

**TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT**

Regular Meeting – March 13, 2012
Long Hill Administration Building
Lorraine R. Smith Assembly Room
7:00 P.M.

AGENDA

I. PRELIMINARY BUSINESS

- A. Salute to the Flag
- B. Recognitions
 - 1. Trumbull High School Orchestra
 - 2. Madison Middle/Hillcrest Middle School MathCounts Clubs
- C. Correspondence
- D. Comments and Questions

II. PERSONNEL

- A. Personnel – Mr. Iassogna

III. CONSENT AGENDA

- A. Approval/Minutes- Regular Meeting – February 28, 2012
- B. Approval/Financials Ending 2/29/2012 – Mr. Sirico

IV. REPORTS

- A. Oral Reports
 - 1. Teacher Board Representative
 - 2. Student Board Representatives

V. NEW BUSINESS

- A. Approval/DECA Trip to Utah – Mr. Manuel, Mrs. Owen
- B. THS Activity Review & Recognition –Dr. Tremaglio & Staff
 - 1. We The People
 - 2. Model UN
 - 3. Mock Trial
 - 4. Academic Decathlon
 - 5. Foundations

VI. OLD BUSINESS

- A. Policy --Second Reading
 - Volunteers, Policy Code 1212.1 – Dr.Cialfi, Mrs. Cantafio

VII. OTHER

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting March 13, 2012

Mr. Elkins

Agenda Item I-B-1

Recognition –
Trumbull High School Orchestra

In concert (no pun intended) with the March designation as “Music in the Schools Month”, the Trumbull High School Orchestra and its Advisor, Music teacher Justin Elkins will begin our meeting by entertaining the Board with some selections.

Administrative Recommendation:

Recognize and commend.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting March 13, 2012

Mr. Iassogna, Dr. Cialfi

Agenda Item I-B-2

Recognition – MathCounts Clubs

Both Hillcrest and Madison Middle Schools successfully participated in the Southwest Chapter of the Connecticut MathCounts Competition held at Fairfield University on February 4, 2012.

The MathCounts Program promotes enthusiasm for students to engage in critical thinking and mathematical problem-solving skills. The competition focus is on grade 6-8 standards established by the National Council of Teachers in Mathematics.

Congratulations to Hillcrest M.S. Coach Mrs. Muralidharan, Madison M.S. Coach Ms. Giamportone, and all of their student team members.

Administrative Recommendation:

Recognize and commend the following “athletes”:

Hillcrest:	David Bian	Nick Marachenko
	Anubhav Dhar	Anush Sureshbabu
	Jacob Fried	Aravind Sureshbabu
	Eliza Khokhar	Shravan Wadhwa
Madison:	Cillian Donahue	Ishan Negi
	Mason Freund	Jessica Oki
	Lalith Gannovaram	Shreyas Srinivasan
	Erica Im	Anirudh Vegiraju
	Maxym Kargin	Amulya Vykunta

Both Hillcrest and Madison MathCounts Programs were sponsored by the Trumbull Academic Challenge for Excellence (ACE) Foundation.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, March 13, 2012

Mr. Iassogna

Agenda Item II-A

Personnel

A. Resignations - Certified

Mull, Nancy; grade 1 teacher since August 1992, retiring effective June 30, 2012.

Recommendation:

Accept.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 13, 2012

Mr. Iassogna

Agenda Item – III-A

Approval/Minutes

Regular Meeting
February 28, 2012

Administrative Recommendation:

Approve the minutes of the above noted meeting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – February 28, 2012
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:

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

Agenda Item I – Preliminary Business

- A. Salute to the Flag - The Public Session began at 7:13 p.m. followed by a salute to the Flag.
- B. Correspondence – There was no correspondence this evening.
- C. Comments – There were no public comments this evening.

Agenda Item II -- Personnel

- A. Personnel – Superintendent Iassogna noted that one resignation was received that needed Board action, noting the Ms. Cavallaro contributed much to the Pupil Personnel Services (PPS) Department and has accepted a promotional position as Director of PPS for the Oxford school district. It was moved (Herbst) seconded (Chory) to accept the resignation of Rebecca Cavallaro, Coordinator of Special Education since August 2009, resigning effective March 26, 2012. Vote: Unanimous in favor.

At this time, it was moved (Seaman) seconded (Herbst) to take the following agenda items out of order—VI-A, followed by V-A, B, C, and D. Vote: Unanimous in favor.

Agenda Item VI – Old Business

- A. Five Year Capital Projects—Superintendent Iassogna conveyed that the Town has asked the District to provide them with an updated Five Year Capital Projects Plan which was last updated in 2010 and predicated on the initial Savin Report of 2007. It was noted that many of the projects included in the Savin Report have yet to be addressed. Also noted was that upon Board approval, the plan will move forward to the Town for review by the Town Council Legislative and Administrative Committee and then to the full Council. The Board received a report with detailed information, and Facilities Manager Al Barbarotta and Plant Operations Manager Steve Kennedy presented the proposal covering the years 2012-2017 with projects categorized into 4 key areas: Life Safety, Technology, Energy Efficiency and Miscellaneous for a total of \$93,740,711. These projects would encompass the first major work done on the buildings in a long time, excluding Trumbull High which is undergoing a “Renovate as New” project. Both Mr. Barbarotta and Mr. Kennedy stated that many projects should be addressed and the current economic times are favorable to containing costs associated with these projects. Also noted was a high priority list of projects amounting to

approximately \$3.9 million dollars that need immediate attention. Those projects include asbestos abatement/vinyl floor replacement at Booth Hill and Hillcrest, roofing on the Long Hill Administration building, electrical work at Hillcrest, window replacement at Middlebrook, new hot water heaters at Daniels Farm and Middlebrook, new loading dock and stairs at Middlebrook, repaving parking lots at Middlebrook and Tashua and replacement of oil tank at Middlebrook. Considerable discussion ensued regarding the separate State-mandated three-year technology plan, plant projects contained in the operating budget, and bonding of projects including a new turf field at McDougall Stadium. It was moved (Ward) seconded (Seaman) to allocate (move forward) the approximate \$3.9 million for the high priority plant project items identified along with the Five Year Capital Projects Plan to the Town as presented. More discussion ensued regarding items needing to be addressed as opposed to items that are not necessary, such as air conditioning in all school buildings. The high priority list of projects was again noted (see above). Also mentioned was that the figures used in the report represent the best knowledge of costs associated with those projects, and should not be considered bid numbers. Once the projects have been approved by the Town, normal bidding/purchasing procedures will be followed. Mr. Iassogna emphasized the immediate need to address the high priority items as they are of a critical nature. Following discussion, Mr. Ward withdrew his motion. It was moved (Wright) seconded (Labella) to approve the Five Year Capital Projects Plan as suggested in the substantial form in which it was presented to the Board at its February 28, 2012 meeting, [Agenda] Item VI-A as an estimate of the costs to address identified capital [projects] requests in the school facilities. Vote: Unanimous in favor. It was moved (Ward) seconded (Labella) to direct the Superintendent to move forward with a request for \$3,984,561 to be used for priority items [as listed on pages 5 and 6 of the Five Year Capital Projects report] as presented. Vote: Unanimous in favor.

Agenda Item V – New Business

- A. Approval/New PAC Member—Dr. Cialfi noted that Sonya Wich has requested and has been recommended to become a member of the Policy Advisory Committee. It was moved (Labella) seconded (Kelly) to approve Sonya Wich as a member of the Policy Advisory Committee. Vote: Unanimous in favor.
- B. Policies—First Reading
1. Staff No Tobacco Products Use and 2. Student No Tobacco Products Use – Dr. Cialfi conveyed that both policies previously addressed smoking alone and have been revised to include the use of tobacco products. It was noted that the student policy refers to the Standard of Conduct policy for disciplinary actions and the staff policy would include several steps regarding disciplinary measures. Discussion ensued. It was suggested that cessation programs should be provided for both students and staff and that smoking materials, other than tobacco, should be included in the policy. The policies will be returned to the Board for a second reading.
- C. Approval/THS George Washington University Trip—Mrs. Rubano noted that students involved in the Model United Nations Club will be attending the Washington D.C. area Model UN Conference/Competition scheduled for March 22 – 25, 2012 at George Washington University. This will be the third year students will attend this conference/competition. Students will learn valuable skills including public speaking, debate and gain an understanding of diplomacy. It was moved (Ward) seconded (Herbst) to approve the Model UN Conference Trip to Washington D.C. 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 and with the stipulation that the Board can rescind it at anytime depending on the security situation. Vote: unanimous in favor.
- D. Approval/THS GEMB Trips—Mr. Horton reviewed annual trips to Cincinnati and Dayton, Ohio for Winter Color Guard competitions. He noted that the regional and national championships would enable students to participate in preliminary, semi-finals and finals of the national Winter Championships as well as observe other winter guard programs from across the country. Mr. Horton also noted that Trumbull High's ensemble is the only one from the East Coast competing at this level. Discussion ensued regarding

trip costs. It was moved (Ward) seconded (Seaman) to approve the 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 cancellation for any reason. Vote: Unanimous in favor.

Agenda Item III – Consent Agenda

- A. Approval/Minutes – Regular Meeting – 2/7/12 By unanimous consent of members present at that meeting, the minutes were approved as presented.
- B. Approval/Financial Reports as of 1/31/12 –Mr. Sirico reviewed financial reports for the 7 months ended January 31, 2012. Discussion ensued regarding the increase in available monies in the health benefits account and it was noted that the monies were received as a result of the recent federal healthcare bill (Patient Protection and Affordable Care Act). It was noted that the process was very tedious and the entire business office staff worked on the project to secure the reimbursement to be used to reduce healthcare costs. The Board and Superintendent expressed their thanks to Business Manager Steve Sirico, Assistant Business Manager Peg Brindisi and the business office staff for pursuing this initiative. Discussion also included building improvement, energy, and teacher salary accounts. Following discussion, it was moved (Chory) seconded (Ward) to accept the Board of Education Expense Report for the 7 months ended 1/31/12 as presented. Vote: Unanimous in favor. It was moved (Chory) seconded (Herbst) to accept the Grant Expense Report for the 7 months ended 1/31/12 as presented. Vote: Unanimous in favor. It was moved (Chory) seconded (Herbst) to accept the Consolidated Financial Statement as of and for the 7 months ended 1/31/12 as presented. Vote: Unanimous in favor. It was moved (Ward) seconded (Herbst) to accept the Board of Education Programs Detail Report as of 1/31/12 as presented. Vote: Unanimous in favor. It was moved (Ward) seconded (Chory) to accept the Expendable Trust Detail Report as of 1/31/12 as presented. Vote: Unanimous in favor. It was moved (Chory) seconded (Herbst) to accept the Student Activity Detail Report as of 1/31/12 as presented. Vote: Unanimous in favor.
- C. Finance Committee of the Board of Education Transfers as of 1/31/12— The Finance Committee met on February 15, 2012 to review transfers for January 2012. Mr. Kelly noted that there were 4 transfers that need Board approval. Following discussion, it was moved (Labella) seconded (Chory) to approve January transfers 1447x, 1449x, 1454x and 1455x as recommended. Vote: Unanimous in favor.

Agenda Item IV—Reports

- A. NEASC Schedule Follow-up—Superintendent Iassogna conveyed that Trumbull High School (THS) will be undergoing its 10 year evaluation by the New England Association of Schools and Colleges (NEASC) in October 2013 and noted that the THS NEASC Steering Committee will be presenting a change in class schedule. Dr. Tremaglio noted that, based on recommendations from the NEASC evaluation in 2003, areas of focus include master class schedule; teacher collaboration; and a teacher/student advisory period. Mrs. Owen reviewed the proposed schedule changes to include teacher collaboration time and advisory periods for students. A Regular Day schedule would include an 8 period day, lessening lunch time to one/half hour and including a 15 minute homeroom and an Advisory Day would include teacher collaboration time and an advisory period for students. On Advisory Days, there would be a delayed opening and shortened periods for students and teachers would report at the regular time beginning the day with a collaboration period. There would be approximately 6-8 Advisory Days scheduled in a school year, excluding the first and last months of school. Mrs. Luby also reviewed the new schedule and noted it would increase instructional time by approximately 11 hours for the school year. Dr. Tremaglio conveyed that THS would like to pilot this schedule for the 2012-13 school year and adjustments would be made as necessary. Discussion ensued including the number of Advisory/Collaboration days and it was the consensus of the Board that 8 days be assigned as Advisory/Collaboration days. It was moved (Ward) seconded (Seaman) to approve the recommended modifications to the Trumbull High School [class] schedule for the 2012-13 school year.

Vote: Unanimous in favor. The Board thanked Trumbull High School administration and teachers for their efforts in coordinating this initiative.

- B. Strategic School/District Profiles 2010-11— This comprehensive report provides quantified information so that comparisons can be made with State averages as well as with other districts in Trumbull Public School's District Reference Group (DRG). Dr. Paslov reviewed the Strategic School Profiles (SSP) for the 2010-11 school year and noted that the report was delayed. She noted several errors by the State Department of Education in numbers reported including student race/ethnicity, student attendance, serious disciplinary offenses, gifted and talented, instructional specialists, graduation rates, high school science requirements and phone numbers. Dr. Paslov is working with the State to correct these errors and will provide the Board with a corrected report when received.

Agenda Item VII – Other

A. Pending Litigation -- This item was received and filed.

B. Status of Negotiations -- This item was received and filed.

It was moved (Labella) seconded (Herbst) to add to the agenda under "Other" an update on the (2012-13) budget process. Vote: Unanimous in favor.

- C. Update on (2012-13) Budget Process--Mr. Iassogna conveyed that the Board's adopted budget of a 5.07% (increase over the previous year's allocation) was reduced by the First Selectman to a 3.47% increase. He also noted that there were two meetings with the Board of Finance (BOF) to review details of the Board's request. Mr. Iassogna believed that both meetings were productive, informative and answered several questions posed by BOF members. Discussion items included special education, para-professionals, AP classes, pre-buying options, and new State statute enabling the Board to request of the Town to carry over 1% of any surplus monies if approved by the BOF. Mr. Iassogna further noted that if the Board were to receive a 4.25% to 4.5% increase, he would recommend the implementation of full/extended day kindergarten and restoration of the 2.0 school secretaries, 8 interns, and curriculum items as outlined in the Superintendent's core budget. Mr. Iassogna emphasized that the Board makes the final decision on the allocation of monies received from the Town. The BOF will meet on March 13, 2012 to make a recommendation on the full Town budget to be forwarded to the Town Council.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 10:30 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 13, 2012

Mr. Sirico

Agenda Item III - B

Financial Reports - Final

<u>Description</u>	<u>Page</u>
a) Board of Education Expense Report for the 8 months ended 02/29/12	1
b) Grant Expense Report for the 8 months ended 02/29/12.....	4
c) Consolidated Financial Statement as of and for the 8 months ended 02/29//12.....	5
d) BOE Programs Detail Report as of 02/29/12.....	6
e) Expendable Trust Detail as of 02/29/12.....	7
f) Student Activity Detail as of 02/29/12.....	8

Recommendation:

Accept the Trumbull Board of Education Financial reports for the
8 months ended 02/29/12

Object Description	Object#	Budget		Revised	Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers					
<u>Salaries</u>	<u>100</u>							
Admin./Supervisors	110	4,034,217	21,635	4,055,852	2,639,934	1,406,624	9,295	99.77%
Teachers	120	41,613,017	165,000	41,778,017	20,112,550	21,065,280	600,187	98.56%
Custodians/Maintenance	130	3,276,681	42,500	3,319,181	2,113,683	1,090,259	115,239	96.53%
Tech Support	140	557,107	0	557,107	359,645	165,685	31,777	94.30%
Secretaries	150	2,072,509	65,454	2,137,963	1,338,248	745,343	54,371	97.46%
Paras & Aides	160	2,547,373	(1,655)	2,545,718	1,614,851	806,310	124,558	95.11%
Substitutes	170	879,393	0	879,393	471,820	488,010	(80,437)	109.15%
Coaches & Advisors	180	479,255	18,212	497,467	119,789	364,957	12,722	97.44%
Salaries Other	190	1,925,048	0	1,925,048	1,471,363	332,112	121,573	93.68%
Misc Salary Items	195	633,390	(21,635)	611,755	527,589	1	84,165	86.24%
Salaries Total		58,017,990	289,511	58,307,501	30,769,472	26,464,580	1,073,449	98.16%
<u>Benefits</u>	<u>200</u>							
Health Insurance	210	10,983,241	(109,453)	10,873,788	7,187,059	3,658,503	28,226	99.74%
FICA	220	1,400,806	0	1,400,806	818,257	542,172	40,377	97.12%
Insurances	280	131,700	0	131,700	83,994	42,404	5,302	95.97%
Benefits Other	290	57,500	0	57,500	46,919	8,719	1,863	96.76%
Benefits Total		12,573,247	(109,453)	12,463,794	8,136,229	4,251,797	75,768	99.39%
<u>Services - Prof. & Technical</u>	<u>300</u>							
Professional Development	320	58,671	4,837	63,508	40,552	6,622	16,334	74.28%
Legal	330	175,000	162,209	337,209	219,306	135,005	(17,102)	105.07%
Service Contracts	340	219,724	(6,000)	213,724	197,350	6,301	10,073	95.29%
Consultants	360	255,000	0	255,000	139,140	170,939	(55,079)	121.60%
Other Prof Services	390	309,851	731	310,582	210,137	39,585	60,860	80.40%
Services - Prof. & Technical Total		1,018,246	161,777	1,180,023	806,485	358,452	15,087	98.72%
<u>Services - Property</u>	<u>400</u>							

Object Description	Object#	Budget			Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers	Revised				
Utilities	410	1,792,291	0	1,792,291	931,298	809,424	51,569	97.12%
Energy	415	995,191	0	995,191	419,372	716,260	(140,441)	114.11%
Repairs & Service Fees	430	398,410	6,467	404,877	174,734	50,778	179,366	55.70%
Communication	440	183,200	0	183,200	132,167	48,697	2,336	98.72%
Copiers	445	295,380	(10,500)	284,880	176,159	95,686	13,035	95.42%
Building Improvements	450	161,000	0	161,000	126,816	18,818	15,366	90.46%
Other Purch Prop Services	490	255,688	0	255,688	137,327	67,809	50,552	80.23%
Services - Property	Total	4,081,160	(4,033)	4,077,127	2,097,871	1,807,472	171,783	95.79%
<u>Services - Purchased</u>	<u>500</u>							
Other								
Transportation	510	4,948,649	3,134	4,951,783	4,311,245	435,812	204,726	95.87%
Postage	530	52,300	10,500	62,800	38,354	22,648	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	133,835	5,100	220	99.84%
Tuition	560	3,186,238	100,000	3,286,238	2,592,930	715,549	(22,240)	100.68%
Printing	570	39,770	0	39,770	18,113	761	20,896	47.46%
Other Purch Services	590	79,890	0	79,890	54,805	0	25,085	68.60%
Services - Purchased	Total	8,449,347	115,289	8,564,636	7,150,489	1,179,869	234,277	97.26%
<u>Supplies</u>	<u>600</u>							
Supplies Teaching	610	700,638	1,036	701,674	524,986	40,738	135,950	80.62%
Supplies Office	620	178,984	(2,162)	176,822	85,305	12,511	79,006	55.32%
Supplies Custodial	630	130,500	0	130,500	99,484	5,730	25,286	80.62%
Supplies Maintenance	635	304,389	0	304,389	140,084	20,209	144,097	52.66%
Text & Workbooks	640	610,982	(18,858)	592,124	367,798	19,187	205,139	65.36%
Subscriptions	645	51,452	3,091	54,543	45,294	4,954	4,295	92.13%
Testing Materials	650	62,485	0	62,485	35,189	2,643	24,652	60.55%
Books & A/V	655	70,962	(4,117)	66,845	56,174	6,724	3,947	94.10%

Object Description	Object#	Budget			Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers	Revised				
Software	660	160,651	(5,000)	155,651	141,629	3,598	10,425	93.30%
Other Supplies	690	32,186	3,700	35,886	12,235	0	23,651	34.09%
Supplies Total		2,303,229	(22,310)	2,280,919	1,508,177	116,295	656,447	71.22%
<u>Property</u>	<u>700</u>							
Office Equipment	710	8,350	0	8,350	4,514	562	3,275	60.78%
Office Furniture	720	1,000	0	1,000	0	0	1,000	0.00%
Classroom Equipment	730	188,308	27,632	215,940	117,038	58,067	40,836	81.09%
Classroom Furniture	740	4,600	(50)	4,550	2,096	0	2,454	46.07%
Building Equipment	750	31,105	1,033	32,138	10,543	1,013	20,581	35.96%
Other equipment	790	12,500	(10,000)	2,500	200	0	2,300	8.00%
Property Total		245,863	18,615	264,478	134,390	59,642	70,446	73.36%
<u>Other Objects</u>	<u>800</u>							
Dues, Fees and Memberships	810	116,301	(2,340)	113,961	74,853	4,220	34,888	69.39%
Unemployment	825	90,000	(20,000)	70,000	28,159	29,999	11,842	83.08%
Other Objects	890	72,400	0	72,400	38,628	0	33,772	53.35%
Other Objects Total		278,701	(22,340)	256,361	141,639	34,219	80,503	68.60%
<u>Other Uses of Funds</u>	<u>900</u>							
Misc	900	0	50,000	50,000	0	0	50,000	0.00%
Other Uses of Funds Total		0	50,000	50,000	0	0	50,000	0.00%
Report total		\$86,967,783	\$477,056	\$87,444,839	\$50,744,753	\$34,272,327	\$2,427,760	97.22%

	<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	39,874	0	0	100%
Headstart ABCD	281,688	226,353	55,335	53,769	0	1,566	99%
9/30/11 Totals	321,562	226,353	95,209	93,643	0	1,566	100%
<u>Grants Ending 6/30/12</u>							
Education Jobs	179,902		179,902	96,839	88,944	(5,881)	103%
IDEA 611	1,330,525	1,077,141	253,384	183,573	0	69,811	95%
IDEA 619 PK	38,162	19,913	18,249	15,061	0	3,188	92%
Partnership for Success	75,000		75,000	31,398	10,861	32,740	56%
Perkins	40,018		40,018	305	1,190	38,523	4%
Title 1	176,371	94,494	81,877	75,525	734	5,618	97%
Title 2-A	103,938	27,989	75,949	67,903	2,792	5,254	95%
Title 2-D	6,354	4,979	1,375	1,375	0	0	100%
Title 3-A	16,355	2,064	14,291	3,221	0	11,071	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	476,668	109,521	164,132	92%
<u>Grants Ending 9/30/12</u>							
Headstart ABCD	281,688		281,688	116,438	99,509	65,741	77%
9/30/12 Totals	281,688		281,688	116,438	99,509	65,741	77%
<u>Grants Ending 6/30/13</u>							
IDEA 611	1,327,057		1,327,057	511,674	522,612	292,771	78%
IDEA 619 PK	38,280		38,280	6,727	12,673	18,880	51%
Title 1	174,600		174,600	48,699	54,198	71,703	59%
Title 2-A	86,058		86,058	0	18,784	67,274	22%
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	567,100	608,266	483,516	71%
Report total	\$4,242,057	\$1,455,957	\$2,786,100	\$1,253,849	\$817,296	\$714,955	

Balance Sheet as of 02/29/12					
	Special Revenue		Trust & Agency Funds		Total
	School Lunch	BOE Programs	Expendable Trust	Student Activity	
Assets:					
Cash	\$ 548,653	\$ 498,436	\$ 171,905	\$ 377,429	\$ 1,596,423
Receivables	98,267		99,956		198,223
Inventory	77,618				77,618
Prepaid Expense					-
Due From Others			249		
Total Assets:	724,538	498,436	272,110	377,429	1,872,513
Liabilities:					
Accounts Payable	79,653				79,653
Deferred Revenue	88,942		99,956		188,898
Due to others	18,446	496		377,429	396,371
Total Liabilities:	187,041	496	99,956	377,429	664,922
Fund Balances:	\$ 537,497	\$ 497,940	\$ 172,154	\$ -	\$ 1,207,592
Statement of Revenues, Expenditures and Changes in Fund Balances for the 8 month ended 02/31/12					
Revenue/increases:					
Food Sales/Charges for Service	\$ 1,250,931	\$ 1,052,921			\$ 2,303,852
Intergovernmental	175,923	145,897			321,820
Other Income/Interest			\$ 345		345
Donations			1,792		1,792
Increases				\$ 328,623	328,623
Total revenue/increases	1,426,854	1,198,818	2,137	328,623	2,956,433
Expenses/decreases					
Wages	495,415	552,249			1,047,663
FICA	30,010	14,506			
Medical	306,092				306,092
Other Expenses/Scholarships	32,206	235,871	1,042		269,119
Supplies	47,495	77,534			125,028
Cost of Food	515,934	22,607			538,541
Equipment/Capital	20,739	75,638			96,377
Decreases				280,606	280,606
Total Expenditures/Increases	1,447,891	978,404	1,042	\$ 280,606	2,707,944
Increase (decrease) in fund balances before operating transfers	(21,037)	220,414	1,095		200,472
Operating Transfers in/(out)	-	35,000	-		35,000
Increase (decrease) in fund balances after operating transfers	\$ (21,037)	\$ 255,414	\$ 1,095		235,472
Fund Balances:					
Beginning of year	\$ 558,535	\$ 242,526	\$ 171,059	\$ -	\$ 972,120
End of period	\$ 537,498	\$ 497,940	\$ 172,154	\$ -	\$ 1,207,592
Increase (decrease) for the month	\$ 12,169	\$ (39,126)	\$ 1,033	\$ -	\$ (25,924)

Org#	Description	7/1/11 to 02/29/12					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	2/29/12
2051660	ACE Foundation	885	985	(100)		(100)	158	58
2051121	Athletics	264,898	187,804	77,095		77,095	(42,793)	34,302
2059390	BEI Mini-Grants	16,125	4,018	12,107		12,107	160	12,267
2051650	Continuing Ed	90,340	51,814	38,525		38,525	(24,164)	14,361
2051100	Driver's Education	129,615	83,334	46,281		46,281	(2,459)	43,822
2051717	Elementary Strings	93,463	100,689	(7,226)	35,000	27,774	2,376	30,150
2051070	Enhancement Program	-	-	-		-	1,858	1,858
2056230	Guidance/Testing	20,216	15,865	4,350		4,350	29,831	34,181
2059360	Headstart Food	18,508	22,607	(4,099)		(4,099)	92,511	88,412
2059240	Interdistrict	199,067	146,722	52,344		52,344	29,113	81,457
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		98,789	(98,789)		(98,789)	131,580	32,791
2051019	PE Day	-	-	-		-	1,609	1,609
2055904	Rebates	78,282	76,160	2,122		2,122	84,945	87,067
2059500	South Korea Fund	-	1,030	(1,030)		(1,030)	8,209	7,179
2051600	Summer Explorations	220,240	178,220	42,020		42,020	(94,431)	(52,411)
2055400	THS Musical	17,780	10,367	7,413		7,413	10,615	18,028
2059510	Typical or Troubled Grant	-	-	-		-	852	852
2056207	Used Books	-	-	-		-	2,146	2,146
	Grand Total	\$ 1,198,818	\$ 978,404	\$ 220,414	\$ 35,000	\$ 255,414	\$ 242,526	\$ 497,940

<u>Org#</u>	<u>Description</u>	<u>As of 7/1/11</u>	<u>Increases</u>	<u>Decreases</u>	<u>As of 2/29/12</u>
20628	AV Club	74	30	0	104
20604	Band	424	0	0	424
20251	Booth Hill School	549	1,739	352	1,935
20609	Broken shells	2,480	0	0	2,480
20614	Choral Group	886	0	879	7
20141	Class of 2002	768	0	768	0
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	1	2,508	0
20157	Class of 2010	10,620	0	3,000	7,620
20158	Class of 2011	12,985	0	3,086	9,898
20159	Class of 2012	9,637	11,790	7,288	14,140
20160	Class of 2013	7,444	37,315	29,141	15,618
20161	Class of 2014	0	2,500	500	2,000
20253	Daniels Farm School	166	3,874	1,250	2,789
20603	Distributive Ed	7,628	2,702	7,075	3,255
20641	Drama Club	0	385	0	385
20607	FCCLA Home Economics	147	0	0	147
20825	Fingerprinting	243	2,387	2,387	243
20620	French Club	558	0	398	160
20252	Frenchtown School	68	5,500	1,938	3,630
20180	Future Farmers	3,515	4,434	5,449	2,501
20550	General	38,788	7,250	21,904	24,134
20643	Graduation Cap and Gown	21,227	16,365	613	36,979
20152	Hillcrest MS	38,051	56,144	56,814	37,382
20615	Italian Club	118	475	15	578
20255	Jane Ryan School	51	505	0	556
20605	Key Club	320	973	900	393
20613	Latin Club	582	0	0	582
20101	Library Club	2,256	182	0	2,438
20608	Lost Textbooks	3,855	3,168	84	6,939
20156	Madison MS	31,947	61,581	47,850	45,678
20254	Middlebrook School	2,538	200	2,150	588
20639	Model U.N. Club	254	9,398	5,861	3,792

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 2/29/12</u>
20702	Peer Leaders	6,398	0	174	6,224
20703	Peer Mediation Club	1,938	0	130	1,808
20634	Reconnecting Youth	1,709	0	98	1,611
20642	SADD	230	164	105	289
20624	Spanish Club	885	1,680	330	2,235
20510	Student Council	9,849	3,750	2,614	10,985
20629	Sunshine Fund	166	3,851	1,436	2,581
20258	Tashua School	3,381	3,880	4,230	3,031
20709	THS Alternate	3,370	0	230	3,140
20130	THS Bookstore	4,782	18,505	17,286	6,002
20622	THS In/Out	6,045	16,183	15,307	6,921
20621	THS Miscellaneous	395	1,188	977	606
20133	THS Newspaper	725	1,745	2,203	267
20625	THS Soda Machine	332	74	406	0
20734	THS Work Experience	7,585	0	0	7,585
20190	VO-AG Farm	24,481	14,345	17,357	21,468
20633	We the People	1,555	13,011	0	14,566
20139	Yearbook	25,595	27,012	3,863	48,744
Total Student Activity Funds		<u>\$313,652</u>	<u>\$334,284</u>	<u>\$270,508</u>	<u>\$377,429</u>

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 13, 2012

Mr. Iassogna
Mr. Manuel

Agenda Item –V -A

Approval/THS DECA Trip
To Salt Lake City, Utah

Attached is a description of the DECA trip to Salt Lake City, Utah. This trip will allow students to attend the International Career Development Conference, a National competition.

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

Students participating in this trip will leave Friday, April 27, 2012 and return on Wednesday, May 2, 2012 requiring a four-day absence from school.

Activity Advisor, Mr. Todd Manuel, will be available to answer any questions the Board may have.

Administrative Recommendation:

Approve trip to Salt Lake City, Utah 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.

Lucretia J. Fusonelli 1/13/12 100

RECEIVED 6150/MICA - Field Trips APPENDIX A

TRUMBULL PUBLIC SCHOOLS
FIELD TRIP REQUEST

JAN 17 2011

- 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 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.

ASSISTANT SUPERINTENDENT

Date Submitted 1/5/2012 Submitted By T. Manuel Trip Date 4/27-5/2 (2012)
 School THS Group DECA
 Destination SAH Lake City, Utah Address(Directions) _____

Time: Leave School _____ Leave Destination _____
 Arrive Destination _____ Arrive At School _____
 Itinerary Will be provided when available

How will this activity enhance student learning and integrate curricular goals?
International Career Development Conference (National Competitor)

Number of Students TBA Grade Level _____ Number of Adults 1052
 Teacher(s) Mr Todd Manuel / possibly Kristin O'Connell-Rubow

Substitute Required? Yes No Nurse Notified Date 1/13/12
 Initials _____

Attached complete club roster

Transportation: School Buses Coaches Parents Driving
 (parents must sign parent driver form)
 To be arranged by: Transportation Office School Office
 Any Special Considerations _____

Pay for subs w/ Airt # 20094705110 plane

Refer to table (attached)

Costs:	Amount	To Be Paid By
Transportation	<u>TBA</u>	<u>Various sources & student family</u>
Other	_____	

Principal's Approval _____ Date 1/13/12
 Assistant Superintendent _____ Date 1/17/12

This section to be completed by Transportation Department. Confirmation will be forwarded.
pending teacher-student ratio
 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 _____



March 1, 2012

To parent(s) of students possibly attending ICDC,

Congratulations on your son's/ daughter's achievement in being selected to represent Trumbull High School at this year's International Career Development Conference in Salt Lake City, Utah. This year's trip will tentatively depart on Saturday April 28, 2012 and return on Thursday May 3, 2012.

The total amount of the trip is approximately \$1200.00 per student but because of the fundraising that the DECA organization does throughout the year, we hope to pay for a majority of the trip expenses. Upon initial review the anticipated cost of the trip will cost approximately **\$600 per student**. The expenses that must be paid for are:

- Airline Flight
- Hotel Accommodations
- All fees associated with competition
- Transportation throughout the competition
- Food/Entertainment

Your son/daughter will be responsible for food, event tickets (amusement park, concerts, etc...), any souvenirs, and any other expenses.

This form is a preliminary permission slip to allow me to begin working on the trip details (booking flights, registering for the ICDC, etc...). If your son/daughter will be attending the ICDC, a second permission packet will be following.

Please fill out and sign the bottom of this form if you understand the information above and are giving your son/daughter permission to attend the ICDC.

If you have any questions, please contact me at tmanuel@trumbullps.org or 203-452-4561.

Thank you,

Todd G. Manuel
DECA Advisor

I understand the above information and give my son/daughter, _____,
Permission to attend the ICDC in Salt Lake City, Utah. I understand that by giving permission I will be required to fill out an additional permission slip packet and pay the balance of the fees.

Parent Signature

Student Name Age on 4/29/12

Parent Name

Phone Number

DECA ICDC ANTICIPATED COSTS

Conference Registration Costs		\$120		
Hotel Costs (Sat-Tuesday)		\$420		
Activities (approximate costs)		\$100		
Flights (LGA-SLC)		\$400		
*costs are continually changing				
Food Cost (approximate)		\$200		
Total anticipated costs for each student		\$1,260		

Austin, Ashley
Barnett, Michael
Beaudry, Caitlin
Bostick, Kyle
Bowers, Ryan
Coker, Corinne
Denny III, Ronald W
Fatun, Marlana
Ferri, Angelica
Goroff, Carly
Gregory, Lauren
Grew, Caroline
Hule, Marquise
Hunt, Devin
Iala, Nicholas
Kaufmann, Drew
Loukrezis, Andre
Macauda, Jacalyn
Mahajan, Satvik
Minkin, Ryan
Mohamed, Heather A
Mott, Kevin
Newcomer, Mathew
Nickson, Robert
O'Brien, Matthew
O'Brien, Samantha
Ormsbee, Joseph
Owen, Kelsey
Pacelli, John
Spector, Joshua
Stratton, Andrew
Teare, Hunter
Tuozzoli, Ally
Velez, William J
Venditto, Stephanie
VonSchleusingen, Matthew
Wilczynski, Brian
Wynne, Conor W
Yakush, Cristen M
Zacks, Olivia

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 13, 2012

Dr. Tremaglio & Staff

Agenda Item –V –B.1,2,3,4,5

THS Activity Review & Recognition

The Trumbull Public Schools are proud of the wide variety of ancillary programs and activities available to our student population. This is particularly true at Trumbull High School where there are many more opportunities to be involved. In fact, the total number of students participating in club activities totals over 1400 students over the course of a given year.

This year has been one of increased success in several different activities as evidenced below.

- We the People – (24 students). The Trumbull High School Bicentennial Team had a banner year and after winning the State Championship and will compete on the national level in Washington, D.C. in April. Their success was truly a community effort and reflects support from a host of educators, as well as parents and outside community members who have worked diligently to prepare our students to achieve their very best.
- Model UN – (45 students). This group of students has competed throughout the year within the State and outside of Connecticut. They replicate the positions of the actual U.N. body and have to prepare extensively in order to participate in conversations regarding a full range of international areas. They have achieved at a high level, even hosting the fall conference this year, and were the only public school in the state to receive awards at the prestigious Yale competition.
- Mock Trial – (36 students). This group of students uses their training in our “Justice and Law” course to apply their knowledge in competitions throughout the State. The

sessions are rigorous, and the preparation requires mock trials to be conducted; these events have taken advantage of local attorneys volunteering their time at town facilities. The team finished 3rd in the State which was their highest finish ever, and in the process, they defeated the current State champions.

- Academic Decathlon – (29 students). Our team has again taken first place in the State competition that was recently held. (Over 1600 high schools compete nationally for the opportunity to represent their state at this event.) This year's team studied and prepared for the ten-event contest that was a multidisciplinary overview on the topic of empire and imperialism. The group topped other public and private schools from Connecticut, as well as a visiting school from New Hampshire.

As a result of their win, the team has been invited to the national competition in Albuquerque, New Mexico from April 26th-28th. There, the team will compete for the national crown against teams from 43 other states and international schools.

- Foundations – (550+ students over 4 quarters). Although not a specific activity like the above, the Board wanted an update on this new interdisciplinary, team-taught grade 9 course. All students receive assured experiences in citation, technology, and research/literacy for one quarter of the school year. Reinforcement comes from Reading teachers, the Writing Specialist, the Technology expert, and the Library-Media staff. Results and survey feedback support the fact that this has not only been well received, but also has solidified student skill sets in the described areas as well.

Dr. Tremaglio, Class Advisors and student representatives will be available to share their experiences and answer any questions the Board may have.

Administrative Recommendation:

Review, recognize and commend.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – March 13, 2012

Dr. Cialfi
Mrs. Cantafio

Agenda Item – VI-A

Second Reading
Volunteers, Policy Code 1212.1

This policy was presented to the Board for a First Reading on February 7, 2012.

Since the first reading, the policy includes Board input highlighted in yellow. PAC changes (green highlighting) in Guidelines reflect a grammatical change in tense from first to third person.

Bold	=	New Language
-----	=	Strikethrough
Yellow	=	Board changes
Green	=	PAC

Recommendation:

Approve:
Volunteers, Policy Code 1212.1

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: - 1000
CATEGORY: - Community Relations
POLICY CODE: 1212.1-Volunteers

Second Reading – 3/13/12

VOLUNTEERS

Policy

The **Trumbull** Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board of Education encourages the use of volunteers to: (1) enhance students' learning achievement, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement. While we value this contribution, we must also protect the safety and welfare of our pupils and employees. To this end, the Principal of each school shall administer volunteers in accordance with regulations established by the Superintendent of Schools. On an on-going basis, Principals shall submit a list of all volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, assistance at athletic events, field days, etc.) to the Superintendent of Schools.

The Superintendent shall establish procedures for securing and screening volunteers. ~~No person who is~~ **Screening includes, but is not limited to, preventing volunteer participation of a "sex offender" as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.**

Adopted: 4/22/08
Revised 3/13/12

Regulations

1. A volunteer is defined as an individual, other than an employee, who works with the students at any of the Trumbull Public Schools. An example of a volunteer is a parent or guardian who assists the classroom teacher during **student learning** centers or chaperones a school trip. Volunteers serve only in auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records. Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.

No person who is a “registered sex offender” may serve as a volunteer; a request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor’s instructions, committing any criminal act on school grounds or at a school activity, inappropriately touching a student, failing to dress in an appropriate manner, or violating any school rule.

2. ~~All volunteers are required to submit to a background check and encouraged to complete the application School Volunteer Security Check form online at the Trumbull Public Schools Board of Education website: www.trumbullps.org or the Trumbull Board of Education Personnel Human Resources Office. Each potential volunteer will complete and email or sign the School Volunteer Security Check form. This form is available online at the Trumbull Public Schools website: www.trumbullps.org, at each school, and in the Trumbull Board of Education Personnel Human Resources Office, and the Trumbull Public Schools Website. All volunteers are required to fill out and sign the School Volunteer Security Check form for the purpose of submitting to a background check. Volunteers are encouraged to fill out the form online (preferred method) on the Trumbull Public Schools website (www.trumbullps.org). These forms are also available at each school and the Trumbull Board of Education Human Resources Office. If there are any questions raised from the background check, the matter will be referred to the Superintendent and/or his/her designee for review. otherwise the individual is approved and able to volunteer in the Trumbull Public Schools. Principals and applicants will be notified of the security check results to ensure that only those approved can begin participating as a volunteer.~~
3. ~~In order to process the large number of volunteers in an efficient fashion, building principals will forward the bulk of the year’s potential volunteer background check forms to the Personnel Office for processing no later than one week prior to the start of the school year. These forms will be sent under confidential cover.~~

Volunteer selection and placement shall be on the basis of qualifications, availability and the school’s needs. A volunteer will be assigned to a staff member only with the staff member’s consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

Regulations continued

4. The Principal and/or his/her designee has the responsibility and authority to set reasonable conditions for each volunteer at his/her school. **The staff member to whom the volunteer is assigned is responsible for explaining his or her specific expectations of the volunteer. The Principal or designee ~~should~~ will arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base.**
5. All volunteers are required to report to the **school's** main office to sign in and receive a visitor's badge, which must be prominently displayed **at all times while volunteering**. All volunteers must sign out at the main office immediately prior to their departure from school.
6. ~~Volunteers will be informed by~~ The Principal and/or his/her designee **will provide volunteers with a copy** of these regulations and guidelines. Any volunteer who refuses to abide by the regulations and guidelines shall be requested by the Principal and/or his/her designee to leave the school and school grounds. If the volunteer refuses to leave, the Principal and/or his/her designee shall ~~request~~ **contact** the police **to** remove the volunteer from the school and school grounds.
7. ~~If at all possible~~ No single volunteer will be left alone with a child or group of children.
8. Volunteers may not bring younger siblings to their volunteer obligations without prior approval of the classroom teacher and/or Principal.

Guidelines

Sign in at the Office and Wear a Visitor Badge

Volunteers must check in at the school's main office, sign the visitor's log, fill out and wear a visitor's badge. The badge lets teachers, students and other volunteers know that you are one is legitimately volunteering at our the school.

Confidentiality

~~We insist that~~ All volunteers must maintain confidentiality outside of class. If parents ask you about a student's performance or behaviors, please refer them to the teacher. It is inappropriate to discuss situations observed anywhere while acting as a volunteer. ~~We also require that if you~~ For have a When a question arises about a specific child, you ask the teacher in confidence and privacy, not in the presence of other staff members, parents or students.

Names and Labels

Every child brings to school his or her own specific skills and abilities. Please do not make value judgments or label the abilities or skills of any child. Please be careful not to compare your one's child to another in the class as they are all unique individuals. Everyone is unique and special in their own way. Some learn quickly; some come to school with more less developed skills. Each child grows and learns at his/her own pace, and ~~To us, they all~~ come just the way they are supposed to be. ~~We~~ The Trumbull Public Schools (TPS) are here to help them grow as fast as they can.

Questions and Issues

Discussing issues in the middle of the class or with other staff members or parents is not appropriate. ~~We don't~~ Trumbull Public Schools does not expect you a volunteer to agree with everything a teacher does in class; but each teacher's job is to make decisions in the best interest of the whole class. If you one have has a problem, issue or disagreement with a teacher, please bring it to the teacher's attention privately at an appropriate time. Clear, open, and direct communication is vital to our the TPS school community.

Accept and Value Diversity

~~Each of Our~~ Parents come from a slightly different backgrounds and cultures. They all have their own ideas and experiences about raising children. ~~We ask that you~~ Volunteers are asked to accept their children and respect their beliefs and requests. The diversity of people, values, cultures, and beliefs is what makes such a rich experience for all of us.

Discipline

The school, and each classroom, has an established discipline policy. When issues arise concerning inappropriate student behavior, we encourage parents volunteers to should will check with the teacher for the appropriate action and to support students by encouraging them to make good choices and demonstrate appropriate behavior. ~~We appreciate your efforts and help but refer the matter to a teacher whenever possible.~~ The efforts of volunteers are appreciated but matters such as these should be referred to a teacher whenever possible.

Guidelines continued

Helping the Teacher and Class: ~~Your~~ A Volunteer's Primary Responsibility

Parent volunteers work under the direction of the classroom teacher who defines the volunteer's duties and expectations. ~~Your~~ A volunteer's primary responsibility in the classroom is helping the class as a whole. By supporting the class, ~~you~~ a volunteer will be building ~~your~~ their own child's self-esteem. Please try to keep ~~your~~ the role as volunteer and parent separate in the classroom. **If the volunteer cannot separate these roles, the Principal will determine appropriate action.** If ~~your~~ one's child has a problem, let ~~your~~ the child work out the problem with others and the teacher through established classroom routines and procedures. ~~Please do~~ A volunteer should not try to solve problems for ~~your~~ their own child while in class; that takes power away from ~~your~~ one's child. ~~We are striving~~ TPS strives to help ~~our~~ students become more independent and self-sufficient.

Keeping Commitments

~~It is important that you set a scheduled time with the teacher to assist in the classroom and that you follow in a timely manner.~~ It is important that ~~you~~ volunteers adhere to the scheduled time to assist a teacher in his/her classroom. Whenever possible, please call the day before (or at least send a note the morning of ~~your~~ one's commitment) if ~~you are~~ a volunteer is not going to be able to be in the classroom at the scheduled time. The teacher is counting on ~~you~~ the volunteer and needs adequate time to adjust the class plans.

Support the classroom teacher to maximize instructional time. When ~~you are~~ volunteering in a classroom where several volunteers are present, please keep adult conversations to a minimum. This will assist students in staying focused on the classroom lesson or activity. Volunteers need to follow the same policies and procedures as any student or teacher in the school. For example, no cell phones or electronic devices can be used inside the school during school hours.

Final Notes

Please review ~~your~~ the individual school's handbook for additional policies and procedures. ~~If you have~~ For any other questions, comments or concerns, please contact ~~your~~ the school principal.

References

Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs; school based teams.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

54-254 Registration of person who has committed a felony for a sexual purpose

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

SCHOOL VOLUNTEER SECURITY CHECK

***Please print clearly**

NAME: _____

RELATIONSHIP TO STUDENT(S) _____

NAME OF STUDENT(S) IF APPLICABLE _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____

SCHOOL(S) YOU VOLUNTEER AT:

I give permission for the Trumbull Public Schools to complete a security check to verify that I have not been prosecuted for any criminal charges that would jeopardize the safety and security of children in the Trumbull Public Schools. All information obtained will be kept confidential and filed in the Trumbull Public Schools ~~Personnel~~ **Human Resources** Office.

SIGNATURE: _____

DATE: _____

Completed form must be sent to the **Personnel Human Resources Office, at the Long Hill Administration Building, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611 for processing. Volunteers must not begin volunteering until receiving notification of approval.**

Adopted: 4/22/08
Revised 3/13/12