

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Regular Meeting –September 2, 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- Executive /Public Sessions – 8/19/08

- IV. REPORTS**
 - A. School Opening - Mr. Iassogna

- V. NEW BUSINESS**
 - A. Policies – First Reading
 - Field Trip Policy Code IICA/6153 – Dr. Vespe, Mr. Karpowich
 - B. Approval/Board of Education Goals – Board of Education

- VI. OLD BUSINESS**
 - A. Approval/RFP – Employee Benefits Consulting Services – Mr. Iassogna, Board Subcommittee

- VII. OTHER**

NOTE: *If needed, upon two-thirds vote of members present and voting, the Board may choose to hold an Executive Session at the conclusion of the Public Session, the agenda of which will be Personnel-Superintendent's Evaluation.

TRUMBULL PUBLIC SCHOOLS

Trumbull, Connecticut

Report to the Board of Education
Regular Meeting September 2, 2008

Mr. Iassogna

Agenda Item II-A

Personnel

a. Appointments - Certified

Huffman, Cathy; 6th Year-21 TAG teacher at Booth Hill and Daniels Farm Schools, effective September 8, 2008.

Pastir, Danielle; BA-2 grade 3 teacher at Daniels Farm School, effective August 25, 2008.

Ruane, Genevieve; MA-3 grade 1 teacher at Daniels Farm School, effective August 25, 2008.

Walsh, Michaela; BA-2 grade 3 teacher at Tashua School, effective August 25, 2008

Recommendation:

Receive and File

b. Resignations – Certified

Brown, Christopher, Chairperson for School Psychology and Social Work since October 2004, resigning effective September 19, 2008.

Recommendation:

Accept

c. Request for Leave of Absence

Nash, Kelly; grade 3 teacher at Tashua School since August 2004, is requesting a personal leave of absence without pay for the 2008-09 school year. This request complies with the Trumbull Board of Education Leave of Absence Policy, GCBD.

Recommendation:

Approve above request for leave of absence to Miss Nash for the 2009-09 school year.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – September 2, 2008

Mr. Iassogna

Agenda Item – III-A

Approval/Minutes

Regular Meeting - 8/19/08

Administrative Recommendation:

Approve the minutes of the above
noted meeting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – August 19, 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
L. King, Board Member
L. Labella, Board Member

Agenda Item I – Preliminary Business

A. Salute to the Flag - The Public Session began at 6:35 p.m. followed by a salute to the Flag.

It was moved (Labella) seconded (Tyborowski) to take Agenda Item V-C out of order for preliminary discussion. Vote: unanimous in favor.

Agenda Item V- New Business (out of order)

C. Evaluation of the Executive Assistant to the Executive Assistant to the Superintendent, Human Resource Specialist, Personnel Support Specialist, Secretary to the Superintendent, Business Administrator and Assistant Superintendent – Each year the Board is requested to approve raises for the aforementioned positions.

It was moved (Labella) seconded (King) to move into Executive Session to discuss the evaluation of the Executive Assistant to the Superintendent, Human Resource Specialist, Personnel Support Specialist, Secretary to the Superintendent, and Assistant Superintendent. Mr. Iassogna was invited to attend. Vote: unanimous in favor.

Mr. Wright noted that at the last Board meeting a question arose regarding FOI rules and the discussion of individual evaluations and compensation in Executive Session. After researching this subject via Tom Hennick, Public Information Officer of the Freedom of Information Commission, it was conveyed that Executive Sessions cannot be used to discuss the above matters in regard to bargaining units or groups of employees, but only of employees as individuals.

Mr. Wright also noted that as it is his right, the Business Administrator requested his evaluation be discussed in Public Session rather than Executive Session.

By unanimous consent, the Board adjourned this Executive Session at 7:30 p.m. at which time the Public Session resumed.

It was moved (Labella) seconded (King) to grant the Executive Assistant to the Superintendent a 3.25% salary increase (\$1,794) from \$55,193 to \$56,987. Vote: unanimous in favor.

It was moved (Tyborowski) seconded (Chory) to grant the Human Resource Specialist a 3.25% salary increase (\$1,979) from \$60,896 to \$62,875. Vote: unanimous in favor.

It was moved (Tyborowski) seconded (Herbst) to grant the Secretary to the Superintendent a 3.25% salary increase (\$1,596) from \$49,096 to \$50,692. Vote: unanimous in favor.

It was moved (Tyborowski) seconded (Labella) to grant the Personnel Support Specialist a 3.25% salary increase (\$1,554) from \$47,827 to \$49,381. Vote: unanimous in favor.

It was moved (Tyborowski) seconded (Herbst) to grant the Assistant Superintendent a 4% salary increase (\$5,666) from \$141,650 to \$147,316. Vote: unanimous in favor.

Business Administrator Steve Sirico requested his evaluation take place in Public Session. The Board requested Superintendent Iassogna's assessment, and he stated that Mr. Sirico has done an exceptional job and performed above and beyond his duties.

It was moved (Tyborowski) seconded (Labella) to grant the Business Administrator a 4% salary increase (\$4,074) from \$101,859 to \$105,933. It was moved (Ward) seconded (Wright) to amend the motion to grant the Business Administrator a 4.25% salary increase. A discussion ensued. Vote on amended motion: 2 in favor (Ward, Wright) 5 opposed (Chory, Herbst, King, Labella, Tyborowski). Motion fails. Vote on original motion: 5 in favor (Chory, Herbst, King, Labella, Tyborowski) 2 opposed (Ward, Wright). Motion passes.

B. Correspondence – There was no correspondence this evening.

Chairman Wright noted that on behalf of the members of the Trumbull Taxpayers Association, he and the Superintendent had received a letter of appreciation from President Rob Cook, for their participation in the Taxpayers Association meeting. Mr. Wright wished it noted publicly that there is a standing invitation to members of the Taxpayers Association to discuss their concerns at any time.

C. Comments and Questions – Tamara Peterson, Booth Hill School's PTA President, and Booth Hill parents John Sembrot, 108 West Lake Road, and Grisselle Gonzalez, 24 Hillcrest Road, petitioned the Board for a portable at Booth Hill School to avoid art or music being taught from a cart.

Carolyn Collins, 56 Red Fox Lane, also spoke in favor of a portable. Mrs. Collins then appealed to the Board for the remainder of funding (\$4,515) to cover the costs involved to send three state competition winning Trumbull Odyssey of the Mind teams to the World Finals. Mrs. Collins also distributed a summary of the costs and balance due (available in the Superintendent's office).

Anthony D'Aquila, 29 Valley View Road, gave kudos regarding the Bylaws of the Trumbull Board of Education policy and suggested a few minor changes including that the Board Chairman should be neutral and only vote to break a tie; delete the Chairman's right to limit or deny time for a speaker; and if they are reluctant to do so, not require the name and address of a person speaking at the Board meeting during public comment.

Cindy Katske, 129 Meadowview Road, advocated for the restoration of monies to support the middle school sports club model listed on the Draft Priority List for items to restore to the Board's budget.

Vicki Tesoro, 133 Beechwood Avenue, advocated for the restoration of monies to support Trumbull High School clubs listed on the Draft Priority List, especially in light of those seniors who include the clubs on their college applications.

John Miolene, 60 Botsford Place, advocated for monies to restore evening and Sunday building use, middle school sports club models, and Trumbull High School clubs.

Frenchtown Father's Club Co-President Mark Gagnon, 23 Maple Street, advocated for the restoration of monies to support the night and Sunday building use.

Agenda Item II - Personnel

- A. Personnel – It was moved (Herbst) seconded (King) to accept the resignation of Carmen Brown, reading consultant at Tashua School since August 2003, resigning effective August 11, 2008; and Joan Thomas, science teacher at Hillcrest Middle School since August 2003, resigning effective August 8, 2008. Vote: Unanimous in favor.

It was moved (Herbst) seconded (Labella) to accept the resignation of Patricia Alessio, school year secretary at Hillcrest Middle School, retiring effective August 1, 2008. Vote: unanimous in favor.

Agenda Item III – Consent Agenda

- A. Approval/Minutes-Regular Meeting– 8/05/08 - By unanimous consent of Board members present and voting at the August 5, 2008 meeting, minutes for this meeting were approved as presented (1 abstention -Labella absent 8/5/08).

The Board recessed briefly at 8:25 p.m.; the meeting resumed at 8:45 p.m.

It was moved (Chory) seconded (Herbst) to take agenda item V-B, Draft/Supplemental Allocation Priority List, out of order. Vote: unanimous in favor.

Agenda Item V – New Business (out of order)

- B. Draft/Supplemental Allocation Priority List – At a previous meeting, the Board approved not to expend any unspent monies that have not already been encumbered from the 2007-08 budget. These funds will remain in the Town coffers, and then a special appropriation would be requested to fund Board determined district priorities. Superintendent Iassogna reviewed a draft list which the Board could use as a point for review and discussion. Chairman Wright recognized John Annick, who requested the Board include \$5,000 for Channel 17 in their special appropriation request to the Town to accommodate more educational programming. A lengthy discussion ensued that included monies for a modular for Booth Hill. Mr. Iassogna noted that the district has an opportunity to continue leasing our three current modulars and adding a fourth for \$10,000, and owning all after a period of three years. It was noted that a bid waiver would be needed from the First Selectman.

It was moved (Ward) seconded (Tyborowski) to approve \$10,000 out of the operating budget to purchase the modular for Booth Hill School. Vote: unanimous in favor.

By unanimous consent, the Board agreed to discuss Agenda Item III-B, Approval/Financial Reports, prior to concluding the above agenda item.

Agenda Item III – Consent Agenda

- B. Approval/Financial Reports – Following discussion, it was moved (Tyborowski) seconded (Herbst) to approve the Board of Education Expense Report as presented. Vote: unanimous in favor.

It was moved (Tyborowski) seconded (Labella) to approve the Grant Expense Report as presented. Vote: unanimous in favor.

It was moved (Tyborowski) seconded (Labella) to approve the Consolidated Financial Statement as presented. Vote: unanimous in favor.

It was moved (Tyborowski) seconded (Labella) to approve the BOE Program Detail Report as presented. Vote: unanimous in favor.

Agenda Item IV– Reports

- A. Enrollment/Update/Staffing – An Enrollment Update/Staffing agenda item was distributed. The Superintendent noted that three classes (Daniels Farm Grade 1, Daniels Farm Grade 3, and Frenchtown Grade 4) have exceeded Board guideline recommendations and is recommending that a 1.0 teacher be

added for each of those classes. Additionally, consistent with standard practice, the Superintendent also recommended the addition of a 1.0 specialist (art, music and/or physical education) for every four classes. It was moved (Ward) seconded (Tyborowski) to approve the hiring of 4.0 positions as recommended. Vote: 6 in favor (Herbst, King, Labella, Tyborowski, Ward, Wright) 1 abstention (Chory). Motion passes.

Agenda Item V – New Business

- A. Approval/RFP – Employee Benefits Consulting Services - A Board/Town committee jointly examined changing the Insurance Broker of Record. Bob Chimini, Town Purchasing Agent, coordinated this process. Ultimately, the Town decided to remain with their current vendor, Lockton Companies of Connecticut. The Board of Education’s subcommittee is recommending that Everett James, Inc. of Ridgefield be hired as the Trumbull Public Schools’ Employee Benefit Consultation Services Provider. Superintendent Iassogna recommended that this item be tabled due to some technical aspects and to allow time to bring this RFP to closure with Bob Chimini. It was moved (Ward) seconded (Herbst) that this item be tabled. Vote: unanimous in favor.
- B. Draft/Supplemental Allocation Priority List – Continued – Following discussion, it was moved (Labella) seconded (Tyborowski) to approve \$15,664 to restore Trumbull High School clubs. Vote: 5 in favor (King, Labella, Tyborowski, Ward, Wright) 2 abstentions (Chory, Herbst). Motion passes.

It was moved (Labella) seconded (Ward) to direct the Superintendent to request a special appropriation from the Town for reimbursement for 3.0 classroom teachers (\$210,000), monies for restoration of THS clubs (\$15,664), as well as additional monies for restoration of evening/Sunday Building Use (\$41,000), middle school intramurals with a sports club concepts (\$9,000), and monies for Channel 17 (\$5,000). Vote: unanimous in favor.

Agenda Item VI – Old Business

- A. Policies – Second Reading – Policy Code: BBA/9312 – Bylaws of the Trumbull Board of Education – The Board of Education’s bylaws Review Subcommittee reviewed this policy, recommended changes to PAC, and on May 20 it came before the Board for a first reading. Mrs. Labella suggested that on page 3 of 14, Section 3, the word *July* be eliminated regarding evaluation of the performance of the Superintendent as this does not always occur. It was moved (Labella) seconded (Herbst) to approve the policy with the change noted above. Vote: unanimous in favor.

It was moved (Herbst) seconded (Labella) to take up another agenda item regarding redistricting under *Other*. Vote: unanimous in favor.

It was moved (Herbst) seconded (Labella) to direct the Superintendent to convene a subcommittee to explore possible redistricting and/or grade reconfiguration models for elementary and middle schools. Vote: unanimous in favor.

Agenda Item VII – Receive and File

These items were received and filed.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 11:00 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – September 2, 2008

Mr. Iassogna

Agenda Item – IV-A

School Opening

Based on input from staff and parents, as well as visits to all of our buildings, we are pleased that the new school year opened on an exciting and smooth note. In fact, all indications are that this year's opening was one of our best ever!

Compliments are in order to all staff, both certified and non-certified, for their hard work and efforts, preparation and attention to detail. Everything was extremely well organized, the buildings and rooms looked great, and learning activities immediately took "center stage."

Special acknowledgement to our custodial/maintenance staff for their superb job in readying the buildings and completing numerous summer projects. I felt extremely proud to be a part of such a vibrant school system that is truly a hidden jewel!

With regard to opening enrollments, I will share the most accurate and up-to-date numbers with you this evening.

Administrative Recommendation:

Review and discuss.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – September 2, 2008

Dr. Vespe, Mr. Karpowich

Agenda Item – V-A

First Reading
Field Trips

At the request of the Board of Education, PAC met to revise this policy to include trips to foreign countries. (New wording is noted in bold, deletions by a strikethrough, and a blank line delineates an area of discussion that arose as to consideration of the cost for each trip and impact on family budget.)

Recommendation:

Discuss Policy 6153/IICA
Field Trips

FIELD TRIPS

Policy

The Board of Education considers student field trips (any travel from school), planned and supervised by a teacher or representative (hereinafter referred to as a sponsor), to a worthy event, institution or place to be educationally and culturally valuable. However, students shall not receive extra credit toward a grade for taking a trip, and students shall not lose credit toward a grade by not taking a trip.

The value of trips is directly related to the orientation and preparation of the students by their sponsor prior to the trip and the care with which the sponsor uses follow-up activities upon the students' return.

Day trips shall be approved by the principal; overnight trips ~~and trips to Canada~~ shall be approved by the ~~Assistant~~ Superintendent ~~and/or designee~~. The Board will ~~not~~ approve trips to foreign countries ~~other than Canada on a case by case basis~~. ~~No foreign trips may be promoted under the sponsorship of the Trumbull Public Schools.~~

School System Attendance Policies will be adhered to regarding student participation in field trips. Trips that result in students missing two or more consecutive days of school must be approved by the Board of Education. No more than two such trips per year per student shall be allowed.

Field trips that promise curriculum related school instruction for more than two days in duration must be approved by the Board of Education. If the trip purports to be the equivalent of a regular school day, documentary evidence must be presented with the application for Board approval.

_____ . The school district will make funds available from the Student Activity Account for those students who have represented, via their parents or guardians, that they cannot afford to pay for a trip, but wish to go. Affordability will be determined in general by the use of federal reduced price lunch guidelines for screening purposes. Exceptions may be made at the discretion of the ~~Assistant~~ Superintendent ~~and/or designee~~ ~~building principal~~.

Under no conditions, shall sponsors/chaperones accept stipends/gratuities.

Parents are responsible for obtaining trip cancellation insurance. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.

Chaperones on school sponsored trips will be covered for liability purposes by the school district insurance policies. (See page 3 – Private Transporting (2b) for clarification of coverage.)

Students unable to make a trip for whatever reason shall be assured of an opportunity for a quality educational experience at school (equal to or better than regular instructional activities) during the time of the trip.

Approved: 4/05/83

Revised: 2/06/85, 5/03/88, 5/08/90, 7/18/94
4/95, 8/17/99, 05/22/02

Revised: 03/25/03

Regulations

I. Request In Writing

Reasonable and cautious planning is essential to the educational value and safety of the trip.

A. Contents

1. A written statement of purpose indicating objectives of the trip.
2. All associated costs.
3. Methods of funding to be used.
4. Relationship to curricular or extracurricular activities including academic relevancy.
5. Costs to each student.
6. Cancellation insurance information.

B. Timing of Request

1. **Ninety days in advance for trips to foreign countries.**
2. Ninety days in advance for over night trips and trips to Canada submitted to Assistant Superintendent.
3. At least three weeks in advance for day trips submitted to principal.

II. Site Evaluation

- A. The sponsor shall visit or be familiar with the site of the trip before the trip is taken.
- B. If lodging is needed, appropriate review of accommodations is required including fire prevention precautions and fire exits so that sponsors can conduct a required fire drill prior to bedtime.
- C. If swimming is one of the planned activities, a duly certified lifeguard must be provided.

III. Travel Arrangements

The Sponsor will make the necessary travel arrangements at the lowest reasonable cost. The use of a travel agent is discretionary, but it should be remembered that under certain conditions, a travel agent could reduce the cost of the trip. Trip cancellation insurance information should be made available to participants through the travel agent.

A. Public Carriers

1. A licensed public carrier will be required to have appropriate insurance coverage. When the sponsor makes travel arrangements through the Transportation Department only carriers who meet these requirements for in state or out of state trips will be provided.
2. If a trip is arranged by a sponsor and not through the Transportation Department, the sponsor is responsible to obtain appropriate certificates of insurance from a licensed public carrier.

Regulations

3. The Board shall not transport, or enter into a contract to transport, students under the age of twenty-one years to and from school and to activities in any motor vehicle accommodating more than nine students other than a licensed public carrier or school bus conforming to the provisions of Section 14-275 of the Connecticut General Statutes.

B. Private Transporting

1. In case of need, staff members (and/or students) may be requested by the principal in writing to use their own automobiles to provide transportation.
 - a. Staff members (and/or students) shall be reimbursed for the use of their cars at the mileage rate set forth in the Board T.E.A. agreement.
 - b. Appropriate permission slips from parents involved shall grant permission for drivers and passengers.
 - c. Anyone who drives his/her car for the purpose of transporting students on field trips must show evidence of automobile insurance coverage, and in the event of an accident, that person's insurance becomes primary. The Town insurance will assume coverage where the person's insurance terminates.
2. Parents/guardians may be authorized by the principal to transport students if transportation cannot be provided by public carrier, staff or students.
 - a. Appropriate permission slips from parents involved shall grant permission for drivers and passengers
 - b. Anyone who drives his/her car for the purpose of transporting students on field trips must show evidence of automobile insurance coverage, and in the event of an accident, that person's insurance becomes primary. The Town insurance will assume coverage where the person's insurance terminates.

IV. Insurance

The sponsor shall provide satisfactory evidence that there is insurance coverage for each participant.

- A. Each participant must be covered by insurance that includes accident, sickness, personal property coverage, and coverage against injuries or damages to all persons or property whether or not associated with the field trip and all other full liability coverage.
- B. Any one who drives his/her car for the purpose of transporting students on field trips must show evidence of automobile insurance coverage. In the event of an accident, the driver's insurance becomes primary. The Town insurance will assume coverage where the driver's insurance terminates.
- C. Prior to approving sponsorship of out of the state student travel, the Board of Education requires a certificate of insurance from the adult sponsor which represents the existence of primary liability coverage related to the claims of negligence associated with the particular trip.

Regulations

- D. Hazardous activities (including skiing, mountain climbing, scuba diving, horseback riding, etc.) require special insurance arrangements. In case of doubt, the sponsor should review planned activities with the Business Office.

V. Safety Provisions

A. Homeland Security Conditions

1. Prior to organizing any field trip to large, urban centers or out-of-state, the sponsor of the field trip must notify the school principal.
2. The school principal will contact the Superintendent and/or designee to discuss the field trip request.
3. The Superintendent and/or designee will either request further information from the sponsor or will provide the school principal with a decision regarding approval of the trip based on the alert level from Homeland Security.
4. The Superintendent and/or designee, during high alert levels (i.e., orange, red) will keep the Board of Education informed of specific concerns.

B. Special Conditions

1. The sponsor must be aware of special conditions that might affect the safety and well being of trip participants, and inform the principal of such conditions.
2. It is the responsibility of the sponsor to point out special conditions to parents and to trip participants before the trip is taken so that every reasonable effort can be made to avoid possible accidents and consequent negligence.
3. The sponsor should elicit from participants any special dietary needs.
4. The sponsor will obtain from the site a list of emergency phone numbers.

C. Medical Concerns

1. The sponsor shall be aware of any special medical problems, allergies, handicaps, special prescriptions, etc., of students going on a field trip.
2. The sponsor shall notify the school nurse (seven days in advance, if possible) in writing regarding who the trip participants will be.
3. The school nurse shall review all student medical problems with the sponsor.
4. The school nurse shall review all student medication(s) with the sponsor. This shall include the procedural aspects of medication administration, medical idiosyncrasies, desired effects, and potential side effects. This shall also include the safe handling, storage, and recording of medication(s).
5. The sponsor shall take whatever reasonable emergency measures he/she deems necessary when a medical emergency arises.

Regulations

D. Dispensing Medication

1. The school nurse may prepare one dose of a medication, place it in an appropriately labeled envelope, and give it to the staff member designated to administer it during the field trip. This activity falls within the scope of administration v.s. dispensing medication.
 - a. Students requiring medication must always be in the company of the adult responsible for administering the medication.
 - b. The individual who administers the medication must document this on the individual medication administration record or on a separate sheet of paper that may then be affixed to the record upon returning to school.
2. The school nurse may not place multiple doses of a medication that must be administered on a field trip in an envelope. This activity is classified as dispensing v.s. administration and is not a nursing function.
 - a. It is recommended that multiple doses of medication be transported in a travel pack (limited quantity prescription) obtained from a pharmacist. A travel pack must have its own proof of use record for controlled substance.
3. Any medication transported on a field trip may be stored in a safe manner on the person of the individual designated to administer it. No further protection is required.
 - a. If the medication is not stored on an individual's person, it is recommended that it be stored in a locked box placed in a safe location.

4. Notifications

A. Parents

1. A completed Field Trip/Medical permission slip shall be obtained from the parent or guardian of each student participant before a student is allowed to participate. In addition, for each trip out of Trumbull, a Field Trip Informational form shall be sent to parents of student participants. No child will be able to attend the field trip without a fully complete Field Trip/Medical Permission Slip with original parent signatures. No faxes, phone calls, etc. will be accepted, only this form.
The Field Trip/Medical permission slip shall be taken on the trip by the sponsor and retained by the principal for a period of six months following the completion of the trip.

Regulations

2. Permission slip information: Purpose of trip, place to be visited, date and approximate time of departure from and arrival back at the school, type of transportation to be used, lodging (if necessary), trip cancellation insurance information and the total costs of the trip, if any. Also specify any required wearing apparel or equipment needed. Information about any special medical problems, allergies, handicaps, special prescriptions, special diet, etc., should be requested on the slip.
3. It should be noted that a parent or guardian does not waive any legal rights when signing a permission slip.
4. If fund raising is available, students may be urged to participate to help defray the cost of the trip.
5. Parents are responsible for obtaining trip cancellation insurance and for pursuing reimbursement for a cancelled field trip from the travel agent or the travel insurance carrier.
6. Parents must sign, with their child, a Student Contract for Overnight Field Trips.

B. Students

1. The sponsor shall acquaint the student with the purposes of the trip and point out what they are to look for and observe.
2. Where possible, the sponsor shall involve students in the actual planning of the trip.
3. The sponsor shall inform the students as to appropriate dress, what materials they may take with them and that the Standard of Conduct policy is in effect including consequences for non-compliance.
4. The sponsor shall inform the students that smoking, use of alcoholic beverages, or any illicit substance is prohibited during the field trip.
5. The sponsor will provide students and parents with a Student Contract for their review and signature. This contract must be used for all overnight field trips (sample attached).

C. Alerting the School Cafeteria

1. If a trip will cause students to miss lunch, the sponsor must alert the principal at least one week in advance.
2. The principal will then notify the cafeteria at least one week in advance of the number of students who will be absent on a specific date because of the trip.
3. The principal must also notify the cafeteria at least one week in advance of any students participating in the field trip that would normally receive a free or reduced price lunch. The cafeteria will prepare an equivalent bag lunch for the student to take on the trip.

- D. Any student not attending a field trip must be provided with the regular instructional activities developed by the classroom teacher who is on the field trip. The school principal will monitor this situation for quality educational experiences for students not attending a field trip.

Regulations

VII. Supervision Requirements

It is understood that one of the school employees (principal, teacher, band director, etc.) is the sponsor for the trip and that all other employees/non-employees will be considered volunteer chaperones.

A. Adult Chaperones

1. Adult chaperones including other staff personnel, parents, etc. will accompany the group and must be briefed on special instructions beforehand by the sponsor as to the purpose of the trip, special conditions, procedures, pertinent medical and dietary information, responsibilities and expected behavior.
2. The following ratios are suggested as to approximate proportion of adult chaperones, exclusive of the sponsor, to students keeping the nature of the activity in mind.

Elementary – one adult for five to ten students

Secondary - one adult for ten to twenty- five students

The sponsor should be aware that the above ratios may have to be modified based on the request of certain institutions.

3. Smoking, use of alcoholic beverages, or any illicit substance is prohibited during the field trip.

B. Keeping Control

1. Before leaving and returning on any field trips, it is the responsibility of the sponsor to determine the number and names of students involved in the trip to make sure that all are present and accounted for. Identification may be requested by the sponsor/chaperone at any time, and safety and security should be prominent factors in all decisions.
2. The Standard of Conduct policy is in effect on all field trips and shall be made specific for each trip.
3. Students shall stay together in groups, and under no circumstances may a student leave a group without the permission from the sponsor or a duly designated chaperone.
4. When it is necessary or appropriate for students to leave the group, they should obtain permission of the sponsor or chaperone and indicate when they will return to the group. Students shall report to the sponsor or chaperone immediately upon the return to the group.
5. Supervisory personnel must be continuously alert so as to anticipate special conditions and hazardous activities.
6. Guides at the place visited should be used if available and suitable in terms of stated purpose and cost.

Regulations

C. Student Privileges

1. Adequate time shall be allowed for lunch (or dinner) at a pre-determined place if the trip is of sufficient length.
2. Students shall be given the opportunity to collect information not necessarily related to the stated purposes of the trip itself but considered to be educationally valuable.

D. Contact with School

1. The sponsor must notify the principal/Superintendent if students are to be delayed or the itinerary changed for extended trips.
2. All students participating on field trips must provide an emergency telephone number requested on the Field Trip/Medical permission Slip. In the event of an emergency and the parents cannot be notified, the emergency contact person will be duly notified.
3. Should any exceptional occurrences or medical emergencies arise, the sponsor must notify immediately the principal/superintendent.

VIII. Post-Field Trip Requirements

A. Reports

1. The sponsor, as soon as possible after the completion of the trip, shall make a report to the principal as to its success.
2. Out-of-state ~~or trips to Canada~~ require a written report to be submitted to the Assistant Superintendent.
3. If transportation or other trip details have proven unsatisfactory, the sponsor shall so report to the principal for follow-up and correction for the next similar trip.
4. In the case of exceptional occurrences or medical emergency, the sponsor shall furnish the principal in writing with complete details of apparent cause and effect.

IX. Cancellation

The sponsor (teacher or administrator) shall have the responsibility for the cancellation of the event as well as for the return of any unexpended funds. The Board of Education is not responsible for any field trip reimbursement or the pursuit of reimbursement from the travel agent or the travel insurance carrier due to cancellation of a trip, under any circumstances.

References

- Section 10-235, Indemnification of teachers, Board members and employees in damage suits; expenses of litigation, General Statute of Connecticut, Revised January 1, 1980.
- Section 14-275a, Use of standard school bus required, when..., General Statute of Connecticut, revised January 1, 1979.
- Public Act 94-213, Revised October 1, 1994.
- Trumbull Board of Education Policies:

Administration of Medication to Pupils, Policy Code: JHCD

Standard of Conduct, policy Code: JFC

Student Absences and Procedures, Policy Code: JEDA

High School Attendance, Policy Code: JEDB

Fund Raising, Policy Code: KO

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – September 2, , 2008

Board of Education

Agenda Item – V-B

Approval/Board of Education Goals

The Board of Education conducts an annual meeting to determine its goals for each school year.

This year's session was held on August 26, 2008, and was facilitated by Patrice McCarthy, Deputy Director and General Counsel of the Connecticut Association of Boards of Education. All members of the Board of Education and the Superintendent of Schools participated in this workshop.

Attached is a draft of the Board's 2008-09 goals; these priorities will be reviewed and further examined at tonight's meeting.

Administrative Recommendation:

Review, discuss and take action.

**TRUMBULL BOARD OF EDUCATION
2008-09 PROPOSED GOALS**

Goal 1 Provide Support for Enhanced Student Achievement

- Further the articulation and dissemination of district priorities
- Support district-wide professional development
- Promote increased parent and community involvement
- Support utilization of instructional specialists
- Continue regular meetings of Board Curriculum Committee
- Continue emphasis on standardized assessments, such as CMT/CAPT
- Review regular reports/updates on instructional programs
- Emphasize raising the bar for all students, at all levels

Goal 2 Continue to implement practices and procedures that facilitate the district operating in a responsible and cost effective manner.

- Remain transparent and accountable in business/financial responsibilities
- Continue to utilize the RFP/RFQ process
- Explore consortium type purchasing
- Continue efforts and meetings of the Board's Finance/Transfer Committee
- Pursue additional conservation of programs and initiatives

Goal 3 Continue to promote enhanced communications with Board/Town/Community groups.

- Continue efforts to engage members of the community in the schools
- Expand the use of Channel 17 as a communication
- Enhance the Trumbull Public Schools website
- Continue outreach to Town boards and community organizations
- Maintain and establish lines of communication with the public
- Communicate on an ongoing basis with the public on key school programs and operations, such as school mandates and costs

Goal 4 Continue to be active advocates for public education at all levels (local, state and national).

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – September 2, 2008

Mr. Iassogna
Board Subcommittee

Agenda Item – VI-A

Approval/RFP – Employee Benefit
Consultation Services

This item was tabled from the August 19 Board of Education meeting.

As you are aware, a Board/Town committee has been examining changing the Insurance Brokers of Record. Following the RFP process coordinated by Town Purchasing Agent Bob Chimini, interviews with three (3) vendor finalists, and a series of reference checks, the Board Subcommittee is recommending Everett James, Inc. of Ridgefield as the Trumbull Public Schools' Employee Benefit Consultation Services provider. (The Town has opted to remain with their current vendor, Lockton Companies of Connecticut).

Everett James, Inc. is an experienced and well-respected management and employee benefits consultant firm that is well versed in school district operations. The group has worked with the Stamford, Ridgefield, Danbury, New Canaan and Farmington Public Schools, as well as assisting Trumbull Public Schools in several insurance matters.

Trumbull will work closely with the firm's Managing Director, Stephen Rinaldi, a recognized expert in the field who has over 25 years of employee benefits experience.

The awarding of this account to Everett James, Inc. and its service fee of \$24,950 will save the Board of Education approximately \$200,000 in the 2008-09 school year.

Recommendation:

Approve the selection of Everett James, Inc. as the Trumbull Public Schools' Employee Benefit Consultation Services provider.