



## Torrington Board of Education

JOSEPH L. CAMPOLIETA  
DIRECTOR OF HUMAN RESOURCES

CHERYL F. KLOCZKO  
SUPERINTENDENT

### Policy Committee Regular Meeting Wednesday, August 5, 2015 355 Migeon Avenue

#### *MINUTES*

Members Present: Ellen Hoehne, Committee Chair; John Kissko; Jim Lamoin

Also Present: Board of Education: Bill Knight

Administration: Joseph L. Campolieta, Director of Human Resources; Lynda T. Reitman, incoming Interim Superintendent; Susan M. Lubomski, Assistant Superintendent; Eric Baim, Director of Secondary Education

1. Ms. Hoehne called the meeting to order at 7:08 p.m.
2. Roll Call was taken.
3. Mr. Lamoin moved to approve the minutes of the meeting of June 10, 2015 as amended by adding "John Kissko" to Members Present. The motion was seconded by Mr. Kissko. All in favor.
4. Bylaws Revision: Ms. Hoehne suggested putting the current revision—Page 3, "Board Officers," "Chairperson," no. 5 to read as "Appoint Board committees and liaisons as assigned to schools who will report to the full Board at each monthly meeting, subject to Board approval;"—and then to consider further revisions at a later date. Mr. Lamoin moved that the revision be put before the full Board of Education. The motion was seconded by Mr. Kissko. All in favor.
5. Cell phone/Electronic device usage—discussion of next steps: Ms. Hoehne suggested that to address this policy an ad hoc committee be formed which would include members of the community, schools and Board of Education and preferably would include one or more students. Members discussed including representatives of the School Governance Council and/or Student Government. Mr. Baim said he could speak with student government advisors from both the High School and Middle School.

Ms. Hoehne suggested that the committee should have a small number of members and that the process should take no longer than two months. Mr. Lamoin and Mr. Baim agreed to co-chair the ad hoc committee, and Mr. Baim said that he would coordinate with Mr. Campolieta and prepare a presentation for the Policy Committee meeting on November 4, 2015.

6. Field trips—Discussion of next steps: Ms. Hoehne asked administration present if a district calendar reflecting scheduled field trips had been put in place, and the answer was no. Members discussed with administration if this could be accomplished by the start of school this year, and Ms. Lubomski suggested that some of the already scheduled field trips could be entered into the online district calendar, but others would have to come from individual teachers who solely have the information and they may need a bit of time after returning to complete the task.

Members discussed the need for a uniform permission slip and medication form. Jason Lafreniere of the TMS special education faculty agreed to forward forms he had created—permission slip in English on one side with a Spanish version on the other side, and medication form in the same English/Spanish format—to administration and the Board of Education. Ms. Hoehne stated that administration must approve of the forms before they are distributed.

Mr. Lafreniere inquired of the committee how hidden costs to the district should be accounted for when faculty submit applications for out-of-state field trips. He pointed out items that cannot be known until the applicant later knows which students will attend the trip, including medical requirements, custodian overtime, special needs for individual children, and background checks for parent chaperones. After discussion, committee members agreed that a checklist of such items be added to the application but that dollar amounts need not be attached to those items in the application. Mr. Lafreniere agreed to draft the form.

Field trip application deadlines were discussed, and it was agreed that policy language would be drawn up for the following points:

- a. deadline for submitting an application for in-state and not overnight field trips would be no less than 30 days prior to the date of the trip (district nurses present suggested 30 days was a good minimum);
- b. deadline for submitting an application for out-of-state or overnight field trips would be no less than 60 days prior to the date of the trip (due to the need for full Board of Education approval of such field trips);
- c. and that the Board of Education discourages field trips prior to October 1 and after May 31 of any school year.

Mr. Lafreniere offered an idea from TMS Administrator Mary Ann Buchanan that a one time per school year permission slip that would cover any and all in-district field trips that year be created as a convenience to faculty arranging and planning in-district field trips. Committee members supported the idea, and Mr. Lafreniere agreed to draft such a form. Ms. Hoehne pointed out that a medical form for each such field trip would still be necessary. Members also agreed that communication to parents regarding in-district field trips would be of paramount importance.

After some discussion it was agreed that Forbes Flyers events would no longer be considered field trips but instead sporting events and travel would be treated the same as those of other sporting teams.

7. Comments for the Good of the Order: None.
8. Topics for Future Meetings: Field trips
9. Motion to adjourn was made by Mr. Lamoin and seconded by Mr. Kissko. All in favor.
10. Meeting adjourned 8:11 p.m.