

Minutes
Watertown Board of Education
Policy & Labor Subcommittee Meeting
Tuesday, May 26, 2015 – 6:30 p.m.
Watertown High School
Lecture Hall

Members Present: Leslie Crotty, Acting Chairman of Policy & Labor Committee
Victor Vincenzi, Committee Member
Jim Gambardella, Chairman, Board of Education

Absent: Josephine Cavallo – Rosa, Committee Member

Others Present: Dr. Bridget Carnemolla, Superintendent of Schools
Ms. Janet Parlato, Director of Curriculum & Instruction
Don Orsini, Board of Education
Tom Lambert, Board of Education

1. Convene Meeting

Ms. Crotty, Chairman of the Policy and Labor Committee, convened the meeting at 6:30 p.m.

2. Review and Discuss New Filed Trip Form & Permission Slip

Dr. Carnemolla – Tonight is more of an informational meeting vs. a take action item. As you know, the board approves field trips that are out of state and we approve the rest in house. The forms that we used are very dated and are one in the same for both in and out of state. Ms. Parlato and I worked on this throughout the year and looked at what information was needed, what was not, what could be changed, etc...

Also, we found through our digging, that the permission slips used to go on field trips varied from building to building. We also looked at changing this form as well, and again, although we don't need board approval, we wanted to make you aware. I will now turn it over to Ms. Parlato, because as the director of Curriculum and Instruction, she approves all field trips and makes sure they are tied to the curriculum.

Ms. Parlato – Because field trips represent a portion of our curriculum, our students go everywhere from Europe to New York to the little school house next to the Munson House. There are logistical pieces to that may not seem important, but they are very important when a teacher requests the field trip and we then send a form home to families. The permission form that we had was dated and filled with redundancies so we made a very solid effort to streamline

the forms. The request for field trip provides three different boxes to check where they want to go. (A form was shown to highlight all of these areas.) Timelines are listed to follow. The rest of the form was shown and gone over, most importantly highlighted was the purpose of the trip to make sure it is aligned with the curriculum in that grade level. There is a student to teacher ratio that is needed along with who is responsible for payment. The signature pieces were gone over, highlighting the medical parts to make sure a nurse signs off on all needs. There are several other signatures that are needed before it hits the Munson House.

There is a legal piece on the bottom of the form that notes the right to rescind approval, if needed. It is then approved or not, and then the teacher goes ahead with travel plans.

The second form is the permission form that is sent home to families before the trip. As it was mentioned, there was not a standardized form in the district. (Again, the form was shown to go over.) The top part is filled out by the teacher. Dates are gone over, along with cost and source of funds. Lunches and food are discussed, a brief discussion of what they are doing, and mode of transportation.

This is a fillable form for teachers so all information will be there. The “Other” section can range, but for example, sometimes electronics are allowed on a trip, sometimes they are not and this will allow a teacher to note these specific things. The bottom is for the parent to sign and send back. Some of the parts will be filled in by the teachers and the rest by the parent. There is a line about how all school rules are in effect for the duration of the trip and while it is going on and then again, the legal line about being able to rescind the prior approval, if necessary.

The last time these forms were approved was 1994. The point of this was for coherence that unifies the district. It also covers us legally as we have all of the correct information on this form. In terms of what is turned into the central office, this will be simpler as the teachers can type right into the form. It also makes our procedures much more efficient.

Mr. Lambert asked if we passed these forms through legal counsel and the answer was no, it was not needed with the disclaimer on the forms. It was not necessary with these forms. Mr. Gambardella asked why we don't have to have legal language on the forms, for example that a school is not responsible for things that happen on the field trip, etc...? The answer is that we have all of that language in the student handbooks at each school so we are covered there. Dr. Carnemolla also noted it is in the policy. Ms. Crotty asked where items such as suggested attire and what to and what not to bring may go...it can be put into the “other information”. The teachers can bullet it, type it, however they want. There is no limit to the characters in that space so teachers can type whatever information they would like. It was also noted this form would begin with the 2015 – 2016 school year.

Ms. Crotty asked if there will be more policies that are looked at going forward and there will be as each are looked at. They need to be continually looked at to make sure they fit our current needs.

3. Adjournment

Ms. Crotty adjourned the meeting at 6:46 p.m.

She then called for a motion to adjourn.

Subject: Motion to Adjourn

Motion Presented by: Mr. Lambert

Motion Seconded by: Mr. Vicenzi

Motion Passed

Respectfully submitted by,

Mindi Davidson

Recording Secretary