

# Chain of Communication

Where do you go for assistance? Please follow these simple steps for best results.

<u>Student Issues</u>		
1. Teacher	2. Principal	3. Asst. Superintendent
<u>Health</u>		
1. School Nurse	2. Principal	3. Asst. Superintendent
<u>Special Education</u>		
1. Teacher	2. Principal	3. Dir. of Special Ed
		4. Asst. Superintendent
<u>Sports</u>		
1. Teacher/Coach	2. Athletic Director	3. Principal (Middle & High)
		4. Asst. Supt.
<u>Transportation</u>		
1. Principal (Discipline)	2. All Star Transp. 489-3444	3. Dir. Bus. Svcs.
		4. Asst. Supt.
<u>Use of Facilities</u>		
1. Principal	2. Dir. Business Services	3. Asst. Superintendent
<u>Food Service</u>		
1. Principal	2. Dir. Business Services	3. Asst. Superintendent
<u>Budget/Fiscal Management</u>		
1. Principal	2. Dir. Business Services	3. Asst. Superintendent
<u>Policies</u>		
1. Principal	2. Asst. Supt.	3. Supt.

## NOT SURE WHERE TO START?

The Principal or Office of the Superintendent would be happy to guide you. Please understand issues must be handled according to the chain of authority. In the event your questions or concerns are not fully addressed, please put your concerns or questions in writing and send to the Superintendent of Schools. The Superintendent will review and investigate your written communication. You will then receive a phone call from the Executive Assistant to the Superintendent, Mrs. Enid Silva, to resolve the matter or to set an appointment with the Superintendent.

## Board of Education

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# Welcome

*To a Meeting  
of the  
Board of Education*

# Torrington Public Schools



Www.torrington.org (860) 489-2327

## Thank you for coming!

Welcome to a meeting of the Torrington Board of Education. Your presence at this meeting is appreciated. Your interest is a vital part of the success of our school system.

## Your Part....

Board of Education meetings are **not** public hearings but meetings of the Board held in **public**. At every regularly scheduled meeting there are specific times set aside to recognize any members of the public in attendance, and to give them an opportunity to express opinions about the items on the agenda or about the schools in general. When addressing the Board, members of the public will be asked to sign in, sit at the table and speak into the microphone to be heard. Please understand this is not an opportunity for dialogue with the Board. Usually any request will need to be referred to administration for follow-up and/or a recommendation. The appropriate response will be made as soon as possible. All comments should demonstrate civility, self-respect and respect for others. Personal attacks on individuals, insults or vulgarity will not be tolerated. The Chairperson has the right to limit the time speakers have the floor and the total time allocated for audience participation.

## Please....

Clearly state your name, address, the organization you represent (if any), and the general topic you will discuss, so the Board secretary can enter this in the minutes. Come prepared and be as brief and specific as possible. Remember, the Board of Education is legally bound to protect the privacy and confidentiality of students and families.

## What is the Board of Education?

The Board of Education is the budget planning and policy-making authority for the Torrington Public Schools. In this capacity, the Board operates in accordance with the educational laws of the State of Connecticut.

The Board of Education is composed of ten elected residents of the town of Torrington. Each member is elected to serve a four-year term. Board members are not paid for their service to the community.



## What Does the Board Do?

The Board represents you, the citizen, in establishing a sound educational philosophy, adopting policies for operation of the schools, and developing a sound financial plan consistent with educational needs and community resources. Although matters relating to the operation of the schools sometimes come before the Board, they are routinely handled through appropriate administrative channels.

## When Does the Board Meet?

Regular meetings of the Board are open to the public and usually held the third Wednesday of each month at 7:00 p.m. in the Torrington High School Library/Media Center, Major Besse Drive, Torrington, CT. All actions authorized and required by law are taken at these meetings.

## Board Agenda

Each meeting of the Board is governed by a prepared Agenda, posted prior to the meeting at City Hall and on the TPS website. The agenda is divided into topics requiring action, discussion and informational reports. Parliamentary procedure for meetings is generally determined by **Roberts's Rules of Order**. Special Meetings and Executive Sessions are held as provided within the law.

## Please come again....

We encourage you to visit your schools. We are proud of our educational programs, our facilities and the wonderful, dedicated people working in the Torrington Public Schools.

## Torrington Public Schools Central Office/Board of Education 355 Migeon Avenue

### Acting Superintendent of Schools

Mr. Ed Arum 489-2396

### Assistant Superintendent

Dr. Barbara S. Campbell 489-2327 x 324

### Director of Human Resources

Mr. William J. Joslyn 489-2327 x 333

### Director of Student Services

Ms. Judith Babcock 489-2327 x 315

### Director of Business Services

Vacant 489-2327 x 331  
(Please contact Mr. Arum)

### Director of Facilities

Mr. David Bascetta 489-2327 x 330

### Executive Assistant to Superintendent

Mrs. Enid F. Silva 489-2396

## Principals

East Elementary School 489-2303  
Mrs. Susan J. Ferguson

Forbes Elementary School 489-2500  
Ms. Susan Lubomski

Southwest Elementary School 489-2311  
Mrs. Judith Theeb

Torrington Elementary School 489-2300  
Mrs. Cathleen Todor

Vogel-Wetmore Elementary School 489-2570  
Mrs. Pamela Dzurilla

Torrington Middle School 496-4050  
Mr. Matthew Harnett

Torrington High School 489-2294  
Dr. Marsha Olsen