

Board of Education Meeting

Wednesday, January 3, 2024 7:00 PM

Board of Education Auditorium and via Zoom, 129 Church Street, Bristol, CT 06010

1. **CALL TO ORDER/ PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

2. **STAFF AND STUDENT RECOGNITION**

2.1. Mini-Grant Awardees for 2023-2024

3. **APPROVAL OF MINUTES**

4. **COMMITTEE REPORTS**

5. **STUDENT REPRESENTATIVE REPORTS**

6. **CHAIR REPORT**

7. **SUPERINTENDENT REPORT**

8. **CONSENT AGENDA**

8.1. PERSONNEL

8.1.a. Teacher Retirement

8.1.b. Teacher Resignation - Effective December 18, 2023

8.1.c. New Teacher Hires

8.1.d. A-2 Hire - Effective August 31, 2023

8.1.e. Teacher Request for Unpaid Leave of Absence

9. **PUBLIC COMMENT**

10. **DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS**

10.1. Board of Education Committee Assignments

10.2. 2024-2025 Capital Improvement Plan Approval

10.3. 12.01.2023 Northeast Middle School Schematic Design Estimate

10.4. MOVIA Robotics Donation

10.5. Bristol Central Trip to Taormina, Italy 2024/2025

10.6. Special Services Report

11. **NEW BUSINESS**

12. **BUILDING REPORTS**

13. **INFORMATION/LIAISON REPORTS**

14. **ADJOURNMENT**

The minutes presented within this document are a summary of the discussion that took place at the Board of Education meeting. To view the meeting in its entirety and hear full reports please click the following link: [December 6, 2023 Regular Meeting](#).

BRISTOL BOARD OF EDUCATION
Bristol, Connecticut
Wednesday, December 6, 2023 – 7:00 p.m.
Regular Meeting Minutes

The Bristol Board of Education meeting was held on Wednesday, December 6, 2023, at 7:00 p.m. at the Bristol Board of Education auditorium and via the Zoom Meeting Platform.

PRESENT: Commissioners: Eric Carlson, Jill Fitzsimons-Bula (virtual), Kristen Giantonio, Lorianne Osenkowski, Shelby Pons (virtual), Maria Simmons (virtual), Jennifer Van Gorder and Chair Dante Tagariello;

EXCUSED: Commissioner: Russell Anderson;

ALSO PRESENT: Dr. Catherine Carbone, Superintendent, and Dr. Michael Dietter, Deputy Superintendent

CALL TO ORDER/ PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chair Tagariello called the meeting to order at 7:01 p.m. and asked the audience to stand for the Pledge of Allegiance.

Chair Tagariello ask the audience to join him in a moment of silence for Richard Toth a Teacher at Northeast, Hubbell, Mountain View, Greene-Hills, South Side, O’Connell, and Edgewood from 9/4/1973 to 6/20/2005.

STAFF AND STUDENT RECOGNITION

The Board of Education recognized the following staff and students:

BEHS - Environmental Learning Centers of Connecticut Club (ELCC) Tutoring and Student Opportunities.

Bristol Eastern Assistant Principal Melanie Vetrano and Teacher Lexi Fulton, shared the background of the program and shared photos from group activities students have been able to participate in.

Loren Gonzales - CHMS - Grade 6 - Published Book titled: "Together Forever".

Loren Gonzales and her parents were present in the audience to be recognized for the publishing “Together Forever”. Loren shared the premise of the book and a congratulatory message from the Commissioner of Education, Miguel Cardona was shared with the audience.

APPROVAL OF MINUTES

Chair Tagariello noted to Commissioners that the DRAFT minutes for the November 1st meeting had been revised, to reflect Commissioner Carlson was excused from the November meeting. The Board will be approving the minutes with that revision.

November 1, 2023 – Regular Meeting Minutes

On a motion by Kristen Giantonio, seconded by Eric Carlson; Chair Tagariello called for a Roll Call Vote.

The Board of Education voted to approve the November 1, 2023 – Regular Meeting as written following a ROLL CALL VOTE with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

November 14, 2023 – Special Meeting Minutes

On a motion by Kristen Giantonio, seconded by Eric Carlson; Chair Tagariello called for a Roll Call Vote.

The Board of Education voted to approve the November 14, 2023 – Regular Meeting as written following a ROLL CALL VOTE with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

COMMITTEE REPORTS

Communications and Community Relations Committee

Commissioner Simmons reported that the committee briefly reviewed the FOIA rules regarding Board Member communication by email and text. They discussed access to Board of Education meeting information. The Family and Community Engagement conference was discussed. The Committee also discussed policy and information communication and the book “Everyone Wins” was discussed.

Policy Committee

Commissioner Pons reported that the committee met and conducted an overview of the policies relevant to a charter change that will allow the theater at BAIMS to run a concession. The committee had a robust discussion about what would need to happen, and there will be future discussions on making those adjustments as the city works on revising the charter. They also discussed the discipline and recess policy and possible revisions to reflect current legislation and make the new policy clearer and more aligned with the legislation. The committee discussed Policy 6146 Statewide Proficiency and Mastery Examinations and approved the updates to be more aligned with the 2023 standards. The committee tabled the menstrual product update until next month because of time limitations on the meeting.

Finance Committee

Chair Tagariello reported that the Finance Committee met on November 8th for its regularly scheduled meeting. As presented at that meeting, our October Fund balance was \$21 million, with many budget items already encumbered. Additionally, it was reported that our cafeteria budget continues to maintain a profit with an October balance of \$991,204.

STUDENT REPRESENTATIVE REPORTS

Bristol Central High School

BCHS Junior Student Representative, Abigail Wasta reported on Bristol Central High School for the month of November. Highlights of her report included girls’ volleyball making it to the CCC finals for the first time and ending their season in the state semifinals; one of our players was named to the senior All-Star Game and was voted CT game time player of the week. The football team closed out their season strong with a Thanksgiving Day win against the BEHS Lancers and keeping the bell for the 8th year in a row. Italian students have begun participating in an Italian enrichment program as a part of the 21st Century After School Program in the BCHS World Language Program. The student tutors head over to the South Side School and teach the younger kids similarly BCHS Spanish students visited Greene Hills School and Southside School as a part of our Spanish Elementary Club to teach kids Spanish to many classes. BCHS Italian Exchange participants and families hosted a bingo night raising thousands of dollars to help support their trip to Italy in March. The InterAct Club hosted the BCHS Annual Powder Puff football tournament, where all proceeds were donated to the Make-A-Wish Foundation. The InterAct Club also hosted a harvest dinner on Thursday at the senior center serving them a Thanksgiving meal. Student Council and Cheerleaders put on a fun Pep Rally the Wednesday before Thanksgiving to get them excited for the Thanksgiving Day game. Now these students are busy again getting things ready for Festivus our holiday celebration the day before winter break. Lastly, many seniors have submitted some of their college applications, and two of our senior athletes officially committed to Bryant University and CCSU to further their athletic and academic careers.

Bristol Eastern High School

BEHS Junior Student Representative, Peyton Troth reported on Bristol Eastern High School for the month of November. Highlights from the report included closing out the fall athletic season with the annual Battle of the Bell game along with the annual pep rally. On November 22nd an alumni panel visited Bristol Eastern to talk about their life post-high school. The senior class was able to participate in a Q&A session with this panel and many found it beneficial by learning about other students’ post-high school experiences. The Bristol Eastern Theater Arts program just wrapped up their fall play, titled The Bold, The Young, and The Murdered which was a true hit.

Bristol Eastern High School – cont'd

Keep an eye out this spring for our next play which is Mean Girls. This Friday our teachers and students will participate in Pajama Day to bring awareness along with raising money for Connecticut Children's Medical Center the money raised will be donated back to the hospital to help children who are fighting cancer. On December 22nd students and teachers will face off in a friendly yet competitive basketball game and students are also able to participate in fun challenging activities during the Reindeer Games, while on December 21st we will all join together to watch the BEHS Winter band and choral concert. Students and teachers are working diligently to prepare for midterms we're very excited for the end-of-the-year activities as well as finishing out on a good note.

CHAIR REPORT

Chair Tagariello reminded commissioners of the Reorganizational workshop scheduled for next Tuesday, December 12, 2023, at 6:00 p.m.

SUPERINTENDENT REPORT

Dr. Carbone presented the monthly Superintendent Report. Highlights of her report included:

- A draft of the 2024-25 through 2029-2030 strategic plan was shared with BoE members who served on the strategic planning team, the members of the Central Office who sat on the committee, and administrators for a first round of feedback. At this point in the process we are looking for feedback related to readability - do the priorities identified and strategic actions capture the asks from our family's staff and scholars and are our actions explicit and clear in letting the BPS community know what we will achieve in the upcoming half decade.
- In the coming weeks we will use ThoughtExchange to gather feedback from our staff and families on our draft strategic plan.
- Update on Reading Waiver Disposition. As communicated by the SDE, the BPS curriculum shows evidence of meeting the expectations in fluency, phonemic awareness, and phonics and is being granted a transitional waiver. One of our next steps will be to provide a scope and sequence for our vocabulary development and comprehension skill development within our current curriculum or supplement our curriculum with additional resources. Thank you to our literacy coaches past and present and our curriculum enhancement teachers past and present who have contributed to our curriculum creation we are proud of our curriculum and our efforts to continue to refine our program and we're excited to see the impact of our work has had on student learning since our curriculum was approved by the Board of Education in August of 2020 our third graders have had the highest reading achievement scores on the SBA with each Administration.

Chair Tagariello commented on the significance of the district receiving the Reading Waiver. Many districts did apply for it some did not get a waiver at all. Chair Tagariello attended the Legislative Update at the CABA Convention. One of the biggest concerns was whether districts would get this waiver and also there was a lot of discussion around the cost of actually implementing the science of reading. Receiving the waiver is a testament to our talented staff to be able to get the transitional waiver because of the work we've put in and it's also a testament to all the work that we do so we appreciate that very much.

CONSENT AGENDA

Chair Tagariello called for a motion to approve the Consent Agenda, which included Items 8.1.a through 8.2.i.

On a motion by Kristen Giantonio, seconded by Eric Carlson; Chair Tagariello called for a Roll Call Vote.

The Board of Education voted to approve the Consent Agenda, as written, following a ROLL CALL VOTE with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

PERSONNEL

8.1.a. Teacher Resignations

Cyr, Alicia - WB - Grade 1 Teacher effective November 23, 2023
Fitzpatrick, Amanda - Special Education Teacher effective November 6, 2023
Hubina, Jessica - WB - Grade 5 Teacher effective November 3, 2023
Morales, Kathryn - ID - Kindergarten Teacher effective June 30, 2024

On a motion by Kristen Giantonio, seconded by Eric Carlson; and following a Roll Call Vote.

The Board of Education voted to accept the Teacher Resignations as written, with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

8.1.b. New Teacher Hires

Alcide, Cristalba - STAF - Social Worker – Effective December 4, 2023
Pecora, Peter - BEHS - On Track Coordinator – Effective November 8, 2023
Wescott, Cynthia - CHMS - Grade 6 Special Education Teacher – Effective November 29, 2023

On a motion by Kristen Giantonio, seconded by Eric Carlson; and following a Roll Call Vote.

The Board of Education voted to approve the New Teacher Hires as written, with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

8.1.c. A-2 Hires - Effective August 31, 2023

Coderre, Michael - NEMS - Special Elementary/MS/HS Performing Groups (Choral)
Longo, Kelley - BEHS - Class of 2027 Co-Advisor
MacDonald, Theresa - BAIMS - Special Elementary/MS/HS Performing Groups (Choral)
Revoir, Lindsay - BCHS - Class of 2027 Co-Advisor
Silva, Alyson - BCHS - Class of 2027 Co-Advisor

On a motion by Kristen Giantonio, seconded by Eric Carlson; and following a Roll Call Vote.

The Board of Education voted to approve the A-2 Hires as written, with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

8.1.d. A-3 Hires

Dudek, Caitlyn - BAIMS - Gifted Coach – Effective September 1, 2023
LaChance, Derrick - WB - Science Curriculum Coordinator – Effective November 6, 2023
Nadeau, Meghan - EDGE PreK - PreK Curriculum Coordinator – Effective September 1, 2023
Rubbo, Cary - WB - ELA Curriculum Coordinator – Effective November 6, 2023
Witkewicz, Rachel - EDGE PreK - PreK Technology Leader - Effective September 1, 2023

On a motion by Kristen Giantonio, seconded by Eric Carlson; and following a Roll Call Vote.

The Board of Education voted to approve the A-3 Hires as written, with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

8.1.e. Teacher Request for Unpaid Leave of Absence

Brower, Gina - BEHS - Social Studies Teacher effective on or about May 28, 2024, through the end of the 2023-2024 school year.

8.1.e. Teacher Request for Unpaid Leave of Absence – cont'd

On a motion by Kristen Giantonio, seconded by Eric Carlson; and following a Roll Call Vote.

The Board of Education voted to approve the Teacher Request for Unpaid Leave of Absence as written, following a ROLL CALL VOTE, with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

8.2. GRANTS

- 8.2.a. Barnes Foundation Grant for RIF/FRC Traveling Storytime
- 8.2.b. FRC Grant Award: School Readiness, QE grant
- 8.2.c. FRC Grant Award: Girl Up! Leadership and Empowerment Skills for Girls
- 8.2.d. FRC Grant award: Multi-site expansion of WatchD.O.G.S. Program
- 8.2.e. FRC Grant Award: Community Development Block Grant
- 8.2.f. FRC Grant Award: SDE, Parent Trust Fund, Parent Leadership Training grant
- 8.2.g. FRC Grant award: SDE Primary Mental Health Grant, “BOOST”
- 8.2.h. FRC: WORKS Program Grant
- 8.2.i Perkins Grant Allotment and Planned Use

On a motion by Kristen Giantonio, seconded by Eric Carlson; and following a Roll Call Vote.

The Board of Education voted to approve the Grants written, with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

9. PUBLIC COMMENT

No members of the Public wished to address the Board.

10. DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS

10.1. Legal Obligations of the Board - Presented by Attorney Jessica Ritter

Board of Education Attorney Jessica Ritter, of the Law Firm of Shipman and Goodwin presented an hour-long interactive presentation of the Legal Obligations of the Board of Education. Commissioners were provided copies of the PowerPoint presentation, Board of Education Bylaws, and a QR Code to follow along and respond as needed.

Questions and answers followed regarding committee meetings, Robert’s Rule of Order, minutes and types of meeting distinctions.

10.2. Special Services Report

Amy Martino, Special Services Director presented the monthly Special Services Report. As of November 1st 2023, 1,787 of the 8,076 enrolled Bristol students are identified as requiring special education programming. The enrollment reflects 22.13% of the total BPS student population. As of November 1st, 123 students with disabilities required out-of-district placement at private special education programs, there were 80 students requiring special education programming services at other public out-of-district schools that would include magnet schools. During October 57% of the newly enrolled students were identified as students with disabilities four (4) of the students required out-of-district programming at the time of enrollment. Also, during October, there were forty-two 211 calls and thirteen 911 calls.

11. POLICY REVISION

11.1 Policy 6146.2 - Statewide Proficiency Mastery Examinations

Dr. Dieter presented the revisions to Policy 6146.2 - Statewide Proficiency Mastery Examinations and Statewide Summative Assessment. The revision embodied here bring us up to date with the current assessments

11.1 Policy 6146.2 - Statewide Proficiency Mastery Examinations – cont'd

that are offered in the State of Connecticut. It aligns the calendars as well as the names of the required assessments, and makes changes to the appropriate grade levels where these assessments are administered. This policy was fully reviewed by the policy Committee, and was forwarded unanimously to the full board.

On a motion by Kristen Giantonio, seconded by Jill Fitzsimons-Bula; and following a Roll Call Vote.

The Board of Education voted to approve Policy 6146.2 - Statewide Proficiency Mastery Examinations as written following a ROLL CALL VOTE, with eight (8) Commissioners (Carlson, Fitzsimons-Bula, Giantonio, Osenkowski, Pons, Simmons, Van Gorder, and Tagariello) IN FAVOR of the motion.

NEW BUSINESS

There was no New Business to come before the Board.

BUILDING REPORTS

Peter Fusco, Facilities Director provided the monthly building reports.

CHMS UST – True Blue Environmental received the award for this project. The project kickoff meeting was this afternoon. Equipment will be delivered Monday and the underground storage tanks will be removed next week.

BAIMS – The committee will meet next month to review three PCO's that will offer supplemental redundant heat to lower level areas of the building

New NEMS – The NEMS building committee met last night. The SD estimate was reviewed. The original approved budget was 89 million. Through value engineering, the current SD estimate is 102.3 million. That is a difference of approx. 13.3 million or 15%. The project is also going to P&Z in January. The design team is working through FF&E options with the departments.

ESSER/ARP – EDM, Loureiro and VanZelm are currently working on engineering the projects. Preliminary designs are scheduled to be received late December/early January. The current schedule has these projects going out to bid in February. SNE was the successful bidder for the BMS upgrades and the request to City Council to award the contract to them is scheduled for this month's council meeting.

EDGEWOOD Reno – No Changes – Still waiting for state approval

Culinary Arts – No Changes - Still waiting for state approval

Athletic Fields and Site Improvements – Met the engineers at the track. They are working on their reports for suggested short term and long-term plans.

INFORMATION/LIAISON REPORTS

Commissioner Simmons reported on Bristol Eastern and South School events.

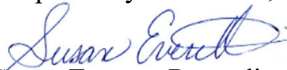
Commissioner Giantonio reported on West Bristol School events.

ADJOURNMENT

On a motion by Eric Carlson, seconded by Maria Simons, and

There being no other business to come before the Board, the meeting should be adjourned. (9:01 p.m.)

Respectfully Submitted,


Susan Everett, Recording Secretary
Bristol Board of Education

BRISTOL BOARD OF EDUCATION
Bristol, Connecticut
Tuesday, December 12, 2023 – 6:30 p.m.
Special Meeting – BoE Retreat Minutes

A Special Bristol Board of Education meeting was held on Tuesday, December 12, 2023, at 6:30 p.m. in the Auditorium of the Bristol Board of Education, located at 129 Church Street, Bristol, Connecticut.

PRESENT: Commissioners: Russell Anderson (Arrived at 6:36 p.m.), Kristen Giantonio, Lori Osenkowski, Shelby Pons, Maria Simmons, Jennifer Van Gorder and Chair Dante Tagariello;

EXCUSED: Commissioners: Eric Carlson and Jill Fitzsimmons-Bula

ALSO PRESENT: Dr. Catherine Carbone, Superintendent of Schools

CALL TO ORDER

Chair Tagariello called the BoE Commissioner Retreat to order at 6:33 p.m.

Chair Tagariello gave a brief opening and explained the process for the evening. Chair Tagariello welcomed the audience that had joined the group for the first time and the commissioners participated in an icebreaker activity.

Commissioners reviewed the Board of Education's Mission Statement and District Goals. A video was shared with the group to begin the work of how the members will work together. Commissioners shared what resonated with them about the video and broke into smaller groups for further discussion. Following discussion, Commissioners created a list of ways the Board can work together.

Commissioners reviewed Standing Committees. Discussion included the current committee format, the proposal of combining committees, committee name changes, and changing committee membership numbers. Commissioners were given the opportunity to ask questions and share their thoughts on the various proposals.

Commissioners participate in group discussions about why they became Board Members and what they hoped to accomplish during their tenure. Commissioners shared their whys and hopes for their tenures with the group.

Due to the late hour, Chair Tagariello said that Items 4 and 5 would be postponed.

ADJOURNMENT

There being no other business, the Board of Education retreat was adjourned. (8:30 p.m.)

Respectfully Submitted,



Susan Everett, Recording Secretary
Bristol Board of Education

BRISTOL BOARD OF EDUCATION
Bristol, Connecticut
Tuesday, December 20, 2023 – 6:30 p.m.
Special Meeting – BoE Retreat Minutes

A Special Bristol Board of Education meeting was held on Wednesday, December 20, 2023, at 6:30 p.m. in the Auditorium of the Bristol Board of Education, located at 129 Church Street, Bristol, Connecticut.

PRESENT: Commissioners: Russell Anderson, Eric Carlson, Jill Fitzsimmons-Bula, Shelby Pons, Maria Simmons, Jennifer Van Gorder and Chair Dante Tagariello;

EXCUSED: Commissioners: Kristen Giantonio and Lori Osenkowski

ALSO PRESENT: Dr. Catherine Carbone, Superintendent of Schools, Dr. Robert Villanova, Retreat Facilitator

CALL TO ORDER AND MEETING NORMS

Chair Tagariello called the BoE Commissioner Retreat to order at 6:30 p.m.

Chair Tagariello explained the documents that each commissioner had received at their seats and introduced Dr. Villanova.

Dr. Carbone shared with commissioners the extensive work Dr. Villanova has done in Bristol and other districts and how he has guided the work of governance across the state.

Dr. Villanova opened the meeting and explained the work of the evening.

ACTIVITIES:

Dr. Villanova began with an activity regarding the strength commissioners bring to the Board and why they became board members. Commissioners shared their strengths and whys with the group.

Throughout the evening, commissioners participated in various group activities regarding the Board of Education and Superintendent Collaborative Governance. Group discussions involved identifying the characteristics of governance teams, governance teams' roles and responsibilities, and understanding the roles, expectations, and structures of a highly effective board and superintendent.

ADJOURNMENT

There being no other business, the Board of Education retreat was adjourned. (8:28 p.m.)

Respectfully Submitted,



Susan Everett, Recording Secretary
Bristol Board of Education

AMANDA R. HULL

EDUCATION

Master's in early childhood education, University of Hartford, '23 Hartford, CT

Pre-k-Grade 3

BACHELOR OF SCIENCE, Nyack College, '07 Nyack, New York □ Early Childhood/Childhood Education: *Concentration: Health and Science*

Teaching Experience

Bristol Public Schools Bristol, CT January 2023-May 2023

Student Teacher in a 1st grade classroom. Attended PPT's, Meetings with the Math and literacy coach. Participated in Faculty meetings and mid-year review with the Dean of Students. Implemented school curriculum and facilitated daily routines.

Jewish Community Center-Mandell West Hartford CT September 2022-December 2022

Student Teacher to a transitional Kindergarten classroom. Created literacy, math, and social-emotional lessons. Participated in curriculum-night and Jewish traditions.

Job Experience

Bristol Public School Bristol CT October 2019- present (on leave for student teaching)

Paraprofessional that provided support in a Pre-K Special Education setting. Supported student's IEP's collected data for the teacher that supported students IEP.

West Hartford Public School West Hartford CT October 2017-October 2019

Teaching Assistant and Paraprofessional that provided support in a Pre-K Special Education setting. Supported the teacher daily and gave support to students on in group or one on one. Collected data for the teacher that supported students IEP.

TheraCare Hartford County CT June 2016-October 2017

Early Interventionist or developmental therapist for children diagnosed with Autism. These children get one on one services for their delay. Services include social, emotional, physical delays that they are behind on. Ages range 1.5-3 years old.

Kelly Services Hartford County CT April 2016- June 2016 · Substitute Teacher for various grades throughout Hartford County. Implementing lessons and discipline for the absent teacher.

· Teacher of Children of ages 2, 3 and 4 at different points throughout employment. · Implemented age-appropriate thematic lessons and activities in a daycare setting.

SHANNON LYONS

OBJECTIVE: Seeking a rewarding position as an TESOL educator in a reputable school to provide learning to a wide range of students.

EDUCATION: *ACES Alternative Route to Certification* Hartford, CT September 2018-June 2019
Connecticut TESOL Certification
Grade Point Average: 3.8

UNIVERSITY OF SAINT JOSEPH, West Hartford, CT
Master of Education September 2005-May 2006
Teacher Certification Graduate September 2002-March 2004
Grade Point Average: 3.9

PROVIDENCE COLLEGE, Providence, RI September 1995-May 1997
Bachelor of Arts in Social Science
Academic concentration in Psychology and Education

DEAN COLLEGE, Franklin, MA September 1993-May 1995
Associates Degree in Liberal Arts
Awarded Who's Who of American College Students

PROFESSIONAL EXPERIENCE:

TESOL INSTRUCTOR Enfield Board of Education August 2019-Present
Henry Barnard Elementary School and Parkman Elementary

www.enfieldschools.org

- Manage and advocate a caseload of 35 multilingual students in two schools within 14 different classrooms and five different grades (K-5)
- Collaborate with classroom teachers to provide the most effective learning for English language learners
- Prepare lesson plans and teach English language skills to multilingual students
- Administer and evaluate LAS Links testing: an assessment that evaluates the students' speaking, listening, writing, and reading
- Administer and record progress monitoring throughout the year
- Attend faculty and department meetings
- Participate in faculty training on topics such as trauma based behavior and online teaching technology
- Attend parent / teacher conferences
- Participate in a SAT and PPT's for students in need for speech and language or special education evaluation

ML INTERVENTIONIST, Avon Board of Education October 2016 - January 2019
Pine Grove Elementary School, Roaring Brook Elementary, and Thompson Brook
www.avon.k12.ct.us

- Collaborate with classroom teachers to provide the most effective learning for English language learners from kindergarten to fifth grade
- Prepare lesson plans and teach English language skills that enable speakers of other languages to effectively communicate
- Administer and evaluate LAS Links testing: an assessment that evaluates the students' speaking, listening, writing, and reading
- Administer and record progress monitoring throughout the year

ML INTERVENTIONIST, Simsbury Board of Education
Latimer Lane Elementary, Henry James Middle School, and Central School
www.simbury.k12.ct.us

August 2015- October 2016

- Prepare lesson plans and teach English language skills that enable speakers of other languages to effectively communicate
- Administer and evaluate LAS Links testing: an assessment that evaluates the students' speaking, listening, writing, and reading
- Administer and record progress monitoring throughout the year
- Create student learning objectives
- Evaluate, and counsel students with respect to their academic performance goals
- Participate in staff meetings and ongoing teacher training programs
- Collaborate with classroom teachers

INSTRUCTOR The Children's Center
Preschool Teacher

September 2013-June 2015

- Provide a variety of materials and resources for children to explore in learning activities and imaginative play
- Help children develop basic literacy and numeracy skills
- Incorporate units that develop the whole child by use of movement and concrete examples to explain abstract concepts
- Recommend and be involved in the early intervention screening process for at risk children
- Coordinate field trips and guest speakers , for instance, a bagpiper for Saint Patrick's day, a local dentist on National Dentist Day, visiting Pete the Cat at Simsbury library, invite Paine's Recycling & Disposal on Earth Day, and visiting a sugar house to learn more about tapping maples at Northwest Park in Windsor, CT

RESIDENT DIRECTOR ABC House of Simsbury

August 2011- January 2014

- Organize, develop, and administer training on varied subjects for the residents
- Supervise and ensure the safety of seven minority young men
- Organize and administer regularly scheduled meetings and activities through Simsbury High school, the scholars' families, and school personnel
- Attend monthly board meetings to inform and discuss plans within the program
- Provide social/emotional support and academic advising to the young men
- Advise and oversee the resident tutor and cook

INSTRUCTOR Sarasota County, FL, Englewood Elementary School
<http://www.sarasota.k12.fl.us/englewood/>

August 2004- May 2007

Fourth Grade Teacher Aug 2006 May 2007
Second Grade Teacher Aug 2005-May 2006
First Grade Teacher Aug. 2004- May 2005

- Developed grade-level appropriate curriculum and lead classroom instruction in basic subject areas; reading, writing, math, social studies, and science
- Used thematic units in various subjects such as Math, Reading, Science, and Social Studies to foster learning through inquiry and interest; developed themes on penguins, conservation, the moon, and astronomy
- Instituted positive classroom management strategies and disciplinary programs that effectively handled challenging behavior issues
- Integrated technology in all subjects that were based on state standards
- Used differentiated instruction to adapt activities to meet the needs of individual or at risk learners
- Employed kinesthetic, visual, and auditory approaches to make lessons interesting and interactive; utilized various mediums, modeling and cooperative learning structures
- Actively engaged students in the learning process through cooperative learning structures, diverse manipulatives, field trips, music, guest speakers, and theater productions to encourage participation and allow students to take ownership of their learning

INSTRUCTOR Englewood Elementary School
After school instructor and summer school teacher

August 2005 – July 2007

- Developed a conservation club that brought awareness to environmental issues to children of ages six to eleven years old
- Developed weekly lessons for a conservation club that fostered an awareness of sustainability and caring for the earth; created an herb garden, made recycled paper, produced research projects on sea turtles, and had guest speakers from Waste Management (a garbage and recycling company)
- Instructed creative writing and poetry lesson plans for children from the ages of kindergarten to fifth grade
- Produced a reader's theater based on Shel Silverstein's poetry and invited the parent and teacher community for the final performance

STUDENT TEACHER Tariffville Elementary School, Tariffville, CT January 2004-March 2004

- Learned under a seasoned teacher while being evaluated by a Saint Joseph University advisor for lessons administered
- Instructed 18 students at the first grade level in all academic disciplines
- Wrote an accumulation of reflections on lessons and experiences within the classroom
- Promoted a positive learning environment and initiated activities to increase student self esteem
- Responsible for unit and lesson plans, student evaluations, and classroom management
- Adapted lessons and activities for exceptional and special educational students
- Attended PPT meetings, parent conferences, core meetings, and staff meetings
- Took it upon myself to participate in an after school science club and helped teachers with program

SUMMER READING TEACHER Bristol Public Schools, Bristol, CT June 2003-August 2003

- Instructed 12 students in a four week fast paced program designed for struggling readers
- Administered and evaluated DRP testing which involved, phonemic awareness, comprehension, and decoding skills
- Developed whole and small group instruction that involved mini language arts lessons and progress monitoring

PRIVATE READING TUTOR Bristol, CT June 2003-August 2003

- Assisted a third grade student in improving reading and writing strategies and strengthened comprehension

LITERACY INTERN John Jennings School, Bristol, CT September 2002-June 2003

- Instructed, on a daily basis, 9 guided reading groups for struggling readers from grades first through fifth
- Administered and analyzed weekly running records for each child
- Coordinated annual literacy action plan meetings for children who were substantially deficient
- Facilitated parent literacy workshops for incoming kindergarten parents
- Advised parents in kindergarten orientation meetings about literacy readiness
- Attended workshops and trainings that covered a variety of subjects such as, monitoring progress of each child, how to administer a running record reading assessment and ways to intrinsically motivate students to read

CERTIFICATIONS:

| | |
|---|---------------------|
| CT TESOL Certification | Effective June 2019 |
| Connecticut Elementary Certification | 2016 |
| CPR & First Aid | 2017 |
| Florida K-6 Elementary Education | June 2006 |
| No Child Left Behind : Highly qualified teaching requirements | May 2006 |

COMMUNITY ACTIVITIES:

Head girls lacrosse coach
 Ski Instructor at Ski Sundown
 Assistant coach for elementary age boys soccer
 Co-Leader for Girl Scouts Troop 66089
 Team administrator for elementary age baseball team
 Chairperson for Central School Carnival

COMMITTEE INVOLVEMENTS:

Enfield Cheer Committee
Enfield Health & Wellness Committee
Englewood Elementary School Advisory Committee
Englewood Elementary Science Committee
Englewood School Improvement Plan team: correlated Florida state standard to grade level objectives for grades k-5. Created school wide lesson plans that were required to correlate state standards.
Englewood Elementary Safety Committee
ABC House Student Handbook Committee -revised, rewrote, and presented new student handbook to board members.
ABC House Technology Committee- discussed and created a security plan for internet safety within the household for the young men.

REFERENCES:

Sheri Poi
EL Coordinator of Avon Public Schools
(860) 404-4790 spoi@avon.k12.ct.us

Steve Matyczyk
Principal of Tariffville School
(860) 620-2067 smatyczyk@simsbury.k12.ct.us

Becky Drum
Principal, Glenallen Elementary
(941) 544-5667 rebecca.drum@sarasotacountyschools.net

BRITTANY TRAMONTANIS

ELEMENTARY TEACHER

SUMMARY

Highly skilled Elementary Teacher with many years of experience managing classrooms of 15-25 students. Passionate about engaging students on all levels by giving students the opportunity to group talk, learn and grow together. Dedicated professional-educator who has a commitment to every students academic and social growth.

SKILLS

- Patience
- Organization
- Collaboration
- Critical thinking
- Critical Thinking
- Communication
- Leadership
- Computer skills

WORK EXPERIENCE

Waterbury Public Schools

Elementary Teacher • 2022 - Present

- Collaborates with colleagues throughout the day to discuss best teaching practices.
- Creates engaging lessons and adapt based on students learning needs including both individual and group-centered activities.
- Fostering a sense of community and love for learning in the classroom by engaging in students interests.
- Met with students, parents and administration regarding students both behaviorally and academically.
- Applies effective classroom management and behavior modification plans.

Canton Public Schools

Elementary Building Substitute/Long-term Substitute • 2020 - 2021

- Adhered to the school policies regarding procedures and disciplinary guidelines.
- Collaborated with other teachers in developing plans for students throughout the day.
- Instructed Reading, Math, Writing, Social studies and Science to classes ranging from 15-20 students from grades K-3.

Plymouth Public Schools

Elementary Building Substitute/Long-term Substitute • Jan 2021-June

2021

- Adapted teaching methods to meet all of the students needs in the classroom, including special education for students with IEP's or 504 plans.
- Conferenced with other teachers, students and administrators throughout the day to talk about students needs.
- Participated in staff meetings and grade-level meetings.

East Hartford Public Schools

Reading Tutor • October 2020 - 2021

- Collaborated with grade level teachers to discuss each specific students level and progress in Reading.
- Provided 40-minute reading tutor sessions five times a week with students in grades ranging from 3-5.
- Evaluate students progress and skills by assessing their growth through weekly quizzes.

Canton Public Schools

Applied Behavior Analysis Paraprofessional • 2018-2020

- Supported students with personalized accommodations according to the students IEP and 504 plans.
- Collaborated with special education teacher to develop specific learning strategies for each student.
- Instructed small group instruction based on the students learning goals.

EDUCATION

Masters in Elementary Education

Southern Connecticut State University • 2020–2021

Bachelor of Science in Child Study

Goodwin University • 2017–2019

Associates in Early Childhood Education

Manchester Community College • 2013–2016

CERTIFICATIONS

Initial Educator Certificate

Elementary Grades 1-6 • 2022-2025

DRAFT 2024-2025 CIP At-a-Glance

REVISED

| Project Name | Amount Requested | 2024/2025 | 2025/2026 | 2026/2027 | 2027/2028 | 2028/2029 | Future Costs | Totals |
|--|-------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|-----------------------|
| Security Grant Round 2 | \$ 950,000.00 | \$ 950,000.00 | | | | | | \$ 950,000.00 |
| CHMS HVAC Upgrades | \$ 16,500,000.00 | \$ 16,500,000.00 | | | | | | \$ 16,500,000.00 |
| IAQ Commissioning | \$ 1,200,000.00 | \$ 1,200,000.00 | | | | | | \$ 1,200,000.00 |
| BCHS - Targeted Alterations - Theater | \$ 3,200,000.00 | \$ 3,200,000.00 | | | | | | \$ 3,200,000.00 |
| BEHS - Targeted Alterations - Theater | \$ 3,600,000.00 | \$ 3,600,000.00 | | | | | | \$ 3,600,000.00 |
| Bristol Central High School - Roof and Mechanicals | \$ 30,000,000.00 | \$ 3,000,000.00 | \$ 27,000,000.00 | | | | | \$ 30,000,000.00 |
| EPH AC Upgrades | \$ 12,500,000.00 | | \$ 12,500,000.00 | | | | | \$ 12,500,000.00 |
| Bristol Eastern High School - Roof and Mechanicals | \$ 32,000,000.00 | | \$ 3,200,000.00 | \$ 28,800,000.00 | | | | \$ 32,000,000.00 |
| Stafford School - Renovate as New & Pre-K Wing | \$ 49,951,700.00 | | | | \$ 49,951,700.00 | | | \$ 49,951,700.00 |
| Hubbell School - Targeted Alterations | \$ 3,000,000.00 | | | | | \$ 3,000,000.00 | | \$ 3,000,000.00 |
| South Side School - Renovate as New | \$ 43,416,200.00 | | | | | | \$ 43,416,200.00 | \$ 43,416,200.00 |
| | \$ 196,317,900 | \$ 28,450,000 | \$ 42,700,000 | \$ 28,800,000 | \$ 49,951,700 | \$ 3,000,000 | \$ 43,416,200 | \$ 196,317,900 |



BRISTOL NORTHEAST MIDDLE SCHOOL

SCHEMATIC DESIGN

Drawings Dated: 09/15/2023

Estimate Date: 11/01/2023

ESTIMATE SUMMARY

| SPEC SECTION | DESCRIPTION | CONCEPTUAL | SCHEMATIC | VARIANCE | COST / SF |
|---------------------------|---|-------------------------|-------------------------|----------------------|------------------|
| | | 12/2/2022 130,000 sf | 11/1/2023 130,000 sf | | |
| | Bidding & Construction Administration | | w/ Above | | |
| | Design, Procurement & CA for FF&E | | \$ 50,000 | | |
| | Enviromental Testing | | \$ 100,000 | | |
| | Not to Exceed Reimbursables | | \$ 100,000 | | |
| | Owner's Rep | | | | |
| | Enviromental Services | | | \$ 290,000 | |
| | Hazmat Consultant Phase 1 | w/ A/E Fee | w/ A/E Fee | | |
| | Hazmat Consultant Phase 2 | w/ A/E Fee | w/ A/E Fee | | |
| | Hazmat Consultant Phase 3 | w/ A/E Fee | w/ A/E Fee | | |
| | Hazmat Consultant Test. & Design Docs | w/ A/E Fee | w/ A/E Fee | | |
| | Hazmat Consultant Construction Phase | w/ Owner Exp. | \$ 125,000 | | |
| | Hazmat Abatement Bid Management | w/ Owner Exp. | \$ 25,000 | | |
| | DEEP Stormwater Permit Mgmt | w/ Owner Exp. | \$ 65,000 | | |
| | 3rd Party Review | w/ Owner Exp. | \$ 25,000 | | |
| | Utility Fees / Permits | | w/ Above | | |
| | LEED Consultant | w/ A/E Fee | w/ A/E Fee | | |
| | Geotechnical Services | w/ Owner Exp. | \$ 50,000 | | |
| | Land Survey and Permitting | w/ A/E Fee | w/ A/E Fee | | |
| | Wetland Mapping Surveyor | w/ A/E Fee | w/ A/E Fee | | |
| | Traffic Control Engineer | w/ A/E Fee | w/ A/E Fee | | |
| | Tech & AV Consulting | w/ A/E Fee | w/ A/E Fee | | |
| | FF&E and Technology | | | | \$ - |
| | Furniture Fixtures & Equipment | \$ 3,915,000 | \$ 2,000,000 | \$ 205,000 | |
| | Tech., Phones, Servers & Switches, etc. | w/ Above | \$ 2,000,000 | | |
| | Shop Equipment | w/ Above | \$ 120,000 | | |
| | Soft Cost Contingency | | | | |
| | Owner Contingency on Hard Cost (5%) | | \$ 4,360,761 | | |
| | Owner Contingency on Soft Costs (10%) | \$ 2,312,446 | \$ 981,053 | \$ (1,331,392) | \$ 8 |
| OWNER SOFT COSTS | | \$ 11,987,446 | \$ 15,152,347 | \$ 3,164,901 | \$335 /sf |
| TOTAL PROJECT COST | | \$ 89,068,962 | \$ 102,367,574 | \$ 13,298,611 | \$787 /sf |

SCHEMATIC DESIGN

Drawings Dated: 09/15/2023

Estimate Date: 11/01/2023



ESTIMATE SUMMARY

| SPEC SECTION | DESCRIPTION | CONCEPTUAL | SCHEMATIC | VARIANCE | COST / SF |
|--------------------|-------------------------------|-------------------------|-------------------------|--------------|-----------|
| | | 12/2/2022 130,000 sf | 11/1/2023 130,000 sf | | |
| TRADE COSTS | | | | | |
| 01 00 00 | Project Requirements | \$ 1,056,500 | \$ 359,300 | \$ (114,575) | 2.76 |
| 01 74 00 | Project Cleanliness | w/ above | \$ 582,625 | w/ above | 4.48 |
| 02 11 00 | Contaminated Soil | \$ - | \$ 75,000 | \$ 75,000 | 0.58 |
| 02 20 11 | Hazardous Materials | \$ 1,275,000 | \$ 1,161,615 | \$ (113,385) | 8.94 |
| 02 41 19 | Existing Conditions | \$ 2,060,127 | \$ 1,703,702 | \$ (356,425) | 13.11 |
| 03 30 00 | Cast-in-Place Concrete | \$ 2,267,200 | \$ 2,654,404 | \$ 387,204 | 20.42 |
| 04 20 00 | Unit Masonry | \$ 4,940,000 | \$ 4,154,956 | \$ (785,044) | 31.96 |
| 05 00 00 | Structural Steel | \$ 4,550,000 | \$ 6,590,210 | \$ 2,932,115 | 50.69 |
| 05 10 00 | Miscellaneous Metals | w/ above | \$ 891,905 | w/ above | 6.86 |
| 06 00 00 | Rough Carpentry | \$ 295,000 | \$ 295,792 | \$ 792 | 2.28 |
| 06 30 00 | Finish Carpentry | \$ 2,662,500 | \$ 2,336,421 | \$ (326,079) | 17.97 |
| 07 00 00 | Thermal & Moisture Protection | w/ below | \$ 652,946 | w/ below | 5.02 |
| 07 50 00 | Roofing | \$ 2,828,825 | \$ 3,446,576 | \$ 1,693,843 | 26.51 |
| 07 84 00 | Fireproofing & Joint Sealants | w/ above | \$ 423,145 | w/ above | 3.25 |
| 08 00 00 | Doors, Frames & Hardware | \$ 608,055 | \$ 616,330 | \$ 8,275 | 4.74 |
| 08 41 00 | Storefront & Curtain Wall | \$ 2,600,000 | \$ 3,752,530 | \$ 1,152,530 | 28.87 |
| 09 00 00 | Drywall & Framing | \$ 3,250,000 | \$ 4,118,410 | \$ 868,410 | 31.68 |
| 09 30 00 | Tile & Carpet | \$ 325,000 | \$ 716,200 | \$ 391,200 | 5.51 |
| 09 51 00 | Acoustical Ceiling Tile | \$ 780,000 | \$ 964,443 | \$ 184,443 | 7.42 |
| 09 65 00 | Flooring | \$ 1,257,806 | \$ 2,227,072 | \$ 969,266 | 17.13 |
| 09 91 00 | Painting | \$ 552,500 | \$ 608,280 | \$ 55,780 | 4.68 |
| 10 00 00 | Misc. Specialties | \$ 747,500 | \$ 15,731 | \$ 204,856 | 0.12 |
| 10 11 00 | Visual Display | w/ above | \$ 221,867 | w/ above | 1.71 |
| 10 14 00 | Signage | w/ above | \$ 90,475 | w/ above | 0.70 |
| 10 21 13 | Toilet Compartments | w/ above | \$ 49,222 | w/ above | 0.38 |
| 10 22 33 | Operable Partitions | w/ above | \$ 176,693 | w/ above | 1.36 |
| 10 26 00 | Wall & Door Protection | w/ above | \$ 46,125 | w/ above | 0.35 |
| 10 28 00 | Toilet Accessories | w/ above | \$ 41,411 | w/ above | 0.32 |
| 10 51 00 | Lockers | w/ above | \$ 310,833 | w/ above | 2.39 |
| 11 40 00 | Food Service Equipment | \$ 1,202,500 | \$ 772,260 | \$ 20,591 | 5.94 |
| 11 90 00 | Misc. Equipment | w/ above | \$ 450,831 | w/ above | 3.47 |
| 12 00 00 | Furnishings | \$ 227,961 | \$ 242,097 | \$ 14,136 | 1.86 |
| 13 00 00 | Special Construction | NA | NA | NA | - |
| 14 00 00 | Elevators | \$ 143,975 | \$ 353,625 | \$ 209,650 | 2.72 |
| 21 00 00 | Fire Suppression | \$ 851,500 | \$ 2,350,301 | \$ 1,498,801 | 18.08 |



BRISTOL NORTHEAST MIDDLE SCHOOL

SCHEMATIC DESIGN

Drawings Dated: 09/15/2023

Estimate Date: 11/01/2023

ESTIMATE SUMMARY

| SPEC SECTION | DESCRIPTION | CONCEPTUAL | SCHEMATIC | VARIANCE | COST / SF |
|---|---------------------------------------|-------------------------|-------------------------|----------------------|---------------|
| | | 12/2/2022 130,000 sf | 11/1/2023 130,000 sf | | |
| 22 00 00 | Plumbing | \$ 2,405,000 | \$ 3,834,991 | \$ 1,429,991 | 29.50 |
| 23 00 00 | HVAC | \$ 8,450,000 | \$ 11,429,905 | \$ 2,979,905 | 87.92 |
| 26 00 00 | Electrical, T/D, Fire Alarm, Security | \$ 6,240,000 | \$ 10,649,804 | \$ 4,409,804 | 81.92 |
| 31 00 00 | Sitework | \$ 8,471,000 | \$ 7,501,837 | \$ (969,164) | 57.71 |
| COST MANAGEMENT (see separate sheet) | | | (\$8,806,410) | \$ (8,806,410) | |
| TOTAL TRADE COST | | \$ 60,047,949 | \$ 68,063,460 | \$ 8,015,511 | 523.57 |
| INDIRECT COSTS | | | | | |
| | General Conditions & Staffing | \$ 2,281,664 | \$ 3,205,561 | \$ 923,897 | 24.66 |
| | PreConstruction | \$ 140,660 | \$ 142,336 | \$ 1,676 | 1.09 |
| 0.70% | General Liability Insurance | \$ 596,310 | \$ 499,879 | \$ (96,430) | 3.85 |
| | Builder's Risk Insurance | By Owner | By Owner | By Owner | - |
| 0.0% | Local Building Permit | N / R | N / R | N / R | - |
| 0.026% | State Education Fund | \$ 19,535 | \$ 18,697 | \$ (838) | 0.14 |
| 0.66% | CM Payment & Performance Bond | \$ 601,236 | \$ 474,738 | \$ (126,499) | 3.65 |
| 3.0% | Construction Contingency | \$ 1,981,582 | \$ 2,172,140 | \$ 190,558 | 16.71 |
| 1.65% | CM Fee | \$ 1,325,726 | \$ 1,415,692 | \$ 89,966 | 10.89 |
| 5.0% | Escalation | \$ 4,082,060 | \$ 3,620,234 | \$ (461,826) | 27.85 |
| 10.0% | Design & Estimating Contingency | \$ 6,004,795 | \$ 7,602,490 | \$ 1,597,696 | 58.48 |
| TOTAL CONSTRUCTION COST | | \$ 77,081,517 | \$ 87,215,227 | \$ 10,133,710 | 670.89 |

| | | | | | |
|------------------------------|--------------------------------------|--------------|--------------|--------------|------|
| SOFT COSTS | | | | | |
| Owner Expenses | | \$ 1,920,000 | | \$ (600,128) | |
| | Legal, Bonding & Accounting Expenses | | \$ 485,000 | | |
| | Builders Risk | | \$ 200,000 | | |
| | Moving / Storage Expenses | | \$ 100,000 | | |
| | Printing & Advertising | | \$ 50,000 | | |
| | Code Review | | | | |
| | Materials Testing & Inspections | | \$ 200,000 | | |
| | Commissioning Agent | | \$ 134,872 | | |
| | Temporary Utilities | | \$ 150,000 | | |
| | Swing Space | | N / A | | |
| Professional Services | | \$ 3,840,000 | \$ 3,830,660 | \$ 240,660 | |
| | A/E Fees (QAM) | | | | |
| | Ed Spec, Site Assess, Grant Sub | | w/ Above | | |
| | Concept Design Phase | | w/ Above | | |
| | Schematic Design Phase | | w/ Above | | |
| | Design Development Phase | | w/ Above | | \$ - |
| | Construction Document Phase | | w/ Above | | |



Bristol Public Schools
Field Trip Request Form for Travel
Outside the Continental United States
Page 1 of 2

All field trips outside of the Continental United States must be approved by the Board of Education. The following information must be presented to the BOE no less than 6 months prior to the date of the proposed trip. The Superintendent and building principal will be provided with a final list of student participants, hotels and flight arrangements one month prior to departure.

| | | | |
|--|---|---|---|
| Name of School: | BCHS | | |
| Date of Request: | DEC 13, 2023 | | |
| Trip Destination: | TAORMINA, Italy | | |
| Proposed Dates: | November 2024 or March 2025 | | |
| Approx. # Students: | 20 MAX | | |
| Grade Levels: | 11-12 | | |
| Requesting Teacher(s): | GINA GALLO | | |
| Chaperones | 1. ONE ADDITIONAL FEMALE FROM THE WL DEPARTMENT AT BCHS | 2. ONE ADDITIONAL MALE FROM BCHS STAFF | |
| | 3. | 4. | |
| | 5. | 6. | |
| | <i>If more teachers/chaperones are required, please attach a list on a separate piece of paper.</i> | | |
| Transportation | <input checked="" type="checkbox"/> Bus | <input type="checkbox"/> Train | <input checked="" type="checkbox"/> Plane |
| | <input type="checkbox"/> Other: | | |
| Lodging | <input type="checkbox"/> Hotel/Motel | <input checked="" type="checkbox"/> Private Homes | <input type="checkbox"/> Other: |
| | | | |
| Name of Travel Agency | Acendas Travel (previously Globe Travel) Acendas.com Liability Insurance TBD | | |
| Total Estimated Budget | \$50,000 TOTAL COST MULTIPLIED BY 20 POSSIBLE STUDENTS | | |
| Total Estimated Cost to Student | \$2,500 MAX | | |
| Fundraising | Are fund raising activities planned? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | | |

| | |
|--|--|
| | Please describe: We run 2-3 fund raising events each year- 1) Made in Italy community event, Car Show, 2) Tombola- Italian game night |
|--|--|

Proposed Itinerary: Please write a brief narrative explaining the purpose and educational value of the proposed trip.

Tentative Itinerary for Bristol HS, CT - Faculty: Gina Gallo

Nov 24/Mar25

| | | |
|---|--|--|
| <p>One/Two Weeks Prior to arrival in Taormina</p> | <p>Complete Online Placement Test (do the best you can without aids, complete as much as you can) https://corsi-di-italiano.babilonia.it/test/</p> | |
| <p>Day 1 Thurs</p> | <p>Depart U.S.</p> | |
| <p>Day 2 Fri.</p> | <p>Transportation by bus at Catania Fontanarossa Airport and arrival at Taormina Bus Terminal</p> | <p>Arrive Catania – students picked up and brought to host families.</p> <p>Arrival at Taormina Bus terminal. Settle in with host families. Dinner times with families vary</p> |
| <p>Day 3 Sat.</p> | <p>8.00</p> | <p><i>Optional Babilonia excursion to be planned</i></p> |
| <p>Day 4 Sun.</p> | <p>9:00 a.m. to 5:00 p.m. Meet at Taormina bus terminal at 8:45 a.m.</p> <p>9:00 a.m. depart from Bus Terminal</p> <p>9::30 Stop at Bar Russo at Santa Venerina</p> <p>10:30 Visit lava front of 1992 in Zafferana Etnea and taste of local products / gift shop</p> <p>12:00 ascend Etna cable car and hike with alpine guide</p> <p>3:00 descend Etna</p> <p>3:30 leave Rifugio Sapienza</p> <p>5:00 arrive in Taormina</p> | <p>Bristol High School Group Excursion Hiking Mt Etna – guided in English</p> <p>Geological history of Etna, fauna and flora, saving Zafferana, myth and ritual of the ascent, origins of <i>granita</i>, examples of volcanic activity.</p> <p><u>Gear:</u> wear hiking/comfortable walking shoes, dress in layers and bring a windbreaker, long pants, hat, and bandana/scarf. Bring water and snack.</p> |
| <p>Day 5 Mon.</p> | <p>09.00</p> <p>9:30 AM to 11:00 AM</p> <p>11:00 AM to 11:30 AM</p> <p>11:30 AM to 1:00 PM</p> | <p>Arrive at Babilonia</p> <p>Babilonia Language Classes</p> <p>Break</p> <p>Babilonia Language Classes</p> |

| | | |
|---------------------------------------|--|--|
| | <p>2:00 PM to 4:00 PM</p> <p>4:00 PM</p> | <p>Walking Tour of Taormina – Historical and Logistical tour (in English) includes entrance fees and tour of the Teatro Greco</p> <p>Babilonia Social activity – <i>Sicilian card games</i></p> |
| <p>Day 6 Tues.</p> | <p>9:30 AM to 11:00 AM</p> <p>11:00 AM to 11:30 AM</p> <p>11:30 AM to 1:00 PM</p> <p>2:00 PM</p> <p>6:00 PM</p> | <p>Babilonia Language Classes</p> <p>Break</p> <p>Babilonia Language Classes</p> <p>Visit to Forza D'Agro – departure from Bus Terminal explore mountain top town where scenes from “The Godfather “ were filmed, hike through town, visit Church where wedding in “The Godfather “ was filmed</p> <p>Babilonia Film – <i>My Name is Tanino</i></p> |
| <p>Day 7 Wed.</p> | <p>9:30 AM to 11:00 AM</p> <p>11:00 AM to 11:30 AM</p> <p>11:30 AM to 1:00 PM</p> <p>4:00 PM</p> <p>5:00 PM</p> | <p>Babilonia Language Classes</p> <p>Break</p> <p>Babilonia Language Classes</p> <p>Babilonia Seminario – <i>Contemporary Sicilian songwriters and musicians</i></p> <p>Meeting the local community – this activity will depend on month of program</p> |
| <p>Day 8 Thurs.</p> | <p>9:30 AM to 11:00 AM</p> <p>11:00 AM to 11:30 AM</p> <p>11:30 AM to 1:00 PM</p> <p>4:00 PM</p> | <p>Babilonia Language Classes</p> <p>Break</p> <p>Babilonia Language Classes</p> <p>Babilonia activity: Hands on Cooking Experience – Arancini</p> |
| <p>Day 9 Fri.</p> | <p>TBD</p> <p>Depart for Catania</p> | <p>Airport transfer to return to the U.S. from Taormina Bus Terminal</p> <p>Ciao Sicilia!</p> |

Program Outline:

The incredible city of Taormina is located in southern Italy, an area known for its beautiful beaches, fantastic food and enchanting ambiance. Bristol students and staff would like to travel to Italy, where they will be housed by local families and attend an accredited language school to study art, history, language and communication. From there, students and staff will have the opportunity to learn about and visit some of the most stunning and historically rich cities in the world. Aside from language immersion the secondary goal of this opportunity is to continue to maintain a cross-discipline collaboration while continuing to study history, art and music as an integral part of the language study program.

Travel will take place during the off-season of fall or winter sports to offer an equitable opportunity for our athletes to travel. Students were surveyed and the majority of students requested to travel in November or March. The lead chaperone of this trip (Gallo) has previously attended classes at this academy and has a working relationship with the staff and the host families to ensure the integrity and quality of instruction. This will be our 3rd collaboration between Bristol Public Schools and Babilonia and the 6th time for our travel coordinator (Gallo). We are requesting permission to offer this exchange almost one year in advance to ensure that students and parents have enough time to prepare for the trip. We would like to give families sufficient time to both save for travel costs as well as help plan this educational experience. We will take the proper travel precautions when planning this trip and have inquired about travel insurance as well as travel rules and regulations. This exchange is a once in a lifetime opportunity; with your support and approval we can facilitate an interest in, and an understanding of, this great culture among our students.

The Benefits of this Experience:

In an ever-changing global society, our school system must remain on the cutting edge of education. This program provides the opportunity for our classroom curriculum to merge with 21st century global education. This opportunity will allow learners of all levels and styles to see, read and experience the Italian language and culture. Students who participate in this study will be tested into a level of study that is appropriate for each individual.

It is not realistic to expect that all BCHS students will be able to have the opportunity to study abroad for a semester or an extended period of time. This program will allow total immersion in the Italian language and culture for a shorter period, at a reasonable price. The importance of a study abroad program is a topic discussed in classrooms across the nation. The following list was compiled by Diversity Abroad, a website that discussed the importance of a study abroad experience. This list highlights the effectiveness of a study abroad experience and its impact on the face of education across the nation.

When studying abroad students will have the opportunity to gain skills such as:

- The ability to adapt to unfamiliar environments
- The ability to learn from different teaching styles
- The opportunity to learn to effectively communicate among diverse groups
- The willingness to challenge oneself and comfort zones
- The knowledge of a foreign language

By studying abroad students will benefit from many unique experiences unavailable at the high school level. Such experiences include:

- Learning from students from different cultural, ethnic and national backgrounds
- Honing cross-cultural communication skills
- Mastering a foreign language
- Exposure to new ideas and philosophies

For many students, studying abroad is a life-changing experience. Students come back from study abroad more independent, confident and eager to take on any challenge, academic, professional or personal.

There are many personal benefits to studying abroad. Some of these benefits include:

- Increased self-confidence
- Independence and maturity
- Global networking of friends
- Appreciation of other cultures as well as appreciation for the American culture
- Ability to face challenges in the future
- Learn to creatively solve problems
- Better understanding of personal strengths and weaknesses

The knowledge gained during this program will continue far beyond the week-long time frame for Bristol Central students and teachers. The understandings that the students will develop from this experience are directly linked to the World Language Curriculum

One can continue drawing parallels between the benefits of this program and the Bristol education standards. The curriculum is based on these as well as other standards to support the highest quality of learners. The Italian curriculum for all levels discusses topics such as the geography of central southern Italy, the study of ancient history and culture and the study of tradition and daily life.

Additionally, this exchange program can help the school achieve its maximum potential. The goals set by NEASC state that the curriculum must emphasize depth of understanding and application of knowledge through:

- Inquiry and problem-solving
- Higher order thinking
- Cross-disciplinary learning
- Authentic learning opportunities both in and out of school
- Informed and ethical use of technology¹

This program focuses on higher order thinking and cross disciplinary learning. It is an opportunity that will set us apart from area high schools; we will focus on **authentic** learning opportunities in the target language, at the epicenter of culture and traditions. Students will be pushed beyond their comfort zones, will be encouraged to inquire about new topics, and will be forced to problem solve to communicate effectively in a foreign country.

NEASC also states that the district must provide the school's professional staff with sufficient personnel, time, and financial resources for ongoing and collaborative development, evaluation, and revision of the curriculum using assessment results and current research². This opportunity will allow teachers themselves to delve deeper into the study of language and culture. Along with students, staff will

¹ NEASC standard 2

² NEASC standard 3

be able to attend lessons every day; thus, this will become a learning experience that will affect all students of Italian at BCHS for years to come

In conclusion, this experience will bring a new vision to the Italian classroom at Bristol Central High School. The historical stories, grammar concepts and geographical studies one reads about in the textbook will be brought to life. This groundbreaking educational program will prove more valuable than simply telling students about a specific city, concept or tradition; instead, students will be able to live it. This proposal is a step toward bringing BCHS to the forefront of global education, allowing teachers and students the unique opportunity to enhance their knowledge, become better global citizens, and continue on their path to becoming lifelong learners.

Payment breakdown

Flights and insurance: \$1,000 per person

Transportation: \$1,500 total

Babilonia language study program: Euro 1,155 per person

Estimates cost \$2,500 per person (this will be divided between the total number of student participants therefore this is the maximum amount that will be asked of families)

\$1,010 US DOLLARS

Euro 1,155

We will continue to seek grant funding and fundraising opportunities to reduce the cost of the trip for all. Scholarships will be available to students in need. Although funding is not guaranteed, we will do all we can to offer external support for all students interested in participating.

STUDY BROAD CONTRACT

In order to participate in the Taormina, Sicily study abroad program, students must meet the following criteria:

- The student is in good academic standing according to the Bristol Board of Education student handbook rules.
- The student is currently enrolled in a World Language course
- The student currently has a passing grade in Italian
- The student is passing all other courses at Bristol Central
- The student agrees to maintain academic integrity while abroad and will make up all work needed.
- Prior to the trip all students will devise a plan with teachers to ensure they do not miss assignments.

N.B No student will be considered for this program if he or she does not meet the above criteria.

Parents, please be aware of the following stipulations:

- Your student can be removed from the Italian exchange program if there are any academic, legal or school related problems. If this does occur all payments made are non-refundable.
- The students participating in this program will be chosen on the basis of academic, social and emotional stability.
- The teacher has the right to use personal discretion when choosing the participants in this study abroad opportunity.
- There will be a curfew in place in Italy. The host families will report to the teacher each day to ensure that the students are abiding by all rules.
- Due to the uncertain nature of world security and other unforeseeable events, field trip participants must understand that the Board of Education reserves the right to cancel field trips at any time prior to the time of departure of the trip. The Bristol Board of Education or its agents will not be responsible for any financial losses or penalties incurred as a result of the cancellation of any field trip.
- At the highest [red] alert, no field trips will be allowed out of the City of Bristol for any reason.
- If there are any medical needs of the student the coordinating teacher needs to be made aware immediately
- If a student misses a flight for any reason, parents may be asked to fly to the destination at their own expense
- If a student is sent home due to inappropriate conduct, an additional chaperone or parent will fly to the destination to accompany student home at their own expense

Please sign and return by _____

My child and I have read and discussed the STUDENT RULES OF BEHAVIOR. We understand that NO PERSON UNDER THE AGE OF 21 Shall CONSUME ALCOHOLIC BEVERAGES. No person shall use any drug or substance that was not prescribed by a doctor for him/her. We agree that all members of our household will abide by all rules set forth in the Bristol Board of Education and State of Connecticut. We understand that the safety of the host student or traveler is the first priority and all consequences are at the discretion of the trip organizers and administrators.

Parent) (s) *Signature of*

Student) *(Signature of*

Please attach a copy of the full brochure from the travel agency for 2023, this will be updated for next school year*

Please see attached PDF

I have read the DISTRICT GUIDELINES FOR PLANNING PUPIL FIELD TRIPS, and I hereby request approval to plan a school-sponsored trip.

Gina Gallo

Dec 13, 2023

Name of Requester

Date

FOR OVERNIGHT and/or OUT OF STATE TRIPS ONLY

| | |
|---|-----------------------|
| What comparable educational experience is available in the Bristol area? | |
| There are no other opportunities like a full-immersion language program in the target language home country | |
| Proposed dates | Nov 2024 or March 205 |
| Proposed lodging information | Family stay |

FOR TRIPS OUTSIDE OF THE CONTINENTAL U.S. ONLY:

Please attach the approval of Exhibit A- Field Trip Request Form for Travel Outside the Continental United States

APPROVALS

| | Approval Needed | Timeline | From | Signature | Date |
|---|--|-----------------|----------------|------------------|-------------|
| <i>Trips that do not include a signed School Health Field Trip Approval form should not be approved.</i> | | | | | |
| | Day Field Trip | 4 weeks before | Principal only | | |
| | APPROVAL FOR PLANNING OF: Overnight OR Out of state OR Out of country trip | 12 weeks before | Principal | | |
| | | | Superintendent | | |
| | FINAL APPROVAL FOR Overnight OR Out of state OR Out of country trip | 4 weeks before | Principal | | |
| | | | Superintendent | | |



School Health Field Trip Approval Form

Page 1 of 2

School nurses will review this list with the field trip coordinator. When medication training and other student medical issues have been resolved, the nurse will initial the checklist, which will then be submitted for the principal's approval. This is a mandatory form in order to receive approval for the trip.

Trip Destination: Taormina, Sicily

Field Trip Coordinator: G. Gallo Date of Field Trip: _____

School Nurse: _____

- ___ 1) Medication training completed by the employee designated to administer and maintain medications (including inhalers, Epi-pens, etc.)
- ___ 2) Necessary arrangements/training for students with special medical conditions (e.g., diabetes, asthma, seizure disorders, cardiac condition, etc.)
- ___ 3) Arrangements have been made for special equipment needed (e.g., all-terrain wheelchair for the beach)
- ___ 4) Arrangements have been made for access to emergency medical services.
- ___ 5) Lunch/snack arrangements have been made in consideration of students with food allergies.
- ___ 6) School nurse recommendations on additional supplies needed (e.g., first-aid kit, water, etc.)
- ___ 7) Nursing care plans provided to field trip coordinator as needed.
- ___ 8) For out-of-state or out-of-country trips, consultation and necessary permission have been obtained regarding nursing practice and delegation in the respective location.
- ___ 9) Arrangements have been made for communication (e.g., access to cell phones, walkie-talkies for staff during activity, etc.)
- ___ 10) Other medical or safety issues addressed

School Health Field Trip Approval
Page 2 of 2

This portion of the form must be completed for any off-grounds excursions during the school day.

Date of Trip: _____ Date of Request: _____

Teacher(s): _____

Destination: _____

Departure time: _____ Return time: _____

Type of transportation: _____

Staff participating: _____

Students participating: Attach list

Number of students: _____ Number of chaperones: _____

Plan for telephone access: _____

Reviewed by _____ Date: _____
Nurse

Reminder: Student information sheets, medication, and first-aid kits should be brought on all field trips.



**Bristol Public Schools
Field Trip Permission Form**

A parent signature is required on this form for all field trips.

I have read the attached description of the field trip to be held on (date) _____ to (places) _____ and hereby consent to the participation of my child, _____ in this field trip.

I authorize school officials to send my child home, at my expense, from any field trip should his/her behavior warrant such action.

I also consent to any emergency medical treatment that my child may require during the course of this trip. Specifically, I give permission for any EMT or emergency room personnel providing medical treatment to my child to release any protected health information regarding my child to accompanying school staff in accordance with the provisions of the Health Insurance Portability and Accountability Act ("HIPPA"). In signing this authorization, I understand that I am allowing school personnel to be present in my absence during any emergency interventions involving my child and consent to the on-site exchange of medical information necessary for immediate medical treatment. Any protected health information released to school staff during an emergency shall be treated as confidential student information protected from further disclosure in accordance with the provisions of Connecticut law and the Family Educational Rights and Privacy Act ("FERPA").

I understand that, because travel plans must be determined well in advance of departure, any prepayments toward this trip may be *nonrefundable*.

I understand further that Homeland Security issues may force the cancellation of this trip and forfeiture of my payment. By signing below, I understand and accept that circumstance may arise between now and departure which could cause the trip to be cancelled, which may result in financial loss. I further understand that the Bristol Board of Education will not be liable for any financial losses I may incur should this trip be cancelled due to security or other unforeseen reasons.

I understand that I need to inform the school nurse of the medical condition/allergies my child has that requires any care needs on the field trip.

I understand that I must contact the school nurse to make arrangements if my child requires medication during the field trip.

_____ Date _____ Signature of Parent/Guardian

Parent Name: _____

Phone #'s to be reached during field trip-

Home: _____ Work: _____ Cell: _____

Physician: _____ Hospital of Choice: _____

I give my permission to the teacher-in-charge of the trip to seek emergency medical attention for ***(Student's Name)*** _____ and I ask that I be notified as soon as possible.

I accept the responsibility for any expense incurred for that medical treatment.

_____ Insurance Company

_____ Insurance ID Number

Bristol Public Schools
Rules for Field Trip Chaperones

The Bristol Public Schools appreciate your agreement to serve as a field trip chaperone. For your protection and that of the school district, we want to assure that your responsibilities are clear, as follows:

1. Chaperones will be asked to present identification prior to taking the trip. All chaperones must be 21 years of age or older.
2. Chaperones serve at the direction of the teacher/sponsor and/or administrators present. Please take your lead from them.
3. Chaperones are not responsible and have no authority for disciplining of students. While it is permissible to redirect a student's attention verbally, any behavior problems should be referred to the teachers and/or administrators present.
4. Chaperones do not have the authority to dispense medication, even non-prescription medication. If there is any request concerning medication, even aspirin or Tylenol, please refer it to the teachers and/or administrators present.
5. If you are asked to stay with a particular student or group of students, it is important that you do so. If it is necessary to leave your group, please get the attention of and notify a teacher or administrator before doing so, so that alternative arrangements for supervising the students can be made.
6. Chaperones are not permitted to bring other children to events, including their own children.
7. Persons other than staff members serving as chaperones on overnight field trips may be asked to submit a background security check.
8. Chaperones are bound by and must follow all rules of the Bristol Public Schools, including but not limited to the strict prohibition against use of alcohol at any time while on a school trip.
9. Chaperones are asked to refrain from smoking in the presence of students.
10. If there are any special rules or requirements, the teachers and/or administrators supervising the trip will inform you.

I acknowledge receipt and that I have read these rules for chaperones and agree to abide by these and all other school rules and regulations.

Chaperone Name

Date

SAMPLE – Please adapt for your trip

Letter to Parents/Guardians

Re: Trip to [insert destination]

Dear Parents and Guardians:

As you know, your son or daughter is a member of the _____ Club. This year, the _____ Club has proposed a trip to _____ in [date].

Not surprisingly, school districts around the country are continually reconsidering the approval of field trips, based on the possibility of terrorist attacks and other concerns related to the safety of students. Trips involving travel to foreign countries are of particular concern. While the decision to participate or not participate in an approved trip will in each case be made by individual students and their parents, we will be reviewing any and all proposed trips on a continuing basis to determine whether certain trips should be canceled altogether.

At this point in time, the Board of Education has approved the proposed trip to [DESTINATION] in [DATE]. However, the Board reserves the right to reconsider that approval at anytime between now and the time of departure of the trip, based on the circumstances existing at the time. In addition, in the event that the Board decides at any point to rescind its approval of this trip, thereby canceling the trip, the Board will not be responsible for any financial losses or penalties incurred by the affected students or their parents or guardians.

We are confident that parents and students will understand our need to reassess on a continuing basis whether particular trips should go forward, based on the circumstances existing at the time. While we wish that we could provide students and parents with a definite statement about whether a trip will or will not go forward, that is simply not possible in these difficult, unpredictable times.

We appreciate your understanding in these matters, and we invite you to contact us if you have any questions.

Sincerely,

Bristol Public Schools Ski Club Permission Form

I, _____, hereby give my permission for my son/daughter,
_____,
(name of parent/guardian) (name)

a student in the Bristol Public Schools, to participate in the Ski Club outings during the 2010-2011 school year.

In giving this permission I have indicated my agreement to the following by circling my response:

I understand that Bristol will be providing transportation to and from the following location:
_____.

Bristol shall have no responsibility to wait for my child if my child is not present when the transportation is leaving to go to or return from this outing.

Agreed

I understand that the adult advisors to the Ski Club will ride the transportation with the students and be available on site at the outing. However, these advisors will have no responsibility for providing instruction, ensuring that my child has the correct equipment, that the equipment is in proper and safe working order, or that my child uses the equipment properly and in a safe manner. The advisors also shall have no responsibility for monitoring what trails or areas my child uses at the outing.

Agreed

Do you understand the nature of the trip and the risks inherent in skiing and snowboarding activities available to your student during the outing?

Yes No

Will your child require any special care or accommodations in connection with this trip? Include a complete description of your child's allergies, medication requirements and any medical, physical or other conditions related to care/supervision of your child.

Yes No

If yes, please explain: _____

We will contact you immediately in the event of the need for emergency medical treatment for your child. However, in the event of an urgent need to authorize emergency medical care, do you grant permission for medical treatment to be given and/or for the supervising staff (including volunteers) to take your child to the physician, dentist or hospital if an accident or serious illness occurs on the trip and you and the emergency contacts cannot be located in a timely fashion. You also understand and agree that you and not Bristol will have the responsibility for paying the costs of any such treatment.

Yes No

Suggested Roles and Responsibilities

School Administrators

1. Ensure adherence to districtwide policy for school-sponsored trips.
2. Communicate policy to all parties involved including staff, parents and students.
3. Encourage and support team planning for successful trips.
4. Encourage parents meeting to discuss details and requirements of the trip.
5. Support school nurse notification (at least four weeks prior to trip) and approval of all trips to identify and meet the health needs of students prior to your approval.
6. Ensure that the field trip coordinator has made arrangements by contacting the Director of Special Services to request a nurse at least three weeks prior to the trip for nursing coverage, if needed.
7. Serve as the key contact for emergencies during trips and involve the school nurse and school medical advisor as needed.
8. Determine alternative options or cancellation of trip if all students cannot attend the field trip due to the inability of the school district to accommodate the health or other special needs of students.

School Nurses

1. Adhere to district policy for field trips.
2. Obtain health information on all students participating from their health records and parental information.
3. Conduct a health and safety assessment of student needs based on a multitude of factors including severity of needs, location of trip, staff attending the trip, etc.
4. Contact visiting state board of nurses for permission to practice in that state if attending the trip and the state does not offer visiting status. (for out-of-state trips)
5. Contact visiting state board of nurses for information on nurse practice act, delegation and administration of medications laws and rulings if any care will be delegated to unlicensed personnel, such as the teacher or other school staff. (for out-of-state trips)
6. Develop nursing and emergency care plans for all students that will require medication, treatments or monitoring on the trip.
7. Obtain necessary medication and equipment for trip from parent at least three school days prior to departure.
8. Prepare all necessary medication, equipment and an emergency bag for the school staff.

9. Provide training to school staff regarding medication administration according to the Regulations and physician orders.
10. Provide training to school staff regarding any health care procedures to be performed and review emergency responses.
11. Determine competence of unlicensed school personnel to carry out medication administration and health care procedures.
12. Provide supervision to staff during the trip.

Important Note: School nurses may not provide the staff with more than one dose of medication from their school supply as this is considered dispensing and is not in the scope of practice for any nurse. For multiple doses, parents must provide the appropriate supply (i.e., three-day supply for three-day overnight field trip) from their pharmacy and ensure it is stored in an appropriately labeled pharmaceutical container.

School Personnel (teachers and other staff)

1. Adhere to districtwide policy regarding all aspects of field trips.
2. Include the school nurse in planning field trips to avoid any potential cancellations or situations of concern.
3. Notify the school nurse and obtain school nurse approval prior to principal approval and authorization of trip.
4. Contact the Director of Special Services to request a nurse for the trip if one is needed at least three weeks prior to the trip.
5. Communicate to parents the need for updated health and emergency information.
6. Participate in all trainings regarding health and safety of students prior to departure.
7. Be prepared to address emergency situations.
8. Contact the principal and school nurse as needed for health questions or emergencies while on the field trip.
9. Meet with the school nurse upon return to review documentation and performance of procedures and to debrief about the overall experience of the trip in meeting the students' health needs.

Parents/Students

1. Adhere to districtwide policy regarding all aspects of field trips.
2. Provide the school with updated health (including medication administration orders when necessary) and emergency information as required.
3. Adhere to districtwide policies regarding medication administration and self-administration of medications by students while on field trips.

4. Request from local pharmacy and provide school with an appropriately labeled medication container with only the amount of medication needed on the field trip.
5. For parents of students with special health care needs, consider attending if appropriate and requested by school personnel with the clear understanding that a school district cannot mandate or require parents to attend field trips as a means of accommodating a child with special health care needs.

Source: **Field Trips: Guidance for School Nurses**, Connecticut State Department of Education, June 2014.

Frequently Asked Questions (Pertaining to Medical Issues)

1. **Can a parent sign a relinquishment waiver to bring Glucagon for day trips only? Or can they sign a waiver for overnight trips as well?**

No. An order from the provider and parent approval for all medication actions (such as withhold, substitute, discontinue, etc.) for any school-sponsored trip is necessary.

2. **Can a parent assign a friend or relative to go on a field trip with their child in order to administer an emergency medication?**

No. According to the C.G.S. and regulations regarding medication administration in schools, only school nurses, qualified personnel or parents may administer medication to students.

3. **If the school district has current standing orders from our school physician (medical advisor) and signed parental permission on our Emergency Consent Forms, do we need a new authorization form for administration of medication for the trip signed by the child's medical provider?**

Yes, unless the school nurse is accompanying the trip. Standing orders may be administered only by a nurse after an assessment of the student's complaint and symptoms. Any medications delegated to qualified personnel in schools must have an individual student Medication Authorization Form.

4. **Can school nurses package multiple doses of meds for an extended day field trip?**

No. School nurses may not provide the staff with more than one dose of medication from their school supply as this is considered dispensing and is not in the scope of practice for any nurse.

5. **Can volunteers (such as parents) administer medications to students, other than their own children, on a field trip?**

No. According to the medication regulations, other than the school nurse, only "qualified personnel for schools" may administer medication in schools. "Qualified personnel for schools means (a) a full-time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10212a-3 of these regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of these regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a- 9 of these regulations. For school readiness

programs and before- and after-school programs, directors or director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of these regulations."

6. Is the school nurse responsible for non-school sponsored field trips?

No. Although school personnel (including school nurses) are often aware of non-school sponsored field trips or planned privately sponsored trips, they are not required to plan, coordinate or supervise these activities.

7. Do nurses require permission from other states when administering nursing services on field trips?

Yes. For field trips outside Connecticut, it is necessary that the school nurses determine the licensure and practice acts in the visiting state or country. The regulations for practice can vary from state to state and because Connecticut is not part of the Nurse Licensure Compact, the nurse is only licensed to practice in Connecticut.

Source: Field Trips: Guidance for School Nurses Field Trips, Connecticut State Department of Education, June 2014