



Torrington Public Schools

Packet for Regular Board of Education Meeting

March 27, 2019



**TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
Wednesday, March 27, 2019, 6:30 PM
THS Media Center, 50 Major Besse Drive**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Student Representatives:
 - A. Justin Mattiello
 - B. Julia McCarthy
6. Recognitions:
 - A. CMEA Northern Region HS and MS Music Festival
 - B. CMEA All-State Music Festival
 - C. New England Music Festival
 - D. Berkshire League Music Festival
 - E. CT American School Band Directors Association Honor Band Festival
 - F. CAS Elementary Arts Awards
 - G. CAS High School Arts Awards
 - H. CT History Day – Local Recipients – competing in May at CCSU
7. School/Community Service/Public Participation: *The Board invites members of the community to speak on topics to be addressed in the agenda or on other topics of interest. Individuals wishing to make comments are requested to fill out the speaker sign-up sheet, including name and address, which must be stated at the beginning of your comment. The Board will not allow comments regarding specific staff members, parents, students or personal grievances. Courtesy is expected in this limited public forum. The participating time will be limited to three (3) minutes per person and ten (10) minutes overall to guarantee efficient operation of the entire meeting.*
8. Information Sharing Session:
 - A. Superintendent's Report
 - B. Next Generation Accountability 2017-2018
 - C. Monthly Financials
 - D. Course Proposal – Introduction to Coding
 - E. Policy #6170- Child Sexual Abuse and Assault Policy and Reporting Procedure
 - F. Policy#7025- School Volunteers, Student Interns And Other Non-Employees
 - G. Policy#4005- Torrington FMLA Policy
 - H. Policy#6008- Field Trip Policy
 - I. District Calendar 2020-2021
 - J. Field Trip
9. Committee Reports:
 - A. Policy Committee
 - B. School Improvement Committee
 - C. Budget Committee
 - D. Personnel Committee
 - E. Grievance Committee

- F. Ed-Advance
 - G. Curriculum Committee
 - H. Secondary Ad-Hoc Committee
 - I. School Liaison Reports
10. Action Items:
- A. Monthly Financials
 - B. Course Proposal – Introduction to Coding
 - C. Policy #6170- Child Sexual Abuse and Assault Policy and Reporting Procedure
 - D. Policy#7025- School Volunteers, Student Interns And Other Non-Employees
 - E. Policy#4005- Torrington FMLA Policy
 - F. Policy#6008- Field Trip Policy
 - G. Field Trip
 - H. Approval of Board of Education Meeting Minutes – February 26, 2019
 - I. Approval of Board of Education Special Meeting – February 26, 2019
 - J. Approval of Board of Education Special Meeting – March 6, 2019
 - K. Receive Subcommittee Minutes:
 - i. Budget Committee – February 13, 2019
 - ii. Special Budget Committee – February 19, 2019
 - iii. Special Budget Committee – March 11, 2019
 - iv. School Improvement Committee – February 6, 2019
 - v. Policy Committee – February 6, 2019
 - L. Consent Agenda: Appointments & Resignations
11. Comments for the Good of the Order
12. Items for Upcoming Agenda
13. Future Meetings:
- Wednesday, April 3, 2019 (at Migeon Ave.)
 - 6:00 p.m. – School Improvement and Community Relations Committee
 - 7:00 p.m. – Policy Committee
 - Wednesday, April 10, 2019 (at Migeon Ave.)
 - 6:30 p.m. – Personnel Committee
 - 7:00 p.m. – Budget Committee
 - Wednesday, April 24, 2019 (at THS)
 - 6:30 p.m. – Regular Board of Education Meeting
14. Adjournment



Monthly Financial Report

Fiscal Year to Date 02/28/19

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100 - General Fund BOE										
EXPENSE										
5111										
5111.01	Administrators Salaries	2,367,573.00	(35,000.00)	2,332,573.00	193,936.32	.00	1,620,764.36	711,808.64	69	2,645,800.77
5111.07	Expulsion Program Teacher	.00	.00	.00	.00	.00	(5.00)	5.00	+++	86,238.70
5111.15	Teachers	22,176,748.00	(71,379.00)	22,105,369.00	1,659,162.25	.00	14,220,809.70	7,884,559.30	64	22,246,728.21
5111.18	Teachers - Interns	130,000.00	.00	130,000.00	.00	.00	.00	130,000.00	0	.00
5111.31	Social Worker	728,436.00	.00	728,436.00	59,301.92	.00	471,942.03	256,493.97	65	668,956.47
5111.40	Media Specialist	419,843.00	.00	419,843.00	31,666.36	.00	254,669.94	165,173.06	61	392,352.18
5111.46	Psychologist	433,414.00	.00	433,414.00	28,151.00	.00	247,187.23	186,226.77	57	397,330.87
5111.47	Behaviorist	183,677.00	.00	183,677.00	14,129.86	.00	118,621.97	65,055.03	65	170,083.85
5111.50	Stipends	70,814.00	12,393.00	83,207.00	688.50	.00	28,940.91	54,266.09	35	60,845.40
5111.51	Stipends-Athletics Middle School	52,060.00	4,895.00	56,955.00	673.17	.00	19,775.51	37,179.49	35	19,022.85
5111.52	Stipends-Athletics High School	216,374.00	(4,895.00)	211,479.00	4,306.17	.00	104,110.02	107,368.98	49	204,800.03
5111.56	Teacher Lunch Coverage	.00	.00	.00	.00	.00	.00	.00	+++	25.00
5111.57	Stipend Arts Drama Music	24,832.00	.00	24,832.00	.00	.00	6,183.00	18,649.00	25	19,927.00
5111.58	Stipend - Guidance	12,249.00	.00	12,249.00	.00	.00	.00	12,249.00	0	.00
5111.59	Stipend - Curriculum	23,040.00	.00	23,040.00	.00	.00	22,992.00	48.00	100	15,768.00
5111.60	Speech Pathologist	999,053.00	.00	999,053.00	65,866.76	.00	573,841.80	425,211.20	57	735,074.18
5111.65	Guidance Counselor	542,035.00	.00	542,035.00	39,330.82	.00	359,338.79	182,696.21	66	513,727.12
5111.75	Coordinating Teacher	72,448.00	.00	72,448.00	5,572.92	.00	46,196.30	26,251.70	64	64,038.52
5111 - Totals		\$28,452,596.00	(\$93,986.00)	\$28,358,610.00	\$2,102,786.05	\$0.00	\$18,095,368.56	\$10,263,241.44	64%	\$28,240,719.15
5112										
5112.01	Paraprofessionals	3,212,475.00	(35,000.00)	3,177,475.00	298,401.81	.00	1,907,177.32	1,270,297.68	60	2,394,141.40
5112.02	Paraprofessional - Bristol Tech	21,590.00	.00	21,590.00	2,067.48	.00	13,438.62	8,151.38	62	21,493.51
5112.03	COTA	92,000.00	.00	92,000.00	540.00	.00	6,018.75	85,981.25	7	8,167.50
5112.05	Non certified support staff	177,312.00	.00	177,312.00	13,561.16	.00	104,369.90	72,942.10	59	170,261.93
5112.10	Technician	231,500.00	10,000.00	241,500.00	18,664.44	.00	151,097.70	90,402.30	63	182,701.30
5112.25	Occupational Therapy	272,020.00	.00	272,020.00	27,711.52	.00	230,332.64	41,687.36	85	282,598.86
5112.26	Physical Therapy	3,760.00	.00	3,760.00	.00	.00	.00	3,760.00	0	.00
5112.30	Clerical	1,256,651.00	.00	1,256,651.00	101,805.28	.00	930,593.93	326,057.07	74	1,301,711.70
5112.32	Board Clerk	17,049.00	.00	17,049.00	1,272.60	.00	11,135.25	5,913.75	65	16,543.80
5112.34	Drivers - Athletics	15,656.00	.00	15,656.00	1,525.00	.00	8,485.00	7,171.00	54	17,070.00
5112.35	Non League Officials	.00	.00	.00	.00	.00	.00	.00	+++	9,235.00
5112.36	Misc Game Personnel	20,000.00	.00	20,000.00	6,454.99	.00	15,509.94	4,490.06	78	13,783.07
5112.70	Nurses	453,485.00	.00	453,485.00	42,414.18	.00	341,441.96	112,043.04	75	502,853.68
5112.80	Custodians	1,329,486.00	.00	1,329,486.00	96,254.56	.00	878,689.02	450,796.98	66	1,342,629.99
5112.90	Longevity	136,845.00	.00	136,845.00	681.75	.00	123,799.50	13,045.50	90	133,470.75
5112.98	Early Childhood Coordinator	.00	.00	.00	.00	.00	.00	.00	+++	110.00
5112 - Totals		\$7,239,829.00	(\$25,000.00)	\$7,214,829.00	\$611,354.77	\$0.00	\$4,722,089.53	\$2,492,739.47	65%	\$6,396,772.49



Monthly Financial Report

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Fund 5100 - General Fund BOE	EXPENSE									
5120										
5120.02	Substitutes-Clerical	4,120.00	.00	4,120.00	1,830.22	.00	9,095.64	(4,975.64)	221	4,583.35
5120.03	Substitutes-Nurse	20,600.00	.00	20,600.00	468.75	.00	8,087.50	12,512.50	39	31,137.50
5120 - Totals		\$24,720.00	\$0.00	\$24,720.00	\$2,298.97	\$0.00	\$17,183.14	\$7,536.86	70%	\$35,720.85
5121										
5121.01	Tutors - OLL	38,777.00	.00	38,777.00	5,256.00	.00	39,208.00	(431.00)	101	46,384.00
5121.06	Tutors - HOMEBOUND SERVICES	30,000.00	.00	30,000.00	3,608.50	.00	17,700.66	12,299.34	59	33,213.50
5121.15	Tutors - Special Ed	20,000.00	.00	20,000.00	5,439.50	.00	29,388.50	(9,388.50)	147	44,775.00
5121.22	Tutors - Summer School Regular Ed	6,450.00	.00	6,450.00	.00	.00	5,964.84	485.16	92	.00
5121.25	Tutors - ELL TF	15,453.00	.00	15,453.00	1,809.50	.00	4,268.00	11,185.00	28	.00
5121.27	Tutors - ELL SW	10,302.00	.00	10,302.00	.00	.00	.00	10,302.00	0	.00
5121.28	Tutors - ELL THS	23,271.00	.00	23,271.00	346.50	.00	9,883.50	13,387.50	42	59,566.57
5121.29	Tutors - ELL	25,755.00	.00	25,755.00	2,200.00	.00	10,901.00	14,854.00	42	.00
5121.87	Tutors - Summer School Special Ed	2,820.00	.00	2,820.00	.00	.00	5,172.75	(2,352.75)	183	.00
5121 - Totals		\$172,828.00	\$0.00	\$172,828.00	\$18,660.00	\$0.00	\$122,487.25	\$50,340.75	71%	\$183,939.07
5123	Long Term Certified Subs	60,000.00	58,986.00	118,986.00	22,027.09	.00	128,121.83	(9,135.83)	108	85,718.42
5130										
5130.30	OT Wages-Clerical	15,450.00	.00	15,450.00	1,376.15	.00	18,756.47	(3,306.47)	121	14,123.07
5130.80	OT Wages-Custodian	62,242.00	.00	62,242.00	7,837.79	.00	42,062.67	20,179.33	68	57,610.82
5130.81	OT Wages-Rental (Cust)	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5130.82	OT Wage Labor Board Cust	1,442.00	.00	1,442.00	.00	.00	.00	1,442.00	0	.00
5130 - Totals		\$79,734.00	\$0.00	\$79,734.00	\$9,213.94	\$0.00	\$60,819.14	\$18,914.86	76%	\$71,733.89
5210										
5210	Health & Life Insurance	14,157,514.00	(34,917.00)	14,122,597.00	1,433,962.60	2,887,440.30	11,221,492.51	13,664.19	100	14,207,676.49
5210.01	HSA Deductible	530,000.00	.00	530,000.00	1,500.00	21,833.34	505,166.66	3,000.00	99	502,083.34
5210 - Totals		\$14,687,514.00	(\$34,917.00)	\$14,652,597.00	\$1,435,462.60	\$2,909,273.64	\$11,726,659.17	\$16,664.19	100%	\$14,709,759.83
5211	Life/LTD Insurance	101,960.00	.00	101,960.00	7,451.09	.00	64,936.26	37,023.74	64	86,054.04
5220	Social Security/Medicare	1,119,238.00	.00	1,119,238.00	85,502.56	.00	684,521.62	434,716.38	61	1,013,267.77
5230	Early Retirement	438,600.00	.00	438,600.00	181,291.02	.00	421,368.88	17,231.12	96	370,467.34
5231										
5231	Retirement Contributions	557,636.00	.00	557,636.00	17,107.06	.00	359,415.13	198,220.87	64	459,941.51
5231.01	Administrator Annuity union	29,781.00	.00	29,781.00	.00	.00	8,650.10	21,130.90	29	19,841.97
5231.02	Non union Annuity	34,230.00	.00	34,230.00	.00	.00	.00	34,230.00	0	.00
5231 - Totals		\$621,647.00	\$0.00	\$621,647.00	\$17,107.06	\$0.00	\$368,065.23	\$253,581.77	59%	\$479,783.48
5250	Tuition Reimbursement	9,500.00	.00	9,500.00	.00	.00	.00	9,500.00	0	13,340.00
5260	Unemployment Compensation	186,030.00	.00	186,030.00	1,839.00	.00	43,840.00	142,190.00	24	138,579.67
5270	Workers Compensation	575,139.00	.00	575,139.00	(8,686.00)	126,015.55	368,991.34	80,132.11	86	543,500.05
5280	Retiree Insurance	303,512.00	.00	303,512.00	55,465.20	.00	250,022.02	53,489.98	82	292,476.44
5290	Severance	164,800.00	.00	164,800.00	7,910.50	.00	7,910.50	156,889.50	5	153,664.03



Monthly Financial Report

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Fund 5100 - General Fund BOE										
	EXPENSE									
5295	Clothing Allowance	9,375.00	.00	9,375.00	.00	.00	9,000.00	375.00	96	9,000.00
5320	Prof Educ Services	115,000.00	.00	115,000.00	.00	.00	115,000.00	.00	100	111,083.00
5330	Professional Development	31,598.00	(9,100.00)	22,498.00	1,440.00	4,419.50	11,654.81	6,423.69	71	86,017.93
5340										
5340	Other Professional Svcs	462,889.00	.00	462,889.00	24,358.79	250,228.00	194,184.40	18,476.60	96	972,381.29
5340.01	Legal/Consulting Fees	181,462.00	.00	181,462.00	53,114.10	6,089.50	149,593.69	25,778.81	86	240,125.96
5340.02	Hospitalized-Tutor Svcs	30,766.00	.00	30,766.00	.00	.00	4,084.29	26,681.71	13	13,159.00
5340.04	Misc Professional Svcs	10,300.00	.00	10,300.00	652.40	556.41	8,095.66	1,647.93	84	11,079.75
5340.05	Translation Services	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	2,081.90
5340 - Totals		\$686,917.00	\$0.00	\$686,917.00	\$78,125.29	\$256,873.91	\$355,958.04	\$74,085.05	89%	\$1,238,827.90
5341										
5341	Substitute Svcs-TE Kelly Services	361,802.00	.00	361,802.00	27,809.90	.00	181,806.11	179,995.89	50	453,252.69
5341.01	Substitute Svcs - DELTA T - other staff	23,688.00	35,000.00	58,688.00	10,284.00	24,961.50	73,277.35	(39,550.85)	167	.00
5341 - Totals		\$385,490.00	\$35,000.00	\$420,490.00	\$38,093.90	\$24,961.50	\$255,083.46	\$140,445.04	67%	\$453,252.69
5342										
5342	Substitute Svcs-Para Kelly Services	154,500.00	.00	154,500.00	7,819.11	.00	68,974.59	85,525.41	45	126,672.41
5342.01	Substitute Svcs-Para - DELTA T	50,000.00	69,917.00	119,917.00	5,991.66	98,194.19	78,443.07	(56,720.26)	147	.00
5342 - Totals		\$204,500.00	\$69,917.00	\$274,417.00	\$13,810.77	\$98,194.19	\$147,417.66	\$28,805.15	90%	\$126,672.41
5350	Technical Services	186,907.00	(900.00)	186,007.00	17,065.74	12,501.10	91,086.29	82,419.61	56	120,268.30
5352	OthrTechSvcs-League Offl	36,789.00	.00	36,789.00	5,579.48	.00	22,704.44	14,084.56	62	27,311.37
5411										
5411	Utility-Water	59,894.00	.00	59,894.00	2,261.68	8,457.12	30,055.81	21,381.07	64	55,657.97
5411.01	Sewer	27,463.00	.00	27,463.00	.00	.00	24,469.18	2,993.82	89	24,087.37
5411 - Totals		\$87,357.00	\$0.00	\$87,357.00	\$2,261.68	\$8,457.12	\$54,524.99	\$24,374.89	72%	\$79,745.34
5420	Disposal Services	85,628.00	.00	85,628.00	6,814.00	34,070.00	47,698.00	3,860.00	95	82,148.97
5430										
5430	Repair Equipment	120,096.00	.00	120,096.00	6,970.95	8,937.78	71,171.55	39,986.67	67	98,793.03
5430.03	General Maint	455,776.00	.00	455,776.00	46,589.17	53,494.47	284,329.72	117,951.81	74	649,758.79
5430.10	Snow Plowing Contracted Services	99,900.00	.00	99,900.00	16,650.00	33,300.00	66,600.00	.00	100	99,900.00
5430.20	Landscaping	142,500.00	.00	142,500.00	.00	.00	142,500.00	.00	100	142,500.00
5430 - Totals		\$818,272.00	\$0.00	\$818,272.00	\$70,210.12	\$95,732.25	\$564,601.27	\$157,938.48	81%	\$990,951.82
5440										
5440.02	Copier Services	170,465.00	.00	170,465.00	160.00	19,111.74	83,673.33	67,679.93	60	144,321.47
5440.03	Other Rental Services	4,492.00	.00	4,492.00	85.00	340.00	680.00	3,472.00	23	3,245.00
5440.05	Athletic Rental	42,006.00	.00	42,006.00	.00	.00	43,103.10	(1,097.10)	103	42,006.00
5440 - Totals		\$216,963.00	\$0.00	\$216,963.00	\$245.00	\$19,451.74	\$127,456.43	\$70,054.83	68%	\$189,572.47
5441										
5441.10	Sports Complex - Annual Maintenance Contract	6,500.00	.00	6,500.00	.00	5,775.00	.00	725.00	89	6,325.00
5441 - Totals		\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$5,775.00	\$0.00	\$725.00	89%	\$6,325.00



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Fund 5100	General Fund BOE EXPENSE									
5510										
5510	Student Transport-	5,229,807.00	.00	5,229,807.00	239,624.61	956,758.49	3,778,622.88	494,425.63	91	4,778,240.39
5510.01	Transport-Summer School	47,641.00	.00	47,641.00	.00	.00	47,562.00	79.00	100	47,641.96
5510 - Totals		\$5,277,448.00	\$0.00	\$5,277,448.00	\$239,624.61	\$956,758.49	\$3,826,184.88	\$494,504.63	91%	\$4,825,882.35
5520										
5520	Liability Insurance	216,300.00	.00	216,300.00	5,567.50	65,804.18	161,643.02	(11,147.20)	105	230,358.14
5520.02	Athletic Insurance	10,200.00	.00	10,200.00	.00	.00	9,984.00	216.00	98	9,984.00
5520 - Totals		\$226,500.00	\$0.00	\$226,500.00	\$5,567.50	\$65,804.18	\$171,627.02	(\$10,931.20)	105%	\$240,342.14
5530										
5530	Communications	123,704.00	.00	123,704.00	5,854.67	25,478.94	73,906.86	24,318.20	80	95,701.50
5530.04	Postage	27,751.00	.00	27,751.00	29.80	12,768.76	14,965.27	16.97	100	26,539.04
5530.05	Licensing & Warranty Contract	334,427.00	.00	334,427.00	811.00	41,473.53	226,105.93	66,847.54	80	271,136.57
5530 - Totals		\$485,882.00	\$0.00	\$485,882.00	\$6,695.47	\$79,721.23	\$314,978.06	\$91,182.71	81%	\$393,377.11
5540	Advertising-Recruitment	15,300.00	.00	15,300.00	350.00	176.32	3,348.36	11,775.32	23	5,019.16
5550	Printing & Binding	2,440.00	.00	2,440.00	146.00	1.05	548.72	1,890.23	23	891.60
5560										
5560	TUITION -VO-AG	.00	.00	.00	.00	.00	.00	.00	+++	(750.00)
5560.15	Tuition - Vo-Ag SPED	258,276.00	.00	258,276.00	32,768.50	21,772.47	86,356.91	150,146.62	42	153,292.30
5560.18	Tuition - Vo-AG	655,000.00	.00	655,000.00	385,499.50	54,584.00	716,415.00	(115,999.00)	118	682,300.00
5560 - Totals		\$913,276.00	\$0.00	\$913,276.00	\$418,268.00	\$76,356.47	\$802,771.91	\$34,147.62	96%	\$834,842.30
5561										
5561.01	Tuition - Public Sped DCF	64,271.00	.00	64,271.00	.00	.00	954.55	63,316.45	1	63,233.43
5561.02	Tuition - Sped Exploration	211,570.00	.00	211,570.00	71,364.50	130,922.00	134,499.50	(53,851.50)	125	280,300.75
5561.15	Tuition - SPED Public	.00	.00	.00	.00	30,000.00	64,430.00	(94,430.00)	+++	.00
5561.19	Tuition - Magnet School	417,511.00	.00	417,511.00	5,435.00	517,260.00	11,267.00	(111,016.00)	127	373,670.00
5561.20	Tuition - Highlander	264,555.00	.00	264,555.00	99,846.97	1,277.42	202,869.40	60,408.18	77	264,880.66
5561.25	Tuition - Magnet School SPED	383,277.00	.00	383,277.00	5,507.20	323,344.17	10,178.87	49,753.96	87	373,544.28
5561.98	Tuition - Pre - K In District	17,292.00	.00	17,292.00	.00	.00	171.00	17,121.00	1	250.00
5561 - Totals		\$1,358,476.00	\$0.00	\$1,358,476.00	\$182,153.67	\$1,002,803.59	\$424,370.32	(\$68,697.91)	105%	\$1,355,879.12
5563										
5563.01	Tuition-Detention Center	15,000.00	.00	15,000.00	.00	.00	1,072.50	13,927.50	7	5,791.50
5563.04	Tuition - Private Sped DCF	304,384.00	.00	304,384.00	.00	.00	.00	304,384.00	0	326,879.04
5563.06	Tuition - Court placed	65,721.00	.00	65,721.00	.00	.00	.00	65,721.00	0	.00
5563.15	Tuition - Private -SPED	5,636,311.00	.00	5,636,311.00	963,113.84	2,882,866.94	4,282,148.10	(1,528,704.04)	127	6,869,609.81
5563.25	Tuition - Summer Placements	30,000.00	.00	30,000.00	.00	.00	28,971.00	1,029.00	97	28,025.00
5563 - Totals		\$6,051,416.00	\$0.00	\$6,051,416.00	\$963,113.84	\$2,882,866.94	\$4,312,191.60	(\$1,143,642.54)	119%	\$7,230,305.35
5580										
5580	Travel	14,082.00	.00	14,082.00	502.13	258.28	4,141.55	9,682.17	31	7,985.86
5580.01	Administrators Travel	15,400.00	.00	15,400.00	1,900.00	.00	14,300.00	1,100.00	93	16,856.42



Monthly Financial Report

Fiscal Year to Date 02/28/19

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100 - General Fund BOE	EXPENSE									
5580 - Totals		\$29,482.00	\$0.00	\$29,482.00	\$2,402.13	\$258.28	\$18,441.55	\$10,782.17	63%	\$24,842.28
5590	Other Purchased Svcs	400,000.00	.00	400,000.00	80,000.00	240,000.00	160,000.00	.00	100	.00
5610										
5610.01	Instructional Supplies	178,972.00	4,336.00	183,308.00	9,154.44	36,961.78	93,470.77	52,875.45	71	185,018.64
5610.02	Audio/Visual Supl-	1,475.00	(227.00)	1,248.00	.00	232.50	801.35	214.15	83	750.64
5610.04	Cleaning Supplies	138,783.00	.00	138,783.00	954.66	98,036.16	19,341.67	21,405.17	85	101,801.12
5610.05	Non Instructional Supply	114,843.00	1,721.00	116,564.00	7,727.12	6,341.30	66,559.36	43,663.34	63	116,342.24
5610.20	Program Supplies	6,791.00	.00	6,791.00	28.86	256.55	958.35	5,576.10	18	2,593.92
5610 - Totals		\$440,864.00	\$5,830.00	\$446,694.00	\$17,865.08	\$141,828.29	\$181,131.50	\$123,734.21	72%	\$406,506.56
5620										
5620.02	Bus Fuel	213,931.00	.00	213,931.00	16,345.14	96,475.48	103,524.52	13,931.00	93	169,418.82
5620 - Totals		\$213,931.00	\$0.00	\$213,931.00	\$16,345.14	\$96,475.48	\$103,524.52	\$13,931.00	93%	\$169,418.82
5621	Natural Gas	362,006.00	.00	362,006.00	47,207.18	.00	188,981.14	173,024.86	52	334,616.04
5622	Electricity	966,047.00	.00	966,047.00	57,025.35	.00	524,560.91	441,486.09	54	896,876.88
5623	Bottled Gas	255.00	.00	255.00	.00	.00	.00	255.00	0	.00
5624	Oil	135,828.00	.00	135,828.00	.00	1,158.04	134,669.96	.00	100	114,556.00
5640										
5640.1	Textbooks	13,921.00	.00	13,921.00	.00	4,099.18	1,538.63	8,283.19	40	5,747.91
5640.2	Library Books	7,750.00	227.00	7,977.00	52.42	53.90	6,488.68	1,434.42	82	9,268.18
5640.3	Subscriptions	14,430.00	(500.00)	13,930.00	909.20	1.10	8,102.84	5,826.06	58	16,030.63
5640 - Totals		\$36,101.00	(\$273.00)	\$35,828.00	\$961.62	\$4,154.18	\$16,130.15	\$15,543.67	57%	\$31,046.72
5650										
5650	Instructional Tech Supply	.00	.00	.00	.00	.00	.00	.00	+++	144,445.84
5650.01	Non Instr Tech Supply	750.00	.00	750.00	.00	124.60	231.58	393.82	47	1,693.28
5650.02	East	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	199.99
5650.03	Forbes	1,000.00	.00	1,000.00	.00	294.02	205.98	500.00	50	657.55
5650.04	Vogel	1,000.00	.00	1,000.00	71.99	356.02	143.98	500.00	50	363.69
5650.05	High School	3,500.00	.00	3,500.00	.00	434.96	1,315.04	1,750.00	50	1,743.61
5650.06	Middle School	2,000.00	.00	2,000.00	.00	2.12	997.88	1,000.00	50	986.82
5650.08	Southwest	1,000.00	.00	1,000.00	.00	289.03	210.97	500.00	50	123.99
5650.09	Torrington	1,000.00	.00	1,000.00	.00	500.00	.00	500.00	50	115.88
5650 - Totals		\$11,250.00	\$0.00	\$11,250.00	\$71.99	\$2,000.75	\$3,105.43	\$6,143.82	45%	\$150,330.65
5743	Non Instructional Equip	32,446.00	(5,557.00)	26,889.00	239.60	3,125.00	2,515.01	21,248.99	21	22,838.97
5746	Instructional Equipment	12,575.00	.00	12,575.00	954.36	1,387.55	5,226.19	5,961.26	53	2,892.88
5810	Dues and Fees	66,998.00	.00	66,998.00	825.65	.00	26,330.15	40,667.85	39	50,744.44
5811	Entry Fees	1,150.00	.00	1,150.00	.00	.00	.00	1,150.00	0	1,140.00
5890	Miscellaneous Expenditure	500.00	.00	500.00	.00	.00	.00	500.00	0	755.12



Monthly Financial Report

Fiscal Year to Date 02/28/19

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100 - General Fund BOE	EXPENSE									
5950										
5950.18	Cafeteria Subsidy	.00	.00	.00	.00	.00	.00	.00	+++	1,778.83
	5950 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,778.83
	EXPENSE TOTALS	\$74,149,114.00	\$0.00	\$74,149,114.00	\$6,823,147.02	\$9,150,601.34	\$50,105,207.24	\$14,893,305.42	80%	\$73,431,557.04
Fund 5100 - General Fund BOE Totals		\$74,149,114.00	\$0.00	\$74,149,114.00	\$6,823,147.02	\$9,150,601.34	\$50,105,207.24	\$14,893,305.42		\$73,431,557.04
Fund 5101 - Capital	EXPENSE									
5905	Capital-THS	.00	.00	.00	.00	.00	.00	.00	+++	1,745.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,745.00
Fund 5101 - Capital Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,745.00
Grand Totals		\$74,149,114.00	\$0.00	\$74,149,114.00	\$6,823,147.02	\$9,150,601.34	\$50,105,207.24	\$14,893,305.42		\$73,433,302.04

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

New Course Proposal

Title Introduction to Coding Number of Credits .5

Learning Area STEM School Torrington High School

What is the rationale for adoption?

The ability to think logically about problems and develop real world solutions is critical to student success in the 21st century. At its basic level, coding teaches students to do just that: identify an issue, break it down into component parts and use critical thinking skills in order to build a workable solution. This course will use introductory programming languages (e.g. Scratch, Python, Java) to help students develop a critical thinking mindset that will take them through their educational career to the workplace and beyond.

How is this course aligned with the program goals, and content and performance standards within its learning area?

Coding touches upon all subjects. Mathematics is its foundation, but students will be able to use the skills learned in this course to help them solve any issues that require critical thought. They will also develop a solid foundation of programming knowledge which they can take to future computer science or programming classes.

What will students be able to do as a result of taking this course? (course objectives)

Students will be able to create basic programs that solve real world problems in a variety of contexts, including hand held device programming (iPhone/iPad apps) to computer software. They will gain an understanding of the mindset necessary to look at a problem from all angles and develop a suitable, codable solution.

In determining the extent to which the student is attaining/has attained course objectives, what assessments will be given? (Describe formative and summative assessment strategies and approaches.)

Assessments will include a variety of formative quizzes based upon programming knowledge, as well as many student-driven labs and projects. All activities will be hands on, as programming is as much about trial and error in the process as it is about formulas and established pieces of code. Examples of projects will include writing simple AI (artificial intelligence) routines to communicate with users and developing basic user controlled (via input/output) programs and games.

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How will the student's grade be determined? (grading rationale)

Students' grades will be determined from their projects and labs. Projects will be graded using a rubric available to students at the start of the course/individual project.

What instructional materials will be used in the course?

High end computers suitable for running complex routines have been purchased and will be used, as well as a variety of free coding platforms (Scratch, Java, Python, etc.). While pursuing app based programming knowledge, it would be beneficial to have iPads for use as well.

How will the adoption of this new course affect staffing?

Staffing needs should not change, as I have been asked to incorporate this into my current duties and will teach this one period per day at the high school.

Staff member(s) requesting proposal review:

Sarah Coolidge

Date 3/6/2019

CHILD SEXUAL ABUSE AND ASSAULT POLICY AND REPORTING PROCEDURE

Policy

The Torrington Board of Education has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program.

I. Procedures for Reporting of Child Sexual Abuse and Sexual Assault

- A. Parents (or guardians) of students may file a written report of suspected child sexual abuse and/or sexual assault pertaining to any student enrolled in the Torrington Public Schools. The written report of suspected child sexual abuse and/or sexual assault shall be reasonably specific as to the basis for the report, including the time and place of the suspected abuse and/or sexual assault, the number of incidents, the victim of the child sexual abuse and/or sexual assault, and the names of potential witnesses or others with pertinent information. Such written reports may be filed with any building or central office administrator. All reports shall be forwarded to the Safe School Climate Specialist for the school in which the student is enrolled. The Safe School Climate Specialist or designee shall cause such reports to be reviewed and actions taken consistent with this policy.
- B. Any adult affiliated with the school community may file a written report of suspected child sexual abuse and/or sexual assault pertaining to any student enrolled in the Torrington Public Schools. The written report of suspected child sexual abuse and/or sexual assault shall be reasonably specific as to the basis for the report, including the time and place of the suspected abuse and/or sexual assault, the number of incidents, the victim of the child sexual abuse and/or sexual assault, and the names of potential witnesses or others with pertinent information. Such written reports may be filed with any building or central office

administrator. All reports shall be forwarded to the Safe School Climate Specialist for the school in which the student is enrolled. The Safe School Climate Specialist or designee shall cause such reports to be reviewed and actions taken consistent with this policy.

- C. Students may make written or verbal reports of child sexual abuse and/or sexual assault to any school employee. All reports shall be forwarded to the Safe School Climate Specialist for the school in which the student is enrolled. The Safe School Climate Specialist or designee shall cause such reports to be reviewed and actions taken consistent with this policy.
- D. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the appropriate authority in accordance with Board Policy 6170, pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES.**

II. Procedures for Review of Reports of Child Sexual Abuse and/or Assault

- A. The Safe School Climate Specialist or designee for the school in which the student is enrolled shall be responsible for reviewing any reports of suspected child sexual abuse and/or sexual assault. In the event that the suspected child sexual abuse and/or sexual assault has not yet been reported to the appropriate authority in accordance with Board Policy 6170, pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES,** the Safe School Climate Specialist or designee shall promptly cause such a report to be made.
- B. If/when such report alleges that an employee of the Board of Education or other individual under the control of the Board is the perpetrator of child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall immediately notify the Superintendent of Schools, who shall cause such report to be investigated in accordance with Board Policy 6170, pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES.**
- C. The Safe School Climate Specialist or designee shall also promptly notify the parents or guardians of the student about whom a report of suspected child sexual abuse and/or sexual assault has been made. The notification requirement shall not apply if a parent or

guardian is the individual suspected of perpetrating the child sexual abuse and/or sexual assault. The Safe School Climate Specialist or designee shall offer to meet with the parents or guardians of the student about whom a report of suspected child sexual abuse and/or sexual assault has been made, in order to discuss the district's review and support procedures, including but not limited to: 1) actions that child victims of sexual abuse and/or sexual assault and their families may take to obtain assistance, 2) intervention and counseling options for child victims of sexual abuse and/or assault, and 3) access to educational resources to enable child victims of sexual abuse and/or sexual assault to succeed in school. If either a Department of Children and Families ("DCF") investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall obtain the permission of DCF and/or the police department conducting the investigation prior to informing the parents/guardians of the report.

- D. In the event that the report of suspected child sexual abuse and/or sexual assault alleges that another student enrolled in the Torrington Public Schools is the perpetrator of the sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall also take appropriate action to investigate or cause such a report to be investigated, and appropriate remedial actions taken, in accordance with Board Policy 6170, pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**, Board Policy 6010, pertaining to **Bullying Prevention and Intervention**, and Board Policy 4080, **Sex Discrimination and Sexual Harassment**.
- E. The Safe School Climate Specialist or designee shall develop a student support plan for any who has been a victim of child sexual abuse and/or sexual assault. The report of suspected sexual abuse and/or assault need not be verified prior to the implementation of a support plan. The elements of the support plan shall be determined in the discretion of the Safe School Climate Specialist or designee, and shall be designed to support the student victim's ability to access the school environment.

III. Support Strategies

- A. Child sexual abuse and/or sexual assault can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the

victim and other students. Accordingly, there is no one prescribed response to child sexual abuse and/or sexual assault.

- B. The following sets forth possible interventions and supports which may be utilized to support individual student victims of child sexual abuse and/or sexual assault:
 - 1. Referral to a school counselor, psychologist or other appropriate social or mental health service.
 - 2. Encouragement of the student victim to seek help when feeling overwhelmed or anxious in the school environment.
 - 3. Facilitated peer support groups.
 - 4. Designation of a specific adult in the school setting for the student victim to seek out for assistance.
 - 5. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the victim of sexual abuse and assault.
- C. The following sets forth possible interventions and supports which may be utilized systemically as prevention and intervention strategies pertaining to child sexual abuse and/or sexual assault:
 - 1. School rules prohibiting sexual assault and establishing appropriate consequences for those who engage in such acts.
 - 2. School-wide training related to prevention and identification of, and response to, child sexual abuse and/or sexual assault.
 - 3. Age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and sexual assault awareness and prevention that will include information pertaining to, and support for, disclosures of sexual abuse and sexual assault, including but not limited to:
 - (a) the skills to recognize child sexual abuse and sexual assault, boundary violations and unwanted forms of touching and contact, and the ways offenders groom or desensitize victims; and

- (b) strategies to promote disclosure, reduce self-blame and mobilize bystanders.
- 4. Promotion of parent involvement in child sexual abuse and sexual assault prevention and awareness through individual or team participation in meetings, trainings and individual interventions.
- 5. Respectful and supportive responses to disclosures of child sexual abuse and/or sexual assault by students.
- 6. Use of peers to help ameliorate the plight of victims and include them in group activities.
- 7. Continuing awareness and involvement on the part of students, school employees and parents with regards to prevention and intervention strategies.

IV. Safe School Climate Specialists

The Safe School Climate Specialists for the Torrington Public Schools are:

Torrington High School
Andrew Skarzynski, Principal
askarzynski@torrington.org
(860) 489-2294

Torrington Middle School
Bryan Olkowski, Principal
bolkowski@torrington.org
(860) 496-4050

Forbes School
Joanne Creedon, Principal
jcreedon@torrington.org
(860) 489-2500

Southwest School
Mary Ann Buchanan, Principal
mbuchanan@torrington.org
(860) 489-2311

Torringtonford School
Kelly Galullo, Principal
kgalullo@torrington.org
(860) 489-2300

Vogel Wetmore School
Peter Michelson, Principal
pmichelson@torrington.org
(860) 489-2570

V. Community Resources

The Board of Education recognizes that prevention of child sexual abuse and sexual assault requires a community approach. Supports for victims and families will include both school and community sources. The national, state and local resources below may be accessed by families at any time, without the need to involve school personnel.

A. National Resources:

National Center for Missing & Exploited Children Resource Center
<http://www.missingkids.com/Publications>

699 Prince Street, Alexandria, Virginia 22314-3175

24-hour call center: 1-800-843-5678

- Online resource center contains publications on child safety and abuse prevention, child sexual exploitation, and missing children.

National Children's Advocacy Center

www.nationalcac.org

210 Pratt Ave., Huntsville, Alabama 35801

Telephone: (256) 533-5437

National Child Traumatic Stress Network

www.nctsn.org

General information on childhood trauma, including information on child sexual abuse.

- NCCTS – Duke University
1121 West Chapel Hill Street Suite 201
Durham, NC 27701
Telephone: (919) 682-1552

National Sexual Violence Resource Center (Includes Multilingual Access)

<http://www.nsvrc.org/projects/multilingual-access/multilingual-access>

123 North Enola Drive

Enola, PA 17025

Toll Free Telephone: 877-739-3895

Darkness to Light

<http://www.d2l.org>

Grassroots national non-profit organization to educate adults to prevent, recognize and react responsibly to child sexual abuse.

1064 Gardner Road, Suite 210
Charleston, SC 29407
National Helpline: (866) FOR-LIGHT
Administrative Office: (843) 965-5444

B. Statewide Resources:

Department of Children and Families

<http://www.ct.gov/dcf/site/default.asp>

Connecticut agency responsible for protecting children who are abused or neglected

505 Hudson Street

Hartford, Connecticut 06106

Child Abuse and Neglect Careline: 1-800-842-2288

Telephone, Central Office: (860) 550-6300

- FAQs About Reporting Suspected Abuse and Neglect:
<http://www.ct.gov/dcf/cwp/view.asp?a=2534&Q=314388&dcfNav=|>

The Connecticut Alliance to End Sexual Violence

<http://EndSexualViolenceCT.org/>

Telephone: (860) 282-9881

Statewide coalition of community-based sexual assault crisis service programs working to end sexual violence through victim assistance, public policy advocacy, and prevention education training. Each member center provides free and confidential 24/7 hotline services in English and Spanish, individual crisis counseling, support groups, accompaniment and support in hospitals, police stations, and courts, referral information, and other services to anyone in need.

- *To find a Connecticut Alliance to End Sexual Violence member program please visit:* <http://endsexualviolencect.org/who-we-are/our-members/>

Connecticut Children's Alliance

www.ctchildrensalliance.org

75 Charter Oak Ave Suite 1-309

Hartford, Connecticut 06106

Phone: (860) 610-6041

CCA is a statewide coalition of Child Advocacy Centers and Multidisciplinary Teams.

Connecticut Network of Care

<http://connecticut.networkofcare.org>

Connecticut Network of Care is an online information portal listing programs and support groups for sexual assault and abuse in Connecticut.

C. Local Resources:

The Torrington Board of Education has established a Safe School Climate Plan to address bullying in the schools. Under the plan, the Superintendent of Schools appoints a district Safe School

Climate Coordinator and each school designates a safe school climate specialist to administer the program in that school. Each school also designates a committee, which must include at least one parent or guardian of a student enrolled in the school, to address issues related to bullying in school, at school-related activities, and on transportation vehicles to and from school-sponsored activities.

Legal References:

Conn. Gen. Stat s. 17a-101q, Statewide Sexual Abuse and Assault Awareness and Prevention Program

6170 - Adopted May 6, 1992. Revised and Approved February 21, 2001. Consolidated with R6170 May 18, 2011. 6170R - Adopted May 6, 1992. Revised and Approved February 21, 2001.
6170 - Child Sexual Abuse And Assault Policy And Reporting Procedure - Revised and Approved by the Torrington Board of Education on February 26, 2019.

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

**SCHOOL VOLUNTEERS, STUDENT INTERNS AND
OTHER NON-EMPLOYEES**

Policy

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Torrington Public Schools staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Torrington Public Schools.

No employee of the Torrington Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal References:

Connecticut General Statutes § 10-4g
Connecticut General Statutes § 10-220
Connecticut General Statutes § 10-235
Connecticut General Statutes § 54-250 et seq.

**ADMINISTRATIVE REGULATIONS REGARDING
SCHOOL VOLUNTEERS, INTERNS AND OTHER NON-EMPLOYEES**

Screening Procedure

The following procedure has been established for screening volunteers, interns and other non-employees ("volunteers") within the Torrington Public Schools. For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a Torrington Public Schools employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study. As with other volunteers, all student interns must be approved in advance by the building administrator or his/her designee and must be under the direction of a Board employee.

This procedure identifies those situations in which an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry within 10 days of application and/or request to volunteer within the Torrington Public Schools. All results must be received by the Human Resources Office before the volunteer may commence his or her services. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Torrington Public Schools.

Screening Procedure Definitions

The District has identified two classifications of volunteers: Group I and Group II.

Group I

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a Torrington Public Schools employee. Background checks will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

- a. assisting in a classroom, cafeteria, or library when a staff member is present; or
- b. accompanying a class on a field trip during the school day with a staff member; or
- c. helping in the school office during regular school hours; or
- d. assisting in the cafeteria or library during regular school hours; or
- e. assisting during extracurricular events, i.e., dances, fairs, open house, sporting events, etc.

Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a Torrington Public Schools employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the Department of Children and Families (DCF) Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as those listed below:

- a. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or
- b. chaperoning an overnight field trip; or
- c. working in direct contact with students without the direct presence of a Torrington Public Schools employee;
- d. working as a student intern; or
- e. coaching.

Upon receipt of DCF Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or his or her designee will notify the volunteer of the results of the Registry check and will provide an opportunity for the volunteer to respond to the results of the Registry check. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may be approved to volunteer within the Torrington Public Schools.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the Torrington Public Schools. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

Prior Approval Required

All school volunteers (including student interns or other non-employee working in the schools) must be approved in advance by the building principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Sign-in Procedure

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (i.e. destination; provide proof of identification etc.) as may be required by the log. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit.

Legal Reference:

Connecticut General Statutes § 10-4g
Connecticut General Statutes § 10-220
Connecticut General Statutes § 10-235
Connecticut General Statutes § 54-250 et seq.

Policy 7025: School Volunteers

7025- Approved November 18, 2009; Consolidated with R7025 August 16, 2011.

R7025 - Approved November 18, 2009; Consolidated with R7025.

Policy 7025: School Volunteers, Student Interns And Other Non-Employees - Revised and Approved by the Torrington Board of Education on February 26, 2019.

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

SCHOOL VOLUNTEERS

Criminal Conviction Information

Have you ever been convicted of a felony or any other criminal offense, either within or outside the State of Connecticut? _____ (YES) _____ (NO). If so, identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach to this form. (For purpose of this form, a plea of "no contest" or "nolo contendere" is a conviction.)

Has there ever been a disposition of criminal charges against you other than a dismissal or acquittal? _____ (YES) _____ (NO). If so, identify the approximate date, location and nature of each such disposition and the nature of the charges against you on a separate sheet of paper and attach to this form.

Are any criminal charges currently pending against you either within or outside the State of Connecticut? _____ (YES) _____ (NO). If so, identify the jurisdiction in which such charges are pending, the nature of the charges against you and provide an explanation on a separate sheet of paper and attach to this form.

Are you currently enrolled in a program of deferred adjudication (e.g., accelerated rehabilitation, pre-trial drug or alcohol education) as a result of being charged for operating a motor vehicle while under the influence of alcohol or a drug? _____ (YES) _____ (NO). If so, identify the jurisdiction in which such program is pending and provide an explanation of the nature of such program and the criminal charges against you on a separate sheet of paper and attach to this form.

The Torrington Public Schools requires criminal background investigations of volunteers who work with students for periods of time when no staff member is present, have unsupervised access to a school's main office, or are in other situations where an investigation may be warranted. In all cases, fingerprinting is required.

Consent

I understand that my volunteer activity requires the Board of Education to initiate state and/or national criminal background checks and that I will be required to submit to fingerprinting. The Board of Education will pay the cost of any required criminal checks. I have read and understand this form and attest to the truth and accuracy of the information I have provided. I understand that false or misleading statements on this form may disqualify me from volunteering in the Torrington Public Schools.

I hereby authorize law enforcement agencies and any other persons or entities to supply any information regarding my background to the Board of Education and to its agents and employees, and I hereby release all such law enforcement agencies and other persons or entities, and their agents and employees, from any liability arising from the supplying and use of such information.

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT
Volunteer Information, Consent and Waiver Form

A volunteer must complete one form each school year. All information must be provided including your full name and date of birth. Please print clearly and sign on the signature line.

Personal Information

Name: _____

Home Phone: _____ WorkPhone: _____

Cell Phone: _____

Date of Birth ____/____/____

Address: _____

E-Mail Address: _____

Personal Physician: _____ Phone: _____

Emergency Adult Contact: _____ Phone: _____

Please list previous experience as a school volunteer. Please include approximate dates and location:

Names of children and/or wards attending this school:

Signature: _____

Date: _____

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

Family and Medical Leave of Absence

Policy

Statement

To define the policy and procedure of the Torrington Board of Education with regard to family and medical leave required by the Family and Medical Leave Act of 1993 (FMLA), as amended, and accompanying regulations.

Policy Eligibility

Employees who have worked for the Board for at least twelve (12) months and at least 1,250 service hours during the twelve (12) months preceding commencement of the leave are eligible for FMLA leave during the applicable 12-month period, as set forth below.

Full-time classroom teachers are deemed to meet the 1,250 service hour requirement. *Teacher* (or employee employed in an instructional capacity, or instructional employee) means an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

A school paraprofessional is eligible for the same leave set forth in this policy if the paraprofessional has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of a leave.

Reasons for FMLA Leave

Leaves under the FMLA may be taken for any of the following reasons:

- A. Birth and/or care of a child of the employee.
- B. Placement of a child into the employee's family by adoption or by a foster care arrangement.
- C. Care of the employee's spouse, child or parent who has a serious health condition.
- D. Inability of the employee to perform the functions of the employee's position due to a serious health condition.
- E. Because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) covered active duty in the Armed Forces (including a member of the National Guard or Reserves).

Qualifying exigencies may include:

- (1) Short-notice deployment activities (if a member receives seven or fewer calendar days-notice prior to the date of deployment);
- (2) Military events and related activities;
- (3) Childcare and school activities;
- (4) Financial and legal arrangements;
- (5) Counseling activities;
- (6) Rest and recuperation activities;
- (7) Post-deployment activities; and/or
- (8) Additional activities.

F. To care for the employee's spouse, parent, son or daughter, or next of kin who is a covered service member with a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating. A covered service member includes (1) a member of the Armed Forces (including a member of the National Guard or Reserves) (a) who is undergoing medical treatment, recuperation, or therapy; (b) is in outpatient status; or (c) is on the temporary disability retired list for a serious injury or illness, and (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness who was a member of the Armed Forces at any time during the five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Any FMLA leave taken by an employee during the applicable twelve (12) month period will be used to determine the amount of available leave pursuant to the Family and Medical Leave Act. See "Method for Calculating Twelve Month Period", set forth below.

The right to family leave for the birth and/or placement of the child into an employee's family may only be taken within the twelve (12) months after the date of birth or placement of the child. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless the Board agrees.

Length Of Leave

Except in the case of leave to care for a covered service member with a serious injury or illness, an eligible employee is entitled to take up to a maximum of twelve (12) workweeks of FMLA leave during any 12-month entitlement period. An eligible employee is entitled to up to 26 workweeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period as defined below in the "Method for Calculating Twelve Month Period" section.

If leave is taken for more than one of the qualifying reasons listed above, the employee is entitled to a combined total of 12 workweeks of leave during any 12-month entitlement period unless one of the reasons is to care for a covered service member with a serious injury or illness. If one of the reasons is to care for a covered service member with a serious injury or illness, then the employee is entitled to a combined total of 26 workweeks of leave during the single 12-month period, but is still limited to a combined maximum of 12 workweeks for leave taken for any reason other than to care for a covered service member with a serious injury or illness.

Intermittent Leave/Reduced Hours

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hour's basis only if such leave is medically necessary. Where an employee requests intermittent leave or leave on a reduced hours basis due to a family member's or the employee's own serious health condition, the Board has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The temporary position will have pay and benefits equivalent to the employee's regular job. For nonexempt hourly employees, leave may be taken in increments of a quarter hour.

Substitution of Accrued Leave

Employees will be required to use their available accrued paid leave time during the applicable twelve (12) week FMLA leave period. Available sick leave will be substituted first, followed by available personal leave and vacation time when the FMLA leave is taken because of a serious health condition of the employee or to care for a family member. The Board's policies, practice(s) and/or collective bargaining agreement(s) regarding vacation time, personal days, sick days or other leave time will determine if an employee has available accrued paid or unpaid leave. The employee will be notified in writing which accrued leave, if any, will be counted towards FMLA leave.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee agrees with the Board to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain his or her regular weekly income level.

Employee Notice Requirements - Foreseeable/Unforeseeable Need

When the necessity of leave is foreseeable due to the expected birth or placement of a child, the employee must provide the Board at least thirty (30) days-notice of the employee's intention to take leave. If the date of placement of a child requires the employee's leave to begin in less than thirty (30) days from the date of notice to the Board, the employee must provide such notice as soon as practicable. Where the need for leave is unforeseeable, the employee must give notice as soon as practicable. The employee must provide sufficient information to make the school district aware that the employee needs FMLA-qualifying leave, and must inform the school district of the anticipated timing and duration of the leave. If the requested leave is for a reason for which leave was previously designated as FMLA leave by the school district, the employee must specifically reference the reason for the leave or the need for "FMLA" leave. In addition, an employee must inform the school district as soon as practicable if date(s) of

scheduled leave change or are extended, or if the date(s) were initially unknown.

Where the necessity for leave is due to a family members or an employee's own serious health condition and is foreseeable based on planned medical treatment, the employee must:

- give at least thirty (30) days-notice, or as soon as practicable if treatment starts in less than thirty (30) days; and
- make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the Board, subject to the approval of the health care provider.

Certification of Physician/Practitioner

Any leave request based on a family member's or employees own serious health condition must be supported by certification from a health care provider. The employee must provide a copy of the certification to the Board in a timely manner (a minimum of fifteen calendar days will be allowed to provide the certification).

Health Insurance

During FMLA leaves of absence, the Board will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premiums during any period of FMLA leave. During any paid portion of FMLA leave, any applicable health insurance premium payments will continue to be deducted from the employee's paycheck as usual. During any unpaid portion of FMLA leave, the School District will continue to pay its portion of medical insurance premiums for the period of unpaid FMLA leave. Failure of the employee to pay his/her share of the health insurance premiums may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Board for payment of health insurance premiums during the FMLA leave, unless the employee does not return to work because of the presence of a serious health condition which prevents that employee from performing his/her job, or other circumstances beyond the control of the employee.

Other Benefits

Employment benefits accrued by the employee up to the day on which the FMLA leave of absence begins will be available upon return from leave. With respect to pension and retirement plans, FMLA leave will be treated as continued service for purposes of vesting and eligibility to participate.

Return to Work

The Board may require an employee on FMLA leave to report periodically on his/her status, and intention to return to work. Also, periodic recertification of the medical condition may be required.

An employee taking leave due to the employee's serious health condition may be required to obtain certification that the employee is able to resume work prior to returning from any FMLA leave. The Board will consider the nature of the employee's serious health condition, and the demands of the employee's position, when deciding whether to require certification of ability to resume work.

Employees who return to work from FMLA leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without the loss of benefits or pay.

Method for Calculating Twelve Month Period

For purposes of this policy, the following twelve-month period shall apply: The 12-month entitlement period for family or medical leave is measured forward from the date an employee begins leave that qualifies under the FMLA.

If any employee takes leave on an intermittent or reduced leave schedule only the amount of leave actually taken may be counted toward the twelve weeks of leave to which an employee is entitled. Where an employee normally works a part time schedule, the amount of leave to which an employee is entitled is determined on a pro rata or proportional basis. If any employee's schedule varies from week to week, a weekly average of the hours worked over the twelve months prior to the beginning of the leave period is used for calculating the employee's normal work week.

Both Spouses Working for the School District

If both spouses are employees of the School District and request leave for the birth, placement of a healthy child by adoption or for foster care, or to care for a parent with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in any 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one such purpose, each is still entitled to the difference between the amount he or she has taken individually and the 12-week entitlement for FMLA leave for other FMLA purposes during any 12-month entitlement period. However, a husband and wife may each take up to twelve (12) weeks of FMLA leave for other FMLA-qualifying reasons, such as for their own serious health condition or if needed to care for their newborn or adopted child or with a serious health condition.

Intermittent Leave/Reduced Leave - Instructional Employees

If an eligible instructional employee requests intermittent leave or leave on a reduced leave schedule to care for a family member, or for the employee's

own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty-percent (20%) of the total number of working days over the period the leave would extend, The Board of Education, at its option, may require the employee to choose either to:

- A. Take leave for a period or periods of particular duration, not greater than the duration of the planned treatment; or
- B. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and better accommodates recurring periods of leave than does the employee's regular position.

An instructional employee who does not give required notice of foreseeable leave to be taken intermittently or on a reduced leave schedule, may be required by the Board to take a leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require the employee to delay the taking of the leave until the notice provision is met. This notice provision, however, shall not be interpreted to be stricter for purposes of FMLA leave than the Board requires from its employees otherwise taking comparable paid or unpaid leave.

Academic Term

The school year is divided into two academic terms. Academic term means the school semester which typically ends near the end of the calendar year or the end of spring each school year. An instructional employee who begins leave more than five weeks before the end of a term may be required by the Board to continue taking leave until the end of the term if:

- A. The leave will last at least three weeks, and
- B. The employee would return to work during the three-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the term, the Board may require the employee to continue taking leave until the end of the term if:

- A. The leave will last more than two weeks, and
- B. The employee would return to work during the two-week period before the end of the term.

If the instructional employee begins leave for a purpose other than the employee's own serious health condition, during the three-week period before the end of the term, and the leave will last more than five working days, the Board may require the employee to continue taking leave until the end of the term.

Medical Records

Records and documents relating to medical certifications, recertification or medical histories of employees or employees' family members, shall be

maintained in separate files/records and treated as confidential medical records.

Outside Employment

An employee who is on family and medical leave may not engage in employment for any other employer or self-employment while on leave. Falsification of records and failure to correct records known to be false are violations of this policy and will result in discipline which may include termination from employment.

Legal References:

Connecticut General Statutes:
Conn. Gen. Stat. § 31-51rr

Regs. Conn. State Agencies 31-51rr-1, et seq.

United States Code:
Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L. 110-233, 42 USC 2000ff; 29 CFR 1635.1 et seq.

Field Trips

Policy

The Torrington Board of Education recognizes the educational importance of providing students with a wide range of educational experiences outside the walls of the classroom, including student trips, out-of-district activities and competitions, community projects and international travel. It further recognizes the importance of providing safeguards that ensure the quality and alignment of those experiences with curriculum, equal access for all students, and the safety of the students, staff, and chaperones attending them.

All student field trips shall require prior written approval by the building principal. The Superintendent of Schools or a designee shall approve all field trips, and develop forms and processes for submitting these requests to the Board.

The Board of Education or its designee reserves the right to cancel field trips if conditions warrant cancellation and is not responsible for covering any loss of funds to participants should be cancellation be warranted.

Administrative Regulations

The administration shall develop forms and procedures for the proposal and approval of field trips that address the topics below. The procedures and forms shall be placed in the Administrative Handbook and reviewed annually for revision.

For the initial proposal of a field trip, the teacher/sponsor will submit forms/paperwork in a timely fashion to allow for careful review and include the following:

1. Demonstrate the field trip will be relevant to the curriculum.
2. review proposal with the principal prior to involving students/parents/guardians in planning.
3. be familiar with the proposed site.
4. indicate recommended funding sources.
5. list any potential hazards related to the trip that may require special insurance, e. g., skiing, scuba diving, etc.
6. delineate any student medical needs and/or access needs for special education and 504 students.
7. include the mode of transportation.

Process

The approval process must begin with the building principal(s) and delineate the hierarchy for approval. The form for approval must include:

Provisions for parent/guardian permission slips and student contracts and, where appropriate as a requirement, student contracts for behavior and learning expectations

Indication that nursing and cafeteria staff have been notified once the trip has been approved and that grade level secretary(s) have a complete list of participants and have designated participants in PowerSchool.

Designation of chaperones, persons to provide first aid in emergencies

Evidence that the teacher has prepared the students with the purpose of the trip (tie to curriculum) and expectations for learning and behavior while on the trip.

Specification of transportation mode, contact person at the site, and accommodations if extended stay.

That all volunteers and chaperones are in compliance with BOE Policy 7025 and have had all necessary background screening.

Post-approval

The principal shall be responsible for:

Collection and review of permission slips and, if required, student contracts

Details related to special needs accommodations

Alert Now list, if trip is out-of-country and/or overnight

Informing staff and chaperones prior to leaving of their responsibilities while on the trip

Policy 6088: Field Trips

6088- Revised July 15, 2009; Consolidated with R6088 and approved March 16, 2011.

R6071 - Revised July 15, 2008. Consolidated with 6088 on March 16, 2011.

6088-Revised March 28, 2012;

6088-Revised October 9, 2013; Approved October 23, 2013

School: W.H.S.: L. DePina
 Grade(s): Science Club + Tobacco
 Location: Oakdale
Wallingford, CT
 Date(s): 5/31/19-6/1/19

COVER SHEET

This cover sheet must accompany the Field Trip Application Form for all steps of approval and then be returned to the trip organizer upon completion of the proposal/approval process.

Kevin

- Local/In-State/One day Field Trips must be submitted to Central Office at least 30 days prior to the date of the proposed field trip.
- Out-of-State/Overnight/Out-of-Country Field Trips must be submitted to Central Office at least 60 days prior to the date of the proposed field trip.
- The steps for proposal and possible approval of all field trips must follow the below steps. Each step should be checked, signed and dated when complete.
- This form must be completed in its entirety. Incomplete forms will be returned to trip organizer. Section 9 must have all necessary signatures before district approval will be given.

* Please note that field trips in September and June are highly discouraged.

	Task	Date and Signed
<input checked="" type="checkbox"/>	Trip organizer completes Field Trip Application Form and submits to school nurse for review.	2/3/19
<input checked="" type="checkbox"/>	School nurse reviews all information and signs off on form.	2/8/19 R. Arnold
<input checked="" type="checkbox"/>	Once signed by school nurse, trip organizer submits application with all necessary information to building principal for approval. Building principal approves or denies field trip proposal. If denied, notify trip organizer.	<u>AA</u>
<input checked="" type="checkbox"/>	If approved, building AA enters proposed field trip on shared outlook calendar and sends proposal to district administration.	<u>2/19/19</u>
<input checked="" type="checkbox"/>	District administration receives trip proposal.	<u>2/27/19 ST</u>
<input checked="" type="checkbox"/>	District administration approves or denies field trip proposal.	
<input type="checkbox"/>	For local/in-state/one day trips District administration notifies the trip organizer of decision. Information is updated on shared field trip outlook calendar.	
<input type="checkbox"/>	For out-of-state, out-of-country, or overnight field trips district administration submits field trip proposal to the full BOE for approval.	
<input type="checkbox"/>	BOE approves or denies field trip proposal.	
<input type="checkbox"/>	BOE notifies district administration of decision and District Administrative Assistant updates information on shared field trip outlook calendar.	
<input type="checkbox"/>	Trip organizer receives cover sheet with decision noted.	
<input type="checkbox"/>	Trip organizer notifies all necessary staff of approval or denial of field trip within one week of approval: (check and initial when complete)	
	<input type="checkbox"/> Administration _____ <input type="checkbox"/> Nurse _____ <input type="checkbox"/> Cafeteria _____ <input type="checkbox"/> Other: _____	

COPY

Central Office Final Decision:

☐ TRIP APPROVED

☐ TRIP DENIED

Torrington Public Schools Field Trip Application Form

1. LOGISTICS

Date of Application: 2/4/19 Person Proposing Field Trip: Lisa Debany
 Date(s) of Trip: May 31-June 1st Departure Time: 12:00 PM Return Time: June 1st 3:00 pm
 Specific Destination: Oakdale Theater, Wallingford (event/site and specific city, state) Student Innovation Expo Fest & Film Festival
 (Must be submitted to Central Office at least 30 days prior to trip.)
☐ In State One Day Trip

(Must be submitted to Central Office at least 60 days prior to trip. All trips will require BOE approval.)

☒ Overnight In State Trip ☐ One day out of State Trip ☐ Multi-Day out of State Trip ☐ Out of Country Trip

Transportation: All Star Transportation (be specific/company name/if walking the route) * Bus provided through EdAdv

2. PARTICIPANTS

Class(es)/Students that are participating: Science Club & Tobacco Advocacy Club (attach list of names)

Is this list subject to change? If yes, explain:

3. CHAPERONES

(Please note the number of chaperones needed along with names)

2 Teachers: Lisa Debany & Tom Lutka
 _____ Paras/Support Staff: _____
 _____ Parents/Volunteers: _____
 _____ Nurse: _____

☒ Actual count or ☐ Estimated Count

If an estimated count, explain:

4. POSSIBLE COST OF TRIP TO DISTRICT

How many teacher substitutes will be needed to cover students not going on the trip? 2 from 12:00 pm-2:06

How many para substitutes will be needed to cover students not going on the trip? 0

Number of days above substitutes will be needed: Teachers: 1/2 Paras: Nurse:

Cost of above substitutes for class coverage (@\$100/day): Subs can be combined possibly to cover 2 subs (\$200) the 2 periods.

**Funding source for cost of subs (i.e. included in student cost, student activity account, etc.):

The above number of substitutes is an ☒ Actual or ☐ Estimated count.

If an estimated count, explain:

If trip is outside of regularly scheduled school hours or on a weekend, will a custodian be needed for entry into the building? ☐ Yes (Additional OT costs may apply) ☒ No

Possible additional costs (please check all that apply)

☐ special transportation ☐ 1:1 chaperone ☐ food/meal ☐ IEP mandates ☐ chaperone background checks (overnight only)

☐ other: (specify)

Explain all checked boxes as specifically as possible and how the additional costs will be funded:

5. TRIP COST PER PERSON

Total cost of trip: \$850. Explain the cost of the trip per person (admission, transportation, meals etc.): Students will be staying overnight at the Clarion Hotel & Suite in Hamden
Students will contribute \$40 and Science Club will assist with remainder.

6. FUNDING SOURCE – How will the trip be paid for

<input checked="" type="checkbox"/> Student	\$ <u>425</u> (<u>\$30/student</u>)	<input type="checkbox"/> District Budget	\$ _____
<input type="checkbox"/> Fundraising	\$ _____	<input checked="" type="checkbox"/> Grant (specify) <u>BUS</u>	\$ <u>475.00</u> <u>EdAdvance</u>
<input checked="" type="checkbox"/> School Activity Funds <u>Science Club</u>	\$ <u>425</u>	<input type="checkbox"/> Other (specify)	\$ _____
<input type="checkbox"/> PTO	\$ _____		

How much of the total cost will each student be expected to pay? \$ _____

Will financial assistance be provided for those in need? ☐ Yes ☐ No Funding Source: _____

7. EDUCATIONAL PURPOSE

Educational Objective and Assessment Strategy: (attach additional pages as necessary)

see attached rationale

8. ALTERNATE ACTIVITY

Description of what class(es)/Students not going on the trip will be doing during the trip:

This Field Trip is from Friday afternoon through
Saturday afternoon.

Any classes that need to be covered will
continue to work on lessons aligned to
NGSS.

Torrington Public Schools Field Trip Application Form

9. SIGNATURES

Nurse: Benda Arnold ea (Signature indicates the nurse will be able to process all paperwork prior to date of field trip.)

Glucagon accommodations may be needed ☐ Yes ☒ No Nurse required to attend field trip? ☐ Yes ☒ No

Designated person responsible for medication Administration on the trip: Lisa A. Delaney

Principal: [Signature] ☒ Approved ☐ Denied

Assistant Superintendent/Designee: [Signature] ☒ Approved ☐ Denied

For out of state, out of country or overnight field trips only:

Superintendent/Designee: _____ ☐ Approved ☐ Denied

BOE Approval: _____ ☐ Approved ☐ Denied



**TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION REGULAR MEETING
Wednesday, February 27, 2019, 6:30 PM
THS Media Center, 50 Major Besse Drive**

DRAFT MINUTES

1. Call to Order: 6:30PM
2. Pledge of Allegiance
3. Roll Call:
Roll Call: Ms. Cappabianca, Mr. Corey, Mr. Eucalitto, Ms. Hoehne, Mr. Kissko, Mr. Maniccia, Ms. Richardson, Ms. Spino, Ms. Todor
Administrators Present: Mr. Bascetta, Ms. Lubomski, Ms. Perzan, Ms. Schulte
Board Members Absent: Mr. Arum, Ms. Fergusson, Mr. Thibault
4. Approval of Agenda: Mr. Kissko made a motion to approve the agenda, second by Mr. Eucalitto. All in favor.
5. Moment of Silence was held for Mike Conway – Teacher in school system and a former Board Member. He will be missed by facility, family and student of the Torrington School district.
6. Recognitions: Ms. Lubomski and the Chair presented certificates to various students and faculty members.
7. School/Community Service/Public Participation: None
8. Executive Session Discussion Regarding a Legal Matter: Mr. Kissko made a motion to go into executive session discussion regarding a legal matter inviting in Sue Lubomski, Charlie McSpirit, Joanne Creedon, Attorneys Nicole Dorman and Thomas Gerarde, second by Mr. Eucalitto. All in favor.
The board entered executive session at 6:45PM.
The board returned to open session at 7:33PM.
9. Executive Session Discussion Regarding a Legal Matter – Ms. Hoehne made a motion to go into executive session discussion regarding a legal matter inviting in Attorney Johanna Zelman, Sue Lubomski and Kim Schulte, second by Mr. Kissko. All in favor.
The board entered executive session at 7:34PM.
The board returned to open session at 8:04PM.
10. Executive Session Discussion Regarding a Legal Matter: Mr. Kissko made a motion to go into executive session discussion regarding a legal matter inviting in Sue Lubomski and Corrine Waterworth, second by Mr. Eucalitto. All in favor.
The board entered executive session at 8:04PM.
The board returned to open session at 8:43PM.
11. Information Sharing Session:
 - A. Superintendent's Report- Ms. Lubomski reported that we have so many outstanding community supporter. We received money for the sound system for THS and transportation for the All State Conference from Rodery club. Ed advance granted us \$1,500.00 in scholarships for graduating seniors.
 - B. District Calendar-2019/2020- Ms. Lubomski presented the calendar. There was discussion on it: Mr. Eucalitto stated that it would be good if we could present two years' worth of calendars and the second year would be a draft. Ms. Lubomski will bring in 2020/2021 draft calendar next meeting.

These minutes have not yet been approved by the Torrington Board of Education.

- C. Monthly Financials- Mr. Maniccia reported on the financials and that we have some deficits that we are working through and we will be discussing them further in March.
 - D. Course Proposal – Intro to Sports Medicine – being proposed by an Athletic Trainer and students will be able to do a lot of hands on in this class
 - E. Policy #7010- Use of School Facilities – Discussed in Policy. This is Shipman’s policy that was brought forward to us which was more comprehensive and up to date.
 - F. Policy #6170- Child Sexual Abuse and Assault Policy and Reporting Procedure – needed update so we adopted Shipman’s policy.
 - G. Policy#7025 – School Volunteers, Student Interns and Other Non-Employees – policy we didn’t have and we needed it.
 - H. Field Trip: Presented in the packet.
12. Committee Reports:
- A. Policy Committee: Ms. Hoehne reported that they have been working hard going through all the policies and up next is the Parking Permit.
 - B. School Improvement Committee: Mr. Kissko reported that next week they will work on Board Goals and Distinguished Alumnus Award.
 - C. Budget Committee: Mr. Maniccia reported that they talked about and the time card system called Executime. They also set some meetings for 2019/20 budget.
 - D. Personnel Committee: Ms. Spino reported that they have been talking about substitute fill rates, teacher absence. Next month they will discuss Board Evaluation.
 - E. Grievance Committee: None.
 - F. Ed-Advance: Mr. Kissko reported that Rose Forzano is the Human Resource Director there. They are trying to buy the main street school in Plymouth for 1\$ million.
- 8:56PM – Mr. Maniccia made a motion to extend the meeting to 9:05PM, second by Ms. Todor. Opposed: Ms. Spino and Mr. Kissko. Motion carries. Meeting extended to 9:05PM.
- G. Curriculum Committee: Ms. Lubomski reported that Ms. Fergusson had a very productive meeting with the curriculum director
 - H. Secondary Ad-Hoc Committee: The meetings will resume in March.
 - I. School Liaison Reports:
 - Southwest – Ms. Spino reported that they went to see The Lion King at the Warner Theater.
 - THS – Ms. Richardson reported that the students participated in the program with the 3rd graders. Some upcoming events are the winter play, boys’ basketball game and boys swim team meet.
 - Forbes – Ms. Todor reported that they continue to have monthly community assemblies and that the PTO had a successful sweetheart dance.
 - TMS – Mr. Maniccia reported that the JROTC visited TMS. The Student Faculty Basketball game raised 200 dollars. The play Bye Bye Birdie will be performed in March and parent conferences are coming up.
 - Vogel Wetmore- Ms. Hoehne reported that they had a sweetheart dance. They recognized “eaglenets” during their morning announcements.
 - Torrington – Ms. Cappabianca reported that they reached over 400 positive referrals. The 3rd grade teachers collaborated with drama students and Torrington library and THS library for a Mystery quest.
13. Action Items:
- A. Monthly Financials - Mr. Kissko made a motion to approve the monthly financials, second by Ms. Spino. All in favor.

These minutes have not yet been approved by the Torrington Board of Education.

- A. District Calendar 2019/2020 – Mr. Kissko made a motion to approve the calendar, second by Mr. Corey. All in favor.

9:04PM – Mr. Kissko made a motion to extend the meeting to 9:08PM, second by Mr. Maniccia. Opposed: Mr. Kissko. Motion carries. Meeting extended to 9:08PM.

- B. Policy #7010- Use of School Facilities – Ms. Richardson made a motion to approve the policy with changes, second by Mr. Kissko. All in favor.
- C. Policy #6170- Child Sexual Abuse and Assault Policy and Reporting Procedure – Mr. Hoehne made a motion to approve the policy, second by Mr. Kissko. All in favor.
- D. Policy#7025 – School Volunteers, Student Interns And Other Non-Employees – Ms. Hoehne made a motion to approve the policy, second by Ms. Todor. All in favor.
- E. The Forbes Roof Replacement Project, State #143-0069RR has reached substantial completion. The Building Committee of said project is asking The Torrington Board of Education to close the project at this time.
Mr. Kissko made a motion to approve this request, second by Ms. Spino. All in favor.
- F. The Forbes Solar Project, State # 143-0070EC has reached substantial completion. The Building Committee of said project is asking The Torrington Board of Education to close the project at this time.
Ms. Spino made a motion to approve this request, second by Mr. Corey. All in favor.
- G. Approval of Board of Education Meeting Minutes: January 23, 2019: Mr. Kissko made a motion to approve the minutes, second by Mr. Maniccia. All in favor.
- H. Receive Subcommittee Minutes: Mr. Kissko made a motion to approve the minutes, second by Ms. Richardson. All in favor.
- i. School Improvement Committee – January 2, 2019
 - ii. Policy Committee – January 2, 2019
 - iii. Secondary Ad-Hoc Committee – January 10, 2019
- I. Consent Agenda: Appointments & Resignations – Ms. Richardson made a motion to approve the consent agenda, second by Ms. Todor. All in favor.

14. Comments for the Good of the Order: None

15. Items for Upcoming Agenda

A. Monthly Financials

16. Future Meetings:

Friday, March 1, 2019 (Migeon Ave.)

4:30 p.m. – BOE Special Meeting – Discussion on Confidential Student Matter

5:30 p.m. – BOE Special Meeting – Discussion on Confidential Student Matter

Monday, March 4, 2019 (THS)

6:00 p.m. – Special Budget Meeting

Wednesday, March 6, 2019 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Monday, March 11, 2019 (Vogel Wetmore School)

6:00 p.m. – Public Hearing Re: Budget 2019/2020

Wednesday, March 13, 2019 (at Migeon Ave.)

6:30 p.m. – Personnel Committee

7:00 p.m. – Budget Committee

Thursday, March 14, 2019 (THS)

6:00 p.m. – Public Hearing Re: Budget 2019/2020

Tuesday, March 19, 2019 (THS)

6:00 p.m. – Special Budget Meeting

These minutes have not yet been approved by the Torrington Board of Education.

Wednesday, March 27, 2019 (THS)

6:30 p.m. – Regular Board of Education Meeting

17. Adjournment – Ms. Spino made a motion to adjourn the meeting, second by Ms. Richardson. All in favor. Meeting adjourned at 9:07PM.

DRAFT



Torrington Public Schools

FIONA CAPPABIANCA
BOARD CHAIR

SUSAN M. LUBOMSKI
SUPERINTENDENT

Special Meeting of the Board of Education Tuesday, February 26, 2019, 5:30pm Migeon Ave.

DRAFT MINUTES

1. Call to Order: 5:30pm
2. Roll Call: Ms. Cappabianca, Ms. Hoehne, Mr. Kissko, Ms. Todor, Mr. Maniccia, Ms. Spino, Ms. Richardson, Mr. Eucalitto, Mr. Corey.
3. Proposed Executive Session: Discussion of Proposed Contract Terms and Negotiation Regarding Possible Use of School Building: Motion made by Mr. Eucalitto and second by Ms. Todor. All in favor. Conference Call: Interim Business Manager Mr. Arum
Executive Session: 5:33pm
Open Session 6:23pm
4. Possible Action Regarding the Proposed Contract Terms and Negotiation Regarding Possible Use of School Building.
5. Adjournment: Motion to adjourn the meeting made by Mr. Kissko, second by Mr. Eucalitto. All in favor. Meeting adjourned at 6:23PM.



Torrington Public Schools

FIONA CAPPABIANCA
BOARD CHAIR

SUSAN M. LUBOMSKI
SUPERINTENDENT

Special Meeting of the Board of Education Wednesday, March 6, 2019, 5:30pm Migeon Ave.

DRAFT MINUTES

1. Call to Order: 5:30pm – Ms. Hoehne, Mr. Corey
2. Roll Call:
BOE: Ms. Cappabianca, Ms. Hoehne, Mr. Kissko, Mr. Maniccia, Ms. Spino, Ms. Richardson, Mr. Eucalitto, Mr. Corey
Administration: Ms. Lubomski, Ms. Fergusson, Mr. Bascetta
Absent – Mr. Thibault, Ms. Todor.
3. Proposed Executive Session: Discussion of Proposed Contract Terms and Negotiations Regarding Possible Use of School Building
4. Possible Action Regarding the Proposed Contract Terms and Negotiations Regarding Possible Use of School Building. Motion to approve the agreement with edits – Ms. Lubomski, Ms. Fergusson, Mr. Arum and Legal Counsel, All in favor.
Mr. Corey made a motion to return to Open Session, second by Ms. Hoehne. All in favor. The board returned to open session at 5:58PM.
5. Adjournment: Ms. Hoehne made the motion, second by Ms. Richardson. All in favor. Meeting adjourned at 5:59PM.



Torrington Public Schools

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

SUSAN B. FERGUSON
INTERIM ASSISTANT SUPERINTENDENT

Special Budget Committee Tuesday, February 19, 2018, 6:00 P.M. THS Library Media Center

MINUTES

1. Call to Order: 6:00pm
2. Roll Call:
Board: Mr. Maniccia, Ms. Spino, Mr. Eucalitto, Ms. Richardson, Ms. Hoehne, Mr. Kissko, Ms. Cappabianca (arrived – 2-3 minutes after beginning of meeting)
Administrators: Ms. Lubomski, Ms. Fergusson, Ms. Schulte, Mr. Bascetta, Ms. Perzan
Teacher Representative: Mr. Lafreniere
3. Information Sharing:
Ms. Lubomski presented the College and Career Pathways to move our district forward and allow for more choices to our students. In conjunction with Community Partnerships, this will allow for more choices for our local students, giving options in district, instead of out of district options. STEM/STEAM, Education, Medical, Finance/Business/Marketing, Applied Arts, Law Enforcement/Military/Public Service, along with Alternative Educational programming to meet all our student's needs.

The goal of the budget process is to meet the needs of all our students while remaining fiscally responsible.

The district has seen a shift in the demographics and increased Special Education, English Language Learners, Outplacement, School Choice and need for Social-Emotional Support and Mental Health Services.

The Budget History presented showed the significant loss of staffing since 2014 which has left the District lacking support in all areas. New positions are also included in the presented budget as well as reductions.

This presentation provides an overview of new programs to improve graduation rate and daily attendance, challenging and engaging curriculum for all learners, as well as preparing students for

career and college working with community partners, helping to meet new graduation requirements. Also, providing a safe and welcoming environment for all students, staff and families.

4. Adjournment: Ms. Spino made a motion to adjourn the meeting, second by Mr. Eucalitto. All in favor. Meeting adjourned at 6:35pm.

DRAFT



Torrington Public Schools

SUSAN M. LUBOMSKI
INTERIM SUPERINTENDENT

SUSAN B. FERGUSON
INTERIM ASSISTANT SUPERINTENDENT

**Special Budget Committee Meeting
Public Hearing Re: Superintendent's Proposed Budget 2019/2020
Elementary/Special Education/DW
Monday, March 11, 2019, 6:00PM
Vogel/Wetmore School**

DRAFT MINUTES

1. Call to Order: 6:04pm
2. Approval of Agenda: Ms. Spino made the motion, Mr. Eucalitto second. All in favor.
3. Roll Call:
Board: Mr. Maniccia, Mr. Eucalitto, Ms. Spino, Ms. Hoehne, Mr. Kissko, Ms. Todor, Ms. Richardson, Ms. Cappabianca
Administration: Ms. Lubomski, Ms. Fergusson, Mr. Arum, Ms. Perzan, Mr. Bascetta, Ms. Schulte, Ms. Mazzato, Ms. Labbe
Teacher Representative: Mr. Lafreniere
4. Public Participation:
None
5. Discussion of 2019/2020 Budget in the Following Areas: Elementary/Special Education/DW
Mr. Arum addressed Medicaid Revenue and Expenditure Report
Discussion:
Medicaid Revenue and Expenditure Report
State Reimbursements
Special Education Services & Costs
School Choice
Tuition Reviews
Bussing
6. Adjournment: Ms. Spino made a motion to adjourn, second by Mr. Eucalitto. All in favor.
Meeting adjourned at 7:00pm.



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

Budget Committee Meeting Wednesday, February 13, 2019, 7:00 P. M. 355 Migeon Avenue

Minutes

1. Call to Order: 7:00pm
2. Roll Call:
Board: Mr. Maniccia, Mr. Eucalitto, Ms. Spino, Mr. Corey, Ms. Cappabianca, Ms. Hoehne, Mr. Kissko, Ms. Todor
Absent: Ms. Richardson, Mr. Thibault
Administration: Ms. Lubomski, Ms. Fergusson, Ms. Schulte, Mr. Bascetta
Teacher Representatives: Mr. Lafreniere, Ms. Mangan
Press: Ms. Bruno
3. Approval of Agenda: Ms. Spino made a motion to approve the agenda, second by Mr. Eucalitto.
All in favor.
4. Public Participation: None
5. Discussion/ Next Steps:
 - a. Monthly Financials:
Line items of the budget, such as, Longevity, SpEd costs, Professional Services, Student Transportation, to give a clearer overall picture of the fiscal responsibilities of the district.
 - b. Budget Analysis:
Items broken out to give an overall snapshot and concise breakdown of dollars only.
Overall budget is over \$239,465.00 because of special education tuition costs.
 - c. Special Education Analysis:
Mandated spending. Clarification of Excess Cost which is used for tuition reimbursement expenses. Currently, tuition is over by \$1,325,279.00. The Board will be requesting Excess Cost reimbursement from the City this year.
 - d. Transportation Analysis:
We will be monitoring the costs over the next few months.
 - e. Update - Capital Reserves:
Presented New World budget sheets with detailed line items.
 - f. Update - Capital Projects
Active Capital jobs – elevator at THS, electrical tie in will shut down B building Friday, a

These minutes have not yet been approved by the Torrington Board of Education.

PD day in district, non-student day. Looking at an April completion for this project. Continuation with a number of THS projects are awaiting approved change orders from the state which have not been given yet.

- g. Update – Alliance
A proposal to shift funds from Administrative PD for a SpEd Audit. Looking at 2 companies who would look at all the SpEd Services we provide.
This is a 2 months process. Looking at a roll out for implementation beginning at the school year, a slow implementation. Want to be certain we are addressing the needs of all our students.
 - h. Timecard System:
Executime has been presented by the City as a digital system that aligns into New World. The system being utilized is antiquated and time consuming. Other companies such as Time Clock Plus also aligns with New World. Employees will be able to track their remaining sick days on this system.
 - i. Budget Timeline
Timeline presented in a handout of the process and future budget meeting dates. The process involved site Central Office Administration. School staff provided input into this budget. The budget focused on being fiscally responsible.
 - j. Budget Meetings:
February: 19th
March 2019
Budget Sub-Committee Meetings:
Special Budget Meeting, Re: Budget 2019-2020: Tuesday, March 4th THS at 6:00pm
Budget Meeting Hearings Monday, March 11th at Vogel-Wetmore @ 6:00PM &
Thursday, March 14th at Torrington High School @ 6:00pm
Regular Budget Meeting Wednesday, March 13th - Migeon @ 6:00pm
Special Budget Meeting: Wednesday, March 20th – 6:00pm Public Meeting
Board of Education Meeting – Wednesday, March 27th, to then present to
Will present all the different areas in how the budget will be given its an overview.
Final Budget due by April 15th Request it be completed and to the Board by April 5th.
- 6. Comments for the Good of the Order: Mr. Lafreniere wanted to acknowledge the passing Mr. Michael Conway. He will be sorely missed as a driving force in Torrington, to the district and as a strong voice for the appointment of Ms. Lubomski and Ms. Fergusson.
 - 7. Topics for Future Meetings:
 - a. Budget Analysis
 - b. Monthly Financials
 - c. Budget Transfers
 - d. Capital Projects
 - e. Time Card System
 - 8. Adjournment: Ms. Spino made a motion to adjourn, second my Mr. Eucalitto. All in favor.
Meeting adjourned at 8:26pm.
 - 9. Next Meeting: March 13, 2019 @ 7:00PM



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

Policy Committee Meeting Wednesday, February 6, 2019, 7:00 P.M. Forbes School

DRAFT Minutes

1. Call to Order 7:07pm
2. Roll Call: Ms. Hoehne, Mr. Kissko, Ms. Todor
Administration: Ms. Lubomski, Ms. Fergusson, Mr. Bascetta, Ms. Schulte, Mr. Mangalinx,
3. Approval of Agenda: Mr. Kissko made a motion to approve the agenda. Second by Ms. Todor.
All in favor.
4. Approval of Minutes Mr. Kissko made a motion to approve the minutes, second by Ms. Todor.
All in favor.
5. Public Participation: None.
6. Discussion and Next Steps:
 - a. Facilities Use: Increase to fees. This increase will cover cost of having custodian present.
Rental charges: Increase to Gym rental at Forbes, Vogel-Wetmore gyms \$150.00,
Southwest \$125, no increase to Torrington Middle School or Torrington High School.
Increase in fees to begin July 2019.
Shipman & Goodwin Policy to be brought to the Board.
Schedule of Fees to be reviewed at March meeting.
Turf Field: Proposed fee schedule to be brought forward for discussion once turf field is
turned over to the Board.
 - b. FMLA: Need to compare current, Shipman & Goodwin policy and tailored policy for
district for approval. Bring back for discussion at March meeting
 - c. School Volunteers: Shipman & Goodwin Policy clearly defines the parameters of
fingerprinting and background checks. Bring to the full Board.
Fingerprinting, background check using 3rd party contractors. Bring back for discussion.
 - d. Abuse & Neglect: Reviewed model policy and proposed changes. Bring to full Board.
7. Comments for the Good of the Order: None
8. Topics for Future Meetings:
 - a. Turf Field

These minutes have not yet been approved by the Torrington Board of Education.

- b. FMLA
 - c. Background Checks, Fingerprinting for 3rd party contractors.
9. Adjournment: Mr. Kissko made a motion to adjourn the meeting, second by Ms. Todor. Meeting adjourned at 8:15pm.
 10. Next Meeting: 3.6.2019

DRAFT



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

School Improvement Committee Meeting Wednesday, February 6, 2019, 6:00 P.M. Forbes School

Minutes

1. Call to Order: 6:00pm
2. Roll Call: Board Members: Mr. Kissko, Ms. Richardson, Ms. Todor
Administration: Ms. Lubomski, Ms. Fergusson, Ms. Schulte, Ms. Labbe, Ms. Gelormino, Mr. Skarzynski
3. Approval of Agenda: Ms. Richardson made a motion to approve the agenda, second by Ms. Todor. All in favor.
4. Approval of Minutes: Ms. Richardson made a motion to approve the agenda, second by Ms. Todor. All in favor.
5. Public Participation: None
6. Discussion and Next Steps:
 - a. Host School Report:
2.5.18 – John Kissko visited Forbes School and found it to be a very happy, busy place. Ms. Creedon, is growing a community of students, family & staff, being commended for doing a wonderful job.
 - b. Communications:
Donna Labbe – The new Website launch date is the end of April. This will also have a Social Media component for more efficient posting to our sites. A survey is going out 2/25/2019 to students. Data will be available for the next meeting.
 - c. NEASC update:
The Chairs for the site visit this May have been chosen. The timeline and the details of the visit have been presented. All required information by the visiting NEASC team is being collected and will be submitted to the NEASC team weeks before visit. Mr. Skarzynski stated that the process is moving along as expected and the school community will be ready for the visit in May. Invites will be sent to the Board for the Welcoming Reception.
 - d. Status of 2018-2019 Board Goals, Strategic Plan, Social Media, Legislative Liaison

These minutes have not yet been approved by the Torrington Board of Education.

Legislative Liaison Report – Committee recommended hosting a Regional Legislative Breakfast: Invitations to be sent to legislators as well as other district officials in the region.

Going live with website & social media, hopefully by end of April 2019.

Strategic Plan – It is a live document, continually implementing plans in our district.

Ad Hoc – The subcommittees are meeting, gathering information and working on their respective agendas.

- e. THS Parking:
Parking lot has 2 security guards who daily monitor student parking and driving. The students have been notified that irresponsible driving will result in parking privileges being revoked. Discussion of charging for and issuing parking permits is ongoing.
- f. New Course Proposal:
Intro to Sports Medicine introduced as a new health elective. This course aligns with the new College/Career Pathway in Health Care.
- g. Distinguished Alumnus Applications:
Central Office has received new nominations, and will include nominations received throughout the past 3 years. Review to take place at March 2019 SIC meeting.
- h. Preliminary Discussion, Board Goals 2019-2020:
Ongoing discussion to continue during March meeting.
7. Comments for the Good of the Order: None
8. Topics for Future Meetings:
 - a. Update of Survey
 - b. Distinguished Alumnus
 - c. Board Goals
 - d. State Assessment Data
9. Adjournment: Ms. Richardson made a motion to adjourn the meeting, second by Ms. Todor. All in favor. Meeting adjourned at 7:02pm.
10. Next Meeting: March 6, 2109

Torrington Board of Education Consent Agenda Detail
ConsentAge190327

Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
Barbara May	Teacher	MS	Social Studies	Retire	6/30/2019
Jill Ciccarelli	Teacher	MS	Coordinating Teacher ELA	Appoint	3/7/2019
Kelley Browning	Teacher	MS	Coordinating Teacher ELA	Appoint	3/7/2019
Nicole Cianciolo	Teacher	MS	STEM	Resign	6/30/2019