

**TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT**

**Special Meeting – March 25, 2008**

Long Hill Administration Building  
Lorraine R. Smith Assembly Room

**6:30 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– 3/18/08
- B. Approval/Financial Reports – Mr. Sirico
- C. Approval/Finance Subcommittee of the Board of Education Transfers – Mrs. Chory  
Mrs. Labella, Mr. Wright, Mr. Sirico

**IV. REPORTS**

- A. Xinyi, China – A Teacher’s Reflection – Mr. Iassogna, Ms. Billington
- B. Risk Solutions Update on the Crisis Management Grant – Mr. Iassogna, Ms. Maina

**V. NEW BUSINESS**

- A Non-Renewals of Non-Certified Staff – Mr. Iassogna

**VI. OLD BUSINESS**

- A. 2008-09 Budget Discussion – Mr. Iassogna

**VII. 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  
Special Meeting March 25, 2008

Mr. Iassogna

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### **Agenda Item II-A**

### **Personnel**

#### **a. Resignations – Certified**

Pitzschler, Robert; science teacher at Hillcrest Middle School since September 1970, retiring June 30, 2008.

### **Recommendation:**

Accept

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Special Meeting – March 25, 2008

Mr. Iassogna

Agenda Item – III-A

Approval/Minutes

Regular Meeting - 3/18/08

Administrative Recommendation:

Approve the minutes of the above  
noted meeting.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
Regular Meeting – March 18, 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  
J. Tyborowski, Secretary  
L. Chory, Board Member  
D. Herbst, Board Member  
L. King, Board Member (7:15 p.m.)  
L. Labella, Board Member

Members absent:

M. Ward, Vice Chairperson

Agenda Item I – Preliminary Business

- A. Salute to the Flag - The Public Session began at 7:08 p.m. followed by a salute to the Flag.
- B. Correspondence – There was no correspondence this evening.
- C. Comments and Questions – Trumbull Resident Ronald Drysdale, 218 Putting Green Rd, voiced his concerns regarding the rising taxes as it relates to the renewal of teacher contracts. Chairman Wright and Superintendent Iassogna extended an invitation to Mr. Drysdale to meet with them to discuss teacher contracts and to answer any other questions that he may have.

David Weitzman, Frenchtown Elementary School teacher and parent of two Trumbull students requested that the Board recall their favorite teacher and to reflect how educators fostered learning.

Agenda Item II -- Personnel

Personnel – A Revised Personnel Agenda was distributed. It was moved (Herbst) seconded (Tyborowski) to accept the resignation of Bruce Lippman, “B” House Principal since September 1970, retiring effective June 30, 2008; Laura Alford, history/social studies teacher at Trumbull High School since August 2005 (currently on leave of absence), resigning effective June 30, 2008; Lynn Fontana, library/media specialist at Madison Middle School since August 1997, retiring effective June 30, 2008; Mary (Patty) Golda, special education teacher at Daniels Farm School since October 1986, retiring effective June 30, 2008; Darby Golino, special education teacher at Trumbull High School since August 2006, resigning effective June 30, 2008; Judith Holst, reading consultant at Booth Hill School since September 1969, retiring effective June 30, 2008; Mildred Klein, grade 3 teacher at Daniels Farm School since September 1973, retiring effective June 30, 2008; Gail Poublon-Wieland, world language teacher at Trumbull High School since September 1988, retiring effective June 30, 2008; George Romano, business teacher at Trumbull High School since September 1970, retiring effective June 30, 2008; Brittina Schwarz, grade 3 teacher at Middlebrook School since September 1968, retiring effective June 30, 2008; and Patricia Tansey, special education teacher at Trumbull High School since September 1978, retiring effective June 30, 2008.  
Vote: unanimous in favor.

It was moved (Herbst) seconded (King) to accept the resignation of Helen Soter, school secretary at Hillcrest Middle School since May 27, 1986, retiring effective June 30, 2008. Vote: unanimous in favor.

### Agenda Item III – Consent Agenda

- A. Approval/Minutes – Public Meeting –3/4/08 – By unanimous consent of members present at that meeting, the minutes were approved as presented.

### Agenda Item IV Reports

- A. THS Choir – Reflection of Italy Tour – Anne Tornillo, THS Choir Director, presented a slide show of the choir’s recent trip to Italy. Students were given a unique opportunity to perform in several historic venues across the country. Several of Ms. Tornillo’s students accompanied her at the Board meeting, including Alexandria Pivarnik, who wanted to personally thank the Board for their approval of the trip as well as monetary support. Students passed out a token of appreciation to each Board member, the Superintendent and Assistant Superintendent.
  
- B. Oral Reports – Teacher Board Representative Robert Pitzschler noted that a Hillcrest teacher was also in Italy at the same time as the choir commented on the majestic voices of the group. Mr. Pitzschler also commented that it was a relief that the CMTs and CAPT are over and teaching of the assigned curriculum can again begin. Also, this year was the first year that Science was included in the testing in grades 5 and 8, and students in Trumbull felt they did well, as did their peers in Fairfield and Monroe. Mr. Pitzschler also reported that teachers are very concerned over the budget, understand that it will be a tight year, and are willing to work with administrators to educate Trumbull’s children to their best ability. As Jameson Cherilus was absent, Lauren Dahlin solely gave the Student Board Representatives’ report this evening. Lauren noted she was pleased to report that the meetings regarding the commons and the lunch program have been successful. The lunches are tastier, there are inviting signs, and the food is prepared more creatively. Lauren also noted that the Open Mike night at the high school was a very popular and good experience and many students participated. She also noted that reports on the high school’s musical was wonderful; for the first time, the gymnastic team was invited to participate in the New England Championships and placed fourth; and the CAPT testing took place without a hitch with the exception of the fire alarm. She also noted that the students enjoyed the goldfish crackers that were supplied. Lauren also noted that students were excited about the spring sports season, the prom, and college acceptances. She also conveyed to the Board that she has enjoyed serving as a Student Board Representative.

### Agenda Item V – New Business

- A. Board Evaluation Survey Discussion – At a previous Board meeting, Chairman Wright distributed a Board Meeting Evaluation survey to fellow members. This evening, all members agreed that the survey would be useful in planning and improving future meetings. It was moved (Chory) seconded (Tyborowski) to approve the survey as presented. It will be posted on the Trumbull Public Schools’ website ([www.trumbullps.org](http://www.trumbullps.org)) and copies will be available at each Board meeting. Vote: unanimous in favor.

### Agenda Item VI- Old Business

- A. Bylaws of the Trumbull Board of Education – The Board’s Bylaws Review Committee brought forth possible changes regarding Policy BBA, The Bylaws of the Trumbull Board of Education. Mrs. Labella noted that most of the suggested changes were based upon language from the Connecticut Association of Boards of Education (CABE) policy, although a few revisions were also culled from the Madison, CT school district as well as from policies jointly done by CABE and the Connecticut Association of Public School Superintendents (CAPSS). Loretta Chory stated that for the record, she had requested to be on the Bylaws Review Committee but was never asked, and that no Republican member was on this committee. Chairman Wright noted that review and subcommittees for the Board of Education are an open process, and Board members wishing to be included on any

subcommittee are welcome to join. Mr. Wright also requested that issues such as this be addressed with the Board Chairman directly in order to avoid inaccurate information. Discussion ensued regarding possible changes to this policy, including Section 8, page 7, fifth paragraph down, second line, insert the words “ by the Board” following the word “authorized.” Discussion also ensued as to whether in Section 12 on page 9, first paragraph, fourth line, if the board Chairperson may “announce” or “set” a time limit; guidance is also need to clarify whether the Board answers questions during the comment and question portion of the Board meeting; and discussion regarding emails and FOI rules also ensued.

Mrs. Tyborowski noted that she was a member of the Board’s bylaws Review Committee and ran on the Republican ticket. Mrs. Herbst disagreed and felt Mrs. Tyborowski was an independent.

It was moved (Tyborowski) seconded (King) to forward this policy to PAC to follow their regular review procedure. Vote: unanimous in favor.

- B. 2008-09 Budget Discussion – Mr. Iassogna reviewed the budget process that has transpired this far, noting that his original request to the Board in December was 8.69%. Following cuts by the Board of Education (7.57%), First Selectman (6.61%), and Board of Finance, the budget percent is now at 4.5%, and the Town Council, who has not yet met on the budget, can either cut the budget further or restore up to the First Selectman’s increase. Superintendent Iassogna noted that based upon this deep cut, every aspect of the educational system will be affected as a 4.5% increase is insufficient to meet the needs of the district even at a status quo level. Mr. Iassogna conveyed to the Board to prepare for groups lobbying for support for their particular item of interest. He also noted that much information regarding the Board’s budget has been relayed to the Town, including an offer to hold work sessions. A discussion ensued, and Mr. Iassogna noted that at the Special Meeting of March 25 that will begin at 6:30 p.m., the main focus will be reviewing his potential budget cut list. He also noted that the Board has the responsibility to make the difficult decision regarding final budget cuts.

By unanimous decision, it was moved to discuss changing a Board meeting date under “Other.”

#### Agenda Item VIII - Other

As the Board of Education was unsure if they had to appear before the Town Council at its budget hearing on April 1, it was moved (Labella) seconded (Tyborowski) to move the regularly scheduled Board of Education meeting from April 1 to April 10. Vote: unanimous in favor.

#### Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 8:45 p.m.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Special Meeting – March 25, 2008

Mr. Sirico

Agenda Item – III-B

Approval/Financial Reports

- a) Board of Education Expense Report  
for the 8 months ended 2/29/08.....1
- b) Grant Expense Report  
for the 8 months ended 2/29/08.....4
- c) Consolidated Financial Statement  
for the 8 months ended 2/29/08.....6

Recommendation:

Accept the Trumbull Board of Education Financial Reports  
for as presented.

Trumbull Board of Education Expense vs Budget  
Report for the 8 Months Ended 2/29/08

Printed 3/12/08

Object Description	Object#	-----Budget-----			Expended	Encumbered	Available	% Spent
		Original	Transfers	Revised				
<b>Salaries</b>	<b>100</b>							
Admin./Supervisors	110	3,760,079	(240,383)	3,519,696	2,422,440	1,088,714	8,542	99.76%
Teachers	120	37,129,945	(437,492)	36,692,453	21,453,642	15,240,969	(2,158)	100.01%
Custodians/Maintenance	130	3,217,828	(73,952)	3,143,876	2,142,249	934,506	67,121	97.87%
Tech Support	140	472,913	24,393	497,306	349,322	148,576	(593)	100.12%
Secretaries	150	2,212,750	0	2,212,750	1,496,192	682,880	33,678	98.48%
Paras	160	1,849,708	4,128	1,853,836	1,212,246	669,090	(27,500)	101.48%
Substitutes	170	731,234	203,000	934,234	518,758	380,000	35,476	96.20%
Coaches & Advisors	180	521,078	(4,100)	516,978	261,075	0	255,903	50.50%
Salaries Other	190	2,189,423	77,872	2,267,295	1,914,161	204,733	148,400	93.45%
Salaries Totals		52,084,958	(446,534)	51,638,424	31,770,087	19,349,469	518,869	98.15%
<b>Benefits</b>	<b>200</b>							
Health Insurance	210	8,974,350	(150,000)	8,824,350	5,698,444	2,937,333	188,573	97.86%
FICA	220	1,239,194	0	1,239,194	828,967	446,303	(36,076)	102.91%
Life Insurance	280	124,000	0	124,000	80,638	38,575	4,786	96.14%
Benefits Other	290	26,500	0	26,500	16,484	7,820	2,195	91.72%
Benefits Totals		10,364,044	(150,000)	10,214,044	6,624,534	3,430,031	159,479	97.01%
<b>Services - Prof. &amp;</b>	<b>300</b>							
Professional Development	320	186,125	15,934	202,059	87,121	5,159	109,779	45.67%
Legal	330	120,000	75,355	195,355	109,162	79,554	6,639	96.60%
Service Contracts	340	262,450	(6,576)	255,874	252,108	2,088	1,678	99.34%
Consultants	360	257,250	240,820	498,070	258,786	242,127	(2,843)	100.57%
Other Prof Services	390	188,860	(4,730)	184,130	113,990	4,165	65,975	64.17%
Services - Prof. & Totals		1,014,685	320,803	1,335,488	821,166	333,093	181,229	113.76%
<b>Services - Property</b>	<b>400</b>							
Utilities	410	2,094,250	(205,270)	1,888,980	977,851	786,523	124,607	93.40%
Energy	415	1,510,600	0	1,510,600	666,070	613,078	231,453	84.68%
Repairs & Service Fees	430	428,350	(44,285)	384,065	111,518	28,782	243,764	36.53%



Trumbull Board of Education Expense vs Budget  
Report for the 8 Months Ended 2/29/08

Printed 3/12/08

Object Description	Object#	-----Budget-----			Expended	Encumbered	Available	% Spent
		Original	Transfers	Revised				
Telephones	440	124,100	0	124,100	59,166	59,333	5,601	95.49%
Internet	442	43,520	12,601	56,121	41,871	1,445	12,805	77.18%
Leases & Rentals	445	408,650	(26,700)	381,950	211,593	126,725	43,632	88.58%
Other Purch Prop Services	490	197,245	80,237	277,482	144,842	64,519	68,121	75.45%
Services - Property Totals		4,806,715	(183,417)	4,623,298	2,212,910	1,680,405	729,983	81.00%
<u>Services - Purchased</u>	<u>500</u>							
Transportation	510	3,794,300	0	3,794,300	1,579,217	2,107,399	107,684	97.16%
Postage	530	60,000	0	60,000	34,192	3,000	22,808	61.99%
Advertising	540	7,050	0	7,050	1,491	0	5,559	21.16%
Interns	550	108,000	150,000	258,000	259,682	7,668	(9,350)	103.62%
Tuition	560	2,301,068	103,550	2,404,618	1,829,944	562,797	11,877	99.51%
Printing	570	70,125	(2,600)	67,525	36,128	5,059	26,338	60.99%
Other Purch Services	590	99,425	39,800	139,225	99,245	18,590	21,390	84.64%
Services - Purchased Totals		6,439,968	290,750	6,730,718	3,839,899	2,704,514	186,306	101.62%
<u>Supplies</u>	<u>600</u>							
Supplies Teaching	610	648,959	68,380	717,339	516,595	58,992	141,752	80.24%
Supplies Office	620	206,435	(15,015)	191,420	119,087	14,760	57,574	69.92%
Supplies Custodial	630	126,660	0	126,660	49,765	8,184	68,712	45.75%
Supplies Maintenance	635	386,350	32,847	419,197	200,317	29,336	189,544	54.78%
Text & Workbooks	640	443,549	8,562	452,111	369,262	22,936	59,912	86.75%
Subscriptions	645	55,247	400	55,647	23,771	11,583	20,294	63.53%
Testing Materials	650	83,480	1,000	84,480	53,012	1,487	29,981	64.51%
Books & AV	655	99,070	551	99,621	56,501	32,008	11,113	88.85%
Software	660	132,069	68,170	200,239	191,948	497	7,794	96.11%
Other Supplies	690	41,025	0	41,025	9,327	0	31,698	22.73%
Supplies Totals		2,222,844	164,895	2,387,739	1,589,584	179,782	618,373	79.60%
<u>Property</u>	<u>700</u>							
Office Equipment	710	6,150	900	7,050	4,220	141	2,689	61.86%

Trumbull Board of Education Expense vs Budget  
Report for the 8 Months Ended 2/29/08

Printed 3/12/08

<u>Object Description</u>	<u>Object#</u>	<u>Budget</u>			<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>	<u>% Spent</u>
		<u>Original</u>	<u>Transfers</u>	<u>Revised</u>				
Office Furniture	720	36,906	9,815	46,721	22,035	1,511	23,175	50.40%
Classroom Equipment	730	403,225	(6,119)	397,106	269,249	32,814	95,043	76.07%
Building Equipment	750	66,750	407	67,157	35,984	0	31,173	53.58%
Other equipment	790	38,350	0	38,350	3,693	0	34,657	9.63%
Property Totals		551,381	5,003	556,384	335,180	34,466	186,738	67.04%
<u>Other Objects</u>	<u>800</u>							
Dues, Fees and Memberships	810	93,365	(1,500)	91,865	71,523	0	20,342	77.86%
Unemployment	825	20,000	0	20,000	21,807	26,112	(27,919)	239.60%
Other Objects	890	33,000	0	33,000	33,000	0	0	100.00%
Other Objects Totals		146,365	(1,500)	144,865	126,330	26,112	(7,577)	104.15%
Report total		<u>\$77,630,960</u>	<u>\$0</u>	<u>\$77,630,960</u>	<u>\$47,319,689</u>	<u>\$27,737,872</u>	<u>\$2,573,400</u>	<u>96.69%</u>

	<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	78,410	0	(322)
9/30/07 Totals	264,585	186,497	78,088	78,410	0	(322)
<u>Grants Ending 3/31/08</u>						
USDE Crisis Management P	110,050	9,676	100,374	65,113	4,348	30,913
3/31/08 Totals	110,050	9,676	100,374	65,113	4,348	30,913
<u>Grants Ending 6/30/08</u>						
IDEA Pre-K P	38,762	38,511	251	209	0	42
IDEA-B NP	30,000	11,000	19,000	5,336	8,324	5,340
IDEA-B P	1,173,420	1,079,185	94,235	87,657	196	6,382
Magnet School P	94,827		94,827	58,603	36,224	0
Open Choice P	87,500	0	87,500	45,064	336	42,100
Perkins P	39,941	0	39,941	20,682	1,475	17,784
Title 1 P	131,587	131,587	0			0
Title 2 Part D Tech NP	225	134	91	63	0	28
Title 2 Part D Tech P	783		783	783	0	0
Title 2-A NP	24,367	14,845	9,522	7,148	0	2,374
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	1,378	0	0
Title 4-A P	12,639	12,611	28	0	0	28
Title 5 NP	1,308	781	527	365	0	162
Title 5 P	4,869	4,779	90	90	0	0
Underage Drinking P	133,226	35,737	97,489	23,141	0	74,348
6/30/08 Totals	1,884,313	1,434,195	450,118	250,741	46,554	152,823
<u>Grants Ending 9/30/08</u>						
Headstart ABCD P	268,508	0	268,508	98,674	79,612	90,222
9/30/08 Totals	268,508	0	268,508	98,674	79,612	90,222
<u>Grants Ending 6/30/09</u>						
IDEA Pre-K P	38,896	0	38,896	17,275	11,471	10,150
IDEA-B NP	27,450	0	27,450	0	0	27,450

e-estimated budget

	<u>Total</u> <u>Budget</u>	<u>Exp</u> <u>LY</u>	<u>Budget @</u> <u>BOY</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>
IDEA-B P	1,191,073	0	1,191,073	660,649	396,089	134,335
Immigrant & Youth P	24,757		24,757	0	0	24,757
Title 1 P	151,315	0	151,315	84,731	39,595	26,989
Title 2 Part D Tech NP	188	0	188	0	0	188
Title 2 Part D Tech P	915	0	915	31	0	884
Title 2-A NP	24,941	0	24,941	0	0	24,941
Title 2-A P	119,168		119,168	53,592	21,827	43,749
Title 3-A P	15,983	0	15,983	0	0	15,983
Title 4-A NP	3,439	0	3,439	0	0	3,439
Title 4-A P	16,120	0	16,120	3,786	0	12,334
Title 5 NP	1,372	0	1,372	0	0	1,372
Title 5 P	6,387	0	6,387	3,938	0	2,449
6/30/09 Totals	1,622,004	0	1,622,004	824,000	468,982	329,021
Report total	\$4,149,460	\$1,630,368	\$2,519,092	\$1,316,939	\$599,497	\$602,656

Consolidated Balance Sheets as of 02/29/08					
	Special Revenue		Trust Funds		Total
	School Lunch	BOE Programs	Expendable Trust	Student Activity	
<b>Assets:</b>					
Cash	\$ 865,067	\$ 553,095	\$ 149,700	\$ 493,698	\$ 2,061,559
Accounts Receivable	71,353		99,956		171,309
Inventory	57,147				57,147
Prepaid Expense					-
<b>Total Assets:</b>	<b>993,567</b>	<b>553,095</b>	<b>249,656</b>	<b>493,698</b>	<b>2,290,015</b>
<b>Liabilities:</b>					
Accounts Payable	95,462	39,236			
Wages Payable	23,816				23,816
Deferred Revenue	84,029		99,956		183,985
Due to others	22,894			493,698	516,592
<b>Total Liabilities:</b>	<b>226,201</b>	<b>39,236</b>	<b>99,956</b>	<b>493,698</b>	<b>859,091</b>
<b>Fund Balances:</b>	<b>\$ 767,366</b>	<b>\$ 513,858</b>	<b>\$ 149,700</b>	<b>\$ -</b>	<b>\$ 1,430,924</b>
<b>Statement of Revenues, Expenditures and Changes in Fund Balances for the eight months ended 02/29/08</b>					
<b>Revenue/increases:</b>					
Food Sales/Charges for Service	\$ 1,186,006	\$ 626,171			\$ 1,812,177
Intergovernmental	145,012	27,729			
Transfer from student activity		272,319			
Other Income/Interest	35,912		2,478		38,390
Donations			10,227		10,227
<b>Increases</b>				<b>775,137</b>	<b>775,137</b>
<b>Total revenue/increases</b>	<b>1,366,930</b>	<b>926,219</b>	<b>12,704</b>	<b>775,137</b>	<b>3,080,990</b>
<b>Expenses/decreases</b>					
Wages and Fica	500,559	765,531			1,266,090
Medical	224,392				
Other Expenses	42,718	96,811	685		140,214
Supplies	46,223	104,599			
Cost of Food	509,966	20,509			530,475
Equipment	28,244	48,944			
<b>Decreases</b>				<b>478,811</b>	<b>478,811</b>
<b>Total Expenditures/Increases</b>	<b>1,352,102</b>	<b>1,036,395</b>	<b>685</b>	<b>478,811</b>	<b>2,867,993</b>
<b>Increase (decrease) in net assets</b>	<b>\$ 14,828</b>	<b>\$ (110,175)</b>	<b>\$ 12,019</b>		<b>(83,329)</b>
<b>Fund Balances:</b>					
Beginning of year	\$ 752,538	\$ 624,034	\$ 137,680	\$ -	\$ 1,514,252
End of period	\$ 767,366	\$ 513,859	\$ 149,699	\$ -	\$ 1,430,923

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Special Meeting – March 25, 2008

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

Agenda Item - III - C

Approval/Finance Subcommittee 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 March 6, 2008. Transfers made in January and February of 2008 were reviewed and discussed.

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

Mrs. Labella will discuss the substance of this meeting and request full Board approval for qualifying transfers.

Administrative Recommendation:

Review, discuss, and approve transfers.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
Finance Committee of the Board of Education  
Minutes of Meeting – March 6, 2008  
Long Hill Administration Building  
Office of the Business Administrator

The Finance Committee of the Trumbull Board of Education convened in the office of the Business Administrator.

Members present: Lisa Labella, Board Member  
Joann Tyborowski, Board Member  
Steve Sirico, Business Administrator

Members absent: Loretta Chory, Board Member  
Steve Wright, Board Chair

The meeting was called to order at 8:10 a.m.

**Agenda Item I – Review of Budget Transfers from January and February.**

The Committee briefly reviewed the January transfers, of which three will need Board approval. 322X combines supply accounts from 2 different cost centers; 331X transfers funds into the Substitute Teachers account; and 332X transfers funds into the Consultant account for Special Ed. In response to a question from Mrs. Labella, Mr. Sirico stated he believes that the 2008-09 budget request more accurately reflects the dollars that will be required for substitute teachers and special ed consultants.

There are five February transfers that need the approval of the full board. 339X creates a new overtime account where the overtime is driven by requests by principals at schools. The originating overtime included both that overtime, and overtime driven by Plant Operations. The new overtime account is reflects overtime that is somewhat more discretionary in nature.

346X transfers dollars from Special Ed private tuition account (i.e. outplacements at private schools, i.e. the Foundation School) into Special Ed public tuition account (outplacements at public schools, i.e. CES). 347X transfers money into the Special Ed consultant account. Again, Mr. Sirico has done his best to ensure that the 08-09 budget more accurately reflects the costs that must be charged to this account.

Transfer 348X covers retroactive pay to cover the recently-approved contractual increase. And 349X covers increases in legal fees, mostly due to contract negotiations.

**Agenda Item II – Approval of Minutes from February 7, 2008**

The minutes of the above meeting were approved by unanimous consent.

**Adjournment**

The Committee gave unanimous consent to adjourn the meeting at 8:40 a.m.

Respectfully submitted,



Lisa Labella  
Sub-Subcommittee Chair

<u>Tr#</u>	<u>CC-Function-Description</u>	<u>Amount</u>	<u>Description</u>	<u>Effective Date</u>
332	PPS-Location Wide-Consultant	72,490	to cover consultant charges	1/24/2008
	01011200-53230 Total	<u>72,490</u>		
320	PPS-Admin Office-Professional Development	6,916	cover travel expenses to eoy	1/8/2008
323	PPS-Admin Office-Professional Development	8,000	to pay for PMT training and travel in June	1/14/2008
	01011200-55800 Total	<u>14,916</u>		
320	PPS-Admin Office-Text & Workbooks	(6,916)	cover travel expenses to eoy	1/8/2008
	01011200-56411 Total	<u>(6,916)</u>		
323	PPS-Admin Office-Equipment Inst.	(8,000)	to pay for PMT training and travel in June	1/14/2008
	01011200-57301 Total	<u>(8,000)</u>		
332	Curr Dir-Admin Office-Director	(5,200)	to cover consultant charges	1/24/2008
	01412210-51114 Total	<u>(5,200)</u>		
321	Curr Dir-Admin Office-Supplies	(8,085)	to cover new acct -charges transfered to new acct	1/8/2008
	01412210-56110 Total	<u>(8,085)</u>		
321	Curr Dir-Classroom-Classroom Supplies	8,085	to cover new acct -charges transfered to new acct	1/8/2008
	01412214-56111 Total	<u>8,085</u>		
316	Tech-Admin Office-Other Prof Services	(3,000)	to cover po purchase	1/4/2008
	01422520-53300 Total	<u>(3,000)</u>		
316	Tech-Admin Office-Maintenance Contracts	3,000	to cover po purchase	1/4/2008
	01422520-53305 Total	<u>3,000</u>		
330	BHE-Classroom-Text & Workbooks	2,000	ordering more textbooks	1/30/2008
	01511001-56411 Total	<u>2,000</u>		
330	BHE-Classroom-Equipment Inst.	(2,000)	ordering more textbooks	1/30/2008
	01511001-57301 Total	<u>(2,000)</u>		
329	BHE-Library-Books & Media	351	books needed for library	1/30/2008
	01512220-56420 Total	<u>351</u>		
329	BHE-Library-Periodicals	(351)	books needed for library	1/30/2008



<u>Tr#</u>	<u>CC-Function-Description</u>	<u>Amount</u>	<u>Description</u>	<u>Effective Date</u>
	01512220-56425 Total	(351)		
328	BHE-Library-Supplies	(333)	vcr needed for library	1/30/2008
	01512220-56901 Total	(333)		
328	BHE-Library-Equipment Inst.	333	vcr needed for library	1/30/2008
	01512220-57302 Total	333		
332	BHE-Admin Office-Principal	(9,172)	to cover consultant charges	1/24/2008
	01512400-51113 Total	(9,172)		
327	BHE-Admin Office-Office Supplies	700	office supplies needed	1/30/2008
	01512400-56110 Total	700		
327	BHE-Admin Office-Furniture	(700)	office supplies needed	1/30/2008
	01512400-57308 Total	(700)		
317	FTE-Classroom-Classroom Supplies	(276)	to cover account's overage	1/7/2008
	01521001-56111 Total	(276)		
317	FTE-Library-Periodicals	276	to cover account's overage	1/7/2008
	01522220-56425 Total	276		
332	FTE-Admin Office-Principal/Asst Principal	(3,456)	to cover consultant charges	1/24/2008
	01522400-51113 Total	(3,456)		
326	DFE-Classroom-Equipment Inst.	(545)	to purchase library equip	1/24/2008
	01531001-57301 Total	(545)		
326	DFE-Library-Equipment Inst.	545	to purchase library equip	1/24/2008
	01532220-57302 Total	545		
324	JRE-Classroom-Furniture	1,353	purchase of teacher's desks - last year	1/22/2008
	01551001-57308 Total	1,353		
331	TSE-Classroom-Teacher Salaries	(50,000)	to cover sub salaries	1/24/2008
	01581001-51110 Total	(50,000)		
312	TSE-Classroom-Text & Workbooks	1,000	additional books needed	1/2/2008
	01581001-56411 Total	1,000		

<u>Tr#</u>	<u>CC-Function-Description</u>	<u>Amount</u>	<u>Description</u>	<u>Effective Date</u>
312	TSE-Admin Office-Printing	(1,000)	additional books needed	1/2/2008
	01582400-55906 Total	<u>(1,000)</u>		
332	HMS-Guidance-Teacher Salaries	(54,662)	to cover consultant charges	1/24/2008
	01612120-51110 Total	<u>(54,662)</u>		
311	HMS-Library-Repairs & Service Fees	(300)	add. supplies needed	1/2/2008
	01612220-54300 Total	<u>(300)</u>		
311	HMS-Library-Supplies	300	add. supplies needed	1/2/2008
	01612220-56111 Total	<u>300</u>		
331	THS-PE/Health-Teachers Salaries	(53,000)	to cover sub salaries	1/24/2008
	01711019-51110 Total	<u>(53,000)</u>		
331	Super-Personnel-Substitute Teachers	103,000	to cover sub salaries	1/24/2008
	01801070-51117 Total	<u>103,000</u>		
324	Plant-Inside Maint-Supplies	(1,353)	purchase of teacher's desks - last year	1/22/2008
	01852632-56134 Total	<u>(1,353)</u>		
322	Super-BOE-Office Supplies	(13,000)	combining supply accounts	1/8/2008
	01902310-56110 Total	<u>(13,000)</u>		
322	Buss Ad-Admin Office-Office Supplies	13,000	combining supply accounts	1/8/2008
	01912520-56110 Total	<u>13,000</u>		
	Should total Zero	<u>0</u>		

**Budget Transfers For Trumbull BOE**  
**Operating Account for Feb—08**

<u>Ac#</u>	<u>CC-Function-Description</u>	<u>Inc/Dec</u>	<u>Amount</u>	<u>Description</u>
<u>Transfer # 339x</u>				
01842610-51141	Plant-Custodial-Plant Overtime	Decrease	105,813	transfer to new overtime acct
01842610-51142	Plant-Custodial-School OT	Increase	105,813	transfer to new overtime acct
	<u>Transfer total</u>		<u>0</u>	
<u>Transfer # 346x</u>				
01396130-55600	PPS-Location Wide-Tuition Private	Decrease	41,000	to cover deficit
01396110-55600	PPS-Location Wide-Tuition Public	Increase	41,000	to cover deficit
	<u>Transfer total</u>		<u>0</u>	
<u>Transfer # 347x</u>				
01842611-54101	Plant-District Wide-Electricity	Decrease	189,000	to cover deficit
01011200-53230	PPS-Location Wide-Consultant	Increase	189,000	to cover deficit
	<u>Transfer total</u>		<u>0</u>	
<u>Transfer # 348x</u>				
01912520-51197	Buss Ad-Admin Office-Degree Changes	Decrease	1,425	to cover retro pay
01912520-51198	Buss Ad-Admin Office-Retiree Payments	Decrease	16,645	to cover retro pay
01422520-51129	Tech-Admin Office-Other Technical	Increase	18,070	to cover retro pay
	<u>Transfer total</u>		<u>0</u>	
<u>Transfer # 349x</u>				
01912520-51198	Buss Ad-Admin Office-Retiree Payments	Decrease	25,355	to cover deficit
01902310-53308	Super-BOE-Legal	Increase	25,355	to cover deficit
	<u>Transfer total</u>		<u>0</u>	
<u>Transfer # 341</u>				
01011200-56110	PPS-Admin Office-Supplies	Decrease	2,000	to cover THS Spec Ed payroll
01231200-55900	PPS-SPED-Work Experience	Increase	2,000	to cover THS Spec Ed payroll
	<u>Transfer total</u>		<u>0</u>	
<u>Transfer # 342</u>				
01882700-56110	Trans-Admin Office-Office Supplies	Decrease	205	to cover deficit
01882700-56425	Trans-Admin Office-Periodicals	Increase	205	to cover deficit
	<u>Transfer total</u>		<u>0</u>	
<u>Transfer # 343</u>				
01582220-56420	TSE-Library-Books & Media	Decrease	600	to purchase digital camera, printer & supplies for it

Budget Transfers For Trumbull BOE  
Operating Account for Feb—08

<u>Ac#</u>	<u>CC-Function-Description</u>	<u>Inc/Dec</u>	<u>Amount</u>	<u>Description</u>
01582220-57302	TSE-Library-Equipment Inst.	Increase	600	to purchase digital camera, printer & supplies for it
		<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 344</u>				
01711022-56411	THS-Alternate School-Text & Workbooks	Decrease	775	funds for publication and heavy duty stapler
01711027-56112	THS-Science-Supplies	Increase	775	funds for publication and heavy duty stapler
		<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 345</u>				
01842611-54101	Plant-District Wide-Electricity	Decrease	9,170	to cover THS half of payment
01412210-56118	Curr Dir-District Wide-Software	Increase	9,170	to cover THS half of payment
		<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 350</u>				
01822230-57301	Plant-Admin Office-Equipment	Decrease	600	to cover office supplies needed to end of year
01822230-56110	Plant-Admin Office-Supplies	Increase	600	to cover office supplies needed to end of year
		<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 351</u>				
01621016-56411	MMS-Music-Text & Workbooks	Decrease	1,000	music supplies needed
01621016-56111	MMS-Music-Supplies	Increase	1,000	music supplies needed
		<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 352</u>				
01011200-57301	PPS-Admin Office-Equipment Inst.	Decrease	4,649	white board for PPS conference room
01422214-57301	Tech-Location Wide-Computer Equip.	Increase	4,649	white board for PPS conference room
		<u>Transfer total</u>	<u>0</u>	
	Total Increases		<u>\$398,237</u>	
	Total Decreases		<u>\$398,237</u>	

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Special Meeting – March 25, 2008

Mr. Iassongna  
Ms. Billington

Agenda Item – IV-A

Xinyi, China - A Teacher's Reflection

You may recall from last year that the Town of Trumbull's Sister City of Xinyi, China, invited a teacher from our school system, as well as other local citizens, to visit their city and learn about their culture and educational system.

The teacher chosen to travel to Xinyi was selected by a committee consisting of teachers, administrators, a parent, a Trumbull High School student and a Trumbull Rotarian. The Trumbull Rotary Club donated monies to the district to support travel and ancillary expenses. Also, as this trip included ten school days, funding for the substitute teacher was encumbered from grant funds.

Jane Billington, Grade 4 teacher at Jane Ryan Elementary School, traveled to Xinyi, and will be here this evening to reflect upon her travel and answer any questions you may have.

Recommendation:

Discuss.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Special Meeting – March 25, 2008

Mr. Iassogna  
Ms. Maina

Agenda Item – IV-B

Risk Solutions Update on the  
Crisis Management Grant

As you may recall, the Trumbull Public Schools applied for and received an Emergency Response Crisis/Management Grant.

We have been working closely with Kelly Maina of Risk Solutions International, LLC to provide parents and staff with information regarding preparedness for school emergencies.

Ms. Maina will be here to present a status report on her coordination of the district's efforts thus far.

Recommendation

Discuss.

TRUMBULL PUBLIC SCHOOLS  
Trumbull, Connecticut

Report to the Board of Education  
Regular Meeting, March 25, 2008

Mr. Iassogna

Agenda Item V-A

A. Non-Renewal of Non-Tenured Staff

Prior to April 1 of any given year, the Board of Education is asked to non-renew the contracts of non-tenured staff whose employment may not continue. This year, the non-renewal process will involve six long-term replacement teachers, individuals who were hired for the 2007-08 school year in a position of fixed duration, and one non-tenured teachers. Such reductions fall within the scope of the statutory teacher employment and tenure provisions, Section 10-151 of the Connecticut General Statutes.

It is the opinion of the Superintendent that the non-renewals recommended are supported by due and sufficient cause and are also consistent with provisions of the TEA agreement applicable to non-renewals of non tenured teachers and Long Term Replacement teachers.

Recommendation:

Non-Renewals

Move that pursuant to the Connecticut General Statutes 10-151, the Trumbull Board of Education non-renew the teaching contracts of the following staff at the end of the 2007-08 school year as recommended by the Superintendent:

Non-Tenured Teachers

Alcyne Lyon

Long Term Replacements

Jamie Bell  
Michael Ferraro  
Brandon Frashfski  
Melissa Giovanniello  
Madalyn Kennedy  
Marcia Merritt

and further move, that the Superintendent of Schools be directed to communicate this action of the Board in writing to the above-named teachers and that the Superintendent of Schools be authorized to respond on behalf of the Board of Education to any requests which may be forthcoming from these teachers or their representatives pursuant to Connecticut General Statutes 10-151.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Special Meeting – March 25, 2008

Mr. Iassogna

Agenda Item – VI-A

2008-09 Budget Discussion

As the Superintendent shared at our last meeting, tonight will begin the challenging task of reducing the Board of Education 2008-09 budget request by \$2,383,201.

Attached for your review is a preliminary draft of potential reductions to achieve the above amount. The reductions are categorized into three areas: personnel (\$810,500); programmatic (\$642,604); and support (\$550,229). This amount totals \$2,003,333 leaving \$379,868 still to be determined.

Since the magnitude of the reductions are deep and numerous areas have been reduced to much lower amounts, additional areas to be identified have been difficult to achieve.

One area that the Superintendent has yet to focus in on, primarily because it has long been a Board and administrative priority, is that of class size. Accordingly, if the additional monies do not evolve during Board discussions, you should be aware that the Superintendent is meeting with administrative staff to consider reductions that would result in higher class size guidelines and corresponding teaching positions eliminated.

It should be reiterated that this is a working draft that impacts almost every aspect of our program and operation. This document will be the focal point of tonight's discussion as the Superintendent and staff seek Board input on this draft and any other potential areas for review.

After tonight's meeting, further discussions with all staff, parents, students and community will continue, with a final recommendation proposed by the Superintendent no later than the April 10 meeting.

After receipt and review of such recommendation, the Board ultimately will determine final budget allocations and direct the Superintendent to implement such.

Administrative Recommendation: Review and discuss.



TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Special Meeting – March 25, 2008

Mr. Iassogna

Agenda Item – VI-A

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Administrative Recommendation: Review and discuss.

# TO BE REDUCED: \$2,383,201

## Initial Board Reduction: \$868,964

\$308,700	Curr./Text/Wkbk
44,000	.8 TECEC/Outplacement Choir
82,000	Curr. Dept./School Classroom Supplies
70,500	District Classroom Equipment
73,100	District Prof. Development
168,000	THS/2.4 positions (.6 new Sci., .6 new Bus., .6 new Math, .4 new SS, .2 new World Lang.)
102,664	Phase I Reduction List (remaining)
35,000	Phase II Reduction List (remaining)
<u>30,000</u>	District Curr. Writing
\$913,964	
+35,000	2nd All Day Kindergarten
<u>+10,000</u>	THS night Media Specialist
<b>\$868,964</b>	

## A. PERSONNEL\*

1.0	Elementary Asst. Principal	\$105,000
6.0	Elementary Interns (Intervention)	75,000
2.0	Elem. Spec. Ed (new, JR, DF)	110,000
3.0	Elem. Rdg. Spec. (new)	165,000
--	Restructure In-School	20,000
	Susp. Monitor Pos.- use Paras	
	(45,000 - 25,000)	
.2	FT School Psych. (new)	11,000
.4	Dist. Speech Teacher	22,500
1.0	Sp. Ed. Teacher - THS	55,000
1.0	M.S. Math (new .6 Mad, .4 HC)	55,000
	FAST Forward Intervention/Support	48,000
	Benefits for Above Positions	<u>144,000</u>
		<b>\$810,500</b>

\*New positions in 2008-09 Request (unless otherwise indicated, all other positions are existing ones).

## B. PROGRAMMATIC

Curr. Dept. Gr. 1 Math Investigation	37,000	
Full Day Kdg. Pilots (2)	70,000	
Curr. Dept. - Word Study Units	81,287	
TAG Program - 2.0 Teachers	110,000	
M.S. Basketball	14,146	
M.S. Intramurals	34,795	
THS Athletics	174,276	
(Girls Ice Hockey, JV Cheerleading, Sophomore Football)	54,029	
(All 9th grade sports)	120,247	
District Sub. Teacher Accts.	48,000	
District Sub. Sec. Accts.	9,500	
THS Field Trips/Sub Accts.	26,000	
District Furniture Accts./New & Replacement	<u>37,600</u>	
	<b>\$642,604</b>	

## C. SUPPORT

K-12 Classroom Supply Accts.	116,327	
K-12 School Text/Wkbk Accts.(replacement)	90,972	
Division/School Prof. Dev. Accts.	27,400	
District Prof. Development	22,400	
Curr. Dept. Prof. Development (K-2 Reading)	42,000	
Plant Oper. Project Reductions	101,050	
Plant - Close All Bldg. except THS at 5:00 p.m.;	35,080	
(2 day per month Adm./Comm. use availability)		
-- eliminate all Bldg. Sunday use	15,000	
Plant - Misc. Supplies	19,500	
Tech. Dept. District Equip.	\$20,000	
PPS Printing, Materials Accts.	9,500	
PPS Equip. Acct.	10,000	
PPS Curr. Writing	8,000	
Supt./Board - Legal	\$15,000	
Secondary "Late" Bus Runs	<u>18,000</u>	
	<b>\$550,229</b>	