensed physician or nurse may provide this consultation.
2. implementation of policies and procedures regarding receipt, storage, and administration of medications;
  3. monthly review of all documentation pertaining to the administration of medications for students;
  4. work-site observation of medication administration by teachers, principals, **intramural and interscholastic coaches, licensed physical and occupational therapists, and paraprofessionals under certain circumstances, employed by the school** who have been newly trained;
  5. periodic review, as needed, with licensed nursing personnel, principals, teachers, **intramural and interscholastic coaches, licensed physical and occupational therapists, and paraprofessionals under certain circumstances, employed by the school** regarding the needs of any student receiving medications.

Reference

- P.A. 88-360
- Connecticut General Statutes, Section 10-212a, Administration of Medication in Schools.
- Trumbull Board of Education policies  
Field Trips, Policy Code: IICA
- **Nursing Department forms**

Trumbull Board of Education  
Trumbull, Connecticut

Report to the Board of Education  
Regular Meeting, January 22, 2008      Dr. Cialfi

Agenda Item VII-A:

Pending Litigation

There are no major changes this month.

Recommendation:

Receive and file.

**PENDING LITIGATION**

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

Trumbull Board of Education  
Trumbull, Connecticut

Report to the Board of Education  
Regular Meeting, January 22, 2008

Dr. Cialfi

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Agenda Item VII-B:

Status of Negotiations

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

Recommendation:

Receive and file.

## **STATUS OF NEGOTIATIONS**

<b><u>Unit</u></b>	<b><u>Member of Board's Negotiating Team</u></b>	<b><u>Status of Negotiations</u></b>
TEA (Teachers)	Attorney Richard O'Connor Dr. Gary Cialfi	The TEA Agreement covers the period from July 1, 2007 to June 30, 2011.
TAA (Administrators)	Attorney Richard O'Connor Mrs. Lisa Labella Mrs. Joann Tyborowski	The TAA Agreement covers the period from July 1, 2008 to June 30, 2012.
EST (Secretaries)	Board Attorney Floyd Dugas	The Secretaries Agreement covers the period of July 1, 2006 to June 30, 2009.
Custodial/Maintenance	Board Attorney Floyd Dugas	The Custodial/Maintenance Agreement covers the period October 1, 2002 to June 30, 2006. Negotiations for a successor Agreement have begun.
Paraprofessionals CILU/UE	Board Attorney Floyd Dugas	The Paraprofessional Agreement covers the period from September 1, 2004 to June 30, 2008.
Cafeteria Workers	Board Attorney Floyd Dugas Lunch Manager	The Cafeteria workers Agreement covers the period from July 1, 2002 to June 30, 2006. Negotiations for a successor Agreement have begun.
CILU Supervisor/ Support Staff	Board Attorney Floyd Dugas	The CILU Supervisors Agreement covers the period from July 1, 2004 to June 30, 2008.  The CILU Support Agreement covers the period from July 1, 2007 to June 30, 2011.