

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Revised

BUDGET MEETING/WORK SESSION – DECEMBER 13, 2011

Long Hill Administration Building
Lorraine R. Smith Assembly Room

6:30 PM*

AGENDA

- I. PRELIMINARY BUSINESS**
 - A. Salute to the Flag
 - B. Correspondence
 - C. Comments and Questions

- II. CONSENT AGENDA**
 - A. Approval/Minutes - Budget Meeting – 12/6/11
 - B. Approval/ Financial Reports as of 11/30/11 – Mr. Sirico
 - C. Approval/ Finance Committee of the Board of Education Transfers October/November 2011 – Mrs. Chory, Mrs. Labella, Mr. Kelly, Mr. Sirico

- III. OLD BUSINESS**
 - A. Policies/Second Reading
 - 1. Bullying Prevention and Intervention, Policy Code 5131.911 – Dr. Cialfi, Ms. Fisher
 - B. Continuation of 2012-13 Budget Review and Discussion – Mr. Iassogna, Mr. Sirico, Staff

- IV. RECEIVE AND FILE**
 - A. Pending Litigation – Dr. Cialfi
 - B. Negotiations – Dr. Cialfi

- V. OTHER**

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

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – December 13, 2011

Mr. Iassogna

Agenda Item – II-A

Approval/Minutes

Budget Meetings – 12/06/11, 12/8/11

Administrative Recommendation:

Approve the minutes of the above
noted meeting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
BUDGET MEETING – DECEMBER 6, 2011

Long Hill Administration Building
Lorraine R. Smith Assembly Room

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

Members present:

Deborah Herbst, Vice Chairman
Thomas Kelly, Secretary
Loretta Chory, Board Member
Lisa Labella, Board Member
Rosemary Seaman, Board Member
Michael Ward, Board Member
Stephen Wright, Board Member

Members absent:

Agenda Item I – Preliminary Business

A. Salute to the Flag – Vice Chairwoman Deborah Herbst called the meeting to order at 6:35 p.m. followed by a Salute to the Flag.

B. Correspondence – Mr. Kelly noted that the Board received emails from parents both in support of full day kindergarten and in support of restoring programs/positions previously reduced from the budget before implementing kindergarten.

At this time, it was moved (Labella) seconded (Chory) to take Agenda Item III – A, Election/Board of Education Officers out of order. Vote: Unanimous in favor.

Agenda Item III – New Business (out of order)

A. Election/Board of Education Officers—Vice Chairwoman Herbst noted that elections for Board officers should take place and asked for nominations. Mrs. Labella nominated Stephen Wright for position of Board Chairman and Mr. Kelly seconded the nomination. With no further nominations, Stephen Wright unanimously was voted to the position of Board Chairman. Mrs. Seaman nominated Deborah Herbst for the position of Board Vice Chairman and Mrs. Chory seconded the nomination. With no further nominations, Deborah Herbst unanimously was voted to the position of Board Vice Chairwoman. Mrs. Labella nominated Thomas Kelly for the position of Board Secretary and Mr. Ward seconded the nomination. With no further nominations, Thomas Kelly unanimously was voted to the position of Board Secretary.

The Board briefly recessed; newly elected Board officers took their respective positions at the Board table.

Agenda Item I – Preliminary Business

C. Comments and Questions – Tammy Baillargeon, President of the Trumbull Educators' Association, invited the Board to visit the schools and talk with teachers before making decisions on the budget which might create changes to the district. Cindy Penkoff, 101 Columbine Drive, noted that opportunities have been missed as over \$3,000,000 has been returned to the Town over the last several years and asked the Board to review these missed opportunities and think about combining resources. Dana Misner, Stoneleigh Road, and Mark Lotstein, 163 Governor Trumbull Way, spoke in support of full day kindergarten. Kristen Gerrity, Meadow Road, asked the Board to restore

programs previously cut from the budget before implementing full day kindergarten. Kathy Dornbush, Linley Road, noted that there are no real cuts to the budget as State Statute dictates that a Town must allot the same amount or more than the previous year's budget for the Board of Education. She also noted that cuts should be reported as cuts to the proposed increase in the budget. Fred Palmieri, District 2 Councilman, spoke in support of restoring programs previously cut before implementing full day kindergarten. Veronica Lenzen, 52 Woodhaven Drive, spoke in support of full day kindergarten.

Agenda Item II – Consent Agenda

- A. Approval/Minutes- Regular Meeting -By unanimous consent of members present and voting at the November 15, 2011 meeting, the Board approved the minutes as presented.

Agenda Item III – New Business

- B. Budget Presentation and Discussion – Superintendent Iassogna gave a Power Point presentation of the 2012-13 administration's proposed budget request in the amount of \$91,803,405 or 4.98% increase over this year's allocation. He noted that his recommendation evolved from Board, administrators, teachers, support staff, parents, town officials and community input. Mr. Iassogna presented a core budget of \$90,584,434 or a 3.59% increase and added restorations consisting of 2.0 elementary secretaries, 8.0 interns, and curriculum totaling \$336,741, established initiative of full/extended day kindergarten in the amount of \$873,730, and new mandates/requests at a cost of \$7,500, for a total recommendation of \$91,803,405. He noted 4 areas of focus used in creating his recommendation which includes maintaining class size guidelines, operational responsibilities, restoration of areas reduced in the 2011-12 request, and full/extended day kindergarten. Also noted was that 4.51% of the request is composed of salaries, benefits and restorations. Also noted were district accomplishments and efficiencies and academic accolades. Also noted was that Trumbull's per pupil expenditure ranked 15th out of 18 Fairfield County districts. Mr. Sirico gave a lengthy review of the budget by object beginning with salaries. Discussion ensued including the impact of reduced secretarial time at the elementary schools, loss of interns and computer paras, reduced monies for curriculum and professional development. It was also noted that the Town and Board had met to discuss the possibilities of combining services such as health insurance and custodial/maintenance and both agreed to ask a panel of 4 outside consultants to review the needs of both the Board and Town and to devise a plan if feasible.

A 10 minute recess was called at 8:55 p.m. and the meeting resumed at 9:08 p.m.

Discussion continued with international field trips and the need for substitute teachers, and full/extended day kindergarten including retaining a half-day program, shortened day bussing, and available space in schools for the program. Mr. Iassogna noted that he would be meeting with Educational Consultant Wayne Verderber to review space requirements for full/extended day kindergarten and the possible need to surgically shift students from one elementary school to another to accommodate the program. Several elementary principals discussed the need for restoring the second secretary to full time and the second intern. Both middle school principals noted the need for restoring the intern to help with interventions and the loss of the reading specialist.

Adjournment

The Board gave unanimous approval to adjourn the Public Session at 10:20 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
BUDGET MEETING – DECEMBER 8, 2011

Long Hill Administration Building
Lorraine R. Smith Assembly Room

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

Members present:

Stephen Wright, Chairman
Deborah Herbst, Vice Chairman
Thomas Kelly, Secretary
Loretta Chory, Board Member
Lisa Labella, Board Member
Rosemary Seaman, Board Member
Michael Ward, Board Member

Members absent:

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 – Cindy Katske, 129 Meadowview Drive, asked the Board and public to review the PTA’s ABC’s of the Budget which lists the programs/staff that have been reduced since 2007. She also asked the Board to review the impact of the decisions on the budget and whether implementing full/extended kindergarten is appropriate at this time. Traci Cleri spoke in support of full day kindergarten. Lainie McHugh, 132 Fresh Meadow Drive, Co-President of PTA Council, spoke in support of restoring the middle school reading teachers, does not support full/extended day kindergarten at the expense of other programs, noted that kindergarten parents have an option to extend the day with TLC, and noted that the PTA’s ABC’s of the Budget provides good information for understanding the Board of Education’s budget process. Diane Pomposello, 44 Woolsley Avenue, spoke in support of full day kindergarten. Monica Welch asked the Board to focus on the core programs, is concerned about programs that have been lost, and spoke in support of full day kindergarten, TAG, middle school reading and math specialists, and extra curricular activities.

At this time Chairman Wright noted his appreciation of the public’s comments and noted the Board will take these into consideration when reviewing the budget and making a final recommendation.

Agenda Item II – Personnel

There was no report this evening.

Agenda Item III – New Business

- A. Board Committee Appointments—Mr. Wright noted that Board members serve on affiliated subcommittees in addition to serving on the Board of Education. Following discussion, Board members were appointed to the following subcommittees: Curriculum Review Committee –Deborah Herbst, Rosemary Seaman, Michael Ward; BEI Representative – Rosemary Seaman; Trumbull Education/Cable TV Liaison – Thomas Kelly; Liaison to the CES Council Committee – Michael Ward; Board of Directors/Six-to-Six Magnet School Liaison – Michael Ward; Superintendent Evaluation Format Committee – Deborah Herbst, Lisa

Labella, Stephen Wright; Service Contracts Review (Agent of Record/Health & Dental Benefits, Legal Services, Facilities Manager, Other Contracts) – Loretta Chory, Stephen Wright; Policy Advisory Committee – Loretta Chory, Rosemary Seaman; Finance Committee of the Board of Education – Thomas Kelly, Lisa Labella; Liaison to Citizens Review Advisory Committee (CRAC) – Lisa Labella; Town/Board Insurance Committee – Loretta Chory, Deborah Herbst, Stephen Wright; Town/Board Combined Services Committee – Loretta Chory, Stephen Wright; CABE Liaison – Stephen Wright; NEASC – Stephen Wright.

Agenda Item IV – Old Business

A. Continuation of Budget Review and Discussion—Mr. Iassogna briefly reviewed his 2012-13 budget recommendation and provided the Board with information regarding requests amounting to \$2, 200,000 from administrators and division heads that were removed before finalizing his recommendation (attached). Trumbull High Principal Dr. Tremaglio reviewed the needs of Trumbull High School, including more teaching staff and increased security personnel. Athletic Director Mike Herbst reviewed the need to replace the turf on the football field and provided the Board with information regarding this initiative. A lengthy discussion ensued regarding class sizes, guidance, master schedule, impact of ongoing construction, security needs, study halls, students being denied classes, security cameras, increased footage of building with no increase in custodians, cleanliness of the building, safety of science classes with over-enrollment. Mr. Iassogna noted that a number of classes are at or over the maximum guidelines and more staff is needed so students will not be denied access to classes. He also noted that the Board could move monies within his budget recommendation but asked the Board to keep his core budget request of 3.59% intact. Discussion continued including the NEASC accreditation which will occur in October 2013 and the impact on scheduling classes and need to meet all NEASC requirements. Also discussed was the implementation of the Grade 9 Freshman Foundations course and at this time the feedback has been positive. Student Board Representative Patrick Curtin noted that the high school has implemented a Student Leadership Council composed of athletic captains, club presidents, class and student council officers. They have met to discuss bullying and its effects on students and plan to give presentations to sophomore classes.

A brief recess was called at 9:01 p.m. and the meeting resumed at 9:13 p.m.

PPS Director Dr. McGrath briefly reviewed the PPS budget which includes additional speech time, increased tuition costs for out-placed students, and increased professional development. Also discussed were secretarial time and increased costs for itinerant mileage. Technology Coordinator Jeff Hackett gave a brief overview of his budget which includes \$46,000 for replacement computers and noted the need to implement Year 2 of the Technology Plan and funding for this initiative would be placed in a Capital Projects request to be forwarded to the Town in January or February 2012. Dr. Paslov reviewed the curriculum budget requests and Common Core Standards which must be implemented by the 2014-15 school year. A lengthy discussion ensued regarding curriculum writing, revising curriculum to meet the Common Core Standards, Student Success Plans, textbooks, on-line subscriptions and ebooks for the media center, and the many items reduced from previous budgets that need to be addressed. Transportation Coordinator Dawn Perkins noted a change in the Transportation narrative in paragraph 4 to read as follows: “1.5% prepayment discount”, not “contractual increase.” A brief discussion ensued regarding buses for an extended day kindergarten program. Discussion continued regarding full/extended day kindergarten and the model that would be used. Plant Operations Coordinator Steve Kennedy briefly reviewed the plant budget and noted efficiencies that have been enacted, the need for summer help and part time cleaners.

Adjournment

The Board gave unanimous approval to adjourn the Public Session at 11:17 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – December 13, 2011

Mr. Sirico

Agenda Item II - B

Financial Reports - Final

<u>Description</u>	<u>Page</u>
a) Board of Education Expense Report for the 5 months ended 11/30/11	1
b) Grant Expense Report for the 5 months ended 11/30/11	4
c) Consolidated Financial Statement as of and for the 5 months ended 11/30/11	5
d) BOE Programs Detail Report as of 11/30/11	6
e) Expendable Trust Detail as of 11/30/11	7
f) Student Activity Detail as of 11/30/11	8

Recommendation:

Accept the Trumbull Board of Education Financial reports for the
5 months ended 11/30/11

Object Description	Object#	Budget			Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers	Revised				
<u>Salaries</u>	<u>100</u>							
Admin./Supervisors	110	4,034,217	21,635	4,055,852	1,702,865	2,346,717	6,270	99.85%
Teachers	120	41,613,017	165,000	41,778,017	10,164,167	30,995,911	617,939	98.52%
Custodians/Maintenance	130	3,276,681	42,500	3,319,181	1,268,572	1,880,812	169,797	94.88%
Tech Support	140	557,107	0	557,107	237,121	311,556	8,430	98.49%
Secretaries	150	2,072,509	65,454	2,137,963	850,230	1,268,571	19,162	99.10%
Paras & Aides	160	2,547,373	(1,655)	2,545,718	855,464	1,513,820	176,433	93.07%
Substitutes	170	879,393	0	879,393	197,144	665,006	17,243	98.04%
Coaches & Advisors	180	479,255	18,212	497,467	94,213	401,783	1,471	99.70%
Salaries Other	190	1,925,048	0	1,925,048	721,751	1,223,749	(20,452)	101.06%
Misc Salary Items	195	633,390	(21,635)	611,755	469,387	1	142,367	76.73%
Salaries Total		58,017,990	289,511	58,307,501	16,560,914	40,607,927	1,138,660	98.05%
<u>Benefits</u>	<u>200</u>							
Health Insurance	210	10,983,241	90,547	11,073,788	4,737,777	6,407,649	(71,639)	100.65%
FICA	220	1,400,806	0	1,400,806	458,461	909,172	33,173	97.63%
Insurances	280	131,700	0	131,700	52,556	74,143	5,001	96.20%
Benefits Other	290	57,500	0	57,500	26,986	29,102	1,413	97.54%
Benefits Total		12,573,247	90,547	12,663,794	5,275,780	7,420,066	(32,052)	100.25%
<u>Services - Prof. & Technical</u>	<u>300</u>							
Professional Development	320	58,671	3,282	61,953	18,781	11,005	32,167	48.08%
Legal	330	175,000	0	175,000	98,909	233,402	(157,311)	189.89%
Service Contracts	340	219,724	(6,000)	213,724	195,660	8,772	9,292	95.65%
Consultants	360	255,000	0	255,000	71,872	227,742	(44,614)	117.50%
Other Prof Services	390	309,851	0	309,851	84,224	70,145	155,482	49.82%
Services - Prof. & Technical Total		1,018,246	(2,718)	1,015,528	469,446	551,066	(4,984)	100.49%
<u>Services - Property</u>	<u>400</u>							

Object Description	Object#	Budget		Revised	Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers					
Utilities	410	1,792,291	0	1,792,291	530,262	1,239,392	22,637	98.74%
Energy	415	995,191	0	995,191	80,488	914,704	0	100.00%
Repairs & Service Fees	430	398,410	(1,033)	397,377	112,234	69,813	215,329	45.81%
Communication	440	183,200	0	183,200	96,026	79,272	7,902	95.59%
Copiers	445	295,380	(10,500)	284,880	121,999	148,426	14,455	94.93%
Building Improvements	450	161,000	0	161,000	85,662	47,954	27,384	82.99%
Other Purch Prop Services	490	255,688	0	255,688	89,040	107,402	59,246	76.83%
Services - Property	Total	4,081,160	(11,533)	4,069,627	1,115,711	2,606,962	346,954	91.47%
<u>Services - Purchased</u>	<u>500</u>							
Other								
Transportation	510	4,948,649	66,104	5,014,753	2,226,377	2,343,754	444,622	91.13%
Postage	530	52,300	10,500	62,800	26,715	34,287	1,799	97.14%
Advertising	540	5,000	0	5,000	1,208	0	3,792	24.15%
Interns	550	137,500	1,655	139,155	67,650	71,285	220	99.84%
Tuition	560	3,186,238	0	3,186,238	1,530,022	1,708,973	(52,757)	101.66%
Printing	570	39,770	0	39,770	13,980	2,418	23,372	41.23%
Other Purch Services	590	79,890	0	79,890	15,669	17,265	46,957	41.22%
Services - Purchased	Total	8,449,347	78,259	8,527,606	3,881,621	4,177,980	468,005	94.51%
<u>Supplies</u>	<u>600</u>							
Supplies Teaching	610	700,638	(1,520)	699,118	379,892	71,291	247,934	64.54%
Supplies Office	620	178,984	(3,282)	175,702	52,242	14,631	108,830	38.06%
Supplies Custodial	630	130,500	0	130,500	57,404	10,805	62,291	52.27%
Supplies Maintenance	635	304,389	0	304,389	82,462	24,249	197,678	35.06%
Text & Workbooks	640	610,982	1,220	612,202	326,429	16,267	269,506	55.98%
Subscriptions	645	51,452	2,867	54,319	42,021	799	11,498	78.83%
Testing Materials	650	62,485	0	62,485	25,577	9,697	27,211	56.45%
Books & A/V	655	70,962	3,663	74,625	34,813	13,702	26,110	65.01%

Object Description	Object#	Budget			Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers	Revised				
Software	660	161,901	1,000	162,901	136,500	1,317	25,085	84.60%
Other Supplies	690	30,936	0	30,936	6,659	0	24,277	21.53%
Supplies Total		2,303,229	3,948	2,307,177	1,143,999	162,758	1,000,420	56.64%
Property								
Office Equipment	710	8,350	0	8,350	3,458	0	4,892	41.41%
Office Furniture	720	1,000	0	1,000	0	0	1,000	0.00%
Classroom Equipment	730	188,308	(1,765)	186,543	47,602	21,729	117,212	37.17%
Classroom Furniture	740	4,600	0	4,600	4	1,313	3,283	28.63%
Building Equipment	750	31,105	1,033	32,138	10,129	359	21,650	32.63%
Other equipment	790	12,500	0	12,500	200	0	12,300	1.60%
Property Total		245,863	(732)	245,131	61,393	23,401	160,338	34.59%
Other Objects								
Dues, Fees and Memberships	810	116,301	535	116,836	65,617	4,084	47,135	59.66%
Unemployment	825	90,000	0	90,000	14,592	49,506	25,902	71.22%
Other Objects	890	72,400	0	72,400	35,000	0	37,400	48.34%
Other Objects Total		278,701	535	279,236	115,209	53,590	110,437	60.45%
Other Uses of Funds								
Misc	900	0	29,239	29,239	0	0	29,239	0.00%
Other Uses of Funds Total		0	29,239	29,239	0	0	29,239	0.00%
Report total		\$86,967,783	\$477,056	\$87,444,839	\$28,624,071	\$55,603,749	\$3,217,019	96.32%

Grant Summary Budget Report
for the 5 Months Ended 11/30/11

Printed 12/08/11

	<u>Total Budget</u>	<u>Pr Year Expended</u>	<u>Budget @ BOY</u>	<u>---This Year---</u>		<u>Available</u>	<u>% Spent</u>
				<u>Expended</u>	<u>Encumbered</u>		
<u>Grants Ending 9/30/11</u>							
Cable TV	39,874		39,874	40,571	0	(697)	102%
Headstart ABCD	281,688	226,353	55,335	53,769	0	1,566	99%
9/30/11 Totals	321,562	226,353	95,209	94,340	0	869	100%
<u>Grants Ending 6/30/12</u>							
Education Jobs	179,902		179,902	48,420	137,364	(5,881)	103%
IDEA 611	1,330,525	1,077,141	253,384	115,903	0	137,481	90%
IDEA 619 PK	38,162	19,913	18,249	10,912	0	7,337	81%
Partnership for Success	75,000		75,000	13,073	18,102	43,825	42%
Perkins	40,018		40,018	78	1,190	38,750	3%
Title 1	176,371	94,494	81,877	73,560	2,699	5,618	97%
Title 2-A	103,938	27,989	75,949	43,112	2,348	30,489	71%
Title 2-D	6,354	4,979	1,375	1,375	0	0	100%
Title 3-A	16,355	2,064	14,291	3,177	0	11,114	32%
Title 4-A	3,300	1,832	1,468	1,468	0	0	100%
Title 5	10,000	1,192	8,808	0	5,000	3,808	62%
6/30/12 Totals	1,979,925	1,229,604	750,321	311,079	166,702	272,540	86%
<u>Grants Ending 9/30/12</u>							
Headstart ABCD	281,688		281,688	44,995	151,170	85,523	70%
9/30/12 Totals	281,688		281,688	44,995	151,170	85,523	70%
<u>Grants Ending 6/30/13</u>							
IDEA 611	1,327,057		1,327,057	217,514	783,697	325,846	75%
IDEA 619 PK	38,280		38,280	0	23,535	14,744	61%
Title 1	174,600		174,600	11,955	85,482	77,164	56%
Title 2-A	86,058		86,058	-0	26,834	59,224	31%
Title 2-D	1,132		1,132			1,132	0%
Title 3-A	16,602		16,602			16,602	0%
Title 4-A	2,300		2,300			2,300	0%
Title 5	12,853		12,853			12,853	0%
6/30/13 Totals	1,658,882		1,658,882	229,469	919,548	509,865	69%
Report total	\$4,242,057	\$1,455,957	\$2,786,100	\$679,883	\$1,237,421	\$868,796	

Balance Sheet as of 11/30/11					
	Special Revenue		Trust & Agency Funds		Total
	School Lunch	BOE Programs	Expendable Trust	Student Activity	
Assets:					
Cash	\$ 570,110	\$ 521,470	\$ 170,155	\$ 355,290	\$ 1,617,024
Receivables	58,891	17,800	109,956		186,647
Inventory	77,618				77,618
Prepaid Expense					-
Due From Others			162		
Total Assets:	706,619	539,270	280,273	355,290	1,881,452
Liabilities:					
Accounts Payable	82,788				82,788
Deferred Revenue	89,564		109,956		199,520
Due to others	255	61,359		355,290	416,903
Total Liabilities:	172,606	61,359	109,956	355,290	699,211
Fund Balances:	\$ 534,013	\$ 477,911	\$ 170,317	\$ -	\$ 1,182,241
Statement of Revenues, Expenditures and Changes in Fund Balances for the 5 month ended 11/30/11					
Revenue/increases:					
Food Sales/Charges for Service	\$ 663,652	\$ 781,928			\$ 1,445,580
Intergovernmental	93,077	61,348			154,426
Other Income/Interest	256		\$ 258		514
Donations					-
Increases				\$ 193,139	193,139
Total revenue/increases	756,986	843,276	258	193,139	1,793,659
Expenses/decreases					
Wages	242,995	357,511			600,506
FICA	14,752	9,692			
Medical	196,719				196,719
Other Expenses/Scholarships	23,748	145,309	1,000		170,056
Supplies	23,672	45,078			68,750
Cost of Food	266,457	15,649			282,106
Equipment/Capital	13,165	69,652			82,817
Decreases				167,262	167,262
Total Expenditures/Increases	781,507	642,891	1,000	\$ 167,262	1,592,660
Increase (decrease) in fund balances before operating transfers	(24,522)	200,385	(742)		175,121
Operating Transfers in/(out)	-	35,000	-		35,000
Increase (decrease) in fund balances after operating transfers	\$ (24,522)	\$ 235,385	\$ (742)		210,121
Fund Balances:					
Beginning of year	\$ 558,535	\$ 242,526	\$ 171,059	\$ -	\$ 972,120
End of period	\$ 534,013	\$ 477,911	\$ 170,317	\$ -	\$ 1,182,241
Increase (decrease) for the month	\$ 11,289	\$ 93,434		\$ -	\$ 104,723

Org#	Description	7/1/11 to 11/30/11					Fund Balance (Deficit) as of	
		Revenues	Expenditures	Revenues over (under) Expenditures before operating transfers	Operating transfers in/(out)	Revenues over (under) Expenditures after operating transfers	7/1/11	11/30/11
2051660	ACE Foundation	-	-	-		-	158	158
2051121	Athletics	143,481	100,554	42,927		42,927	(42,793)	134
2059390	BEI Mini-Grants	5,205	974	4,231		4,231	160	4,391
2051650	Continuing Ed	46,249	29,695	16,555		16,555	(24,164)	(7,610)
2051100	Driver's Education	95,750	46,846	48,904		48,904	(2,459)	46,445
2051717	Elementary Strings	50,041	50,388	(347)	35,000	34,653	2,376	37,029
2051070	Enhancement Program	-	-	-		-	1,858	1,858
2056230	Guidance/Testing	17,160	13,397	3,762		3,762	29,831	33,593
2059360	Headstart Food	8,148	15,649	(7,501)		(7,501)	92,511	85,010
2059240	Interdistrict	125,521	73,007	52,513		52,513	29,113	81,626
2059540	Madison Grant	-	-	-		-	368	368
2059520	Magnet Transportation	49,400	-	49,400		49,400	-	49,400
2059490	Miscellaneous	-	-	-		-	10,042	10,042
2059460	Open Choice	3,800	59,574	(55,774)		(55,774)	131,580	75,806
2051019	PE Day	-	-	-		-	1,609	1,609
2055904	Rebates	78,282	71,116	7,166		7,166	84,945	92,111
2059500	South Korea Fund	-	632	(632)		(632)	8,209	7,577
2051600	Summer Explorations	220,240	170,746	49,494		49,494	(94,431)	(44,937)
2055400	THS Musical	-	10,314	(10,314)		(10,314)	10,615	301
2059510	Typical or Troubled Grant	-	-	-		-	852	852
2056207	Used Books	-	-	-		-	2,146	2,146
	Grand Total	\$ 843,276	\$ 642,891	\$ 200,385	\$ 35,000	\$ 235,385	\$ 242,526	\$ 477,911

Description	7/1/11 to 11/30/11			Fund Balance as of 7/1/11			11/30/2011
	Revenues	Expenditures	Revenues Over (Under) Expenditures	Permanent Res	Unrestricted	Total	
Bastien	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500
Brewster	-	-	-	1,685	83	1,768	1,768
Peter Burke	-	-	-	10,640		10,640	10,640
K. Capabianco	-	-	-	-	3,014	3,014	3,014
Donna Cassidy	-	1,000	(1,000)	-	34,000	34,000	33,000
Cella Music			-	-	185	185	185
Citizenship Foundation	-		-	-	2,028	2,028	2,028
William Crooks Scholarship			-		245	245	245
S. Dick Electronics Education	- 258		- 258	10,000 -	1,565 8,452	11,565 8,452	11,565 8,710
R. Gerard			-	-	6,361	6,361	6,361
Ran Grinnell	-		-	-	1,482	1,232	1,232
Clare Hampford			-	-	7,594	7,594	7,594
G. Hartz			-	-	494	494	494
Klein/ Danaher			-	-	2,911	2,911	2,911
Lorimer			-	-	1,070	1,070	1,070
L.J. Lungi	-		-	-	378	378	378
Frances S. Mallett			-			-	-
Deanna Masi Music			-	-		-	-
Lorretta McDougall			-	-	13,372	13,372	13,372
Karen Mraz			-	-	10,728	10,728	10,728
National Merit			-	-	482	482	482
PHNA	-		-	8,000	115	8,115	8,115
Jill Resnick	-		-	19,100	19	19,119	19,119
R. Rossomando	-		-	5,190	1,342	6,532	6,532
R. Simses	-		-	2,500	77	2,577	2,577
R. Stowe			-	2,200	24	2,224	2,224
Tocci			-	-		-	-
Van- Duren			-		2,085	2,085	2,085
Skip Vaum			-	500	10	510	510
Mabelle Watche	-		-	2,500	283	2,783	2,783
Zink			-	10,000	93	10,093	10,093
Total	\$ 258	\$ 1,000	\$ (742)	\$ 72,315	\$ 98,992	\$ 171,057	\$ 170,316

<u>Org#</u>	<u>Description</u>	<u>As of 7/1/11</u>	<u>Increases</u>	<u>Decreases</u>	<u>As of 11/30/11</u>
20628	AV Club	74	0	0	74
20604	Band	424	0	0	424
20251	Booth Hill School	549	571	95	1,025
20609	Broken shells	2,480	0	0	2,480
20614	Choral Group	886	0	879	7
20141	Class of 2002	768	0	0	768
20230	Class of 2004	1,021	0	0	1,021
20215	Class of 2006	2,912	0	1,553	1,359
20220	Class of 2007	6,660	0	0	6,660
20144	Class of 2008	2,952	0	0	2,952
20145	Class of 2009	2,508	0	0	2,508
20157	Class of 2010	10,620	0	0	10,620
20158	Class of 2011	12,985	0	3,086	9,898
20159	Class of 2012	9,637	7,949	4,088	13,499
20160	Class of 2013	7,444	34,815	28,565	13,694
20161	Class of 2014	0	500	500	0
20253	Daniels Farm School	166	1,247	1,247	166
20603	Distributive Ed	7,628	1,170	4,892	3,906
20607	FCCLA Home Economics	147	0	0	147
20825	Fingerprinting	243	1,290	1,290	243
20620	French Club	558	0	0	558
20252	Frenchtown School	68	5,500	933	4,636
20180	Future Farmers	3,515	4,434	5,449	2,501
20550	General	38,788	7,250	11,474	34,563
20643	Graduation Cap and Gown	21,227	6,545	613	27,159
20152	Hillcrest MS	38,051	44,148	44,097	38,102
20615	Italian Club	118	225	15	328
20255	Jane Ryan School	51	0	0	51
20605	Key Club	320	973	0	1,293
20613	Latin Club	582	0	0	582
20101	Library Club	2,256	182	0	2,438
20608	Lost Textbooks	3,855	2,961	84	6,732
20156	Madison MS	31,947	25,967	13,812	44,102
20254	Middlebrook School	2,538	200	2,150	588
20639	Model U.N. Club	254	4,638	3,620	1,272
20702	Peer Leaders	6,398	0	74	6,324

Trumbull Board of Education
Student Activity Detail Report

<u>Org#</u>	<u>Description</u>	<u>As of 7/1/11</u>	<u>Increases</u>	<u>Decreases</u>	<u>As of 11/30/11</u>
20703	Peer Mediation Club	1,938	0	74	1,864
20634	Reconnecting Youth	1,709	0	0	1,709
20642	SADD	230	0	105	126
20624	Spanish Club	885	1,000	0	1,885
20510	Student Council	9,849	2,750	100	12,499
20629	Sunshine Fund	166	2,883	355	2,694
20258	Tashua School	3,381	2,702	3,031	3,051
20709	THS Alternate	3,370	0	230	3,140
20130	THS Bookstore	4,782	6,803	8,629	2,957
20622	THS In/Out	6,045	7,014	6,082	6,977
20621	THS Miscellaneous	395	1,117	438	1,074
20133	THS Newspaper	725	1,465	1,218	972
20625	THS Soda Machine	332	43	333	42
20734	THS Work Experience	7,585	0	0	7,585
20190	VO-AG Farm	24,481	5,024	11,940	17,565
20633	We the People	1,555	0	0	1,555
20139	Yearbook	25,595	16,834	644	41,785
Total Student Activity Funds		<u>\$313,652</u>	<u>\$198,200</u>	<u>\$161,692</u>	<u>\$350,161</u>

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Budget Session – December 13, 2011

Mrs. Chory, Mr. Kelly,
Mrs. Labella, Mr. Sirico

Agenda Item – II-C

Approval of Transfers

A review of the transfers for October 2011
and November 2011 are to be reviewed,
discussed and approved.

Administrative Recommendation:

Review, discuss, and approve
transfers.

Budget Transfers For Trumbull BOE
Operating Account for Nov—11

<u>Ac#</u>	<u>CC-Function-Description</u>	<u>Inc/Dec</u>	<u>Amount</u>	<u>Description</u>	<u>OBJ#</u>	
<u>Transfer # 1425x</u>						
01882700-55103	Trans-Admin-Kindergarten routes	Decrease	29,239	1 less bus needed	510	
01912520-59000	Buss Ad-Admin-Anticipated Surp	Increase	29,239	1 less bus needed	900	
	<u>Transfer total</u>		<u>0</u>			
<u>Transfer # 1422</u>						
01512400-56110	BHE-Admin-Office Supplies	Decrease	600	Pymt for wrkshp for reading & math specialists	620	
01512400-55800	BHE-Admin-Professional Development	Increase	600	Pymt for wrkshp for reading & math specialists	320	
	<u>Transfer total</u>		<u>0</u>			
<u>Transfer # 1423</u>						
01712400-56425	THS-Admin-Periodicals	Decrease	490	Needed to pay NEASC dues of \$3890	645	
01712400-58900	THS-Admin-Dues & Fees	Increase	490	Needed to pay NEASC dues of \$3890	810	
	<u>Transfer total</u>		<u>0</u>			
<u>Transfer # 1424</u>						
01422520-53305	Tech-Admin-Maintenance Contracts	Decrease	6,000	To cover exp of needed supplies	340	
01422214-56117	Tech-Location Wide-Computer Supplies	Increase	6,000	To cover exp of needed supplies	660	
	<u>Transfer total</u>		<u>0</u>			
<u>Transfer # 1427</u>						
01582220-57302	TSE-Library-Equipment Inst.	Decrease	1,740	Order books	730	
01582220-56420	TSE-Library-Books & Media	Increase	1,740	Order books	655	
	<u>Transfer total</u>		<u>0</u>			
<u>Transfer # 1428</u>						
01622220-56901	MMS-Library-Supplies	Decrease	400	Purchase equipment	610	
01622220-57302	MMS-Library-Equipment Inst.	Increase	400	Purchase equipment	730	
	<u>Transfer total</u>		<u>0</u>			
	Increases		<table border="1"><tr><td>\$38,469</td></tr></table>	\$38,469		
\$38,469						
	Decreases		<table border="1"><tr><td>\$38,469</td></tr></table>	\$38,469		
\$38,469						

Budget Transfers For Trumbull BOE
Operating Account for Oct—11

<u>Ac#</u>	<u>CC-Function-Description</u>	<u>Inc/Dec</u>	<u>Amount</u>	<u>Description</u>	<u>OBJ#</u>
<u>Transfer # 1419X</u>					
01711001-51110	THS-Classroom-Teachers Salaries	Decrease	55,000	Budget change error	120
01711022-51110	THS-Alternate School-Teachers Salaries	Increase	55,000	Budget change error	120
			<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 1411</u>					
01582220-56425	TSE-Library-Periodicals	Decrease	1,456	To purchase books for the collection	645
01582220-56420	TSE-Library-Books & Media	Increase	1,456	To purchase books for the collection	655
			<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 1412</u>					
01011200-53300	PPS-Admin-Pur Prof Services	Decrease	420	TO CORRECT TRANSFER 2012-3-212	340
01011000-55800	TECEC-Admin-Professional Development	Increase	420	TO CORRECT TRANSFER 2012-3-212	320
			<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 1413</u>					
01912520-51199	DW-Admin-Res for Negotiations	Decrease	7,667	Salary Increase	195
01902320-51115	Super-Admin-Superintendent	Increase	7,667	Salary Increase	110
			<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 1414</u>					
01852647-54300	Plant-Building Improvement-Repairs & Service Fees	Decrease	1,033	cover shortage for truck pymnt	430
01852654-57340	Plant-Maintenance-Vehicle	Increase	1,033	cover shortage for truck pymnt	750
			<u>Transfer total</u>	<u>0</u>	
<u>Transfer # 1416</u>					
01512400-56110	BHE-Admin-Office Supplies	Decrease	79	Payment for Nancy Boyle's workshop	620
01512400-55800	BHE-Admin-Professional Development	Increase	79	Payment for Nancy Boyle's workshop	320
			<u>Transfer total</u>	<u>0</u>	

Budget Transfers For Trumbull BOE
Operating Account for Oct—11

<u>Ac#</u>	<u>CC-Function-Description</u>	<u>Inc/Dec</u>	<u>Amount</u>	<u>Description</u>	<u>OBJ#</u>	
<u>Transfer # 1417</u>						
01802320-55805	Super-Personnel-Advertising	Decrease	4,000	transfer to consolidate account budgets	540	
01912520-55903	Buss Ad-Admin-Advertising	Increase	4,000	transfer to consolidate account budgets	540	
	<u>Transfer total</u>		<u>0</u>			
<u>Transfer # 1418</u>						
01512400-56110	BHE-Admin-Office Supplies	Decrease	2,603	Payment for Teacher's Professional Day	620	
01512400-55800	BHE-Admin-Professional Development	Increase	2,603	Payment for Teacher's Professional Day	320	
	<u>Transfer total</u>		<u>0</u>			
<u>Transfer # 1420</u>						
01522220-56425	FTE-Library-Periodicals	Decrease	467	To purchase books	645	
01522220-56420	FTE-Library-Books & Media	Increase	467	To purchase books	655	
	<u>Transfer total</u>		<u>0</u>			
<u>Transfer # 1421</u>						
01711019-56112	THS-PE/Health-Supplies	Decrease	45	Addl funds needed to pay P.E. teachers' membership	610	
01711019-58900	THS-PE/Health-Dues & Fees	Increase	45	Addl funds needed to pay P.E. teachers' membership	810	
	<u>Transfer total</u>		<u>0</u>			
	Increases		<table border="1"><tr><td>\$72,770</td></tr></table>	\$72,770		
\$72,770						
	Decreases		<table border="1"><tr><td>\$72,770</td></tr></table>	\$72,770		
\$72,770						

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – December 13, 2011

N. Fisher, R. Iassogna, G. Cialfi,
M. McGrath

Agenda Item – III-A1

Second Reading
5131.911/Bullying Prevention and
Intervention Policy.

This Policy was presented to the Board on November 15, 2011 for a First Reading. Some minor changes were recommended by the Board and were presented to the PAC committee at the December 7th meeting.

This policy is being revised due to changes in State Law - PA 11-232 "*An Act Concerning the Strengthening of School Bullying Laws*" and a Safe School Climate Plan.

Bold	= New Language
-----	= Strikethrough
Yellow	= Board changes
Green	= PAC
Red	= <i>Attorney</i>

Recommendation:

Discuss/Approve:
5131.911/Bullying Prevention and
Intervention Policy

First Reading: November 15, 2011

Second Reading: December 13, 2012

BULLYING PREVENTION AND INTERVENTION POLICY

The Trumbull Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical,

developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "**Cyberbullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Consistent with the requirements under state law, the Trumbull Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified annually of the process by which students may make such reports;
- (2) enable the parents or guardians of students to file written reports of suspected bullying;
- (3) require school employees **and bus personnel** who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
- (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) include a prevention and intervention strategy for school employees to deal with bullying;
- 7) provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;

- (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (11) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (15) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and in addition the policy will be available on the Trumbull Board of Education website at www.trumbullps.org.
- (17) require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivision (9) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

Not later than January 1, 2012, the Trumbull Board of Education shall approve the Safe School Climate Plan developed pursuant to this policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools. ~~and in all student handbooks.~~

SAFE SCHOOL CLIMATE PLAN

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying and Retaliation

- A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

- A. **"Bullying"** means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same district that:
 - 1. causes physical or emotional harm to such student or damage to such student's property;

2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 3. creates a hostile environment at school for such student;
 4. infringes on the rights of such student at school; and/or
 5. substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

III. Other Definitions

- A. **"Cyberbullying"** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. **"Electronic communication"** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system;
- C. **"Hostile environment"** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. **"Mobile electronic device"** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. **"Outside of the school setting"** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;

- F. **"Prevention and intervention strategy"** may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
- G. **"School climate"** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. **"School employee"** means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. **"School-Sponsored Activity"** shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

IV. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

1. be responsible for implementing the district's Safe School Climate Plan ("Plan");

2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's Plan.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.

- D. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools. ~~and in all student handbooks.~~

VI. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.
- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, **not later than one (1) school day** after such school employee witnesses or receives a report of bullying. The school employee shall then file a **written report not later than two (2) school days** after making such oral report.
- D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight hours** after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A. The purpose of the meeting is to communicate to parents/guardians the measures being taken by the school to ensure the safety of the student involved and to prevent further acts of bullying. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.

E. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the ~~school resource office~~, and other individuals the principal or designee deems appropriate.

- F. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age or disability), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

VIII. Documentation and Maintenance of Log

- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without **written** prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of each report involve separate and distinct acts of bullying. The list shall be limited to the number of verified acts of bullying in each school and shall not set out the particulars of each verified act, including, but not limited to any personally identifiable student information, which is confidential information by law.
- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

IX. Other Prevention and Intervention Strategies

- A. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying”, as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.
- C. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying:
- i. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

ii. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's ~~Student Discipline~~ Standard of Conduct Policy/5131. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support plan; and
- f. Restitution and/or restorative interventions.

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school

needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- c. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX/Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer training, education and support; and
- g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;

- k. Use of peers to help ameliorate the plight of victims and include them in group activities;
 - l. Avoidance of sex-role stereotyping;
 - m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
 - n. Modeling by teachers of positive, respectful, and supportive behavior toward students;
 - o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
 - p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”

X. Annual Notice and Training

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district’s safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.

XI. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

Legal References:

Public Act 11-232, "*An Act Concerning the Strengthening of School Bullying Laws*"

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8, Series 2008-2009
(March 16, 2009)

Conn. Gen. Stat. 10-145a

Conn. Gen. Stat. 10-145o

Conn. Gen. Stat. 10-220a

Conn. Gen. Stat. 10-222g

Conn. Gen. Stat. 10-222h

5131/Standard of Conduct Policy

1212.1/Volunteer Policy

5125/Confidentiality and Maintenance of Student Records

Trumbull Public Schools
REPORT OF SUSPECTED BULLYING BEHAVIORS

Name of Person Completing Report: _____

Date: _____

Target(s) of Behaviors:

Relationship of Reporter to Target (self, parent, teacher, peer, etc.):

Report Filed
Against: _____

Date of Incident(s): _____

Location(s): _____ Time: _____

Describe the basis for your report. Include information about the incident, participants, background to the incident, and any attempts you have made to resolve the problem. Please note relevant dates, times and places.

Indicate if there are witnesses who can provide more information regarding your report. If the witnesses are not school district staff or students, please provide contact information.

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have there been previous incidents (circle one)? Yes No

If “yes”, please describe the behavior of concern, the approximate dates and the location:

Were these incidents reported to school employees (circle one) Yes No

If “Yes”, to whom was it reported and when?

Was the report verbal or written?

Proposed Solution:

Indicate your opinion on how this problem might be resolved in the school setting. Be as specific as possible.

I certify that the above information and events are accurately depicted to the best of my knowledge.

Signature of Reporter	Date Submitted	Received By	Date Received
-----------------------	----------------	-------------	---------------

For Staff Use Only:

Has reporter requested anonymity? Y N

Does the school have parent/guardian consent to disclose the student's name in connection with the investigation? Y N

Administrative Investigation Notes (use separate sheet if necessary):

Bullying Verified? Yes ___ No ___

Remedial Action(s)

Taken: _____

If Bullying Verified, Has Notification Been Made to Parents of Students Involved?

Parents' Names: _____	Date Notified: _____
Parents' Names: _____	Date Notified: _____
Parents' Names: _____	Date Notified: _____
Parents' Names: _____	Date Notified: _____

If Bullying Verified, Has Invitation to Meeting Been Sent to Parents of Students?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

Date of Meetings:

If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan? Y N
(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified, Invitations to Parent Meetings, Records of Parent Meetings)

For Staff Use Only:

Action of Reporter: _____

Administrative Investigation Notes (use separate sheet if necessary):

Bullying Verified? Yes ___ No ___

Remedial Action(s) Taken: _____

If Bullying Verified, Has Notification Been Made to Parents of Students Involved?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

If Bullying Verified, Have Invitation to Meetings Been Sent to Parents of Students Involved?

Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____
Parents' Names: _____	Date Sent: _____

Date of Meetings:

If Bullying Verified, Has School Developed Student Safety Support/Intervention Plan?

Y N

(Attach bullying complaint, witness statements, and notification to parents of students involved if bullying is verified, invitations to parent meetings, records of parent meetings).

**TRUMBULL PUBLIC SCHOOLS
REPORT OF BULLYING FORM/INVESTIGATION SUMMARY**

School _____ **Date** _____

Location(s) _____

Reporter Information:

Anonymous student report _____

Staff Member report _____ Name _____

Parent/Guardian report _____ Name _____

Student report _____ Name _____

Student Reported as Committing Act: _____

Student Reported as Target: _____

Description of Alleged Act(s): _____

Time and Place: _____

Names of Potential Witnesses: _____
