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**TRUMBULL PUBLIC SCHOOLS**  
**TRUMBULL, CONNECTICUT**

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**Regular Meeting – February 25, 2014**

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 – Dr. Cialfi
  - B. Approval/Minutes – Regular Meeting 2/4/2014
  - C. Financial Reports Minutes as of 1/31/14 – Mr. O’Keefe
  
- IV. REPORTS/ACTION ITEMS**
  - A. Approval/THS Model UN Trip to Washington, DC – Ms. Boland, Mr. LaBarca
  - B. Policies, Second Reading –
    - 1. “School Ceremonies and Observances”, Policy Code 6115, Mr. Banks
  - C. Calendar Committee Update – Dr. Cialfi
  - D. Facilities Committee Update - Mr. Peddle
  - E. AFB Contract – Board of Education
  
- V. RECEIVE AND FILE**
  - A. Pending Litigation – Dr. McGrath
  - B. Negotiations – Dr. McGrath
  
- VI. OTHER**

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting, February 25, 2014

Dr. Cialfi

Agenda Item III-A

Personnel

Resignations – Certified

Brown, Lauren; music teacher (.6) at Madison Middle School since August 2013, resigning effective March 5, 2014.

Recommendation:

Accept.

Request for Leave of Absence

Miller, Ellen; Pre-K teacher at the Trumbull Early Childhood Education Center since August 1998, is requesting a personal leave of absence without pay for the 2014-15 school year. This request complies with the Trumbull Board of Education Leave of Absence Policy, GCBD.

Recommendation:

Approve the above request for a personal leave of absence for Mrs. Miller.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – February 25, 2014

Dr. Cialfi

Agenda Item – III-B

Approval/Minutes

Regular Meeting  
February 4, 2014

Administrative Recommendation:

Approve the minutes of the above noted meeting.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
Regular Meeting – February 4, 2014  
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:

D. Herbst, Chairperson  
L. Chory, Vice Chairperson  
J. Donofrio, Board Member  
S. LaFrance, Board Member  
M. Ward, Board Member

Members absent:

R. Seaman, Secretary  
J. Peddle, Board Member

Agenda Item I – Call to Order

The meeting was called to order at 7:08 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.

D. Recognitions—

1. Middle School Career Night—Superintendent Dr. Cialfi shared that each year, the middle schools host an evening where career professionals share their work experience with students. Students work on cross-curricula career-related activities in preparation for Career Night. Dr. Cialfi recognized middle school principals, Valerie Forshaw and Stafford Thomas and staff members Crystal Bogos, Lisa Ryan, Robbie Weiner and Gina Zuk for their efforts in promoting this worthwhile program. Hillcrest students Meghan Ahearn and Michelle Pavloff and Madison students Morgan Mallozzi, Nicolle Majette, Shreyas Srinivasan, and Lalith Gannavaram demonstrated and reviewed various activities involved in this program. Board members congratulated the students for their outstanding work and Dr. Cialfi presented them with “I Make a Difference” pins.
2. THS “We the People” Team—Dr. Cialfi conveyed that Trumbull High Schools’ (THS) Advanced Placement/Early College Experience American Government students recently won the “We the People: The Citizen and the Constitution” state championship. Advised by THS Social Studies teacher Ms. Boland, they will represent Connecticut at the National Competition in Washington D.C. in April. The following students were recognized and commended for their efforts: Lekha Alaparathi, Miles Buroker, Samuel Carley, Jacob Cohen, Madeleine Collins, Steven Costello, Brett Cousins, Caroline Drenkard, Camilla Edwards, Kristen Gregory, Jake Horowitz, Beena Jacob, Kunal Jhaveri, Keshav Khazanchi, Maneesh Koneru, Larissa Mark, Chitra Nidadavolu, Hailey Pekera, Aleksandra Pirog, Jacqueline Rose,

Rakshana Selvarajan, William Sun, Maxwell Wu, and Jack Zhang. Team members shared their experiences with the “We the People” competition. Board members congratulated the students and wished them well at the National Competition. Dr. Cialfi presented team members with “I Make a Difference” pins.

At this time, it was moved (Chory) seconded (LaFrance) to take Agenda Item IV-B out of order.  
Vote: Unanimous in favor.

#### Agenda Item IV—Reports/Action Items

B. Approval/We the People National Finals—THS Social Studies teacher Ms. Boland shared that the THS “We the People” team took first place in the Connecticut competition. They now advance to the National Finals in Washington D.C. to be held April 25 through April 29, 2014. Students will miss 3 school days. Ms. Boland expressed her deep appreciation for all the support the team has received from the District, ACE Foundation and Trumbull community. It was moved (Ward) seconded (LaFrance) to approve the trip [participation in the National “We the People” competition in Washington D.C.] as presented. Vote: Unanimous in favor.

#### Agenda Item III – Consent Agenda

A. Personnel – Superintendent Dr. Cialfi noted that 3 resignations were received that needed Board action. He shared that Ms. Stevens has been an asset to the District and wished her well in her retirement. It was moved (Chory) seconded (Donofrio) to accept the resignations of Stefan Porco, math teacher at Trumbull High School since August 2005, resigning effective January 17, 2014; Katherine Stevens, special education teacher at Trumbull High School since September 1979, retiring effective June 30, 2014; and Melissa Warriner, science teacher at Trumbull High School since August 2007 (currently on a personal leave of absence), resigning effective June 30, 2014. Vote: Unanimous in favor.

At this time, it was moved (Chory) seconded (Donofrio) to take Agenda Item V out of order. Vote: Unanimous in favor.

#### Agenda Item V – Other

It was moved (Chory) seconded (Donofrio) to add Approval of the Minutes of the January 27, 2014 Board of Education (BOE) Special meeting to Agenda Item V and approve those minutes [copies were made available to the public at the meeting] as presented. Vote: Unanimous in favor.

#### Agenda Item III – Consent Agenda

B. Approval/Minutes – Regular Meeting – 1/7/14 It was moved (Chory) seconded (LaFrance) to approve the minutes as presented. Vote: Unanimous in favor.

C. Approval/Financial Reports as of 11/30/13 and 12/31/13 –Business Manager Sean O’Keefe reviewed summary financial reports, attainment analysis and year-to-year analysis for the 6 months ended 12/31/2013. He also provided updated financial reports for the School Lunch program. Discussion ensued regarding school lunch program losses. Following discussion, it was moved (Ward) seconded (Chory) to accept the Board of Education Financial Reports for the 6 months ended 12/31/13 as presented. Vote: Unanimous in favor.

## Agenda Item IV—Reports/Action Items

### A. Policies/First Reading

1. Safety Patrol, Policy Code 5134— Policy Advisory Committee (PAC) student representatives Christian DeGenova and Ian Matz reviewed changes to the Safety Patrol policy. Discussion ensued regarding the training of safety patrol students, roles and responsibilities of patrol members, and procedural consistency among all schools. Board members also suggested wording changes. This policy will be returned to the Board for a second reading and approval.
2. Collection Development for Media Centers, Policy Code 6161.2—Mrs. Mottolese conveyed that PAC was asked to create a policy regarding the development of media center materials. District Team Leader Donna Zimmer assisted and information was garnered from area districts and Connecticut Association of Boards of Education (CABE). Discussion ensued regarding what constitutes a controversial issue, criteria for materials, timeframe for submitting complaints, and composition of the review committee. This policy will be returned to the Board for a second reading and approval.
3. Trumbull Regional Agriscience/Biotechnology Program, Policy Code 6172—Mrs. Cantafio conveyed that this policy was updated to reflect the changes to this State supported regional program. Previously referred to as vocational agriculture, the program now includes the study of agriscience and biotechnology. She shared that she met with Agriscience Director Dr. Tremaglio to review the policy and also received input from high school administration. Dr. Tremaglio gave a brief overview of the agriscience/biotechnology program. This policy will be returned to the Board for a second reading and approval.
4. Physical Activity, Policy Code 6145—Mrs. Cantafio conveyed that Dr. Cialfi asked PAC to review this policy to be consistent with the update of Connecticut Public Act 13-173. This Act addresses mandatory daily physical exercise for students, especially at the elementary level, requiring 20 minutes daily physical exercise. Mrs. Cantafio reviewed changes to the policy. This policy will be returned to the Board for a second reading and approval.

- C. Smarter Balanced Assessment Consortium (SBAC)—Dr. Paslov shared that the District will participate in the SBAC Field Test for Reading/Language Arts and Mathematics this Spring which is replacing the CMT and CAPT as the State standardized assessment. CMT and CAPT will still be used to assess Science for all students in grades 5, 8 and 10. The SBAC Field Test will be given to students in grades 3, 4, 5, 6, 7, 8 and 11. Dr. Cialfi shared that results from SBAC testing will not be used this year for teacher evaluations as the State has delayed the use of results of State standardized testing in evaluating teaching staff. Dr. Paslov shared that individual student results will not be available with the Field Test for this year. District results will be made available next January. She gave a detailed power point presentation outlining the assessments along with a comparison of CMT and CAPT test items to the new SBAC test items, which are aligned to the Common Core State Standards.

By unanimous consent of those present, Agenda Item IV-F was taken at this time.

- F. Oral Reports—Student Board Representative Alexa Bragg shared various events at Trumbull High including SAT's, mid-year exams, Truth About Hate Assembly for freshman, success of the indoor track team and girls' hockey team, and tickets now on sale for *Rent*. She also thanked Athletic Director Mike Herbst for his service to athletics and students and, on behalf of the THS student body, expressed deep appreciation for all his efforts and dedication to the students and athletic

program. Student Board Representative Kunal Jhaveri shared the accomplishments of the following academic teams: Mock Trial, Model UN, Debate Team, and Academic Decathlon. He also shared that the Interact Club conducted a successful food drive with items donated to area food banks. Teacher Board Representative Ms. Boland shared that THS is still experiencing heating problems throughout the building; 8 middle school students will be participating in the area MathCounts competition; and Madison Yarn Club, led by teacher Jeanne Magioglio, have been making blankets for seriously ill children.

- D. Update on Hiring of Athletic Director—Dr. McGrath shared that the Athletic Director vacancy was reposted due to concerns with the amount of qualified candidates that responded to the initial posting. The new posting will close February 14, 2014 with initial interviews to be scheduled soon after the closing date. Dr. McGrath shared that an initial review of additional applicants shows that more experienced candidates have applied for the position. Following those interviews, the interview committee will recommend finalists for a second interview with Dr. Cialfi, Dr. McGrath and THS Principal Mr. Guarino. After second interviews, Dr. Cialfi will make a recommendation to the Board for appointment.
- E. Review of BOE Transportation policy—Board Chair Mrs. Herbst shared that PAC is in the process of updating the Transportation policy and several Board members requested that this policy be discussed with the full Board. Mrs. LaFrance read a statement outlining her concerns with proposed changes to the Transportation policy with regard to limiting parental [guardian] viewing of bus videos. Considerable discussion ensued on this issue. Mrs. Herbst shared that, currently, bus videos are addressed in the Student Conduct on Buses policy and discussion continued on the addition of video viewing wording to the Transportation policy. PAC Committee Chair Dawn Cantafio shared that the committee has been asked to review the policy to address the viewing of bus videos. She reviewed procedures that PAC follows when updating policy, including consulting with administrators and the Board's attorney when necessary. Mrs. Cantafio conveyed that the proposed wording changes to the Transportation policy were provided by the attorney and PAC usually uses the attorney's input. She also stated that PAC is still reviewing the policy and awaiting input from Transportation Manager Dawn Perkins before the policy is brought to the Board for a first reading. More discussion ensued including current parental access to bus videos, confidentiality of student records, editing of videos to obscure student faces, student safety on buses, and reasons why the policy is being changed to limit bus video viewing. Mrs. Herbst suggested that the attorney again be consulted for rationale of new wording and asked Dr. McGrath to review this issue with the elementary and middle school principals for their input. Dr. Cialfi conveyed that he will ask PAC to provide a list of questions regarding this issue including parameters for restricted viewing by parents/guardians. He also stated that he would ask Mrs. Perkins to attend the next PAC meeting on February 12, 2014.

### Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 10:08 p.m.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – February 25, 2014

Mr. O’Keefe

Agenda Item III-C

Financial Reports as of 1/31/2014

The Finance Committee of the Board of Education met on February 12, 2014 to review the Financial Reports as of January 31, 2014. The reports are attached.

Recommendation:

Approve.



## Minutes of the February 12, 2014 Meeting of the Trumbull Board of Education Finance Committee

Date of Meeting: February 12, 2014

Attendees: Loretta Chory, Rosemary Seaman, Sean O'Keefe, and Susan LaFrance (by phone)

Location: Long Hill Administration Building

The Chair called the meeting to order at 8:00 am.

1. Approval of Minutes: Motion to approve meeting minutes from January 17, 2014 by Loretta Chory, seconded by Rosemary Seaman. Minutes approved.
2. Review of Monthly Financial Reports – January 2014  
Sean O'Keefe began the review by stating that the major change from the December reports in terms of year-to-year attainment was in the salary line and that it was caused by the fact that January had three pay periods. Last year, this occurred later in the school year and as a result there will be some "catch-up" over the next few months. Loretta Chory inquired about the Classroom Equipment line and why there is approximately \$100K shown as "available". Sean O'Keefe responded that there were 40 different accounts that make up the category and that it not only included classroom equipment at each school but also includes computer equipment, PPS equipment, various THS departments (Music, Art, Library and Sports). The amount available is comparable to last year at this time and it is expected that the budget will be expended by year end.
3. After some additional discussion, it was decided to table further agenda items until the next meeting to accommodate the discussions regarding the draft Memorandum of Understanding (MOU) between the Board of Education and the Town.
4. At this time, the Finance Committee was joined by Steve Rinaldi, the insurance consultant for the Board of Education, Maria Pires, Finance Director for the Town, and Elaine Hammers, Chair of the Board of Finance to discuss a draft MOU that was prepared by Steve Rinaldi. The document was reviewed by all in attendance and both Maria Pires and Elaine Hammers agreed with the main objective which is to establish an account on the Town books to record required reserves for the Board of Education's self-funded health plan at the end of the 2013-14 school year and going forward. The reserve for the Board of Education would be separate from the Town reserve and may only be accessed by the Board of Education and only for the Board of Education's health plan. The reserve would contain appropriate amounts for the required IBNR (Incurred But Not Reported) and Excess Claims and would be adjusted as necessary based on direction from a "to be" established sub-committee of the Finance Committee of the BOE. Discussion followed about the establishment of the sub-committee and a Board of Education Policy with regard to periodic review dates to assess required reserves. Elaine Hammers suggested that we err on the conservative side with regard to reserves, and she strongly recommended that the Board of Education stay at the current 110% aggregate stop loss (the Town is at 120%). Steve Rinaldi agreed to obtain the Board Policy from Stamford Public Schools. Discussion continued about making quarterly transfers of anticipated surplus in the health account over to the Town for the BOE health reserve account. The discussion concluded with all in agreement to continue to review the draft MOU (in WORD format) and to submit any proposed edits by Friday February 28 to Sean O'Keefe.

Rosemary Seaman motioned to adjourn the meeting, seconded by Susan LaFrance. Meeting adjourned at 9:30 am.

**Trumbull Board of Education**  
**January 2014 Financial Reports**

# Summary Expense Report As Of January 31 2014

## Attainment Analysis (\$K)

	2013/14 YTD Jan	FY 2013/14 Budget	YTD Attain %	2012/13 YTD Jan	FY 2012/13 Actual	YTD Attain %	2011/12 YTD Jan	FY 2011/12 Actual	YTD Attain %	Prior 2 Yrs Avg Att %
Total Trumbull BOE Spend	\$ 46,113.3	\$ 92,962.4	49.6%	\$ 44,862.0	\$ 90,472.5	49.6%	\$ 43,933.1	\$ 86,569.3	50.7%	50.2%
- Salaries	\$ 29,664.5	\$ 62,200.2	47.7%	\$ 26,537.7	\$ 60,095.1	44.2%	\$ 25,805.8	\$ 57,541.8	44.8%	44.5%
- Benefits	\$ 6,526.8	\$ 13,879.2	47.0%	\$ 8,942.9	\$ 13,407.9	66.7%	\$ 7,059.5	\$ 12,417.0	56.9%	62.0%
S/Tot Salary & Benefits	\$ 36,191.3	\$ 76,079.4	47.6%	\$ 35,480.6	\$ 73,503.1	48.3%	\$ 32,865.4	\$ 69,958.8	47.0%	47.6%
- Svcs Prof / Tech	\$ 847.0	\$ 1,291.2	65.6%	\$ 637.4	\$ 1,279.0	49.8%	\$ 739.9	\$ 1,160.3	63.8%	56.5%
- Svcs Property (Util/Repairs/Copiers)	\$ 1,865.5	\$ 3,757.1	49.7%	\$ 1,646.4	\$ 3,579.7	46.0%	\$ 1,731.1	\$ 3,714.3	46.6%	46.3%
- Svcs Purch'd Oth (Transport/Tuition)	\$ 5,271.3	\$ 8,808.3	59.8%	\$ 5,357.1	\$ 8,903.3	60.2%	\$ 6,952.9	\$ 8,754.6	79.4%	69.7%
- Supplies	\$ 1,616.5	\$ 2,387.0	67.7%	\$ 1,420.5	\$ 2,295.1	61.9%	\$ 1,403.8	\$ 2,257.7	62.2%	62.0%
- Property (Off Equip/Furn)	\$ 229.8	\$ 394.2	58.3%	\$ 241.4	\$ 713.5	33.8%	\$ 103.1	\$ 505.2	20.4%	28.3%
- Other	\$ 92.0	\$ 245.1	37.5%	\$ 78.6	\$ 199.0	39.5%	\$ 136.8	\$ 218.4	62.6%	51.6%

- YTD January 2013/14 Actual Expense is \$46.1M (49.6% Attainment of FY Budget)  
 '- LOWER overall attainment vs AVG of prior two years (50.2%) and same as 2012-13

### ' - Lower Attainment by Category:

- o Benefits - SIGNIFICANTLY LOWER attainment vs last two years - due to shift to self-funded medical & dental  
 '(Current year budget reflects the -\$873K transfer approved at Nov 2013 BOE mtg)
- o Svcs Purch'd Other - slightly below last year attainment
- o Other - lower attainment vs 2-yr avg but slightly lower than prior year

### ' - Higher Attainment by Category:

- o Salaries - higher than 2 year avg / last yr due to 3 pay periods in Jan 2014 - will gradually offset over time
- o Svcs Prof & Tech - Legal, Oth Prof Svcs and Svc Contracts (RTI/IC Messenger related) - continue to monitor
- o Svcs Property (Util/Repairs/Copiers) due Util/Energy, Wireless Connections (front-end loaded), and Copiers
- o Supplies due to earlier purchases of text/workbooks and testing materials vs prior yrs
- o Property (Off Equip/Furn) - spdgd down YTY but incr in attainment due to end of yr computer purchases in 2012-13

Appears OK
Inspect
Action Req'd?

# Summary Expense Report As Of January 31 2014

## Year-to-Year (YTY) Analysis (\$K)

	FY 2013/14 <u>Budget</u>	FY 2012/13 <u>Actual</u>	Budget YTY %	2013/14 YTD Dec	2012/13 YTD Dec	YTD YTY %
Total Trumbull BOE Spend	\$ 92,962.4	\$ 90,472.5	2.8%	\$ 46,113.3	\$ 44,862.0	2.8%
- Salaries	\$ 62,200.2	\$ 60,095.1	3.5%	\$ 29,664.5	\$ 26,537.7	11.8%
- Benefits	\$ 13,879.2	\$ 13,407.9	3.5%	\$ 6,526.8	\$ 8,942.9	-27.0%
S/Tot Salary & Bebefits	\$ 76,079.4	\$ 73,503.1	3.5%	\$ 36,191.3	\$ 35,480.6	2.0%
- Svcs Prof / Tech	\$ 1,291.2	\$ 1,279.0	1.0%	\$ 847.0	\$ 637.4	32.9%
- Svcs Property (Util/Repairs/Copiers)	\$ 3,757.1	\$ 3,579.7	5.0%	\$ 1,865.5	\$ 1,646.4	13.3%
- Svcs Purch'd Oth (Transport/Tuition)	\$ 8,808.3	\$ 8,903.3	-1.1%	\$ 5,271.3	\$ 5,357.1	-1.6%
- Supplies	\$ 2,387.0	\$ 2,295.1	4.0%	\$ 1,616.5	\$ 1,420.5	13.8%
- Property (Off Equip/Furn)	\$ 394.2	\$ 713.5	-44.8%	\$ 229.8	\$ 241.4	-4.8%
- Other	\$ 245.1	\$ 199.0	23.2%	\$ 92.0	\$ 78.6	17.0%

Appears OK
Inspect
Action Req'd?

- 2013/14 FY Budget is \$93.0M (+2.8% YTY vs 2012/13 Actual)

' - YTD Jan 2014 up YTY by 2.8%, in line with FY budget growth rate of +2.8% (3 pay periods in Jan 2014)

' - Categories growing SLOWER than budgeted growth rate:

- o Benefits - reflects savings from shift from fully funded to self-funded
- o Svcs Purch'd Other - Tuition running lower due to timing of billings-will catch up
- o Other - slightly lower than prior year

' - Categories growing FASTER than budgeted growth rate:

- o Salaries - due to third pay period in Jan 2014; will come down over time
- o Svcs Prof & Tech - Legal, Svc Contracts (RTI/Techneeq), Oth Prof Svcs (IC Mess/Shoutpoint)
- o Svcs Property (Util/Repairs/Copiers) - front-ended purchase of Wireless connections, copiers
- o Supplies - Text/Workbook and Testing Materials - purchases earlier than last year
- o Property (Off Equip/Furn) - effect of last minute spend last year in computers

Object Description	Object#	Budget		Revised	Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers					
<u>Salaries</u>	<u>100</u>							
Admin./Supervisors	110	4,135,368	0	4,135,368	\$2,583,260	1,561,021	(8,913)	100.22%
Teachers	120	44,912,774	80,000	44,992,774	\$19,798,484	24,790,236	404,055	99.10%
Custodians/Maintenance	130	3,588,679	0	3,588,679	\$2,059,237	1,354,409	175,033	95.12%
Tech Support	140	566,055	0	566,055	\$367,217	215,778	(16,940)	102.99%
Secretaries	150	2,323,376	0	2,323,376	\$1,369,645	899,049	54,681	97.65%
Paras & Aides	160	2,810,133	0	2,810,133	\$1,540,337	1,106,771	163,026	94.20%
Substitutes	170	880,500	0	880,500	\$486,047	464,488	(70,034)	107.95%
Coaches & Advisors	180	492,824	6,000	498,824	\$127,996	370,828	0	100.00%
Salaries Other	190	2,035,485	0	2,035,485	\$1,075,486	1,020,810	(60,811)	102.99%
Misc Salary Items	195	375,045	(6,000)	369,045	\$256,816	0	112,229	69.59%
<b>Salaries Total</b>		<b>62,120,239</b>	<b>80,000</b>	<b>62,200,239</b>	<b>\$29,664,525</b>	<b>31,783,390</b>	<b>752,325</b>	<b>98.79%</b>
<u>Benefits</u>	<u>200</u>							
Health Insurance	210	13,108,390	(955,438)	12,152,952	\$5,624,684	6,528,268	(0)	100.00%
FICA	220	1,532,247	0	1,532,247	\$789,470	742,777	0	100.00%
Insurances	280	129,000	0	129,000	\$71,577	56,819	604	99.53%
Benefits Other	290	65,000	0	65,000	\$41,075	24,852	(927)	101.43%
<b>Benefits Total</b>		<b>14,834,637</b>	<b>(955,438)</b>	<b>13,879,199</b>	<b>\$6,526,806</b>	<b>7,352,715</b>	<b>(323)</b>	<b>100.00%</b>
<u>Services - Prof. &amp; Technical</u>	<u>300</u>							
Professional Development	320	102,342	0	102,342	\$47,264	6,639	48,439	52.67%
Legal	330	229,000	0	229,000	\$123,889	106,175	(1,064)	100.46%
Service Contracts	340	363,645	0	363,645	\$369,199	392	(5,946)	101.64%
Consultants	360	280,000	(80,000)	200,000	\$80,262	87,938	31,800	84.10%
Other Prof Services	390	314,253	82,000	396,253	\$226,354	92,116	77,783	80.37%
<b>Services - Prof. &amp; Technical Total</b>		<b>1,289,240</b>	<b>2,000</b>	<b>1,291,240</b>	<b>\$846,968</b>	<b>293,260</b>	<b>151,012</b>	<b>88.30%</b>
<u>Services - Property</u>	<u>400</u>							

Object Description	Object#	Budget			Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers	Revised				
Utilities	410	1,542,742	0	1,542,742	\$882,491	810,251	(150,000)	109.72%
Energy	415	918,169	0	918,169	\$252,154	736,015	(70,000)	107.62%
Repairs & Service Fees	430	377,085	12,000	389,085	\$185,338	68,555	135,192	65.25%
Communication	440	254,016	0	254,016	\$202,372	50,261	1,383	99.46%
Copiers	445	285,000	0	285,000	\$176,074	119,719	(10,792)	103.79%
Building Improvements	450	108,500	0	108,500	\$8,412	11,443	88,645	18.30%
Other Purch Prop Services	490	271,601	0	271,601	\$158,649	89,322	23,630	91.30%
Services - Property	Total	3,757,113	12,000	3,769,113	\$1,865,489	1,885,566	18,057	99.52%
<u>Services - Purchased</u>	<u>500</u>							
Other								
Transportation	510	4,613,928	0	4,613,928	\$2,422,054	2,228,942	(37,068)	100.80%
Postage	530	55,000	0	55,000	\$34,734	20,266	(0)	100.00%
Advertising	540	2,500	0	2,500	\$565	0	1,935	22.60%
Interns	550	266,000	0	266,000	\$171,703	84,435	9,863	96.29%
Tuition	560	3,737,971	0	3,737,971	\$2,584,991	668,447	484,533	87.04%
Printing	570	40,395	0	40,395	\$17,414	0	22,981	43.11%
Other Purch Services	590	92,524	0	92,524	\$39,814	2,100	50,610	45.30%
Services - Purchased	Total	8,808,318	0	8,808,318	\$5,271,275	3,004,190	532,853	93.95%
Other								
<u>Supplies</u>	<u>600</u>							
Supplies Teaching	610	745,494	0	745,494	\$529,889	32,605	183,000	75.45%
Supplies Office	620	177,942	0	177,942	\$80,499	9,932	87,512	50.82%
Supplies Custodial	630	152,000	0	152,000	\$97,547	5,477	48,977	67.78%
Supplies Maintenance	635	270,673	0	270,673	\$131,139	31,137	108,397	59.95%
Text & Workbooks	640	600,110	0	600,110	\$445,137	21,970	133,003	77.84%
Subscriptions	645	100,411	0	100,411	\$70,367	714	29,331	70.79%
Testing Materials	650	73,271	(12,000)	61,271	\$44,538	3,657	13,076	78.66%
Books & AV	655	78,906	200	79,106	\$58,156	11,561	9,390	88.13%

Object Description	Object#	Budget		Revised	Expended	Commitments/ Estimates	Available/ (Over)	% Spent
		Original	Transfers					
Software	660	156,058	0	156,058	\$144,742	8,832	2,484	98.41%
Other Supplies	690	31,936	0	31,936	\$14,520	1,347	16,070	49.68%
Supplies Total		2,386,801	(11,800)	2,375,001	\$1,616,532	127,231	631,238	73.42%
<u>Property</u>	<u>700</u>							
Office Equipment	710	3,015	0	3,015	\$1,721	0	1,294	57.07%
Office Furniture	720	500	0	500	\$8,110	0	(7,610)	1621.90%
Classroom Equipment	730	317,200	(200)	317,000	\$173,853	43,121	100,025	68.45%
Classroom Furniture	740	30,040	0	30,040	\$25,703	2,254	2,082	93.07%
Building Equipment	750	40,600	0	40,600	\$20,365	141	20,094	50.51%
Other equipment	790	3,000	0	3,000	\$0	0	3,000	0.00%
Property Total		394,355	(200)	394,155	\$229,751	45,517	118,887	69.84%
<u>Other Objects</u>	<u>800</u>							
Dues, Fees and Memberships	810	106,114	0	106,114	\$69,901	590	35,623	66.43%
Unemployment	825	72,000	0	72,000	\$22,100	49,900	0	100.00%
Other Objects	890	(806,436)	873,438	67,002	\$0	0	67,002	0.00%
Other Objects Total		(628,322)	873,438	245,116	\$92,000	50,490	102,625	58.13%
Report total		\$92,962,381	\$0	\$92,962,381	\$46,113,346	\$44,542,360	\$2,306,675	97.52%

## **January 2014 Budget Transfers**

**Nothing to Report**



# School Lunch Financials As of January 31, 2014

Balance Sheet as of 1/31	1/31/14 School Lunch	1/31/13 School Lunch	YTY Diff.	% Change
<b>Assets:</b>				
Cash	270,109	551,736	(281,627)	-51.04%
Receivables	63,327	67,128	(3,801)	-5.66%
Inventory	69,756	41,465	28,291	68.23%
Prepaid Expense	-	-	-	-
Due From Others	-	-	-	-
<b>Total Assets:</b>	<b>403,192</b>	<b>660,329</b>	<b>(257,137)</b>	<b>-38.94%</b>
<b>Liabilities:</b>				
Accounts Payable	-	111,213	(111,213)	-100.00%
Deferred Revenue	113,030	107,541	5,488	5.10%
Due to others	93,993	-	93,993	#DIV/0!
<b>Total Liabilities:</b>	<b>207,023</b>	<b>218,755</b>	<b>(11,732)</b>	<b>-5.36%</b>
<b>Fund Balances:</b>	<b>196,170</b>	<b>441,575</b>	<b>(245,405)</b>	<b>-55.57%</b>

## Statement of Revenues, Expenditures and Changes in Fund Balances for the 5 months ended 1/31

<b>Revenue/increases:</b>				
Food Sales/Charges for Service	1,074,385	1,050,219	24,166	2.30%
Intergovernmental	190,478	165,985	24,493	14.76%
Other Income/Interest	-	-	-	-
Donations	-	-	-	-
Increases	-	-	-	-
<b>Total revenue/increases</b>	<b>1,264,863</b>	<b>1,216,204</b>	<b>48,659</b>	<b>4.00%</b>
<b>Expenses/decreases</b>				
Wages	457,934	431,580	26,354	6.11%
FICA	26,691	25,052	1,639	6.54%
<b>Medical</b>	<b>561,367</b>	<b>273,485</b>	<b>287,882</b>	<b>105.26%</b>
Other Expenses/Scholarships	20,843	29,927	(9,084)	-30.35%
Supplies	43,745	36,630	7,115	19.42%
Cost of Food	452,476	539,947	(87,471)	-16.20%
Equipment/Capital	21,969	20,197	1,772	8.77%
Decreases	-	754	(754)	-100.00%
<b>Total Expenditures/increases</b>	<b>1,585,024</b>	<b>1,357,572</b>	<b>227,452</b>	<b>16.75%</b>
Incr/(Decr) in fund balances before				
operating transfers	(320,161)	(141,368)	(178,793)	126.47%
Operating Transfers in/(out)	-	-	-	-
<b>Incr/(Decr) in fund balances after</b>	<b>(320,161)</b>	<b>(141,368)</b>	<b>(178,793)</b>	<b>126.47%</b>
<b>Fund Balances:</b>				
Beginning of year	516,331	582,944	(66,613)	-11.43%
End of period	196,170	441,576	(245,406)	-55.58%
Increase (decrease) for the month	<b>(55,739)</b>	<b>19,825</b>	<b>(75,564)</b>	<b>-381.16%</b>

Trumbull Board of Education  
Special Revenue BOE Programs

Printed on 2/11/2014

Org#	Description	7/1/13 to 1/31/14					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	7/1/13	1/31/14
							58	58
2051660	ACE Foundation	-	-	-		-	104	121,122
2059530	Agriscience	126,295	5,277	121,018		121,018	22,186	25,479
2051121	Athletics	221,323	218,030	3,293		3,293	(255)	(255)
2059390	BEI Mini-Grants	-	-	-		-	(28,437)	(24,557)
2051650	Continuing Ed	47,472	43,592	3,881		3,881	81,170	80,304
2051100	Driver's Education	79,103	79,969	(866)		(866)		
2051717	Elementary Strings	82,221	97,388	(15,167)		(15,167)	(5,987)	(21,154)
2051070	Enhancement Program	-	-	-		-	1,858	1,858
2056230	Guidance/Testing	19,720	14,067	5,653		5,653	18,213	23,866
2059360	Headstart Food	18,277	23,143	(4,866)		(4,866)	69,664	64,798
2059240	Interdistrict	123,020	137,530	(14,510)		(14,510)	(10,961)	(25,471)
2059540	Madison Grant	-	-	-		-	368	368
2059520	Magnet Transportation	72,800	72,800	-		-	7	7
2059490	Miscellaneous	-	-	-		-	9,962	9,962
2059460	Open Choice	40,500	103,545	(63,045)		(63,045)	148,026	84,982
2051019	PE Day	-	-	-		-	1,609	1,609
2055904	Rebates	124,131	8,571	115,560		115,560	(10,028)	105,532
2059500	South Korea Fund Summer	-	1,133	(1,133)		(1,133)	4,474	3,341
2051600	Explorations	259,968	219,646	40,322		40,322	(45,542)	(5,219)
2051380	THS Auditorium	-	2,220	(2,220)		(2,220)	-	(2,220)
2059400	THS Connections	350	149	201		201	749	950
2055400	THS Musical	-	1,055	(1,055)		(1,055)	6,986	5,931
2059510	Typical or Troubled Grant	-	-	-		-	852	852
2056207	Used Books	-	-	-		-	2,145	2,145
	<b>Grand Total</b>	<b>\$ 1,215,179</b>	<b>\$ 1,028,112</b>	<b>\$ 187,068</b>	<b>\$ -</b>	<b>\$ 187,068</b>	<b>\$ 267,221</b>	<b>\$ 454,289</b>

Trumbull Board of Education  
Expendable Trust Details

Printed on 2/11/2014

Account Name	7/1/13 to 1/31/14			Fund Balance as of 1/31/14		
	Revenues	Expenditures	Revenues Over (Under) Expenditures	Permanent Restricted	Unrestricted	Total
Bastien	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300
Brewster	-	-	-	1,685	3	1,688
Peter Burke	-	-	-	-	11,040	11,040
K. Capabianco	-	-	-	-	2,814	2,814
Donna Cassidy	-	-	-	-	30,000	30,000
Cella Music	-	-	-	-	35	35
Citizenship Foundation	-	-	-	-	1,528	1,528
William Crooks Scholarship	-	-	-	-	45	45
S. Dick Electronics	-	-	-	10,000	565	10,565
Education	214	-	214	-	9,547	9,547
R. Gerard	125	-	125	-	5,236	5,236
Ran Grinnell	-	-	-	-	982	982
Clare Hampford	-	-	-	-	4,224	4,224
G. Hartz	-	-	-	-	109	109
Klein/ Danaher	-	-	-	-	2,911	2,911
Lorimer	-	-	-	-	70	70
L.J. Lungi	-	-	-	-	278	278
Frances S. Mallett	-	-	-	-	-	-
Loretta McDougall	-	-	-	-	12,372	12,372
Karen Mraz	250	-	250	-	10,528	10,528
National Merit	-	-	-	-	482	482
PHNA	-	-	-	8,000	115	8,115
PPS	-	10,385	(10,385)	-	31,455	31,455
Jill Resnick	-	-	-	18,100	19	18,119
R. Rossomando	-	-	-	5,190	342	5,532
R. Simses	-	-	-	2,500	27	2,527
R. Stowe	-	-	-	2,200	24	2,224
Senior Class Awards	-	-	-	-	2,000	2,000
Trumbull High	-	-	-	-	1,000	1,000
Van- Duren	-	-	-	-	1,322	1,322
Skip Vaum	-	-	-	-	310	310
Jennie N. Villano	2,190	-	2,190	-	2,190	2,190
Mabelle Watche	-	-	-	2,500	83	2,583
Zink	-	-	-	10,000	3	10,003
<b>Total</b>	<b>\$ 2,779</b>	<b>\$ 10,385</b>	<b>\$ (7,606)</b>	<b>\$ 60,175</b>	<b>\$ 131,960</b>	<b>\$ 192,135</b>

Trumbull Board of Education  
Student Activity Detail Report

Printed on 2/11/2014

Org #	Account Name	As of 7/1/13	Increases	Decreases	As of 1/31/14
20628	A.V. CLUB	295	-	-	295
20121	ATHLETICS GENERAL	-	1,750	750	1,000
20251	BOOTH HILL SCHOOL	1,610	4,825	3,649	2,786
20609	BROKEN SHELLS	2,530	100	925	1,705
20614	CHORAL GROUP	7	-	-	7
20159	Class of 2012	8,238	-	-	8,238
20160	Class of 2013	6,903	-	2,458	4,446
20161	Class of 2014	7,023	11,144	11	18,156
20162	Class of 2015	5,755	33,086	29,378	9,462
20163	Class of 2016	473	4,810	3,669	1,614
20164	Class of 2017	-	2,000	-	2,000
20253	DANIELS FARM	238	-	-	238
20603	DECCA (MARKETING EDUCATION)	5,734	3,012	5,134	3,612
20825	FINGERPRINTING/BACKGROUND CHK	226	2,245	2,244	227
20620	FRENCH CLUB	160	145	-	305
20252	FRENCHTOWN SCHOOL	1,760	1,215	1,896	1,079
20617	FUTURE BUSINESS LEADERS	397	175	-	572
20180	FUTURE FARMERS	2,155	-	180	1,975
20550	GENERAL FUND	3,200	2,116	5,862	(547)
20643	GRADUATION - CAP & GOWNS	3,903	12,360	560	15,704
20152	HILLCREST MIDDLE SCHOOL	25,885	44,588	39,622	30,851
20607	HOME ECON. CLUB	147	-	-	147
20615	ITALIAN CLUB	178	3,544	1,904	1,819
20255	JANE RYAN SCHOOL	553	549	559	543
20605	KEY CLUB	492	336	336	492
20613	LATIN CLUB	182	-	-	182
20101	LIBRARY CLUB	1,691	593	-	2,284
20156	MADISON MIDDLE SCHOOL	32,017	48,024	31,606	48,435
20068	MATH HONOR SOCIETY	195	370	288	277
20254	MIDDLEBROOK SCHOOL	2,248	730	-	2,978
20639	MODEL U.N. CLUB	61	6,648	3,414	3,295
20707	NATIONAL HONOR SOCIETY	1,144	2,000	980	2,164
20702	PEER LEADERS	3,438	-	373	3,065
20703	PEER MEDIATION CLUB	649	-	343	306
20634	RECONNECTING YOUTH	1,611	-	-	1,611
20644	ROBOTICS CLUB	99	-	-	99
20616	S.O.S.	-	448	448	-
20642	SADD	199	-	-	199
20624	SPANISH CLUB	853	1,801	200	2,454
20510	STUDENT COUNCIL	10,717	-	784	9,933
20629	SUNSHINE FUND	651	2,200	1,433	1,418
20258	TASHUA SCHOOL	15,152	25,265	18,024	22,393
20641	THESPIAN SOCIETY	3,170	4,916	4,224	3,862
20621	THS - MISCELLANEOUS	3,246	1,254	2,512	1,988
20625	THS - SODA MACHINE	233	606	616	223
20611	THS ACADEMIC DECATHLON	506	363	175	693
20709	THS ALTERNATE	3,024	-	-	3,024
20604	THS BAND	3,502	-	-	3,502
20130	THS BOOK STORE	3,079	8,632	10,488	1,223
20622	THS IN/OUT	13,105	16,671	15,393	14,383
20608	THS LOST TEXTBOOKS	4,096	2,595	639	6,052
20728	THS MOCK TRIAL	2,050	16,442	15,330	3,162
20133	THS NEWSPAPER	360	396	496	259
20082	THS ORCHESTRA	-	3,231	1,878	1,353
20708	THS Poetry	945	2,189	1,350	1,784
20601	THS PROGRAMS	12,599	-	-	12,599
20734	THS WORK EXPERIENCE	7,585	-	-	7,585
20139	TRILLIUM YEARBOOK	42,440	37,749	31,153	49,036
20190	VO-AG FARM	33,966	16,991	22,803	28,154
20633	WE THE PEOPLE	300	300	596	4
	Total Student Activity Funds	282,976	328,412	264,682	346,706

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – February 25, 2014

Ms. Boland, Mr. LaBarca

Agenda Item – IV-A

Approval/THS Model UN Trip to Washington, DC

Attached is a description of the THS Model UN trip to George Washington University for Trumbull High School students to participate in the 16<sup>th</sup> Annual Washington Area Model United Nations Conference. Students will also have the opportunity to meet various diplomats and government officials.

In accordance with Board Policy, field trips that result in students missing two or more consecutive days of school must be approved by the Board of Education. Students participating in this trip will leave on Thursday, March 20, 2014 and return on Sunday, March 23, 2014 and requiring two days of missed school.

Ms. Boland and Mr. LaBarca will be present this evening to answer any questions the Board may have.

Administrative Recommendation:

Approve trip to George Washington University, Washington, DC campus for students to participate in the 16<sup>th</sup> Annual Washington Area Model United Nations Conference.

**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 2/3/13 Submitted By JACK LABARCA Trip Date 3/20-3/23  
 School TRUMBULL HIGH SCHOOL Group MODEL U.N.  
 Destination GEORGE WASHINGTON UNIVERSITY Address(Directions) \_\_\_\_\_  
2121 ST. NW, WASHINGTON, DC 20052  
 Time: Leave School 3/20/14 Leave Destination 3/23/14  
 Arrive Destination \_\_\_\_\_ Arrive At School \_\_\_\_\_  
 Itinerary Students will be drop off by parents at BPT train station 3/20 @ 7:30 AM  
picked up a BPT train station on 3/23 @ 8:45 pm

How will this activity enhance student learning and integrate curricular goals?

Students will compete in a academic model U.N. conference and have the opportunity to meet various diplomats and government officials in Washington D.C.

Number of Students 20 Grade Level 9-12 Number of Adults 2  
 Teacher(s) JACK LABARCA, KATIE BOLAND

Substitute Required? Yes  No

Nurse Notified [Signature] Date 2/4/14  
 Initials [Signature]

[Signature]  
 Form 2/4/14

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

To be arranged by: Transportation Office  School Office

Any Special Considerations Parents will drop off and pick up students at the Bridgport train station.

Costs:	Amount	To Be Paid By
Transportation <u>AMTRAK</u>	<u>\$1205</u>	<u>STUDENT</u>
Other <u>LODGING/REGISTRATION</u>	<u>\$75</u>	<u>STUDENT</u>

Principal's Approval [Signature] Date 2/6/14  
 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 \_\_\_\_\_



## WASHINGTON AREA MODEL UN CONFERENCE:

The 16<sup>th</sup> Annual Washington Area Model United Nations Conference will be held **March 20<sup>th</sup> – 23<sup>rd</sup>, 2014** at George Washington University in Washington, DC. Students will have the opportunity to participate in the Model UN Competition as well as meet various diplomats and governmental officials while in Washington. This is a unique opportunity for all the students involved.

### LODGING:

The group will be staying at the following hotel while in DC:

**RENAISSANCE DC DOWNTOWN HOTEL | 999 9th St NW | Washington DC | 20001**  
**T 202.682-3412 F 202.682.3419**

Located directly across from the Washington Convention Center, Renaissance Washington, DC Downtown Hotel is ideal for experiencing the history and culture of the nation's capital. Our downtown Washington, DC hotel is conveniently situated in the Penn Quarter district, between Capitol Hill and the White House.

### TRANSPORTATION:

We will be traveling by Amtrak Train to and from Washington DC. Students must be dropped off at the Bridgeport Train Station by 7:30am on Thursday, March 20<sup>th</sup> and picked up at the train station on Sunday March 23<sup>rd</sup> at 8:45pm.

Students have the responsibility of purchasing their train tickets on their own. Please go to [www.amtrak.com](http://www.amtrak.com) to purchase your tickets by **February 14<sup>th</sup>** to confirm your spot on the trip. There are various discounts you may use with Amtrak like AAA and Student Discounts (youth tickets too – email Ms. Boland if you need to link up to my reservation). Students must bring a confirmation of their ticket purchase to Ms. Boland or Mr. LaBarca to reserve their spot on the trip. Note: Tickets right now are set at \$63/one way. Ticket prices increase as the trip gets closer. Please book your ticket as soon as possible to reserve that fare!

### Amtrak Travel Details:

- Departure: Thursday, March 20<sup>th</sup> at 7:56am onboard **Train 141** from Bridgeport, CT to Washington, DC. (\$63.00, Reserved Coach Seat)
- Return: Sunday, March 23<sup>rd</sup> at 3:25pm on board **Train 132** from Washington, DC to Bridgeport, CT. (\$145.00, Reserved Coach Seat)

### COSTS OF THE TRIP:

The total costs of the trip will be your Amtrak expenses (around \$205) plus \$75.00 per student payable to Trumbull High School. All funds must be received by Wednesday, March 2<sup>nd</sup>. Breakfast will be provided each day and one dinner. Students are responsible for the costs of the other meals.

**TRUMBULL PUBLIC SCHOOLS**  
**FIELD TRIP INFORMATIONAL FORM**

Dear Parent or Guardian,

Please review the information listed below regarding your child's upcoming field trip. Keep this form for reference. Accompanying this informational form is a Field Trip/Medical Permission Slip which you are to complete and return no later than \_\_\_\_/\_\_\_\_/\_\_\_\_. If you have any questions, please call me.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Sponsor

TRUMBULL HIGH SCHOOL  
School

\_\_\_\_\_  
Phone

- I. How will this activity enhance student learning and integrate curricular goals Students will compete in an academic Model U.N. conference and will have the opportunity to meet various diplomats and government officials.
- II. Place(s) to be visited GEORGE WASHINGTON UNIVERSITY.
- III. Date and time of departure from school MARCH 20th from BPT Amtrak 7:30 AM
- IV. Date and time of approximate return to school MARCH 23rd from BPT AMTRAK 8:45 PM
- V. Type of transportation to be used \* AMTRAK
- VI. Lodging RENAISSANCE DC DOWNTOWN HOTEL
- VII. Total cost of trip to student \$280
- VIII. Trip cancellation insurance information (Parents are responsible for obtaining trip cancellation insurance and for pursuing reimbursement for a cancelled field trip from the travel agent or the travel insurance carrier.)
- IX. Recommended wearing apparel WESTERN BUSINESS ATTIRE / casual wear

\* If parents/students are to drive, have Parent Driver Form - Field Trips Form completed.

Approved: 03/25/03, 01/08/09



TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT  
FIELD TRIP/MEDICAL PERMISSION SLIP

ALL MEDICATION TO BE DISPENSED DURING THIS FIELD TRIP MUST BE IN THE NURSE'S OFFICE BY NOON ON THE DAY PRIOR TO THE FIELD TRIP OR THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE.

DATE OF APPLICATION \_\_\_\_\_

DATE OF FIELD TRIP \_\_\_\_\_ DESTINATION \_\_\_\_\_

NAME OF STUDENT \_\_\_\_\_ HOME PHONE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_ BUS. PHONE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_ BUS. PHONE \_\_\_\_\_

EMERGENCY TELEPHONE NUMBER

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

RELATIONSHIP TO STUDENT \_\_\_\_\_

FIELD TRIP

I fully understand the nature of the program in which my son/daughter will be participating and hereby give my permission for \_\_\_\_\_ to take the field trip. I fully understand that my son/daughter is to abide by school policies and regulations regarding conduct and use of drugs or alcohol.

I realize that my signature below relieves the Trumbull Board of Education of any financial obligations due to trip cancellation for any reason, including Board or administrative action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

MEDICAL

If your child has any special medical problems, allergies, dietary needs, handicap, special prescriptions, etc., please list: \_\_\_\_\_

*If any emergency medical procedures or treatment are required during the trip, I consent to the trip supervisor(s) taking, arranging for or consenting to the procedures or treatment in his, her or their discretion. I release and waive and further agree to indemnify, hold harmless or reimburse the Board of Education, the individual members, agents, employees and representatives, thereof, as well as trip supervisors, from and against any claim which I, any other parent or guardian, any sibling, the student, or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages or injuries arising. Parents are responsible for obtaining trip cancellation insurance and for pursuing reimbursement for a cancelled field trip from the travel agent or the travel insurance carrier.*

Signature of Parent/Guardian \_\_\_\_\_

NO CHILD WILL BE ABLE TO ATTEND THIS FIELD TRIP WITHOUT A FULLY COMPLETED FIELD TRIP/MEDICAL PERMISSION WITH ORIGINAL PARENT SIGNATURES. NO FAXES, PHONE CALLS, ETC. WILL BE ACCEPTED, ONLY THIS FORM.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – February 25, 2014

Mr. Banks

Agenda Item –IV-B-1

Second Reading  
6115—School Ceremonies and Observances

This policy was presented to the Board for a first reading on January 7, 2104. No changes were made to the policy since the first reading.

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

Recommendation:

Approve School Ceremonies and Observances, Policy Code 6115 as presented.

Second Reading, February 25, 2014

## **SCHOOL CEREMONIES AND OBSERVANCES**

### **Policy**

It is the policy of this Board that the Trumbull Public Schools shall, at all times and in all ways, be neutral in matters of religion. This means that the Trumbull Public Schools:

- shall assume no role or responsibility for the religious training of any student; and
- shall not purposely become involved in the religious belief, disbelief or doubt of any student.

This requirement of neutrality need not preclude nor hinder the Trumbull Public Schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural and historical development of civilization.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views.

Adopted: 1/04/83  
Revised: 7/18/89, 8/21/01,  
2/?/14

### **References**

- First Amendment
- Connecticut General Statutes, Section 52-571b
- Guest Speakers, Policy Code: 6131

## 6115/School Ceremonies and Observances

### Guidelines

Since religious institutions and diverse beliefs have been a force in shaping human experience, past and present, awareness of these significant forces is part of a complete education. It is essential that the teaching about - not of - religion be conducted in a factual, objective and respectful manner.

Therefore, the practice of the Trumbull Public Schools will be to:

1. emphasize that religious themes in the arts, literature and history, both in curriculum and school activities, be only as extensive as necessary for a balanced and comprehensive study of these areas. The curriculum should address a diversity of religions, using materials reflecting secular educational values. Studies should never foster any particular religious tenets or demean any religious or non-religious beliefs;
2. provide a process for students to be excused from this instruction if their parents desire. A student who is excused should be given reasonable alternative accommodations and materials to work on that are of educational benefit. To the degree possible, alternative studies should deal with the subject of pluralism and diversity. The curriculum, however, should be such as to minimize the need for such requests;
3. provide programs that focus on a seasonal theme rather than religious themes inclusive of concerts, enrichment programs and fundraising sales.

Religious holidays provide a natural opportunity to promote an appreciation for and respect of diversity. Therefore, it will further be the practice of the Trumbull Public Schools to:

1. ensure that recognition of religious holidays will not dominate the educational program and must support curricular objectives.
2. ensure that parents may exclude their children from programs involving the recognition of religious holidays or a celebration that is in conflict with family beliefs. A written request for exclusion should be sent to the building administrator.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – February 25, 2014

Dr. Cialfi

Agenda Item – IV-C

Calendar Committee Update

The Calendar Committee's first meeting was held on February 4, 2014. Dr. Paslov has reported that this initial discussion reflected a sentiment that the 2014-15 calendar should be similar to the current calendar.

The focus of the next meeting will include the following:

- Start date of the 2014-15 school year
- Conference dates
- Discussion regarding days that schools are closed including vacation weeks
- Early closing dates
- Professional development dates
- Dates to make-up for "snow" days

The Committee continues to welcome input for further discussion.

Attachment: Committee members and representation

Administrative Recommendation:

Review and discuss.

## **2014-15 Calendar Committee Members:**

Board of Education	Mr. Michael Ward
TAA	Mrs. Rita McDougald-Campbell – Trumbull High School Mr. Tony Pijar – Trumbull High School Dr. Linda Paslov – Long Hill
TEA	Ms. Tammy Baillargeon – Booth Hill School Mr. Nicholas Banks – Trumbull High School
PTA	Mr. Scot Kerr – PTSA Council President Ms. Joan Rondano – Jane Ryan School PTSA President
Nurses	Joanne Sloan - Jane Ryan School
TASS	JoAnne Weiss – Frenchtown School
Students	Alexa Bragg - Student (BOE Representative) Kunal Jhaveri - Student (BOE Representative)

1<sup>st</sup> meeting – Febuary 4, 2014 @ 5:45PM in Long Hill Conference Room

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – February 25, 2014

Mr. Peddle

Agenda Item IV-D

Facilities Committee Update

Mr. Joseph Peddle will update the Board on the Facilities Committee progress. The update will consist of the committee approach, capital projects plan, facilities infrastructure and organization, and open/outstanding items.

The Director of Buildings and Facility Maintenance position will be posted and a review of applicants will begin as soon as possible.

Recommendation:

Review and discuss.

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting – February 25, 2014

Board of Education

Agenda Item IV-E

AFB Contract

The attached AFB contract will be reviewed and action will be taken as necessary.

Recommendation:

Review and take action, if necessary.



## AGREEMENT

THIS AGREEMENT made this 1<sup>st</sup> day of July 2006 between the TRUMBULL SCHOOL BOARD OF EDUCATION (hereinafter referred to as *BOE*) and AFB CONSTRUCTION MANAGEMENT OF TRUMBULL, INC., a Connecticut operation with an office and principal place of business in the Town of Trumbull, Connecticut (hereinafter referred to as the *Manager*.)

### WITNESSETH

WHEREAS, the *BOE* has a need for a Facility Manager of various projects. Which projects are set forth on Exhibit A annexed hereto and made part hereto and made part hereof; and

WHEREAS, *Manager* has been selected by the *BOE* to perform such projects.  
and

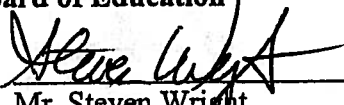
WHEREAS, *Manager* is willing to perform such projects.

NOW, THEREFORE in consideration of above premises and the mutual promises and covenants hereinafter set forth, the parties agree as follows:

- 1) The *BOE* agrees to hire *Manager* as its Facility Manager to develop, manage and supervise on behalf of the *BOE*, the projects as set forth on Exhibit A annexed hereto and made part hereof.
- 2) *Manager* agrees to perform such projects. During the term of this AGREEMENT, *Manager* will work closely with the *BOE* so that such projects will be completed effectively and expeditiously.
- 3) The term of this AGREEMENT shall commence on July 1, 2006 and shall terminate on June 30, 2009 except it shall be extended annually thereafter (for a period from July 1<sup>st</sup> to June 30<sup>th</sup> of each year) unless either party gives written notice to the other party of its intention not to extend the contract by April 1<sup>st</sup> prior to each extension period.
- 4) The fee payable to the Manager by the BOE for services set forth in Exhibit A shall be **SIXTY-TWO THOUSAND AND EIGHTY NINE (\$62,089.00) DOLLARS** per annum (with a fixed 3.5% increase each year); payable on the 1<sup>st</sup> and 15<sup>th</sup> of each month in equal payments of **TWO THOUSAND FIVE HUNDRED AND EIGHTY SEVEN DOLLARS AND FOUR CENTS (\$2,587.04)** the first payment being made on July 1, 2006. This base fee includes family insurance.
- 5) This AGREEMENT may be terminated by either Party upon ninety (90) days written notice should the other Party fail to substantially perform in accordance with its obligations hereunder. Such written notice shall set forth, with specificity, the exact provision (s) of this AGREEMENT that have been violated.
- 6) *Manager* agrees to maintain an insurance policy with endorsement in favor of the *BOE* during the term of this AGREEMENT for General Liability Insurance on a comprehensive general liability from covering the occurrence of bodily injury in an amount of not less than **FIVE HUNDRED THOUSAND (\$500,000.00) DOLLARS** and Property Damage of not less than **ONE HUNDRED THOUSAND (\$100,000.00) DOLLARS**.

- 7) Any disputes, controversy or question or interpretation arising under, out of or in connection with relation to this AGREEMENT or any amendment hereof, or breach of default hereunder, shall be submitted to, and determined by arbitration in Trumbull, Connecticut before, and in accordance with application rules of the American Arbitration Association then in effect. Any award rendered therein shall be final and binding upon each and all of the Parties.
- 8) Non-Appropriation of Funds – Notwithstanding anything contained in this AGREEMENT to the contrary, in the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable by any means whatsoever in any fiscal period for payments due under this AGREEMENT, the vendor of such occurrence and this AGREEMENT shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the Board of any kind whatsoever, except as to the portions of payments herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available.
- 9) This AGREEMENT sets forth the entire understanding of the Parties. No provision hereof may be amended, waived or modified at any time except upon the written consent of both of the Parties.
- 10) Any notice given under this AGREEMENT shall be in writing. It shall be effective upon receipt by the other Party upon failure of the addressee to accept delivery if and when mailed by Registered or Certified Mail, postage prepaid, or Express Parcel Service, addressed to such Party at such address. Any Party may, by written notice to the other, change its address for receiving such notice. All notices on behalf of each Party should be sent as follows:
- a) If to BOE: Trumbull Public Schools  
6254 Main Street  
Trumbull, CT 06611
- b) If to Manager: AFB Construction Management of Trumbull, Inc.  
622 Clinton Avenue  
Bridgeport, CT 06605
- 11) This constitutes the entire AGREEMENT between the Parties, supercedes and rescinds all prior agreements relating to the subject matter hereof unless otherwise indicated herein.
- 12) This AGREEMENT shall be governed and construed in accordance with the laws of the State of Connecticut.

**Trumbull Board of Education**

By:  5/1/06  
Mr. Steven Wright Date  
Chairperson BOE

**AFB Construction Management of Trumbull, Inc.**

By:  4/27/06  
Mr. Alfonso Barbarotta Date  
President

**EXHIBIT A**

- 1) AHERA Coordinator
- 2) Grant Form Supervision (State Board of Education)
- 3) Project Development Coordination
- 4) Plant/Technology Integration
- 5) OSHA Coordination
- 6) EPA Coordination
- 7) Assist review and monitoring of Plant budget
- 8) Coordinate and represent BOE Capitol Budget
- 9) Assist in development of both short and long term physical plant needs.
- 10) Oversee Capital Construction Projects
- 11) Coordinate Emergency Plant Responses
- 12) Assist in identification of Energy Management Initiatives
- 13) IAQ Coordination
- 14) Oversee Preventative Maintenance Program

**FEE STRUCTURE**

<b>Date</b>	<b>Compensation</b>
7/1/06	\$62,089
7/1/07	\$63,952
7/1/08	\$65,871

TRUMBULL BOARD OF EDUCATION  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting, February 25, 2014

Dr. McGrath

Agenda Item V-A

Pending Litigation

There are no major changes this month.

Recommendation:

Receive and file.

**PENDING LITIGATION**

CASE TOWN/BOARD	DESCRIPTION	CASE	REPRESENTATIVE TOWN/BOARD
1. M.A. vs.	M.A., a Trumbull resident allegedly tripped and fell on sidewalk at Trumbull High School on May 1, 2004. This claim seeks monetary damages against Board of Education and the Town of Trumbull, Mr. Donald Walsh, Maintenance Supervisor, Mr. Ralph Iassogna, Superintendent, Mr. Paul Kallmeyer, former Director of Public Works. (Notice of claim received April 21, 2006).	Pending	CIRMA
2. L.M., PPA B.M. vs.	L.M., PPA B.M. a Monroe minor, allegedly was injured on November 11, 2006 while playing on the field located behind Middlebrook Elementary School when he tripped to the ground and fell onto a metal "spike" object protruding out of the ground. L.M. received injuries to his right knee. This claim seeks monetary damages against Board of Education and the Town of Trumbull. (Notice of claim received November 13, 2006).	Pending	ITT
3. M.S., PPA M.S. vs.	M.S., PPA M.S. a Trumbull minor, allegedly was injured on September 15, 2005 at Trumbull High School while walking up stairs when she was caused to slip and fall. M.S. received injuries to her right knee, resulting in multiple surgeries and scaring from injuries. This claim seeks monetary damages against Board of Education and the Town of Trumbull. (Notice of claim received August 8, 2007).	Pending	ITT
4. P.F. S. LLC vs.	Platinum Funding Services LLC ("Platinum") claims the Trumbull Board of Education failed to remit payment for services rendered following notification that (Platinum") assumed, all accounts of PETCO, the original vendor the district entered an agreement with. This claim seeks monetary damages against Trumbull Board of Education and the Town of Trumbull. (Notice of claim received on 8/19/09).	Pending	Town/Board
5. K.S., D.S. vs.	K.S., a Trumbull minor, allegedly was injured on or about October 28, 2008 at Trumbull High School while playing tennis/baseball, during which she received, what is described as, serious brain injuries. This claim seeks monetary damages against Trumbull Board of Education and the Town of Trumbull. (Notice of claim received on October 27, 2010).	Pending	Town/Board
6. F.C. vs.	F.C., an employee of AAA Motor Club responding to a call on or about October 29, 2010 at Trumbull High School, entered the walkway of Trumbull High School under construction, and allegedly tripped and fell over a 4" beam covered by leaves. This claim seeks monetary damages against the Board of Education and the Town of Trumbull. (Notice of claim received January 25, 2011).	Pending	Town/Board

7. M.A. vs.	<p>M.A., parent of Trumbull High School student, alleges she was injured on September 22, 2011 while leaving Back to School night. This incident occurred at 9:10 p.m., at which time M.A. exited Trumbull High School from a side exit (near, A-House classrooms) and fell on the walkway leading to Student parking Lot# 2. M.A. suffered serious and painful injuries, including, to her cervical spine requiring surgical intervention, injuries to her left shoulder which will likely require surgery, and other injuries not yet determined; and an inability to work periods of time. It is alleged that these injuries suffered by M.A. will result in permanent disabilities and/or impairments. This claim seeks monetary damages against the Board of Education and the Town of Trumbull. (Notice of claim received February 10, 2012).</p>	Pending	Town/Board
8. C.M. vs.	<p>C.M., an employee of First Student, Inc. which provides school bus service to Trumbull Public Schools, alleged that on or about May 1, 2012 R.I. and D.P. sent a defamatory message to third persons via email, telephone, in person, and or written correspondence, which stated C.M., hit a student with the school bus while he was driving. Also on or about May 5, 2012 R.I. and D.P. and other employees of the BOE sent a similar defamatory message to third persons via email, telephone, in person, and or written correspondence, falsely stated that C.M. hit a student with the school bus while he was driving, also that a police investigation determined C.M. hit a student with the school bus while he was driving. The complaint claimed these statements defamed him personally and professionally and led to his termination on May 30, 2012. This claim seeks monetary damages against the Board of Education and the Town of Trumbull. (Notice of claim received August 7, 2012).</p>	Pending	Town/Board
9. A.Z., PPA A.P. vs.	<p>A.Z., a student in preschool for special needs at Trumbull Early Childhood Education Center, allegedly was injured on April 24, 2012 at approximately 12:15 p.m. At the time of the incident A.Z. was in her seat and her teacher, J.P., grasped her by the shoulders and reseated her. It is claimed that J.P. then lifted her chair, roughly pushed it closer to the table, grabbed the child's hair, pushing her head down on the table top. As a result, A.Z. has sustained physical and emotional injury including a mark behind her right ear and a black and blue which required medical attention. (Notice of claim received on August 22, 2012).</p>	Pending	Town/Board

<p>10. N I., PPA M.I. vs.</p>	<p>N.I., PPA M.I. a student at Trumbull High, alleged she was injured on December 1, 2011 while participating in a volleyball drill in gym class. N.I. was hit in the head with a volleyball. This claim seeks monetary damages against the Town of Trumbull and 2 physical education teachers. (Notice of claim received on November 5, 2012).</p>	<p>Pending</p>	<p>Town/Board</p>
<p>11. B.W. vs.</p>	<p>B.W. a student at Trumbull High, allegedly fell on or about March 9, 2013 due to icy conditions on the front walk near entry door#2. This claim seeks monetary damages against the Board of Education and the Town of Trumbull. (Notice of claim received on May 23, 2013).</p>	<p>Pending</p>	<p>Town/Board</p>

TRUMBULL BOARD OF EDUCATION  
TRUMBULL, CONNECTICUT

Report to the Board of Education  
Regular Meeting, February 25, 2014

Dr. McGrath

Agenda Item V-B

Status of Negotiations

Please see reverse side for status  
of negotiations with the eight  
bargaining units.

Recommendation:

Receive and file.



## STATUS OF NEGOTIATIONS

<u>Unit</u>	<u>Member of Board's Negotiating Team</u>	<u>Status of Negotiations</u>
TEA Teachers	Attorney Floyd Dugas Dr. Michael McGrath Mrs. Deborah Herbst Mr. Michael Ward	The TEA Agreement covers the period from July 1, 2014 to June 30, 2017.
TAA (Administrators)	Attorney Floyd Dugas Mrs. Loretta Chory Mrs. Lisa Labella	The TAA Agreement covers the period from July 1, 2012 to June 30, 2015.
Secretaries CILU/CIPU	Board Attorney Floyd Dugas Sean O'Keefe	The Secretaries Agreement covers the period from July 1, 2011 to June 30, 2016.
Custodial/Maintenance	Board Attorney Floyd Dugas Sean O'Keefe	The Custodial/Maintenance Agreement covers the period from July 1, 2010 to June 30, 2014.
Paraprofessionals (UE), LOCAL #222, CILU #78	Board Attorney Floyd Dugas Sean O'Keefe	The Paraprofessional Agreement covers the period from July 1, 2011 to June 30, 2015.
Cafeteria Workers	Board Attorney Floyd Dugas Lunch Manager Sean O'Keefe	The Cafeteria workers Agreement covers the period from July 1, 2010 to June 30, 2014.
CILU Supervisor/ Support Staff	Board Attorney Floyd Dugas Sean O'Keefe	The CILU Supervisors Agreement covers the period from July 1, 2012 to June 30, 2016.  The CILU Support Agreement covers the period from July 1, 2011 to June 30, 2016.