

**TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT**

Regular Meeting – February 28, 2011*
Long Hill Administration Building
Lorraine R. Smith Assembly Room
7:00 p.m.

AGENDA

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

- II. PERSONNEL**
 - A. Personnel – Mr. Iassogna

- III. CONSENT AGENDA**
 - A. Approval/Minutes—Regular Meeting 2/15/11

- IV. REPORTS**
 - A. NEASC Report Update—Mrs. Timpanelli, Mrs. Owen

- V. NEW BUSINESS**
 - A. Approval/THS Academic Decathlon Trip—Mr. Pelligra
 - B. Approval/THS Winter Guard and Percussion Trips—Mr. Horton

- VI. OLD BUSINESS**
 - A. Policy/Second Reading/Approval
 - 1. Energy Management and Conservation Policy
 - B. Continuation of 2011-12 Budget Discussion

- VII. OTHER**

*Please note this is a change from the scheduled March 1, 2011 meeting

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, February 28, 2011

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 – February 28, 2011

Mr. Iassogna

Agenda Item – III-A

Approval/Minutes

Regular Meeting – 2/15/11

Administrative Recommendation:

Approve the minutes of the above
noted meeting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – February 15, 2011
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:

Members absent:

T. Lovely, Chairperson
D. Herbst, Vice Chairperson
T. Kelly, Secretary
L. Chory, Board Member
L. Labella, Board Member
M. Ward, Board Member
S. Wright, Board Member

Agenda Item I – Preliminary Business

- A. Salute to the Flag - The Public Session began at 7:12 p.m. followed by a salute to the Flag.
- B. Correspondence – Mr. Kelly noted that the Board received an email from JoAnn Zimmerman in regards to her opinions on the upcoming budget process.

At this time, Chairman Lovely noted the passing of Bill Crooks, former Business Manager for the Board of Education and current Chairman of the Board of Finance. Mr. Lovely commented that he had worked with Mr. Crooks for over 40 years, considered him a good friend and very appreciative of his insights and guidance on the budget for both the Board of Education and Town. Mrs. Herbst also commented on her friendship with Mr. Crooks and his helping her to understand the budget process. Mr. Kelly also noted Mr. Crooks' 36 years of service to the Board of Education, his taking the time to get to know all staff, his love of Trumbull High School sports and thanked Mr. Crooks for assistance to him. Mrs. Chory commented that Mr. Crooks was her mentor when she became a Board member and is appreciative of all his assistance. Superintendent Iassogna commented that he had worked with Mr. Crooks since the 1970's and appreciated all his efforts working for the Board of Education. He also noted that Mr. Crooks was always about the students and that their needs came first.

- C. Comments – Lainie McHugh, 132 Fresh Meadow Drive, PTA Council President, as a parent and on behalf of the PTA Council, encouraged the Board to speak openly about possible cuts to the budget and the impact it would have at each level. She also invited the public to attend a presentation of the PTA Council's "ABC's of the Education Budget" to be held just prior to the Board of Finance's public hearings on February 17th and March 5th.

At this time, Mr. Lovely noted that State Department of Education recently released results of AP testing and Trumbull placed 4th in the State in the number of students earning a grade of 3 or higher on AP tests, which can earn them college credit. Also noted was the Trumbull High Academic Decathlon Team competed this past weekend and placed 1st, which earned them an invitation to the National Competition in late April.

Agenda Item II -- Personnel

- A. Personnel – Superintendent Iassogna noted that one resignation was received that needed Board action. It was moved (Herbst) seconded (Labella) to accept the resignation of Bethany Gilman, social studies teacher at Trumbull High School since August 2007, resigning effective June 30, 2011. Vote: Unanimous in favor.

Agenda Item III – Consent Agenda

- A. Approval/Minutes – Regular Meeting – 2/3/11 It was moved (Herbst) seconded (Chory) to approve the minutes of the February 3, 2011 meeting. Mr. Wright noted one change to the minutes under Agenda Item IV-D as follows: from "It was moved (Wright) seconded (Labella) to amend the motion to table this agenda

item until..." to "it was moved (Wright) seconded (Labella) to table this motion until ..." Vote on minutes as corrected: Unanimous in favor. (corrected page attached)

- B. Approval/Financial Reports as of 1/31/11 – Mr. Sirico reviewed financial reports for the 7 months ended January 31, 2011. Discussion included the deficit in the teacher salary account, snow removal costs, and areas where monies could be transferred from to cover the deficit. Mr. Iassogna noted that as this has been a tight budget year, Mr. Sirico and he will closely monitor the budget and strive to end the year in a surplus. It was moved (Wright) seconded (Herbst) to accept the Board of Education Expense Report for the 7 months ended 1/31/11 as presented. Vote: Unanimous in favor. Mr. Sirico noted that all monies from grants ending June 30, 2011 must be spent. It was moved (Wright) seconded (Herbst) to accept the Grant Expense Report for the 7 months ended 1/31/11 as presented. Vote: Unanimous in favor. Mr. Sirico noted that these accounts remained mostly unchanged. It was moved (Ward) seconded (Labella) to accept the Consolidated Financial Statement as of and for the 7 months ended 1/31/11 as presented. Vote: Unanimous in favor. It was moved (Ward) seconded (Herbst) to accept the Board of Education Programs Detail Report as of 1/31/11 as presented. Vote: Unanimous in favor. Mr. Iassogna noted that the Board Attorney was looking into the expendable trust accounts which could be moved to Board of Education control through Probate Court. It was moved (Chory) seconded (Ward) to accept the Expendable Trust Detail Report as of 1/31/11 as presented. Vote: Unanimous in favor. Mr. Iassogna noted that they have been reviewing accounts that could be consolidated, including monies in the Cap & Gown account that could be reallocated. It was moved (Ward) seconded (Herbst) to accept the Student Activity Detail Report as of 1/31/11 as presented. Vote: Unanimous in favor.
- C. Approval/Finance Committee of the Board of Education Transfers— Mrs. Chory noted that the committee meeting on February 9, 2011 was canceled. Mr. Sirico briefly reviewed the transfers. There were 8 transfers for January that required full Board approval. Following discussion, it was moved (Ward) seconded (Herbst) to approve January transfers 1274x, 1275x, 1277x, 1278x, 1279x, 1283x, 1284x, and 1286x as recommended. Vote: 6 in favor (Herbst, Kelly, Labella, Lovely, Ward, Wright) 1 opposed (Chory). Motion passes.

Agenda Item IV – Reports

Agenda Item V – New Business

- A. Approval/Washington D.C. Model UN Trip—Ms. Boland reviewed the trip which involves the Model United Nations Club. It was noted that this club was the only Connecticut team to win an award at the Yale Model UN Conference in January and they also placed second in the World Academic Quest. She is proposing to take 20 students to the Washington Area Model UN Conference and Competition from March 24 – 27, 2011. Students will be given an opportunity to compete with other students from throughout the country as well as meet various diplomats and government officials. Discussion ensued. It was moved (Ward) seconded (Kelly) to approve the Washington D.C. Model UN Trip as outlined with such approval contingent upon parent(s)/guardian signing a waiver relieving the school district of any financial obligations due to trip cancellation for any reason. Vote: Unanimous in favor.

Agenda Item VI – Old Business

- A. 2011-12 Budget Discussion—Mr. Iassogna noted that while the Board of Education adopted a budget with an increase of 5.38%, the First Selectman recommended an increase of 2.375% for the Board of Education's 2011-12 budget. He further noted that if this figure were to stand, it would necessitate a reduction of 3.01% or approximately \$2,500,000. Mr. Iassogna also commented that the Chairman of the Board of Finance has asked the Board of Education to provide them with a list of "what if" reductions, outlining cuts the Board will make if their request is not increased and further noted that the magnitude of such a reduction will certainly impact the district. Several Board members felt that the Board should comply with the request of the Board of Finance, although a list would not be ready for the next evening's Board of Finance meeting as it was felt more discussion was needed on what to include in a list such as this. A lengthy discussion ensued including class size, support staff, athletics, programs, personnel, plant projects, grade reconfiguration, closing a school, cutting full programs as opposed to small cuts throughout the budget. Mr. Iassogna noted that once the

budget falls below a 5% increase, programs and personnel would be impacted. He further noted that less than 4% would impact more staff and programs and less than 3% would result in a change in educational philosophy. Also noted that grade reconfiguration and school closures must be reviewed carefully as to the implications of such a change. Mrs. Labella questioned several items in the First Selectman's budget transmittal letter to the Board of Finance. Mr. Iassogna responded to the following: the Board and Town had looked into joint custodial/maintenance staff approximately 8 years ago but were not able to effect it through negotiations. He also noted that he conveyed to the First Selectman that the Board would be willing to pursue this; regarding a collective bid for health insurance, Mr. Iassogna noted that Anthem conveyed to both the Town's and Board's broker (employee benefits consultant) that to merge both employee groups would not be beneficial as it would result in an increase for both groups and he conveyed such to the First Selectman; Mr. Iassogna noted that the Board recently joined the CREC purchasing consortium at the request of the First Selectman and also stated that the Board was already involved in a consortium with CES as well as using the bidding process and the Department of Revenue Services' State Bid list; lastly, he noted that the Board has been involved in energy savings programs for the past few years. Mr. Iassogna urged the Board to stay with a "cut list" once it was developed and noted that discussion of reductions, including some athletic programs, took place during the Board's discussion of BOE programs at their November 8, 2010 meeting. Mr. Iassogna also noted that the district has used the monies allocated to them wisely and feels the district cannot maintain its high performance level if the budget is deeply cut. Mr. Kelly conveyed that the public deserves to know as soon as possible what the cuts would entail if the budget is significantly reduced. Mrs. Labella asked the Superintendent to present two scenarios for cutting the budget: one with programs cut and the cost of the program; and the second on the reconfiguration of schools and what cost savings would be achieved and would like central office and building principals involved in coming up with a list of pros and cons of grade reconfiguration. Mr. Wright conveyed that he was hesitant to produce a "cut list" as it could be subject to change. Mrs. Herbst noted that if grade reconfiguration were considered, what savings would be achieved, would it involve closing a school, and would like the dollar amount of savings in staff, energy, etc. Mr. Iassogna noted that most districts only reconfigure grades for educational purposes as opposed to financial considerations and stated that he is going to consult with Wayne Verderber of Applied Data Services on this topic. The Board directed the Superintendent to produce possible scenarios for budget cuts, including programs and their costs, grade reconfiguration and closing a school and the savings that would be realized, for their next meeting on February 28, 2011.

At this time, Mrs. Ference, Teacher Representative to the Board of Education, read a statement regarding the cancellation of February vacation (attached). Mr. Lovely commended the teachers for accepting a very difficult situation. Mr. Kelly commended Al Barbarotta, Steve Kennedy and the custodial/maintenance staff for their efforts through the bad weather to ensure the safety of students and staff. It was moved (Labella) seconded (Wright) to add to the Agenda under Other to have a discussion on the 2011-12 school calendar. Vote: Unanimous in favor.

Agenda Item VII – Receive and File

These items were received and filed.

Agenda Item VIII – Other

A. Discussion 2011-12 School Calendar—Due to the number of days missed this school year because of weather related closings and the implications on staff and students, it was felt that the 2011-12 calendar should be reviewed again. It was moved (Labella) seconded (Herbst) to direct the Calendar Committee to reexamine the 2011-12 calendar with regard to incorporating days lost due to school closings and to make a recommendation on how lost days will be handled. Vote: Unanimous in favor.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 9:14 p.m.

food sales during voting times; lack of parking and setting aside additional parking spaces for voters. It was noted that a meeting with the Registrars would be set up to further review their concerns and ways to resolve these issues.

- D. 2010-11 Calendar Update—Mr. Lovely reviewed a communication from Acting Commissioner of the State Department of Education (SDE) that included the State Statute that school calendar must provide for 180 days, no days can be made up on a Saturday or Sunday, no extra hours can be added to a school day to make up lost time, and school must end by June 30th. He also noted that a district could petition the SDE to reduce the 180 day requirement for unavoidable emergencies, but weather related closings are not considered an unavoidable emergency. Mr. Iassogna noted that due to the extremely harsh weather over the past month, Trumbull Public Schools has already been closed 9 days. At this time, the last day of school is set for Thursday, June 23rd with Trumbull High graduation on June 22nd (the 180th day of school). Because there have been more than 6 days for closings, three days of April vacation will be utilized to make up lost days, Tuesday, April 19th, Wednesday, April 20th and Thursday, April 21st. An additional day will be taken from the remaining April vacation. Mr. Iassogna noted that since 9 days have already been lost since the beginning of January and also included a delayed opening and early dismissal, he would like to explore the possibility of canceling February vacation. He also noted that Friday, June 24th could be added to the end of the school year and possibly use the April 4th Professional Development Day to make up lost time. A lengthy discussion ensued including the loss of continuity in instructional time and its impact on CMT/CAPT testing; the number of emails/letters from parents in support of canceling February vacation; the impact of canceling February vacation on students and staff who already had vacation plans, especially those with non-refundable reservations; accommodations for students and staff who would miss school; no penalties for students/staff who have vacation plans; using days from both February and April vacations to make up lost time. Chairman Lovely voiced his support of eliminating February vacation. It was moved (Ward) seconded (Chory) to have school during February vacation [use scheduled February vacation—Feb. 22, 23, 24, and 25—to make up days lost for school closings]. Further discussion ensued. Mr. Iassogna noted that he would survey staff to see how many have non-refundable plans. Also discussed was having teachers pay for substitutes and allowing them to use personal time; and providing make up work for students who are away. Some Board members felt that staff and students should not be penalized if they have non-refundable plans and choose to go away. The Board requested the Superintendent to write a letter to the State regarding delaying CMT/CAPT testing. It was moved (Wright) seconded (Labella) to table the motion until a survey of staff could be taken and the Board could meet prior to the next scheduled Board meeting. Vote: 3 in favor (Herbst, Labella, Wright) 4 opposed (Chory, Kelly, Lovely, Ward) Motion fails. Vote on original motion: 5 in favor (Chory, Herbst, Kelly, Lovely, Ward) 2 opposed (Labella, Wright). Motion passes.

Agenda Item V – Old Business

- A. Hillcrest Pool Grant Update—Mr. Iassogna noted that the district and Town Chief of Staff Dan Nelson have been discussing the receipt and utilization of a State Department of Economic and Community Development Grant in the amount of \$375,000 to be used to upgrade the Hillcrest pool. Related to these monies is the use of approximately \$300,000 of the remaining balance in the capital upgrade account that can be used for important projects from the district's 5-Year Capital Projects Plan. Mr. Iassogna reviewed two options for use of these monies and recommended the Board approve Option 2: Option 1— Combine both sources totaling \$675,000 and apply toward the upgrade of the Hillcrest pool; or Option 2—Use the \$375,000 grant for the pool upgrade and designate the \$300,000 upgrade monies for the following

Unprecedented, extraordinary, extreme, challenging and harsh are words that have been used to describe this winter. The impact of this winter has taken its toll on the roofs/buildings and more importantly, the consistency of our educational programs throughout the district. All of us would agree that it has been difficult to offer consistency at any level with so many disruptions in our routine.

At our last Board meeting, you took in to consideration the input of many sources including parents, staff and administration when deciding to cancel the upcoming winter break. The result of that will be that school will be in session next week for four days and these now become contracted days.

Over the last week, both Ralph's office and the TEA have been in frequent communication as to how the change would effect those teachers holding non refundable reservations. A plan was put in place which asked teachers with reservations to complete a form, attach documentation and give to their building principal. This meant more work for Debbie Kohn who schedules substitutes and for building secretaries to compile the information and forward it to Long Hill. All of that was handled in a reasonable manner with ample time to complete requests. We were told that we could "line up" a particular substitute and that seemed to help streamline the process. The result is that approximately 65 teachers will be out of school.

Directives were given at each level as to how to handle work for those students who would be out of school. Different levels handled this as outlined by their principals and would include CMT/CAPT preps and assignments linked to the classroom instruction taking place. At my school, we met as a grade level to prepare a packet that included reading, reading/phonics skills, writing and math. All second graders who are out of school will receive the same packet.

Of course, not everyone was happy with the decisions made and both Ralph and the TEA heard from many of those. Despite that, the TEA supports the Board's decision and understands it has full control over the calendar and can make changes when necessary. As Tammy, our president, has asked us...we need to look at the big picture instead of taking any of it personally. Further, she has told us that Ralph is working to be fair for all involved and that all of us are being asked to compromise.

We thank Ralph and the Board for their leadership and their continued commitment to work with us in the education of the students of Trumbull Public Schools. May this year become a memory...not a trend.

Darlene Ference, Teacher Representative to the Board of Education

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting—February 28, 2011

Mrs. Timpanelli, Steering Committee

Agenda Item – IV-A

NEASC Report

As you might recall, the New England Association of Schools and Colleges (NEASC) evaluates high schools throughout the region to determine if they meet established standards for accreditation. Such review occurred in Trumbull in 2003.

The Steering Committee will provide an update report this evening as we move forward to the 2013 evaluation.

Administrative Recommendation:

Review and discuss.

NEASC UPDATE
Board Report
February 28, 2011

The Mission Statement is referred to and has been referred to in planning many facets of school life; curriculum, instruction, assessment, school activities, policies and procedures. Policies are reflective of our mission as are the variety of procedures used to implement these policies. Annually, the representative of the policy committee from THS has presented our mission statement to the committee and the same representative ensures that policies, as they pass through the committee, are in alignment with our mission. Curriculum, as it is written or revised, begins with the Mission Statement. Any publications sent home have the Mission Statement or the acronym displayed. All materials are reviewed with the Mission Statement as the philosophical basis of the way that we work. The Mission Statement remains in every classroom and is translated into different languages by the World Language Department. Department chairpersons' meetings refer to the importance of the mission in completion of the White Paper Assessment developed for the purpose of clarifying best practices throughout all departments. We use our mission as the embedded philosophy by which all systems function.

In the fall of 2008, a new Mission Committee, including parent and student representatives, was assembled in preparation for the 2013 evaluation. This current committee gathered a variety of policies from the District Policy Committee and reviewed them in order to confirm alignment to our mission statement. Meetings were held throughout the year to review the policies as presented by the Mission Committee members to validate the mission's substance and integration. The Mission Committee also sent a letter to the chairman of the Policy Committee in the district, to be kept for future reference stating that they appreciated the attention given to the alignment and looked forward to continued support of our efforts. The Mission Committee decided that the Mission Statement continues to be a living and valid tool for all students and community members at Trumbull High School. **The only addition made will read as follows: "We teach 21st century skills necessary for life-long learning."** This is in keeping with the new NEASC guidelines.

The Mission Committee has been diligent in checking to ensure that the mission is available to all and distributed to all facets of the community. The committee requested that high school counselors make grade nine students aware of the mission during their transition time between the grade 8 and grade 9 via presentations held by high school guidance counselors.

The committee also requested that the acronym be placed prominently on the report card. Steering Committee is researching a new report card and will include this request.

The Mission is posted on the website along with the school-wide rubrics that are closely aligned to our Mission Statement. The Mission Statement is attached.

School -Wide Rubrics

It has been determined by NEASC that a “School must have a purposeful design to ensure that all students practice and achieve each of the school’s 21st century learning expectations. It is strongly encouraged that every department/content area/team in a school assumes responsibility for at least one of the school’s learning expectations.”

School-Wide rubrics were developed for the 2003 Evaluation and presently are measured by various departments for each student. They are reported on the school report card with an indication of E –Exemplary, P –Proficient, N-Needs Improvement or U – Unacceptable.

At the last convention of the Commission on Public Secondary Schools (CPSS) one division of NEASC, determined that the rubrics now need to be analytical. The Steering Committee recently redesigned the rubrics. We now have five (5) which will be implemented in the future. They are:

- *Read*
- *Write*
- *Problem Solving through Critical Thinking*
- *Social/ Civic Responsibilities*
- *Independent Learners and Thinkers*

The first two: *Read* and *Write* were distributed to our faculty for input and due back to the Steering Committee April 1, 2011. We will review the information, tweak what is needed and begin implementation in September, 2011. The last three (3) will be distributed after April 1, 2011 and the same procedure will be followed

We will be able to gather information throughout the year on how the implementation process is progressing and continue with adjustments.

We are now reviewing the report card to change the landscape to accommodate a more succinct and readable report card including the new rubrics. The Steering Committee composed a chart of the learning expectations and assigned to these departments, each department will assume primary responsibility for the rubrics that have been assigned to them. That document will also be distributed for input and later reviewed by the Steering Committee and implemented.

Five- Year Report Recommendations

Of the *eighty-eight (88)* recommendations that were identified, by The Five-Year Report of March 1, 2008 we declared we had *completed sixty-three (63) recommendations*: *Rejected three (3) recommendations with thirteen (13) presently In Progress and five (5) Planned For the Future, four (4)extra recommendations*

Our concentration will be on those recommendations which we are aware will be revisited by the evaluation committee upon its return to THS. Of these the following are priorities for us:

- Collaboration Time in the school day
- Schedule
- Heterogeneous grouping
- Connection of one adult to one Student to Personalize the high school experience
- Developing Partnerships with Communities

We will comment on each of the aforementioned five.

Professional collaboration exists on a daily basis; however it is done during teacher preparation periods, lunch, etc. due to the innate dedication of our staff. A formal plan of extended collaboration possibilities by the Steering Committee has yet to be addressed at the next level. The Steering Committee has, on various occasions, presented and requested plans to address this issue, without success. A request to use professional development time to include a viable collaboration initiative was made in 2010.

Our schedule has not been changed since 2003. The lunch period is too long and time can be used more effectively. We are currently working on alternatives.

Heterogeneous grouping has been addressed in the English department and we consistently are reviewing this trend in other departments. English classes have reduced the developmental classes by fifty (50) per cent. Lowering standards is not an option for us; thus, some classes remain working at a slower pace. However, even with differentiation in ACP classes some students have experienced difficulty reaching the desired level of competency due to identified social, emotional or academic needs.

In a school of approximately 2200 students, this can prove to be an overwhelming initiative. Homerooms are established to maintain and encourage direct adult contact on a daily basis by connecting with each student. Programs are held via homeroom including live video presentations so that the teacher can present and discuss various topics that are selected by administration, guidance or the teaching staff. The Standard Committee, School Resources for Learning (6) for this recommendation will discuss the

options available and possible plans that will provide feasible and flexible opportunities that will accommodate our needs as a school.

The High School Redesign Initiative proposed by the State of Connecticut aligns with the NEASC scope of approved programs which the association encourages student participation. Last year we placed twenty-five (25) students in various locations, including Daniels Farm Elementary School, Middlebrook Elementary School, The Law offices of Harlow, Adams, and Friedman of Milford, CT, St. Vincent's Hospital, Sikorsky Aircraft, Unilever, and Barnum Museum. We hope to continue to expand the opportunities in the future.

Trumbull High School is actively engaged in the NEASC process and recognizes the importance of the evaluation as it serves as our school improvement plan. We are on target for our evaluation scheduled for the third week of October, 2013.

NEASC Steering Committee

Debra Owen, Chairperson

Lucinda Timpanelli Chairperson, Ex-officio

Joseph Odoardi

Candy Perusi

Doug Winters

Jackie Hennessey

Stephen Wright, Board of Education Representative

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – February 28, 2011

Mr. Iassogna
Mr. Pelligra

Agenda Item –V-A

Approval/Academic Decathlon Competition Trip

Per Board policy, all trips in which students would miss two or more school days must be approved by the Board of Education. Accordingly, attached is a field trip request submitted by Trumbull High School teacher Dean Pelligra for students who participate in the Academic Decathlon Team. By placing first in the State, this team qualified for the National Competition.

Mr. Pelligra is proposing to take 9 students to the National Academic Decathlon Competition in Charlotte, North Carolina from April 27 through 30, 2011. Attached is information regarding the competition.

Mr. Pelligra will be available this evening to answer any questions the Board may have.

Administrative Recommendation:

Approve trip to the National Academic Decathlon Competition as outlined with such approval contingent upon parent(s)/guardian signing a waiver relieving the school district of any financial obligations due to trip cancellations for any reason.

TRUMBULL PUBLIC SCHOOLS
FIELD TRIP REQUEST

- FORWARD ONE COPY OF THE PRINCIPAL'S APPROVED REQUEST TO THE OFFICE OF THE ASSISTANT SUPERINTENDENT AT LEAST THREE (3) WEEKS PRIOR TO DATE OF TRIP FOR DAY TRIPS, AT LEAST NINETY (90) DAYS PRIOR FOR OVERNIGHT TRIPS AND TRIPS TO CANADA, AND AT LEAST SIX (6) MONTHS PRIOR FOR TRIPS TO FOREIGN COUNTRIES.
- IF SCHOOL OR COACH BUSES ARE INVOLVED THE APPROVED REQUEST WILL BE FORWARDED TO THE TRANSPORTATION DEPARTMENT.
- CONFIRMATION WILL BE FORWARDED FOLLOWING APPROVAL.

Date Submitted 2/18/11 Submitted By Dean Pelligra Trip Date 4/27/11 - 4/30/11
 School THS Group THS Academic Decathlon Team
 Destination Charlotte, NC Address(Directions) Hilton Charlotte City Center
222 E 3rd St Charlotte NC 28202
 Time: Leave School 4/27 am Leave Destination 4/30 pm
 Arrive Destination 4/27 pm Arrive At School 4/30 pm
 Itinerary Wed < 4:00 pm registration, 5:00 pm opening ceremony. Thurs-Fri Testing & Competition
& student events. Sat Awards banquet 1 pm 2 breakfast & 1 Lunch provided

How will this activity enhance student learning and integrate curricular goals?
National academic competition, multi-disciplinary & inclusive in nature. Organization
has over 1600 schools in 40 states involved in competition

Number of Students 8-10 Grade Level 10-12 Number of Adults 2
 Teacher(s) Louis Monaco Dean Pelligra

Substitute Required? Yes No Nurse Notified CM Date 2/17/11
 Initials

BN Transportation: School Buses Coaches Parents Driving to AIRPORT
 (parents must sign parent driver form)

2/17/11
u

To be arranged by: Transportation Office School Office
 Any Special Considerations Airport dropping Wednesday. Pickup on Saturday will
require phone contact to bus driver for gate pickup.

Costs:	Amount	To Be Paid By
Transportation <u>AIRFARE & Airport Trans</u>	<u>~ \$2500.</u>	<u>TBD</u>
Other <u>Lodging / Registration</u>	<u>~ \$2400.</u>	<u>TBD</u>

Principal's Approval [Signature] Date 2/17/11
 Assistant Superintendent _____ Date _____

This section to be completed by Transportation Department. Confirmation will be forwarded.

The trip schedule will be as follows:
 Leave School _____ Arrive Destination _____ Leave Destination _____ Arrive School _____
 Number of Vehicles _____ Cost per Vehicle _____ Total Cost _____

 Supervisor of Transportation Date

Academic Decathlon Team
State Competition Roster

Last Name	First Name	
Dahlin	Heather	
Green	Shannon	
Hirshfield	Daniel	
Lane	Annie	
Negi	Vishakha	
Pham	Elizabeth	
Ruff	Merritt	
Shomsky	Kristie	(alternate)
Son	Rachel	(alternate)
Tomasco	Elizabeth	



United
States
Academic
Decathlon

PO Box 1834
Council Bluffs, IA 51502

Telephone 712.366.3700
Facsimile 712.366.3701
Email info@usad.org
Website www.usad.org

Academic Decathletes:

As President of the United States Academic Decathlon® Board of Trustees it is my pleasure to congratulate you on your accomplishments and the opportunity to participate in the 2011 national competition in North Carolina.

Each of you has made a tremendous sacrifice of your time to make it to the national competition. While sacrificing your time, each of you has gained in knowledge, teamwork, loyalty, self-discipline and the ability to handle the stress of competition.

The skills that were fine tuned through the studying and competition process will definitely give you a competitive edge in life, and all of your future endeavors.

Thanks for setting a positive example for all future Decathletes to follow.

Congratulations on your success! Now it is time to prepare for North Carolina and the opportunity to enjoy the great experience of the United States Academic Decathlon® 2011 National Competition.

Sincerely,

A handwritten signature in cursive script that reads 'Bob Brezina'.

Bob Brezina
President, USAD

**UNITED STATES ACADEMIC DECATHLON®
NATIONAL FINALS
APRIL 27 – April 30, 2011**

TO: ACADEMIC DECATHLON® STATE CHAMPIONS
FROM: United States Academic Decathlon®

Congratulations on achieving the honor of representing your state at the United States Academic Decathlon® 2011 National Finals in Charlotte, North Carolina. Plans for the national finals are underway. USAD staff and many volunteers in North Carolina are working hard to make this a very enjoyable competition. All registration documents and competition information can be downloaded from the USAD website (www.usad.org).

All forms MUST be received by March 19, 2011. ALL FORMS MUST BE TYPED OR PRINTED LEGIBLY. Names of students will appear on all documentation as they appear on the Team Verification form. No name corrections will be made after April 1, 2011.

Please pay special attention as not all forms go to the same person. At the bottom of each form you will find the name and address that indicates to whom and where the form(s) should be sent. **NOTE:** When you mail your forms, please make sure you send forms to the proper person. The Team Verification Form must be received in the USAD office within forty-eight hours following your state competition. Fax to 712.366.3701. Please send a hard copy of the team verification form with all other forms. Be advised that it is very important that teams and state directors comply with the **deadline date of March 19, 2011**, so that preparation for the competition can be done in a timely manner. States with scheduled competitions after the deadline date of March 19, 2011, should email Mylene Chafe at the USAD office, mylene@usad.org.

HOTEL ACCOMMODATIONS: This year's host hotel is the Hilton Charlotte Center City, 222 East Third St., Charlotte, North Carolina. To register, simply fill out the hotel reservation form and email it to info@usad.org. We must receive your registration form by **Monday, March 19, 2011**. Rooms are limited, so make your reservations as soon as possible. All reservations are tentative until a confirmation is given to USAD by the hotel. USAD will forward this confirmation to you via email. Discounted room rates for the Hilton Charlotte Center City for the USAD 2011 event are: \$149.00 plus applicable taxes for single/double/triple/quad. All rooms accommodate up to 4 people in two queen-bedded rooms. Non-smoking preferences cannot be guaranteed for all rooms.

Teams staying at the Hilton Charlotte will be provided breakfast on Thursday and Friday mornings from 6:00 am – 7:30 am. Complimentary wristbands will be included in your team's registration packet on Wednesday, April 27, 2011. You will be provided with one complimentary coach wristband and participant wristbands corresponding with the number on your official roster. Wristbands must be presented each morning. Wristbands are waterproof and cannot be removed without scissors. Wristbands that are lost will not be replaced.

Families, school administrators, teachers and other guests will also be offered the same rates as the USAD participants; however, they will need to fill out the hotel reservation form for guests and email it to national@usad.org. Reservations must be received by **March 19, 2011**. **Team reservations will take precedence over guest reservations. Guest reservations will be confirmed after March 19th but no later than March 31st.** Due to limited room availability for teams and coaches, we cannot guarantee rooms for guests. Room reservations will be filled on a first-come-first-served basis. Each team/guest will be responsible for payment of hotel rooms and other hotel incidentals. *All team keys and room assignments will be given to the coach upon check-in.*

In order to confirm a room assignment, the hotel requires a first night's deposit (refundable up to 72 hours in advance of the convention date). Checks and major credit cards are acceptable to establish prepayment. Checks must be made out to the Hilton. If paying by check, the hotel also requires that a credit card number be given for security purposes.

TRANSPORTATION: Transportation will be provided at no cost for any TEAM (9 students and 2 coaches) needing assistance from and to the Charlotte airport. Please return the Travel Form #14 included in the

February 2011

February packet by March 19, 2011. If you have more than eleven people in your party each additional person is \$5.00 each way. If you are driving to Charlotte or renting a car, the Hilton has a limited parking garage and the charge per day is: \$18.00 per night.

TEAM WELCOME EVENT: There will be a "Welcome Event" for teams on Wednesday, April 27, at 5:30 p.m. in the Piedmont Ballroom of the Hilton Charlotte. **This event is mandatory for all teams.**

COMPETITION SITES: All Academic testing will be held at the Charlotte Convention Center. Thursday afternoon's Speech event will be held in the Hilton Charlotte guest rooms, and Interview event will be held in Ballroom C of the Charlotte Convention Center. Speech and Interview room schedules will be in your registration packet. Friday's Super Quiz™ and Speech Showcase will be held in Ballroom A & B of the Charlotte Convention Center; and the Award's Banquet will be held in the Piedmont Ballroom of the Hilton Charlotte on Saturday, April 30, 2011.

COACHES' INFORMATION: An important briefing for coaches is scheduled for Wednesday, April 27th, at 8:30 p.m. in the Ardrey Room located on the 3rd floor of the Hilton Charlotte Center City. Coaches will be given an outline of the competition in their registration packet in a special envelope labeled "Coach." Please review this prior to the meeting. Questions will be answered during this briefing. **This meeting is suggested for all coaches.**

MEALS: The following meals and snacks will be provided for up to 9 team members and one coach: (1) lunch on Thursday, which will be provided outside the Hilton on the 2nd floor; (2) nutrition break items for Thursday and Friday will be distributed on Wednesday, April 27, 2011—please be sure that decathletes do not use these items prior to the breaks, as no additional snacks will be provided at Team Break time; (3) brunch for Saturday's Awards Banquet. You will be provided with one complimentary coach ticket in addition to participant tickets corresponding with the number on your official roster for the (1) lunch and the Saturday Awards Banquet Brunch. Banquet tickets will need to be picked up during registration on Wednesday, April 27, 2011. The banquet charge for each additional coach/guest will be \$35.00.

REGISTRATION & IDENTIFICATION: You **MUST** register your team on Wednesday, April 27th, from 8:00 a.m. to 4:30 p.m. in the Piedmont Promenade Registration. **For late registration, please contact Mylene Chafe at the USAID office, mylene@usad.org.** Teams arriving before Wednesday, April 27th, **SHOULD** plan to register early Wednesday to leave the afternoon open for late arriving teams or you may be asked to wait until other teams have registered. All team members **MUST** accompany the coach to registration. Each team member **MUST** show a photo ID (e. g., school ID, driver's license, etc.) to be issued an official USAID identification badge. **The official USAID identification badge must be worn at all times. COACHES MUST CARRY MEDICAL RELEASE FORMS FOR TEAM MEMBERS AT ALL TIMES.**

ESSAY & ART: This year the essay and art events will take place online prior to the competition in Charlotte, North Carolina. These events will be held April 12, 2011, at 12:30 p.m. Central Daylight time with essay first and art immediately following the essay. It will be necessary for your team to participate in a practice set-up on April 6, 2011, at 12:30 p.m., or April 7, 2011, at 12:30 p.m. Central Daylight time. This practice will help USAID confirm that all teams/students are able to get online and use the system as planned on the competition day. You will need to reserve a computer lab at your school, library or other venue. An administrator (not the team coach) will need to oversee the online competition. All students **MUST** participate on April 12, 2011. Internet Explorer is the only browser that may be used for the Essay.

INTERVIEW: Interview will be conducted in an arena style setting this year in Ballroom C of the Charlotte Convention Center. In preparation for the Interview event, decathletes are to construct a **one-page** resume. In the February packet you will find a page that offers some tips about constructing a resume. This tip sheet is followed by two sample resumes. Each decathlete is to make **three** copies of his/her resume and **bring them to the scheduled interview** to give to the judges. Resumes will not be judged but will be used to assist judges in constructing questions during the interview.

SPEECH & INTERVIEW EVENTS: Coaches, please be aware that students will be secluded in holding areas during the entire scheduled time for both events – no outside contact with students will be allowed. Students **MUST** bring their Interview Resumes with them to the holding area regardless of when their speech or interview is scheduled. **No cell phones, electronic devices, backpacks, purses, study materials, etc. will be allowed in the holding areas.**

SPEECH SHOWCASE: This event is scheduled at 3:00 p.m. on Friday, April 29, 2011, in Ballroom A & B of the Charlotte Convention Center. The first participant will be chosen from the top scores of the prepared speech component in each of the Honor, Scholastic, and Varsity categories. The next nine will be chosen by a committee consisting of one State Director from each of the four USAD geographic regions, the USAD-SD President, and the USAD Director of Operations and USAD Testing Director as Ex-Officio members.

SCORE RESULTS: Scores will **NOT** be posted during the competition. Coaches and state directors will receive their team results and the overall report at the conclusion of the Awards Banquet. Score report packets will also be prepared for the press. These, too, will be available at the conclusion of the Awards Banquet. All other reports will be emailed to each head coach. If your team has an early departure, contact a member of the USAD staff for information regarding your score report. *Please remember to give us your email address on the Team Verification form #4.*

AWARDS BANQUET: The Piedmont Ballroom of the Hilton will be the site of the Awards Banquet. There will be assigned seating for all attendees. Up to nine team members and one coach can be seated together at the team table. Complimentary tickets will be included in your team's registration packet. You will be provided with one complimentary coach ticket in addition to participant tickets corresponding with the number on your official roster. Banquet tickets for additional coaches may be purchased using the **Guest Banquet Reservation Form**. All parents or other visitors from your state who are planning to attend the banquet should make their reservations using this same **Guest Banquet Reservation Form**. The cost is \$35.00 per person. The banquet is a brunch buffet with options for vegetarians.

DRESS: Publicity pictures, news coverage, and video productions are commonplace at USAD events. Participants and coaches are expected to dress in good taste and in accordance with the Code of Conduct. (A copy is included in this packet.) The average weather in North Carolina in the spring is sunny and in the low 70's with the evening temperatures in the low 50's. Rain is possible.

STUDENT BEHAVIOR: All participants are expected to demonstrate behavior that is appropriate to the USAD events and in keeping with the USAD Code of Conduct. Coaches are the official chaperones for the team members at all activities and are directly responsible for supervision of the behavior of their team members at all times. All students are expected to read and understand the Code of Conduct and take responsibility for their own behavior to help avoid any unpleasant incidents that may mar the success of the event or negatively affect the representation of your school and community. Teams and Decathletes should be aware that failure of any member of the team to adhere to the policies and procedures listed in the Code of Conduct may result in disqualification of the delinquent student's participation and/or the entire team and the student and/or team runs the risk of being sent home at the decathlete's or team's expense.

SPECIAL NEEDS: If there are team members who have special needs (including alternative diets) requiring special arrangements either at the hotel or other competition sites, please notify us of this by including this information on the **Special Needs Form** that is a part of this February packet. Decathletes with allergies are responsible for attending to proper care for their allergies.

TEAM PICTURE: Team pictures will be taken at the competition on Thursday, April 28th, beginning at 4:30 p.m. and concluding around 8:00 p.m. A flyer with prices and additional information is included in this packet listed on the USAD website www.usad.org.

CELEBRATION PARTY: Come join us for a night of fun! The NASCAR Hall of Fame is opening its doors for decathletes only on Friday, April 29, 2011, from 8:00 p.m. to 11:00 p.m. – bring your appetite.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – February 28, 2011

Mr. Iassogna
Mr. Horton

Agenda Item – V-B

Approval/THS Winter Color Guard Competition Trips
& THS Winter Percussion Competition Trip

Per Board policy, all trips in which students would miss two or more school days must be approved by the Board of Education.

The THS Winter Color Guard Competition trips to Dayton, Ohio are scheduled for March 4-6 and April 6 – 10, 2011. The April trip requires a three-day absence from school; accordingly, attached please review a field trip request submitted by Trumbull High School teacher Peter Horton.

Mr. Horton is also requesting Board permission for the THS Winter Percussion students to participate in championship competition in Dayton, Ohio from April 13 – 17, 2011 (request attached). This trip also requires a three-day absence from school.

These Championship competitions would enable students to participate in preliminary, semi-finals, and finals of the Winter Championships, as well as observe other Winter Guard and Winter Percussion programs from across the country.

Administrative Recommendation:

Approve Winter Color Guard trips to Ohio as outlined with such approval contingent upon parent(s)/ guardian signing a waiver relieving the school district of any financial obligations due to trip cancellations for any reasons.

Also approve Winter Percussion trip to Ohio as outlined with such approval contingent upon parent(s)/guardian signing a waiver relieving the school district of any financial obligations due to trip cancellations for any reasons.

TRUMBULL PUBLIC SCHOOLS
FIELD TRIP REQUEST

- FORWARD ONE COPY OF THE PRINCIPAL'S APPROVED REQUEST TO THE OFFICE OF THE ASSISTANT SUPERINTENDENT AT LEAST THREE (3) WEEKS PRIOR TO DATE OF TRIP FOR DAY TRIPS, AT LEAST NINETY (90) DAYS PRIOR FOR OVERNIGHT TRIPS AND TRIPS TO CANADA, AND AT LEAST SIX (6) MONTHS PRIOR FOR TRIPS TO FOREIGN COUNTRIES.
- IF SCHOOL OR COACH BUSES ARE INVOLVED THE APPROVED REQUEST WILL BE FORWARDED TO THE TRANSPORTATION DEPARTMENT.
- CONFIRMATION WILL BE FORWARDED FOLLOWING APPROVAL.

Mar 4, 5, 6 2011

Date Submitted _____ Submitted By Peter Horton Trip Date April 6-10
 School TITS Group World Color Guard
 Destination Dayton Ohio Address(Directions) _____

Time: Leave School _____ Leave Destination _____
 Arrive Destination _____ Arrive At School _____

Itinerary Participation in WGI Regional in Dayton Ohio Mar 4-6, 2011
Participation in WGI World Championships In Dayton Ohio Apr. 6-10

How will this activity enhance student learning and integrate curricular goals?
Adjudication by Nationally recognized Color Guard Judges and Instructors and interaction

Number of Students 24 Grade Level 9-12 Number of Adults 6
 Teacher(s) Peter Horton

Substitute Required? Yes No 3 days 4/6, 7, 8

OK 2/11/11
2/17/11

Transportation: School Buses Coaches Parents Driving
 (parents must sign parent driver form)

To be arranged by: Transportation Office School Office

Any Special Considerations All arrangements handled by Band Booster Org.

Costs:	Amount	To Be Paid By
Transportation	_____	_____
Other	_____	_____

Principal's Approval [Signature] Date 2/17/11
 Assistant Superintendent _____ Date _____

This section to be completed by Transportation Department. Confirmation will be forwarded.

The trip schedule will be as follows:
 Leave School _____ Arrive Destination _____ Leave Destination _____ Arrive School _____
 Number of Vehicles _____ Cost per Vehicle _____ Total Cost _____

Supervisor of Transportation _____ Date _____

TRUMBULL PUBLIC SCHOOLS
FIELD TRIP REQUEST

- FORWARD ONE COPY OF THE PRINCIPAL'S APPROVED REQUEST TO THE OFFICE OF THE ASSISTANT SUPERINTENDENT AT LEAST THREE (3) WEEKS PRIOR TO DATE OF TRIP FOR DAY TRIPS, AT LEAST NINETY (90) DAYS PRIOR FOR OVERNIGHT TRIPS AND TRIPS TO CANADA, AND AT LEAST SIX (6) MONTHS PRIOR FOR TRIPS TO FOREIGN COUNTRIES.
- IF SCHOOL OR COACH BUSES ARE INVOLVED THE APPROVED REQUEST WILL BE FORWARDED TO THE TRANSPORTATION DEPARTMENT.
- CONFIRMATION WILL BE FORWARDED FOLLOWING APPROVAL.

Date Submitted _____ Submitted By Peter Horton Trip Date April 13-17, 2011
 School THS Group Winter Percussion
 Destination Dayton Ohio Address(Directions) _____

Time: Leave School _____ Leave Destination _____
 Arrive Destination _____ Arrive At School _____
 Itinerary Participation in WGI World Percussion Championships.

How will this activity enhance student learning and integrate curricular goals?
Adjucaation by Nationally recognized Percussionist and interaction among students from all over the Country.

Number of Students 36 Grade Level 9-12 Number of Adults 8
 Teacher(s) Peter Horton, Thomas Whitmeyer

Substitute Required? Yes No 4/13,14,15 (3 days) @ the school see 2/17/11

Transportation: School Buses Coaches Parents Driving
 (parents must sign parent driver form)

To be arranged by: Transportation Office School Office
 Any Special Considerations All arrangements handled by Band Boosters.

Costs:	Amount	To Be Paid By
Transportation	_____	_____
Other	_____	_____

Principal's Approval [Signature] Date 2/17/11
 Assistant Superintendent _____ Date _____

This section to be completed by Transportation Department. Confirmation will be forwarded.

The trip schedule will be as follows:
 Leave School _____ Arrive Destination _____ Leave Destination _____ Arrive School _____
 Number of Vehicles _____ Cost per Vehicle _____ Total Cost _____

Supervisor of Transportation _____ Date _____

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – February 28, 2011

Mrs. Cantafio_
Dr. Vespe

Agenda Item – VI-A

Second Reading
3513.1 Energy Management

This policy is presented to the Board for a Second Reading. The following change on the Policy was recommended by the Board of Education: (Policy page, 2nd Paragraph, 1st sentence)

The day-to-day use of energy shall be the joint responsibility of the principal and head custodian in their ~~respective~~ school.

Bold	= New Language
 	= Strikethrough
Yellow	= Board changes
Green	= PAC
Pink	= Attorney

Recommendation:

Discuss/Approve:
3513.1/Energy Management and
Conservation

First Reading: January 4, 2011
Second Reading: February 28, 2011

Energy Management and Conservation Policy

As The Board of Education for the Trumbull Public Schools, we believe that every effort should be made to conserve energy and natural resources while exercising sound financial management. The implementation of this policy is the joint responsibility of board members, administrators, teachers, students, and support personnel and its success is based on the cooperation at all levels.

The day-to-day use of energy shall be the joint responsibility of the principal and head custodian in their respective school. The supervisor of maintenance shall be responsible for the efficient use of energy and resources at all barns, storage facilities, etc. The superintendent or his designee shall be responsible for the administration building.

To ensure the overall success of the energy management program, the following specific areas of emphasis shall be adopted:

1. All district personnel will be expected to contribute to energy efficiency in our district. Every person will be expected to be an "energy saver" as well as an "energy consumer."
2. Each building principal will encourage compliance with the energy management program in their buildings.
3. The administrative Energy Guidelines shall serve as the rules of the for game in for implementing our energy program.
4. The proper maintenance and operation of all energy and natural resource systems (HVAC, lighting, water, electrical, etc.) shall be the responsibility of the Plant Operations Department.

The Board of Education of the Trumbull Public Schools directs the superintendent and/or his agents to develop short and long-term strategies in the areas of facilities management and preventative maintenance.

Further, the Board of Education of the Trumbull Public Schools shall include in any request for a major school renovation or new construction project, a stipulation that such projects be built to, at minimum, a high performance energy standard such as LEED Silver or equivalent.

Policy re-written:

Regulations

Responsibilities:

- Every person is expected to be an “energy saver” as well as an “energy consumer.”
- The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom, paying particular attention to shutdown upon leaving.
- The custodian is responsible for all **common school** areas, i.e. halls, cafeteria, gym, etc.
- Since the custodian is the last to leave the building each day, he/she shall be responsible for the verification of the nighttime shutdown.
- **An Energy Manager shall be appointed for the District.**
- The principal is responsible for encouraging the implementation of the Energy Management Plan within their building including the enforcement of all Plan rules or regulations.
- The **Energy Manager Plant Administrator** shall conduct routine audits of each building and shall communicate the results to the appropriate personnel. Violations of the Plan rules shall be reported to the Superintendent.
- The **Energy Manager Plant Administrator** shall work with the Maintenance department to develop appropriate HVAC settings and procedures in order to meet the guidelines of the Energy Management Plan.
- The **Energy Manager Plant Administrator** shall report any significant conservation gains or losses to the building principal as determined during routine audits.
- The District is dedicated to and responsible for the maintenance of the learning environment.
- To complement the District’s Energy Management Program, the Plant Operations department shall develop and implement a preventative maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

Regulations

Rules and Guidelines

General

Classroom doors shall remain **closed** when the heating and/or cooling system is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. computer labs, office areas, gyms, etc.).

Windows must remain closed and locked during unoccupied hours.

Windows must remain closed when the heating and/or air conditioning system is active for that space.

All exhaust fans shall be turned off every day during unoccupied hours.

Small appliances are not allowed in classrooms unless they are necessary for instruction. **ie:** portable heaters, refrigerators, coffee pots, microwaves, etc. are not permitted in the classrooms. Where refrigeration is required for science supplies or materials, a single refrigerator shall be designated for use by the department.

All office machines (not including computers) shall be switched off each night and during unoccupied times. Fax machines may remain on.

All computer monitors, printers, and other peripherals shall be turned off each night by the PC Power Management application.

HVAC Guidelines

Temperature Set Points for Heating and A/C Systems*

Cooling Season	Occupied Set Points:	74 -- 78 deg. F.
	Unoccupied Set Point:	85 deg. F.
Heating Season	Occupied Set Points:	68 -- 72 deg. F.
	Unoccupied Set Point:	55 deg. F.

* Exceptions may be made if Plant Operations determines average space temperature cannot be maintained between the stated set points

Regulations

Air Conditioning Equipment

1. Occupied setting shall not be set below 74 degrees F.
2. During unoccupied times, air conditioning equipment shall be shut-off or set-back when the students leave the area at the end of the day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted (depending on the weather) to ensure classroom comfort when school begins.
4. Ensure outside dampers are closed during unoccupied times.
5. Where the controls exist, relative humidity levels shall not exceed 60% for any 24-hour period.
6. Air conditioning shall not be used during the summer months unless the classrooms are being used or if the head custodian has been directed to turn on the air-conditioners to prevent mold growth. In such cases, minimum temperature guidelines will be determined by the IAQ (Indoor Air Quality) person and must be adhered to by the custodial staff.
7. Where cross ventilation is available, during the shoulder seasons and periods of mild weather, a/c and heating systems may be shutdown and the temperature controlled by the use of windows and doors. Cross ventilation is defined as having windows or doors on both sides of classroom.
8. Close blinds or adjust them to decrease direct sunlight on sunny days to help cool the classroom.

Heating Equipment

1. Occupied temperature settings shall not exceed 72 deg. F.
2. The unoccupied setting for setback shall be 55 deg. F.
3. The unoccupied time shall be when the students leave an area or when the last scheduled building program has finished.

Regulations

4. Gyms shall be left in unoccupied mode for recreation and practices unless the HVAC system must be in occupied mode to provide proper air exchanges or if the “gym zone” includes the locker rooms when players are expected to change and shower.
5. In the spring and fall when there is no threat of freezing, hot water heating systems should be switched off during unoccupied times.
6. Ensure that all domestic hot water re-circulating pumps are switched off during unoccupied times.
7. Airflow for all radiators, vents, and unit ventilators shall be free of all obstructions. Radiators and unit ventilators need to be kept clear at the bottom of the unit as well as on top.
8. Open blinds on sunny days to help heat the classroom. Close the blinds at night to conserve heat.
9. Exhaust fans shall be shut off at the end of the day (unless otherwise instructed by the **IAQ (Indoor Air Quality)** person or a department supervisor).

Lighting and Electricity

1. All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are off when leaving the classroom empty. Use natural light where appropriate. In rooms with multiple light controls, lights near the windows will remain off when sunlight is sufficient.
2. In common areas where sufficient natural light is available (lobbies, halls, cafeterias, etc.) lights shall be partially or completely shut-off.
3. All outside lights shall be off during daylight hours.
4. Gym lights shall be shut-off when the gym is not being used.
5. All lights will be turned off when the building is closed. Only lights where the custodians are working will be left on.

Regulations

6. Parking lot lights will be shut-off 15 minutes after an event ends or when the parking lot is empty—whichever comes first. Canopy lights and building lights shall be left on until all building patrons have left the premises. Additional lighting may be left on at the direction of the building principal or Plant Operations for security purposes if necessary.
7. Staff are not allowed to bring in lamps or other light fixtures from home.
8. In staff common areas (department offices, lounges, etc.) coffee pots and other electric appliances must be turned off when not in use.
9. For all departments, only EPA Energy Star Appliances shall be purchased when available. This includes items such as but not limited to, washers, dryers, freezers and refrigerators.
10. Wherever possible vending machines will have the lighting removed. Watt misers or time management shall be used on all refrigerated vending machines.
11. Refrigerators and freezers in all academic areas are to be emptied, defrosted, and turned off during the summer.
12. The Food Service Department will take steps to minimize the amount of freezers and refrigerators they leave on during the summer.

Water

1. Ensure that all plumbing leaks are reported and repaired immediately.
2. Use cold water whenever possible.
3. Watering will not occur during the heat of the day, typically between 10:00 am and 8:00 pm. Only athletic fields that have sprinkler systems installed shall be watered.
4. Landscape design should incorporate the use of plants that do not require additional watering.

Regulations

Use of Building – Event Guidelines

All building patrons and events shall conform to the Trumbull Public Schools Board of Education Conservation Plan. In addition:

1. The heat or A/C will not be turned on (or set to occupied mode) during weekend activities for fewer than 10 people or for activities of less than 3 hours in duration.
2. The minimum safe lighting level shall be used for all after hour activities and events.
3. Where the heat or A/C needs to be adjusted for an activity, the custodian is responsible for making sure the building returns to the set-back schedule after the activity or sooner if possible.
4. Building users are not allowed to bring in any appliances, lighting, etc. without noting the planned use of such items on the building use form and they must obtain the permission of the Plant Operations department.
5. When athletic events such as practices and games are scheduled in the school's gyms, the temperature setting shall be set to the "unoccupied" mode if practicable.
6. The Trumbull Public Schools and the Plant Operations department has the right to relocate an event to another part of a school, to another school, or to deny the use of the building to conserve or eliminate the use of additional energy.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – February 28, 2011

Mr. Iassogna

Agenda Item – VI-B

2011-12 Budget Discussion

Tonight is a continuation of the Board's discussion on the 2011-12 Budget that began at their Special Meeting on February 25, 2011.

Administrative Recommendation:

Review and discuss.