

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Regular Meeting – October 13, 2009  
Long Hill Administration Building  
Lorraine R. Smith Assembly Room

**\*Please note change of date and time**

**6:00 p.m.**

AGENDA

- I. \*PRELIMINARY BUSINESS**
  - A. Salute to the Flag
  - B. Correspondence
  - C. Comments and Questions
  - D. Recognition – CRAC, FCTA
  
- II. PERSONNEL**
  - A. Personnel – Mr. Iassogna
  
- III. CONSENT AGENDA**
  - A. Approval/Minutes- Regular Meeting – 9/15/09
  
- IV. REPORTS**
  - A. District Enrollment Report October 1, 2009 – Mr. Iassogna
  
- V. NEW BUSINESS**
  - A. Policies – First Reading
    - 1. Staff Network/Internet Policy –
    - 2. Academic Integrity Policy -
  - B. Approval/Final Plans and Specifications-Phase 2/THS Renovate as New Project –  
Mr. Iassogna, Mr. Barbarotta
  - C. Approval/Head Start Food Service Agreement – Mr. Iassogna
  - D. Superintendent’s Evaluation and Contract – Board of Education
  
- VI. OLD BUSINESS**
  
- VII. OTHER**

**NOTE: \*If needed, prior to the Public Session, the Board may choose to hold an Executive Session upon a two thirds vote of Members present and voting, the topic of which would be the Superintendent’s Evaluation and Contract, and the current status of negotiations with the secretarial bargaining unit.**

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – October 13, 2009

Mr. Iassogna

Agenda Item – I-D

Recognition  
District Recognition by  
Federation of CT Taxpayers Organization

On Saturday, October 3, 2009, Board Chair Stephen Wright and First Selectman Ray Baldwin attended the Federation of CT Taxpayers Organization (FCTO) annual meeting in West Hartford. Also in attendance were Dr. Armand Fusco and representatives of the local Citizens Review and Advisory Committee (CRAC). At this meeting, the Board of Education and Central Administration were honored for their work with CRAC.

As a follow-up to this recognition, Dr. Fusco will be present this evening to acknowledge the Board for its continued cooperation in promoting increased transparency, accountability and efficiency.

Administrative Recommendation:

Recognize the Trumbull Board of Education and its Central Administration.

# **TRUMBULL PUBLIC SCHOOLS**

## **Trumbull, Connecticut**

Report to the Board of Education  
Regular Meeting, October 13, 2009

Mr. Iassogna

Agenda Item II-A

Personnel

There have been no changes since the last Board Meeting.

Recommendation:

Receive and file

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – October 13, 2009

Mr. Iassogna

Agenda Item – III-A

Approval/Minutes

Regular Meeting –9/15/09

Administrative Recommendation:

Approve the minutes of the above  
noted meeting.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
Regular Meeting – September 15, 2009  
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 Chairman  
L. Chory, Board Member  
D. Herbst, Board Member  
L. King, Board Member  
L. Labella, Board Member

Members absent:

J. Tyborowski, Secretary

Agenda Item I – Preliminary Business

- A. Salute to the Flag - The Public Session began at 6:40 p.m. followed by a salute to the Flag.
- B. Correspondence – There was no correspondence this evening.
- C. Comments and Questions – There were no comments or questions this evening.

Agenda Item II - Personnel

- A. Personnel – As no Board action was required, this item was received and filed.

It was moved (Chory) seconded (Labella) to take Agenda Item V-A, Approval/Curriculum Guide, out of order. Vote: unanimous in favor.

Agenda Item V - New Business (out of order)

- A. Approval/Curriculum Guide – Gary Kunschaft, Director of Curriculum, Instruction and Assessments, and Evelyn Montagnino, Media Specialist, presented *Trumbull Heightens Internet Safety*, a curriculum guide regarding Internet safety for Grades K - 2. This program was successfully piloted in 2008-09 at Daniels Farm School, and approval of this curriculum guide for use in all elementary schools for the 2009-10 school year is being requested this evening. Following discussion, it was moved (Ward) seconded (Herbst) to approve the curriculum guide as presented. Vote: unanimous in favor.

It was moved (Chory) seconded (Labella) to take Agenda Items IV-B and C out of order. Vote: unanimous in favor.

Agenda Item IV – Reports (out of order)

- B. CT Mastery Test Report – Mr. Kunschaft gave a PowerPoint presentation of the results of the 2008-09 Connecticut Mastery Test (CMT), which reflected that students in grades 3 – 8 performed extremely well. A discussion ensued including grade level trends, cohort gains, vertical scale scores and reading comprehension strands.

- C. CAPT Report – 2009 – Dr. Tremaglio, THS Principal; Dr. Paslov, THS House Principal; and Mr. Edwards, Mrs. Rubano, Mrs. Spillane and Mrs. Basbagill, THS Department Chairmen, presented a PowerPoint regarding the results of the 2009 CAPT, which was administered in March to Grade 10 students and reflected overall growth, but not to the level the district aspires. A lengthy discussion ensued that included current scores and desired scores, expanded measures for instructional growth in CAPT, identifying and supporting individual student needs, the role of the teacher, the role of the student, interaction between the student and teacher, goal setting, Best Practices, and application of skills learned.

#### Agenda Item III – Consent Agenda

- A. Approval/Minutes – Regular Meeting –9/01/09. By unanimous consent of members present at that meeting, the minutes were approved as presented.
- B. Approval/Financial Reports – Mr. Sirico presented the Financial Reports for the two months ended 8/31/09. Discussion ensued regarding encumbrances, percent of monies already spent, and where monies for the In School Suspension mandate might be drawn from. It was moved (Chory) seconded (Herbst) to accept the Expense Report as presented. Vote: unanimous in favor. It was moved (Labella) seconded (Herbst) to accept the Grant Expense Report as presented. Vote: unanimous in favor. Following discussion, it was moved (Chory) seconded (Herbst) to accept the Consolidated Financial Statement and Board of Education Programs Detail Report as presented. Vote: unanimous in favor.
- C. Approval/Finance Committee of the Board of Education Transfers – Mrs. Labella reported that the Committee convened on September 9. One transfer in the amount of \$95,000 to cover the cost of the Frenchtown portable from ARRA monies needed full Board approval. It was moved (Labella) seconded (Chory) to approve this transfer. A discussion ensued regarding ARRA monies, supplanting versus supplementing, and transfer of monies. Vote: 5 in favor (Herbst, King, Labella, Ward, Wright) 1 abstention (Chory). Motion passes. A brief discussion also ensued regarding the Board of Education Check Register, which is now posted on its website.

#### Agenda Item IV – Reports

- A. Oral Reports – 1. Teacher Board Representative Darlene Ference reported teachers prepared for the new school year with 3 days of in-service, which included reviewing their incoming students' status and a science program initiated by Program Leader Floria Mallozzi. The Open House prior to school opening was extremely successful, with some schools having parking issues as the number of students are increasing. Many activities are happening to kick off the school year including Back-to-School nights, school photos and fundraising activities. Mrs. Ference noted that staff appreciated Board and administration visits during the first days of school and are looking forward to a successful school year.
2. Student Board Representatives - Chris Romano noted that the school year has begun well with Senior students readying for college. Murielle Cherilus reported that teachers were hard at work this school year helping students prepare for the year as well as college.
- D. Adequate Yearly Progress (AYP) Update – As a result of the federal No Child Left Behind Act, the State is required to annually determine if every district and school is making adequate yearly progress toward reaching the goal of having 100% of its student population score at or above the Proficient level in math and reading on the CMT and CAPT. Dr. Cialfi reviewed this yearly report which indicated the Trumbull school district achieved the Adequate Yearly Progress with the exception of Hillcrest's subgroup of students with disabilities who fell short in the mathematics area.
- E. Professional Development Report – Dr. Cialfi reviewed the Professional Development schedule that teachers followed on August 28 and 31, which included Tier 1 core program focus areas in curriculum, instruction and assessments. A discussion ensued.

Agenda Item V – New Business

B. Approval/Acceptance Agriscience/Tech Center Equipment Closeout – In order for the audit process of a project to begin, the Office of School Facilities requires that local education agencies approve and accept a project as complete. As all equipment has been ordered and received for State Project ID # 144-0100VE, Agriscience/Tech Center Equipment, it was moved (Herbst) seconded (Chory) to approve and accept the project as complete. Vote: unanimous in favor.

Agenda Item VI - Old Business

There was no Old Business this evening.

Agenda Item VII – Receive and File

These items were received and filed.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 9:23 p.m.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – October 13, 2009

Mr. Iassogna

Agenda Item – IV-A

District Enrollment Report

The attached Enrollment Report outlines our official 2009-10 figures forwarded to the State.

Our total October 1 enrollment totals 7,062 students, including preschool, special education and out-of-district placements. These numbers reflect an increase of 84 students above the actual number enrolled one year ago on October 1, 2008.

With regard to a comparison of our October 1, 2009 figures with those projected, please note the following chart which reflects that we are +109 students above these projections:

	<u>Projected</u>	<u>Actual</u>	<u>Difference</u>
> Preschool	215	237	+ 22
> Elementary	2945	3014	+ 69
> Middle	1600	1618	+18
> High	2160	2152	- 8
> Outplaced	<u>33</u>	<u>41</u>	<u>+ 8</u>
Total	6953	7062	+109

The above numbers confirm that we have a growing student population that the district should take into account in planning for the future. These figures will now be forwarded to the Connecticut State Department of Education.

Administrative Recommendation: Review and discuss.



ENROLLMENT REPORT  
TRUMBULL PUBLIC SCHOOLS  
OCTOBER 1, 2009

School	Pre-K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	In System Total	**Out-Placed	Grand Total
	Kdgs.															
Booth Hill	88	94	96	81	80	88								527	3	
Daniels Farm	87	78	72	90	105	93								525	1	
Frenchtown	106	120	103	113	107	110								659	5	
Jane Ryan	71	67	53	82	58	82								413	2	
Middlebrook	81	82	69	70	97	80								479	2	
Tashua	51	83	54	75	84	64								411	1	
<b>Total K-5</b>	<b>484</b>	<b>524</b>	<b>447</b>	<b>511</b>	<b>531</b>	<b>517</b>								<b>3014</b>		
Pre-K	237													237		
<b>TOTAL ELEMENTARY</b>	<b>237</b>	<b>484</b>	<b>447</b>	<b>511</b>	<b>531</b>	<b>517</b>								<b>3251</b>	<b>14</b>	<b>3265</b>
Hillcrest						227	245	248						720	4	
Madison						312	293	293						898	6	
<b>TOTAL MIDDLE SCHOOLS</b>						<b>539</b>	<b>538</b>	<b>541</b>						<b>1618</b>	<b>10</b>	<b>1628</b>
Trumbull High									553	541	492	566		2152	17	2169
<b>TOTAL SECONDARY</b>						<b>539</b>	<b>538</b>	<b>541</b>	<b>553</b>	<b>541</b>	<b>492</b>	<b>566</b>		<b>3770</b>	<b>27</b>	<b>3797</b>
	<b>237</b>	<b>484</b>	<b>447</b>	<b>511</b>	<b>531</b>	<b>517</b>			<b>553</b>	<b>541</b>	<b>492</b>	<b>566</b>		<b>7021</b>	<b>41</b>	<b>7062</b>
*SPECIAL EDUCATION INCLUDED WITH THE IN-SYSTEM TOTALS																
**OUTPLACED NOT INCLUDED WITH THE IN-SYSTEM TOTAL																

**ELEMENTARY ENROLLMENT  
TRUMBULL PUBLIC SCHOOLS  
OCTOBER 1, 2009**

GRADE	PRE SCHOOL	BOOTH HILL	DANIELS FARM	FRENCHTOWN	JANE RYAN	MIDDLEBROOK	TASHUA	IN SYSTEM TOTAL	OUT PLACED	GRAND TOTAL
K		88 19,18,17,17,17	87 18,18,18,17,16	106 19,18,18,17,17,17	71 18,18,18,17	81 17,16,16,16,16	51 18,18,15	484		
1		94 19,19,19,19,18	78 20,20,19,19	120 21,21,20,20,19,19	67 23,22,22	82 21,21,20,20	83 21,21,21,20	524		
2		96 20,19,19,19,19	72 18,18,18,18	103 21,21,21,20,20	53 18,18,17	69 18,17,17,17	54 18,18,18	447		
3		81 21,21,20,19	90 23,23,22,22	113 23,23,23,23,21	82 21,21,20,20	70 24,23,23	75 20,19,19,17	511		
4		80 21,21,19,19	105 21,21,21,21,21	107 22,22,21,21,21	58 20,19,19	97 25,25,24,23	84 22,21,21,20	531		
5		88 23,23,22,20	93 24,23,23,23	110 22,22,22,22,22	82 22,21,20,19	80 20,20,20,20	64 22,21,21	517		
Sub Total		527	525	659	413	479	411	3014		
Outplaced		3	1	5	2	2	1		14	
<b>TOTAL</b>		<b>530</b>	<b>526</b>	<b>664</b>	<b>415</b>	<b>481</b>	<b>412</b>	<b>3014</b>		<b>3028</b>
TECEC-Hdst./Pet	64									
TECEC-Sp.Ed/PIP	168									
Pre-K District	5									
<b>TOTAL PRE-K</b>	<b>237</b>							<b>237</b>		<b>237</b>
<b>GRAND TOTAL</b>	<b>237</b>	<b>530</b>	<b>526</b>	<b>664</b>	<b>415</b>	<b>481</b>	<b>412</b>	<b>3251</b>	<b>14</b>	<b>3265</b>

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – October 13, 2009

Kathy Stevens, Laura Guadagnoli

Agenda Item – VA - 1

First Reading:  
4118.5/GBAD Staff  
Network/Internet Policy

Policy updated to address new technologies. Jeffrey Hackett, Technology Manager, Catherine Larson and High School staff collaborated with PAC to modernize the policy.

<b>Bold</b>	= New Language
<del>-----</del>	= Strikethrough
Yellow	= Board changes
Green	= PAC/Attorney

Recommendation:

Discuss or Approve Policy:  
4118.5/GBAD Staff  
Network/Internet Policy

**First Reading: October 13, 2009**

## **STAFF NETWORK/INTERNET POLICY**

### Policy

The Board of Education recognizes the educational value of technology and the benefits of its availability in the schools and, therefore, provides staff access to interconnected computer systems within the District and to the Internet, and encourages its use. The purpose of this privilege is to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. With this educational opportunity comes the responsibility to protect the safety and welfare of the staff and students.

Employees are to utilize the schools' computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

It is the policy of the Board of Education that any employee who violates this policy and/or rules governing use of the schools technology resources will be subject to disciplinary action. Illegal use of the resources will also result in referral to law enforcement authorities.

All District technology resources remain under the control, custody and supervision of the facility in which they are housed. The supervisor of the facility reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers.

All staff upon employment are required ~~Each employee authorized to access the school computers, networks and Internet services is required~~ to sign an acknowledgement form (Appendix A) stating that they have read this policy and the accompanying regulations. The acknowledgment form will be retained in the employee's personnel file.

Adopted: 08/06/02

Approved Revision: 08/19/03, 04/12/05

**Proposed Revision: Pending**

## Regulations

### Access to School Computers, Networks and Internet Services

The level of access that employees have to school technology resources is based upon specific employee job requirements and needs.

### Acceptable Use

1. Educational Purposes – including, but not limited to, research, communication, lesson preparation and record keeping.
2. Personal use – Incidental personal use is permitted as long as such use does not interfere with the employee’s job duties and performances, with system operations or other system users. “Incidental personal use” is defined as use by an individual employee for occasional personal communication.
3. Administrative use – performance of administrative activities as required in the employee’s job description.
4. Users will check e-mail frequently, delete unwanted messages promptly, and stay within e-mail quota. Users will subscribe only to high quality discussion group mail lists that are relevant to your job, your education or career development.

### Unacceptable Use

The employee is responsible for his/her actions and activities involving school technology resources and for his/her computer files, passwords and accounts. General examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or in violation of other Board policies, including harassing, discriminatory or threatening communications and behavior, violation of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive/offensive;
3. Any inappropriate communications to minors;
4. During the day, when out of sight of their terminal, all staff must log off the terminal or lock the workstation. At the end of the day, all staff must log off terminal and shut down the computer, unless otherwise directed by the Technology Department. Leaving a terminal unsecured is considered among the most severe potential breaches of system security;
5. Any use for private financial gain, or commercial, advertising or solicitation purposes;
6. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school-sponsored organization; to solicit membership in or support of any non-school-sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school

Regulations

purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or appropriate administrator;

7. 'Spamming' is classified as Misuse of Service. ~~Users will not engage in "Spamming."~~ Spamming is sending an annoying or unnecessary message to a large number of people. It can be advertisements blindly sent by marketers (unfairly shifting their costs), chain letters, urban legends, jokes, and inconsequential multimedia files. Frivolous e-mails can contain a script that can send back not only your address but also your entire address book. Spam uses school facilities, time, bandwidth, and resources to carry all this unsolicited information.  
  
~~ISPs or other third parties, whose resources are often hijacked to send the spam, are forced to handle the barrage of angry complaints directed to forged addresses – sometimes incurring costly interruptions of service, as overloaded servers are brought back online.~~
8. Any communication that represents personal views as those of the school/district or that could be misinterpreted as such;
- ~~9. Downloading or loading~~ installing software unless it is directly related to curriculum topics without approval from the ~~Director of Curriculum~~ Curriculum/Technology Department. ~~If any staff members would like software installed a Technology work order must be completed. Requests are to be made using the Classroom/Media Center Software form (Appendix B);~~
10. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
11. Sending mass e-mails to school users or outside parties for ~~school or~~ non-school purposes without the permission of a building administrator;
12. Any malicious use or disruption of the schools technology resources or breach of security features;
13. Any misuse or damage to the schools technology resources;
14. Misuse of the computer passwords or accounts (employee or other users);
15. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
16. Any attempt to access unauthorized sites;
17. Failing to report a known breach of computer security to a building administrator;
18. Using school computers, networks and Internet services after such access has been denied or revoked; and
19. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.
20. No personal equipment ~~should be~~ ~~will be~~ connected to the Trumbull Public Schools network (i.e., laptops, etc.).

## Regulations

### Monitoring

The Board of Education retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The Board of Education reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

### Confidentiality of Information

Employees are expected to use appropriate judgement and caution in communication concerning students and staff to ensure that personally identifiable information remains confidential.

### Staff Responsibility for Students

Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with the policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator.

### Compensation of Losses, Costs and/or Damages

The employee shall be responsible for any losses, costs or damages incurred by the District related to violations of District policy or these regulations for which they are responsible.

### Unauthorized Charge, Costs or Illegal Use

The Board of Education assumes no responsibility for any unauthorized charges made by employees including, but not limited to, credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

### Employee Acknowledgement Required

Each employee authorized to access the schools' computers, networks and Internet services is required to sign Appendix A acknowledging that they have read and understood this policy and regulations. The acknowledgement form will be retained in the employee's personnel file.

Regulations

Failure to Adhere to Policy Regarding Network Security

- **1<sup>st</sup> offense –**  
**The employee will receive an email warning from the Technology Department with his/her supervisor on copy restating consequences.**
- **1<sup>st</sup> 2<sup>nd</sup> offense -**  
The employee's account will be disabled (including email). Any required administrative tasks will have to be performed on an office terminal. The employee's account will be reactivated only after his/her supervisor contacts the Technology Department reporting that discussion was held regarding the severity of the problem and further consequences explained.
- **2<sup>nd</sup> 3<sup>rd</sup> offense –**  
The employee's account will be disabled. The employee and his/her building administrator must meet with the Assistant Superintendent before account is reinstated.
- **3<sup>rd</sup> 4<sup>th</sup> offense –**  
The employee's account will be disabled (including email) until his/her administrator contacts Personnel Department and Personnel advises Technology as to the status of the account. Also, a letter of reprimand will be added to the employee's personnel file.

Adopted: 08/06/02

Approved Revision: 08/19/03, 04/12/05

**Proposed Revision: Pending**



**Staff **Network**/Internet Policy**  
**Access Agreement for Employees**

Name \_\_\_\_\_ School \_\_\_\_\_

As an employee of the Trumbull Public Schools, I have read the Staff **Network**/Internet Policy, Policy Code: GBAD, and I accept responsibility to abide by this policy and regulations. I agree:

- To ensure my use of any Trumbull Public Schools network services and equipment complies with all aspects of the Staff Internet Policy, Policy Code: GBAD
- To be diligent in supervising student use of any Trumbull Public School network services and equipment and ensure, to the best of my ability, compliance with the Student **Network**/Internet Policy, Policy Code: 6141/IAA.

I understand that any conduct that is in conflict with these responsibilities is unacceptable and such behavior will result in the termination of access and possible disciplinary action as follows:

- **1<sup>st</sup> offense –**  
**The employee will receive an email warning from the Technology Department with his/her supervisor on copy restating consequences.**
- **1<sup>st</sup> 2<sup>nd</sup> offense -**  
 The employee’s account will be disabled (including email). Any required administrative tasks will have to be performed on an office terminal. The employee’s account will be reactivated only after his/her supervisor contacts the Technology Department reporting that discussion was held regarding the severity of the problem and further consequences explained.
- **2<sup>nd</sup> 3<sup>rd</sup> offense –**  
 The employee’s account will be disabled. The employee **and his/her building administrator** must meet with the Assistant Superintendent before **the** account is reinstated.
- **3<sup>rd</sup> 4<sup>th</sup> offense –**  
 The employee’s account will be disabled (including email) until his/her administrator contacts Personnel Department and Personnel advises Technology as to the status of the account. Also, a letter of reprimand will be added to the employee’s personnel file.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX B

CLASSROOM / MEDIA CENTER SOFTWARE

Teacher Name: \_\_\_\_\_

School: \_\_\_\_\_ Room: \_\_\_\_\_

Software Title: \_\_\_\_\_ Platform: \_\_\_\_\_

I am requesting permission to install this software on the following computer(s):

Number of computers: \_\_\_\_\_

Serial Number(s) of computer(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have completed and submitted the Software Evaluation Form.

I am attaching a copy of the license agreement or invoice.

\_\_\_\_\_

Signature

Please submit to Curriculum Dept., attention Director of Curriculum

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Director of Curriculum

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Director of Technology

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – October 13, 2009

Tony Pijar, Dana Pierce

Agenda Item – VA - 2

First Reading:  
5121/ Academic Integrity Policy

PAC met to update our Academic Honesty Policy which is now called Academic Integrity. Dr. Robert Tremaglio oversees the Trumbull High School Leadership Team which focuses on the implementation of this policy.

<b>Bold</b>	= New Language
<del>_____</del>	= Strikethrough
Yellow	= Board changes
Green	= PAC/Attorney

Recommendation:

Discuss or Approve Policy:  
5121/Academic Integrity

TRUMBULL BOARD OF EDUCATION  
BOARD OF EDUCATION  
POLICY MANUAL

SERIES: 5000  
CATEGORY: Students  
POLICY CODE: 5121  
Academic Integrity

## ACADEMIC HONESTY INTEGRITY POLICY

### Policy

The Board of Education is dedicated to developing the academic potential of every student. We are committed to promoting ethical conduct appropriate to a responsible individual in a democratic community. Cheating and plagiarism are serious violations that undermine learning, hamper competence, and tear down ethical behavior. This conduct prohibits both teachers and students from knowing a student's true academic ability; furthermore, it breaks down the trust that is so vital to any community.

First Reading: October 13, 2009  
Second Reading:  
Adopted:

## Regulations

### **I. HIGH SCHOOL**

Students are responsible for knowing what is considered acceptable behavior and what is a transgression of academic **integrity/honesty**. If in doubt, they should consult with their teachers. All assigned student work should be done individually, unless the teacher directs otherwise.

#### Cheating

Cheat – to violate rules and regulations, to act in a dishonest way.

Cheating includes the following:

- Using any unauthorized aid during an exam or any teacher-given assessment;
- Giving or receiving answers during a test as well as securing answers from others;
- Accessing, without permission, a test before it is given;
- Using summaries or other aids to substitute for doing assigned reading.
- Using a computer to translate text from one language to another and submitting it as your own translation;
- Directly copying assignments from other students (including homework);
- Giving to another student any student work that will be copied, paraphrased or used in any way to represent that student's work;
- Giving the impression that the notes of one student are your own;
- Maintaining knowledge of any cheating without notifying school officials.

#### Plagiarism

Plagiarism is defined as “the act of representing the work, words, images, data or ideas of others as your own without properly citing the source.”

Examples of plagiarism include but are not limited to:

- Copying or paraphrasing the words or ideas of others from the internet, books, magazine articles and other sources;
- Copying or paraphrasing the words or ideas of other students, parents, siblings, or other family members and friends;
- Copying or representing the academic work of others including any assignment as if it were your own;
- Submitting purchased papers as your own;
- Submitting your own work that you have done for one class as an original assignment for another class;
- Offering your work to others whether or not you believe it will or will not be copied.

## Regulations

### **Academic Honesty Committee Leadership Team**

~~Each year the principal will appoint an Academic Honesty Committee. The purpose of this committee will be to review any students' appeal of charges of academic dishonesty. Members will serve a one-year term and will meet on an as-needed basis, but no later than seven school days after a student has requested such an appeal. The student and/or parent will be notified of the committee's decision in a timely manner. The Academic Honesty Committee will be comprised of the~~ **The Trumbull High School Leadership Team** ~~will review any students' appeal of charges of academic dishonesty.~~ Leadership Team members include: Principal, House Principals, Dean of Students, Guidance Chairperson, Department Chairpersons and Assistant Dean. The purpose of this committee will be to review any students' appeal of charges of academic dishonesty. The student and/or parent will be notified of the committee's decision in a timely manner.

## Consequences

### First Offense

Student will receive a zero for the assignment. The teacher will submit the Plagiarism and Cheating Report (Appendix) that explains the offense to the house administrator who will notify the student's parent/guardian of the offense by phone and/or in writing and advise him/her of the consequences for further offenses. The student will sign the report, which will become part of the student's disciplinary record. The signature and the contact are to acknowledge that the student and parent/guardian have been advised of the violation and the consequences of further offenses. The student will have five (5) days to appeal any charges of academic dishonesty to the **Trumbull High School Leadership Team Academic Honesty Committee**. The student and/or parent/guardian will be notified of the committee's decision in a reasonably timely manner.

### Second Offense

The teacher will submit Plagiarism and Cheating Report form explaining the offense to the house administrator. The student will receive a zero for the assignment and will be suspended for three (3) days, regardless of whether or not the first offense occurred in this course. After the suspension, the parent/guardian and the student will return to school for a reinstatement meeting, where each will sign the report to acknowledge that each understands the consequences for further offenses. The student will have five (5) days to appeal any charges of academic dishonesty to the **Trumbull High School Leadership Team Academic Honesty Committee**. The student and/or parent/guardian will be notified of the committee's decision in a reasonably timely manner.

### Third and Subsequent Offenses

The teacher will submit Plagiarism and Cheating Report explaining the offense to the house administrator. The student will receive a zero for the assignment, a five day suspension, and may lose credit in that course, regardless of whether or not the first or second offense occurred in that course. The administrator will schedule a meeting with the student and his/her parent/guardian to explain the disciplinary action taken. After the suspension, the parent/guardian and the student will return to school for a reinstatement

## Regulations

meeting, where each will sign the report. In addition, the administrator will determine whether to impose any other disciplinary action. The student will have five (5) days to appeal any charges of academic dishonesty to the **Trumbull High School Leadership Team Academic Honesty Committee**. The student and/or parent/guardian will be notified of the committee's decision in a reasonably timely manner.

## II. MIDDLE SCHOOLS

Students at Hillcrest and Madison Middle Schools are responsible for knowing what is considered acceptable and unacceptable behavior when it comes to academic honesty. The following will help you to better understand what cheating and plagiarism are, as well as the potential consequences that exist when it is found that a student has committed such serious acts of academic dishonesty.

### What is cheating?

Cheat – to violate rules and regulations, to act in a dishonest way.

Examples of cheating include:

- Using any unauthorized aid during a test
- Giving or receiving answers during a test
- Accessing a test before it is given
- Using summaries to substitute for doing assigned reading
- Using a computer for translating languages, and submitting it as your own translation
- Taking credit for group work without doing an appropriate share of the work
- Directly copying assignments from other students (including homework)
- Turning in any assignment as your own work that is actually the work of others
- Giving any work to another student that will be copied, paraphrased or used in any way to represent that student's work
- Giving the impression that someone else's notes or work are your own
- Maintaining knowledge of any cheating without telling a teacher

### What is plagiarism?

Plagiarism – representing someone else's works, words, images, data or ideas as your own without properly citing the source.

Examples of plagiarism include:

- Copying or paraphrasing someone else's words or ideas from the Internet, books, magazine articles or directly from that person
- Copying or representing someone else's work as if it were your own
- Submitting purchased papers as your own
- Submitting your own work from one class as an original assignment for another class
- Offering your work to others whether or not you believe it will be copied
- How do we avoid plagiarism?

### Regulations

- Give credit whenever you use another person's ideas, opinions or theories
- Give credit whenever you use any facts or information that are not common knowledge (facts found in many places, that many people know)
- Give credit whenever you use another person's quotations or paraphrase their words

The consequences for cheating or plagiarism may include the following:

- Change of student seats
- Assignment of a grade of F or 0
- Detention from teacher or principal
- Parent notification
- Requiring of make-up work
- Suspension

### **III. ELEMENTARY SCHOOLS**

The elementary schools recognize and value the importance of introducing and educating our students on cheating and plagiarism. This includes not only defining what cheating and plagiarism are but also informing students of the potential consequences when cheating and plagiarism occur.

Students in fourth grade will be introduced to the concept of cheating and plagiarism through our classroom teachers and media center. Students will review these concepts in fifth grade and be able to not only define cheating and plagiarism but fully understand the consequences of such acts.

In order for students to understand the difference between cheating and plagiarism, the elementary schools will introduce "common" definitions and "examples" of both. These definitions and examples are consistent with the language that exists in the middle school academic integrity policy.

#### What is cheating?

Cheat – to violate rules and regulations, to act in a dishonest way.

Some examples of cheating include:

- Giving or receiving answers during a test
- Directly copying assignments from other students (including homework)
- Turning in class work or homework as your work that is actually the work of others
- Giving your work to another student that will be copied or used
- Observing someone cheating but not informing an adult



## Regulations

### What is plagiarism?

Plagiarism – representing someone else’s work, words, images, data or ideas as your own without properly citing the source.

Some examples of plagiarism include:

- Copying or paraphrasing someone else’s words or ideas from the internet, books, magazine articles or directly from a person
- Copying or presenting someone else’s work as if it were your own
- Giving your work to another student whether or not you believe it will be copied.

Consequences for cheating and plagiarism may include but are not limited to:

- Reviewing the definitions of cheating and plagiarism
- Parent notification
- Requiring students to complete an alternative assignment
- Meeting with principal, teacher and parent
- Receiving no credit or grade for the assignment, project, test or quiz

**Trumbull High School  
Leadership Team  
Plagiarism and Cheating  
Report**

Student Name \_\_\_\_\_

Course Name \_\_\_\_\_ Course Number and Section \_\_\_\_\_

Teacher Name \_\_\_\_\_

Assignment: \_\_\_\_\_

Description of infraction \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher Signature

\_\_\_\_\_

Student Signature (after review with administrator)

This signature may not be an admission of guilt. It verifies that the student has met with the administrator, understands the accusation and the consequences of further offenses.

Attach any pertinent documentation of the offense.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – October 13, 2009

Mr. Iassogna  
Mr. Barbarotta

Agenda Item – V –B

Approval/Final Plans & Specifications-Phase 2/  
THS Renovate as New Project

Project Manager Al Barbarotta and the architectural staff of JCJ/Wiles will address the Board on 3 aspects of the Trumbull High School Renovate as New project:

- Provide the Board with a project status report, particularly on the current Phase 1 component;
- Summarize the design plans and specifications of Phase 2;
- Seek Board approval to move the project forward to the State Facilities Unit.

The Board should be aware that the THS Building Committee received a similar presentation on Wednesday, October 7, 2009 and endorsed submission to the State once approved by the Board of Education.

Recommendation:

1. Approve final design plans and specifications for Phase 2 of the Trumbull High School Renovate as New project; and
2. Authorize the Superintendent and Board Chair to sign the State ED-042 form for presentation to the State Facilities Unit.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – October 13, 2009

Mr. Iassogna

Agenda Item – V-C

Approval/Head Start Food Service Agreement

Attached is the annual agreement between the Trumbull/Monroe Head Start program and the Trumbull Board of Education Food Service Department, who will furnish meals to that program. Board approval is needed for compliance with Child and Adult Care Food Program (CACFP).

Administrative Recommendation:

Review and Approve.

**TRUMBULL SCHOOLS FOOD SERVICES**  
**6254 MAIN STREET**  
**TRUMBULL CT, 06611**  
**203-452-4500**

**AGREEMENT TO FURNISH FOOD SERVICE BETWEEN THE CHILD AND ADULT CARE FOOD PROGRAM (CACFP) INSTITUTION AND THE BOARD OF EDUCATION (BOE)**

This agreement is entered into by and between the Trumbull Board of Education and Board of Education

Trumbull / Monroe Head Start . The Trumbull Board of Education agrees to CACFP Institution Board of Education

furnish meals to Trumbull / Monroe Head Start for the following per meal rates: CACFP Institution

Breakfast	\$ <u>1.72</u>
Lunch	\$ <u>3.13</u>
Snack(s)	\$ <u>0.80</u>

If applicable, include the types and amounts of any charges paid to the Board of Education in addition to the per meal price: \_\_\_\_\_

The additional charge must be included in the budget on the *ED-099 Schedule A Application and Management Plan* and be reported as part of the costs on the monthly claim for reimbursement.

Site(s) covered by this agreement include (list below or attach a list of sites):

- |  |  |
|--|--|
| 1. <u>Trumbull / Monroe Head Start</u><br>2. _____<br>3. _____<br>4. _____ | 5. _____<br>6. _____<br>7. _____<br>8. _____ |
|--|--|

It is further agreed that Trumbull Board of Education will assure that (check one option): Board of Education

Meals meet the CACFP meal pattern requirements and that the Board of Education will maintain complete and accurate records, including menus, amount of food prepared and number of meals provided daily;

**OR**

The School district has been approved by the Office of Child Nutrition to use the nutrient standard menu planning (NuMenus) option to prepare meals (breakfast and lunch) for CACFP participants aged two and above. Meals for children under two and snacks for all ages will be planned using the appropriate CACFP meal patterns. In addition:

- A nutrient analysis will be provided to the CACFP sponsor for all weekly menus and;
- weekly menus will meet the established level of nutrients and calories for the appropriate age group.

Menus must be provided to the institution prior to the month served and the record of the number of meals delivered must be reported to the institution at the end of the month.

Meals served **SHALL NOT** be claimed under any of the following programs on the reimbursement claim form (ED-103): National School Lunch Program, School Breakfast Program, Special Milk Program and/or After-School Snack Program.

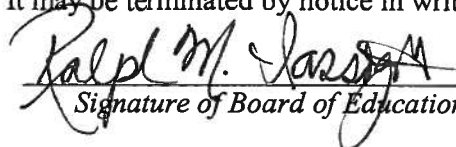
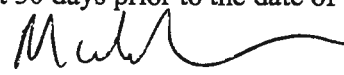
Revenue from this agreement **SHALL** be considered income to the National School Lunch Program, School Breakfast Program, Special Milk Program and/or After-School Snack Program.

Allocation of U. S. Department of Agriculture (USDA) commodities for the National School Lunch Program does not include meals prepared for the Child and Adult Care Food Program.

The Trumbull Board of Education *Board of Education* agrees also to retain records for three years or until the resolution of any outstanding audit findings and upon request, to make all accounts and records pertaining to the program available to representatives of the administering agency for audit or administrative review.

This agreement shall be effective 07/01/09 to 06/30/10  
from \_\_\_\_\_  
*Date Date*

It may be terminated by notice in writing by either party at least 30 days prior to the date of termination.

 _____ <i>Signature of Board of Education Official</i>	 _____ <i>Signature of CACFP Institution Official</i>
<u>Superintendent</u> <i>Title</i>	<u>Director</u> <i>Title</i>
<u>9/14/09</u> <i>Date</i>	<u>9/15/09</u> <i>Date</i>

A copy of the signed agreement must be forwarded to the School Lunch Director and to the State Agency.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – October 13, 2009

Board of Education

Agenda Item – V-D

Superintendent's Evaluation  
and Contract

The substance of this report  
will evolve from the Board's  
Executive Session.

Recommendation:

Discuss and take action.