
**TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT**

Regular Meeting – January 2, 2013

Long Hill Administration Building

Lorraine R. Smith Assembly Room

7:00 p.m.

AGENDA

I. CALL TO ORDER

II. PRELIMINARY BUSINESS

- A. Pledge of Allegiance
- B. Correspondence
- C. Comments and Questions

III. CONSENT AGENDA

- A. Personnel – Mr. Iassogna
- B. Approval/Minutes – Budget Meeting 12/11/2012 & Special Meeting 12/27/12

IV. REPORTS/ACTION ITEMS

- A. THS Hawaii Trip – Ms. Gibson, Mrs. Owen, Ms. Boland
- B. Policy – Second Reading
 - 1. Pay to Participate, Policy Code 5138 – Dr. Cialfi, Mrs. Tesoro
- C. Approval 2013-14 Budget Request – Mr. Iassogna

V. OTHER

NOTE: If needed, the Board may choose to hold an Executive Session on District Security Measures upon two-thirds vote of the members present and voting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, January 2, 2013

Mr. Iassogna

Agenda Item III-A

Personnel

There have been no changes since the last
Board meeting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Budget Meeting – January 2, 2013

Mr. Iassogna

Agenda Item – III-B

Approval/Minutes

Budget Meeting – 12/11/12
Special Meeting – 12/27/12

Administrative Recommendation:

Approve the minutes of the above
noted meetings.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Budget Meeting – December 11, 2012
Long Hill Administration Building
Lorraine R. Smith Assembly Room

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

Members present:

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 – Call to Order

The meeting was called to order at 6:40 p.m.

Agenda Item II – Preliminary Business

A. Salute to the Flag - The Public Session began with a salute to the Flag.

B. Correspondence – There was no correspondence this evening.

C. Comments – There were no public comments this evening. Superintendent Iassogna conveyed that he spoke with John Curtis, Aquaculture School Director and administrator for the new Fairfield Wheeler Magnet High School regarding information about the program. He stated that an email was sent to middle school parents notifying them of a public informational session with Mr. Curtis to be held at Long Hill Administration Building on January 2, 2013 at 10:15 a.m. Chairman Wright gave kudos to Frenchtown's CD of holiday songs by their chorus and to Long Hill staff members for their support of a coat drive for Head Start students.

Agenda Item III – Consent Agenda

- A. Personnel – Superintendent Iassogna noted that one resignation and one leave of absence were received that needed Board action. It was moved (Herbst) seconded (Ward) to accept the resignation of Michael Hays, Agriscience teacher since September 2002, resigning effective June 30, 2012. Vote: Unanimous in favor.
It was moved (Herbst) seconded (Ward) to approve a leave of absence without pay for Persefone Dolan, mathematics teacher at Madison Middle School from January 2, 2013 through the end of the 2012-13 school year [in compliance with the Trumbull Board of Education's Leave of Absence Policy, 4150]. Vote: Unanimous in favor.
- B. Approval/Minutes – Budget Meetings 12/4/12 and 12/6/12 Chairman Wright conveyed that revised minutes for the December 6, 2012 meeting were received. By unanimous consent of members present at these meetings, both the minutes of the December 4, 2012 meeting and the revised minutes of the December 6, 2012 meeting were approved as presented.

C. Approval/Financial Reports –Mr. O’Keefe reviewed financial reports for the 5 months ended November 30, 2012. Discussion ensued regarding out of district tuition, 2011-12 unspent monies, health insurance and classroom furniture. Following discussion, it was moved (Ward) seconded (Chory) to accept the Board of Education Expense Report for the 5 months ended 11/30/12 as presented. Vote: Unanimous in favor. It was moved (Ward) seconded (Chory) to accept the Grant Expense Report for the 5 months ended 11/30/12 as presented. Discussion ensued regarding the Food Services program and generators for each school. Vote: Unanimous in favor. It was moved (Ward) seconded (Chory) to accept the Consolidated Financial Statement as of and for the 5 months ended 11/30/12 as presented. Vote: Unanimous in favor. Discussion ensued regarding the elementary strings program. It was moved (Ward) seconded (Labella) to accept the Board of Education Programs Detail Report as of 11/30/12 as presented. Vote: Unanimous in favor. A question arose regarding the placement of a monetary gift to the district in the Expendable Trust account. Mr. O’Keefe stated that this was the only place it could be recognized as the gift, to be used specifically for Pupil Personnel Services’ special education expenses, is not part of the operating budget. It was moved (Ward) seconded (Labella) to accept the Expendable Trust Detail Report as of 11/30/12 as presented. Vote: Unanimous in favor. Discussion ensued regarding class monies [i.e. Class of 2008] and the length of time monies should be held for class use. Mr. Iassogna shared that per previous Board discussion, approximately \$19,000 in the Cap and Gown account would be transferred into another student activity account to be used to assist other activities, mostly at the high school level. It was moved (Chory) seconded (Seaman) to accept the Student Activity Detail Report as of 11/30/12 as presented. Vote: Unanimous in favor.

Agenda Item IV—Reports/Action Items

A. Continuation of 2013-14 Budget Presentation and Discussion—Superintendent Iassogna stated that his original budget request for 2013-14 was for a 4.75% increase over the 2012-13 budget, or a total of \$95,692,938. He shared that upon further review, he is adjusting the request by reducing it in the amount of \$225,000, which would bring the request to a 4.5% increase. This adjustment comes from removing the duplication of two positions, 1.0 at the elementary level and 1.0 Trumbull High guidance counselor (both counted twice), and a 1.0 Agriscience teacher due to a resignation. Upon questioning, Mr. Iassogna conveyed that the reduction of the 1.0 Agriscience teacher would not impact that program. Discussion ensued regarding the request for a 1.0 Trumbull High guidance counselor and counselors’ caseload and responsibilities including Student Success Plans, college application process, and dealing with increased social/emotional needs of students. Several Board members conveyed that they do not want the additional guidance counselor dedicated to serving only Agriscience students. Also discussed were the following: 2011-12 unspent monies where \$175,000 was used to purchase 285 computers for all teachers at the elementary and middle school levels; monies spent on tutors for Homebound instruction (illness, hospitalizations), Tutorial (Alternate/Reach programs) and Expulsions (per Board policy); and an overview of the special education population—646 students in district and 38 outplaced students, totaling 8.6% of district students. Mr. Iassogna also shared that Trumbull, among the lowest of area districts in its per pupil expenditures, provides a good program that meets the needs of its students. Considerable discussion ensued regarding the technology budget and Technology Director Jeff Hackett reviewed his request of \$643,000 which includes \$40,000 for pockets of WI-FI in each school building. He also noted that in the first year of the 3-Year Technology Plan which will go to the Town to seek funding, \$292,000 is earmarked to complete installation of WI-FI throughout all school buildings. This does not include Trumbull High School as their WI-FI is contained in the Renovate as New Project. Also discussed was the purchase of needed equipment, replacement computers, laptops and Ipads before installing WI-FI and several Board members stated their support for WI-FI in all schools. Mr. O’Keefe reviewed various budget items including salaries, purchased professional services, on-line

subscriptions, textbooks/workbooks, transportation and equipment. Discussion ensued regarding salaries including degree changes, custodial and secretarial percentage increases, overtime accounts, substitute teachers, middle school advisors, health insurance and insurance waivers. Further discussion took place regarding purchased professional services including expanding Munis software capabilities, police services and music program consultants. Increases in the on-line subscription and textbook/workbook accounts were also discussed with Dr. Cialfi noting that the large increase in on-line subscriptions was due to those items being paid with grant money in 2012-13 and grant monies not being available for 2013-14. A portion of the increase in textbooks includes the purchase of three new social studies texts to replace outdated books. Also discussed were classroom equipment/supplies, dues/fees and class size projections. Mr. Iassogna conveyed that all information requested by Board members would be forwarded to them so they may prepare for the adoption of the 2013-14 Budget request at their January 2, 2013 meeting.

Agenda Item V – Receive and File

These items were received and filed.

Agenda Item VI – Other

There was nothing under this agenda item.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 8:52 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Special Meeting – December 27, 2012
Long Hill Administration Building
Lorraine R. Smith Assembly Room

The Trumbull Board of Education convened in the Long Hill Administration Building for a Special 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 – Call to Order

The meeting was called to order at 6:01 p.m.

Agenda Item II – Preliminary Business

- A. Salute to the Flag - The Public Session began with a salute to the Flag. Chairman Wright conveyed it is with a heavy heart that this special meeting was called in light of the Newtown shooting incident where 26 lives were lost at Sandy Hook Elementary School. He noted that the Board wished to hear what parents and community members had to say about security in the schools. Mr. Wright asked that public comments be of a general nature and that specific incidences [security issues] at schools be discussed privately with the Superintendent, any Board member, or school administration. Superintendent Iassogna thanked those present for coming to this meeting to share their thoughts/ideas on school security. He also thanked the First Selectman, Police Chief and Police Department for their efforts and support during this time. He noted that he has met with them several times to discuss school security and the conversation will continue in Executive Session after the public portion of this evening's meeting.
- B. Correspondence – Mr. Kelly noted that the Superintendent received numerous emails regarding school security and the tragedy in Newtown.
- C. Comments –Cindy Penkoff, 101 Columbine Drive, Alternate Member on the Board of Finance, spoke in support of finding ways to keep schools/children safe, asked the Board to review the security system at Middleton Middle School, and is not in favor of armed guards at the schools. Christine Ekstrom, 21 Wendy Road, stated she is not in favor of armed guards at schools and would like to see more teacher involvement with parent pick-up of students as she feels present practice does not protect students. Jason Calloway, 91 Bunker Hill Drive, stated that he saw no heightened security at Daniels Farm School immediately after the Newtown incident, sent emails to the Superintendent and Board, favors more security at schools, would like Board/Superintendent to share security measures with parents, suggested that deadbolt locks be installed on the inside of classroom doors, and would like full time police presence in the schools. Veronica Lenzen, 52 Woodhaven Drive, asked the Board to do whatever it deems necessary to keep students safe, does not want security measures made public, and does not want armed guards in the schools. Lainie McHugh, 132 Fresh Meadow Drive, PTA Council President, thanked the Superintendent, Board and staff for the recent communications to parents, does not want armed guards at the schools, would like SRO's (Student Resource Officers) returned to the schools especially at the middle and high school levels to engage students, and asked the Board to consider hiring adding guidance counselors to better serve students. Ms. McHugh also shared comments of Cindy Katske, high school parent, who could not be present this evening. Ms. Katske does not favor armed guards or arming school staff, would

like to know what security measures were implemented after the Columbine incident, would like an SRO at the schools and additional security personnel at Trumbull High School (THS), would like additional guidance counselors at THS, and asked that security plans be drawn up with input from parents in the form of committee membership as opposed to public comments, since involved parents (those in the schools) can have important feedback regarding security. Denise Mather, 58 Clemens Avenue, spoke of the excellence of Trumbull Public Schools with regard to staff and curriculum, shared that First Selectman Herbst told her that he will do whatever it takes to make schools secure, stated the lack of security upon entering the middle and high schools, stressed the urgency of implementing security procedures immediately, would like armed police in all schools, and wants immediate action on tightening school security. Joanna Leone, 32 Dale Road, spoke in support of improving security at schools, suggesting donated labor, working together to find funding and training school personnel in safety measures. Craig Russell, expressed concerns with portable classrooms and students having to use a key to get into the main school building and the unsecure walkway from portables to the school, and would like increased measures to secure portables. Michelle Brunone, 17 Red Barn Road, also expressed her concerns with the security of portable classrooms and would like it addressed. First Selectman Herbst shared the mutual commitment of the Town and Board of Education and ongoing communication to address all school security issues, his agreement with many of the parental concerns, and noted that he will do everything in his power to enhance school security. He noted that all security measures will not be disclosed publicly for safety purposes. He also asked parents/community to be aware and “if you see something, say something.” Superintendent Iassogna thanked and conveyed his appreciation to the parents/community members for their comments and noted that everything that was said this evening will be reviewed and considered as the discussion will continue in Executive Session. He also shared that parents will be given information about security measures but not all would be disclosed publicly so as to ensure student/staff safety.

Agenda Item III – Reports/Actions

- A. Resolution of Board of Education to Honor Victims of Sandy Hook Elementary Schools—Chairman Wright asked Mr. Kelly to read a resolution regarding the tragic situation in Newtown and asked the Board to fully endorse this resolution recognizing the superior efforts of all facets of the Newtown Community. It was moved (Herbst) seconded (Seaman) to adopt the resolution as read [approve, sign and forward the Resolution to Newtown Public Schools and Town Administration to honor the victims lost at Sandy Hook Elementary School]. Mr. Wright shared that the resolution will be signed by the Superintendent, Assistant Superintendent and each Board Member. Vote: Unanimous in favor.

Agenda Item IV—Executive Session

- A. District Security Update and Procedures—At this time, it was moved (Herbst) seconded (Labella) to move into Executive Session to review District Security and discuss measures [procedures] and invite Superintendent Iassogna, Assistant Superintendent Dr. Gary Cialfi, First Selectman Timothy Herbst, and Police Chief Thomas Kiely to participate. Mr. Iassogna, as a point of information, asked if the Board wanted as a resource members of the Police Department present at this evening’s meeting and involved in school security meetings be invited into Executive Session as needed. Mr. Wright stated that per State Statute, individuals can be invited into Executive Session to provide information that is otherwise not available, and left the decision to the discretion of Chief Kiely. Vote: Unanimous in favor. Mr. Wright also shared that no Board action would be taken in Executive Session and when ended, the Board would return to Public Session to adjourn the meeting. Executive Session began at 6:50 p.m. It was moved (Ward) seconded (Kelly) to come out of Executive Session at 8:24 p.m. Vote: Unanimous in favor.

Agenda Item V – Other

There was no business under this agenda item.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 8:25 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – January 2, 2013

Mr. Iassogna
Ms. Boland, Mrs. Owen, Ms. Gibson

Agenda Item –IV-A

Approval/Hawaii Trip

Trumbull High School Science teacher Kathleen Gibson and Business/Technology Chairperson Debra Owen would like to take some interested students to visit Hawaii's rich historical, cultural and scientific offerings.

Ms. Gibson and Mrs. Owen, along with 2-4 chaperones, are proposing to take 25-30 students to Hawaii during winter break in February 2014. One school day will be missed.

Although it does not require Board approval, a couple of Board members asked that it come before them to provide more specificity on the visit, particularly with regard to its cost.

Ms. Gibson and Mrs. Owen will be available this evening to answer any questions the Board may have.

Administrative Recommendation: Review and take action, if necessary.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – January 2, 2013

Dr. Cialfi, V. Tesoro

Agenda Item –IV-B

Second Reading
5138 Pay to Participate (New Policy)

This policy was brought to the Board for a first reading on May 1, 2012. Since then, the Policy Advisory Committee received additional input from staff when revising the attached proposal. Additional wording was added with regard to mandatory student accident insurance to coincide with the Interscholastic Athletic Tryout policy.

This policy is being presented to the Board for a second reading and approval.

Changes with new wording bolded and highlighted in green.

Recommendation:

Approve Pay to Participate, Policy Code 5138 as presented.

Second Reading 1/2/13 Changes since first reading highlighted in green with new wording in **bold**. The order on items under Student Waivers was changed with No. 3 becoming No. 1 and the rest following.

Proposed New Policy

PAY TO PARTICIPATE

Policy

The Trumbull Board of Education will review and, if determined to be financially necessary, approve an annual student participation fee (Pay to Participate) for students participating in any school-sponsored activities including, but not limited to, athletic teams, drama/performing arts activities, school-sponsored clubs, and any other activity conducted outside of normal classroom or course requirements.

Any changes to the Pay to Participate fee must be approved by the Board of Education prior to the start of a school year and will be posted on the Trumbull Public Schools website (www.trumbullps.org). This fee ~~shall~~ **must be paid or a waiver must be approved by the Superintendent** before participation is allowed.

The Superintendent may grant a waiver of the fee which will be based on need. All students with financial hardships must complete a waiver form for a reduction or exemption from the Pay to Participate fee. Students receiving free or reduced price meals are exempt from payment of Pay to Participate fees but must comply with this policy.

All students trying out for a sports team are required to pay for an Accident Medical Insurance Plan purchased by the Trumbull Board of Education. The plan covers team players, managers and cheerleaders for accidental injuries resulting from playing, practicing or traveling to and from any interscholastic sport activity. The plan is an "excess" type benefit that picks up where other coverage leaves off and, as such, pays only the medical expenses not reimbursable under other coverage. This insurance fee is non-refundable.

To be Adopted: 1/?/13

Regulations:

Pay to Participate fees for school Activities

1. The Board of Education recognizes the need for Pay to Participate fees to fund certain school activities that are aligned with the goals of the Trumbull Public Schools, including participation in school-sponsored athletic teams and other school-sponsored extracurricular activities. The Board also recognizes that some students may not be able to pay these fees.
2. All Pay to Participate fees shall be reviewed and approved by the Board of Education prior to the start of the school year/activity.
3. All Pay to Participate fees will be posted annually on the Trumbull Public Schools website: www.trumbullps.org.
4. Pay to Participate fees may be authorized for the following school-sponsored activities listed but not limited to:
 - Athletic teams
 - Drama/performing arts activities
 - Elementary strings and band programs
 - Student organizations or clubs

The following rules shall apply to the Pay to Participate fee (the fee):

1. The fee approved by the Board of Education prior to the start of the school year/activity must be paid, or a waiver of the fee approved, before the student may begin participation. ~~in any activities covered by Board policy in which a fee has been imposed.~~
2. The fee is due after tryouts are completed and before the first practice or meeting is conducted for the activity. The fee, unless waived, and all other required forms must be submitted by the student before student participation is allowed.
3. In no case will the fee be otherwise prorated or reduced unless approved for waiver by the Superintendent as described in Board policy or these regulations.
4. Pay to Participate fees are non-refundable, except in extenuating circumstances **and subject to approval by the Superintendent or his/her designee.**
5. Insurance fees are non-refundable.

Regulations cont'd:

6. Payment/waiver of the fee does not guarantee playing/performance time.
7. Fees will be administered and maintained in accordance with rules and regulations established by Board action.

Student Waivers

1. All students seeking waivers must submit the "Request for Waiver of Fees for Pay to Participate School Activities" form provided by the District to the Superintendent of Schools prior to the beginning of the activity. This form is available online at the Trumbull Public Schools website: www.trumbullps.org, and at each school.
2. All students receiving free or reduced price meals are exempt from payment of Pay to Participate fees but must submit a waiver for such exemption. (see No. 1 above)
3. Students who do not receive free/reduced price meals, may apply for a reduction or exemption from the Pay to Participate fee based on financial hardship. (see No. 1 above)
4. Application for a waiver will be required for each sport/activity in which the student participates.
5. Insurance fees will not be waived.
6. The status of all waiver requests will be communicated in writing by the Superintendent or his/her designee.

PLEASE PRINT OR TYPE

5138/Pay to Participate

TRUMBULL PUBLIC SCHOOLS
Request For Waiver Of Fees For Pay To Participate School Activities

Parents/guardians wishing to request a waiver of a Pay to Participate Fee shall submit this form to the Superintendent of Schools.

Student Name: School Grade

Address: Phone No.

Activity: Athletics Email

(Name of Sport)

Elementary Band Elementary Strings

THS Musical

Other

(Name of Activity)

Please Note: Unless financial information is shared, your request will not be considered.

I/We understand that determination of eligibility for a waiver of fees requires an evidenced-based need, i.e. recipient of free/reduced lunch, or financial hardship including, but not limited to, annual salary and number of siblings. (When applying for a waiver of fees for athletics, the parent/guardian is still responsible for the payment of athletic insurance.)

I/We hereby request that my/our child named above be excused from the requirement for payment of the Pay to Participate Fee for the following reason(s):

Three horizontal lines for providing reasons for the request.

Please check if applicable: recipient of free/reduced lunch

Signature of Parent/Guardian or Student who has reached the age of majority

FOR ADMINISTRATIVE USE ONLY—DO NOT WRITE BELOW

Date of Review:

Waiver Granted () Waiver Denied ()

Additional Information Needed (financial specificity)

Date of Notice to Applicant:

Ralph M. Iassogna, Superintendent of Schools or his/her designee

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – January 2, 2013

Mr. Iassogna

Agenda Item – IV-C

2013-14 Budget Approval

Following a thorough and probing review and analysis of the Superintendent's budget request for 2013-14, the Board of Education will finalize its budget proposal that will be forwarded to the First Selectman no later than January 8, 2013.

Administrative Recommendation:

Approve the Superintendent's 2013-14 recommended total budget request, as adjusted, of \$95,467,931, an increase of 4.50% over the 2012-13 allocation from the Town.