



## Torrington Board of Education

JOSEPH L. CAMPOLIETA  
DIRECTOR OF HUMAN RESOURCES

CHERYL F. KLOCZKO  
SUPERINTENDENT

### Policy Committee Meeting

Wednesday, June 3, 2015

355 Migeon Avenue

#### *MINUTES*

Members Present: Ellen Hoehne, Committee Chair; John Kissko; Jim Lamoin  
Also Present: Board of Education: Fiona Cappabianca, Hinman (6:56 p.m.), Daniel Thibault  
Administration: Cheryl F. Kloczko, Susan Lubomski, Eric Baim  
Others: Jane Slaiby, Linda Arnold, Kathy Lefevre, Kara Cintrella,  
Paula Kasanetz

1. Ms. Hoehne called the meeting to order at 6:03 p.m.
2. Roll call was taken.
3. **Approval of Minutes:** Motion to approve minutes of the 05/06/2015 meeting was made by Mr. Lamoin, seconded by Ms. Hoehne. Motion carried, all in favor.
4. **Bylaw Revision:** Mr. Thibault suggested assigning a minimum of 3 BOE members to comprise an ad hoc committee. Ms. Cappabianca stated that the self-evaluation of the BOE and the evaluation of the Superintendent should be done by the full BOE. Ms. Hoehne said that numbers 1 and 3 should be combined. Mr. Thibault stated that Personnel Committee would have the responsibility to evaluate both, not by ad hoc as stated. The Personnel Committee is a three member committee. Mr. Lamoin recommended to keep the edit with evaluation but reference it in Personnel committee as the responsible committee. The motion was made by Mr. Lamoin to make the described changes to number 3, seconded by Ms. Hoehne. Motion carried, all in favor.
5. **Liaison Assignments:** Ms. Hoehne said that the BOE Chair was going to decide the liaisons for each school, but then decided not to move forward with the assignments. Ms. Hoehne said that other BOE members and the public need to know what is going on in the schools and that the Chair assigns the liaison with the duty of the assigned person to report to the BOE at every meeting. Ms. Cappabianca said that if there is an issue in the building staff can speak to the assigned BOE liaison who can then advocate for that building. Ms. Kloczko suggested the following edit to number 5 in the bylaws as follows: "...and liaisons as assigned to school who will report to the BOE at each monthly meeting." Ms. Kloczko said that it is the duty of the BOE Chair to assign as referenced on page 3. Mr. Lamoin made the motion to update the bylaws with the suggested edit, seconded by Ms. Hoehne. Motion carried, all in favor.
6. **Field Trips** Ms. Hoehne said that according to Shipman and Goodwin there is not a "legal" definition of a field trip and that the policies for field trips are developed by the Board of Education. Mr. Thibault shared the concern that field trip request forms be submitted in a timely manner. Ms.

Lubomski asked what information the BOE needs to make a decision. Ms. Hoehne stated that there should not be any field trips during the first month of school given the time and effort to prepare for field trips. Ms. Hoehne also suggested the district create a districtwide permission slip to be used for all field trips for consistency. Mr. Lamoin asked if there is a district calendar for all events, for example a public calendar in Outlook. Ms. Hoehne asked who is tracking the field trips, district events, etc. given the large number of such events. Mr. Lamoin suggested the district use Outlook to track the events and suggested that the IT tech create an “I-drive” for internal scheduling of events.

Nurses suggested that no new field trips be scheduled after May 31<sup>st</sup> of the school year. Further, if a child is suspended then that student not be allowed to attend a field trip. This is in the current policy. The example of one school was given in which that school had 12 field trips in a month and, in addition, it was stated that there have been over 100 field trips since February.

The Committee requested that the nurses, Principals and the Asst. Superintendent conduct a review of the field trips to ensure they are educational and valid. Ms. Hoehne stated that the field trips need to be hands on and provide experiential learning. Any policy revisions and field trip protocols should be completed by the August meeting so it is ready for use at the beginning of the 2015-2016 school year. Ms. Hoehne said that when policies are revised, school administrators are informed of the changes and it is the responsibility of the site based administrator to communicate the changes to staff. It was stated that all staff and schools need to follow the directives in the BOE policies. Nurses suggested that the district hire a sub-nurse to process field trip medical \_\_\_\_\_ during peak field trip times.

It was agreed that the following should be completed before the beginning of the 2015-2016 school year:

- a) Create a unified calendar in Outlook which teachers need to check first before establishing a field trip to ensure there are no conflicts.
  - b) Develop a unified permission slip. Items that should be on the permission slip are:
    - 1) Students with glucagon needs, will parent be going on field trip
    - 2) If parent is not going on field trip, will there be someone else who will attend to support the student.
    - 3) If not, district needs to know by (date TBD)
    - 4) Parents need to check a box if the need to ride the bus or if the student needs to have separate transportation (per Mr. Lafreniere’s proposal).
    - 5) Clarification with teachers that notification of field trips needs to come earlier.
7. **Discussion of Cell Phone/Electronic Devices:** Mrs. Hoehne stated that it was important to gather all stakeholders for an in-depth discussion of issues and concerns surrounding electronic device usage in the schools. Mrs. Hoehne further stated that a lot has changed from a technology perspective but that the policy has remained unchanged. Mr. Baim presented information on disciplinary actions that have taken place at THS due to electronic devices. It was 10 pages and there were 198 student infractions regarding the use of cellphones. Mr. Hoehne raised the concern of monitoring the students’ usage to ensure they were following appropriate sites, etc. Mr. Lamoin stated that sites can be blocked to ensure safety and appropriateness. Mrs. Hoehne indicated the importance of creating a policy that is not cumbersome for teachers and administrators to enforce. The committee raised the concern that students had been allowed to use cell phones/electronic devices and that students may have felt that since they had been granted use they did not have to adhere to the policy.
8. **Comment for the Good of the Order:** None Bylaws, Cell phone/Electronic Device Use Policy, Field Trips, Graduation Requirements
9. **Topics for Future Meetings:** Cellphone/Electronic Device Usage, Field Trips was made by Mr. Lamoin and seconded by Mr. Kissko. Motion carried, all in favor.

10. **Meeting adjourned:** Motion to adjourn was made by Mr. Lamoin and seconded by Mrs. Hoehne.  
Motion carried, all in favor.

11. Meeting adjourned at 7:39 p.m.