

PITTSFORD CENTRAL SCHOOL DISTRICT
PITTSFORD, NEW YORK
BOARD OF EDUCATION MEETING
MONDAY, NOVEMBER 5, 2018
AUDITORIUM & BOARD ROOM – BARKER ROAD MIDDLE SCHOOL

AGENDA

7:00 P.M.

(Meeting will begin in the Auditorium)

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF AGENDA (BOARD ACTION)
- IV. PITTSFORD PRIDE
- V. APPROVAL OF MINUTES: October 22, 2018 (BOARD ACTION)
- VI. PUBLIC COMMENT
The Board of Education offers this time for those wishing to express public opinion. When addressing the Board, you will be asked to clearly state your name and address and limit your comment/s to approximately three minutes in order for the Board to accomplish the evening's agenda.
- VII. BOARD OF EDUCATION REPORT
 - A. Monroe County School Boards Association Meeting Reports
 - 1. Board President's – next meeting – 11/7/18
 - 2. Executive Committee – next meeting – 12/5/18
 - 3. Information Exchange Committee – next meeting – 11/14/18
 - 4. Labor Relations Committee – next meeting – 11/28/18
 - 5. Legislative Committee – next meeting – 11/7/18
 - 6. Steering Committee – next meeting – 1/23/19
 - 7. Community Outreach Advisory Committee – next meeting – 12/6/18
 - B. Other Meeting Reports
 - C. Dates to Remember
 - 1. 11/8/18 – Board Visit/Tour at Calkins Road Middle School (Visit 7:00 am/Tour 7:30 am)
 - 2. 11/12/18 – Schools Closed for Veterans Day
 - 3. 11/19/18 – Next Regularly Scheduled Meeting
- VIII. FINANCIAL REPORT – Mr. Kenney
 - A. Action Items:
 - 1. Declaration of Barker Road MS Scrap Equipment (BOARD ACTION)
 - 2. Bid Award (See Consent Agenda)
 - a. 2018-19 Food Service Kitchen Equipment
 - B. Discussion:
 - C. Other
- IX. HUMAN RESOURCE REPORT – Mr. Leone
 - A. Action Items;
 - 1. Professional Staff Report (BOARD ACTION)
 - 2. Support Staff Report (BOARD ACTION)
 - B. Discussion:
 - C. Other:

- X. CURRICULUM REPORT – Mrs. Ward
 - A. Action Items:
 - B. Discussion:
 - C. Other:
 - 1. Regents/AP/ACT/SAT Report

- XI. SPECIAL EDUCATION REPORT – Ms. Woods
 - A. Action Items:
 - 1. Impartial Hearing Officer Appointment (BOARD ACTION)
 - 2. Committee on Special Education: (see consent agenda)
Amendment – Agreement No Meetings, Initial Eligibility Determination Meetings, Requested Review.
 - 3. Sub-Committee on Special Education: (see consent agenda)
Amendment – Agreement No Meetings, Reevaluation Reviews, Requested Review.
 - 4. Committee on Preschool Special Education: (see consent agenda)
Amendment – Agreement No Meetings.
 - B. Discussion:
 - C. Other:

- XII. SUPERINTENDENT’S REPORT – Mr. Pero
 - A. Action Items:
 - 1. Call for Executive Session (BOARD ACTION)
 - 2. Field Trip Approval to Kissimmee, FL (MHS Baseball) (BOARD ACTION)
 - 3. Field Trip Approval to Boston, MA (MHS Wind Ensemble & Concert Choir) (BOARD ACTION)
 - B. Discussion:
 - C. Other:

- XIII. CONSENT AGENDA (BOARD ACTION)
 - A. Bid Award
 - B. Committee on Special Education
 - C. Sub-Committee on Special Education
 - D. Committee on Preschool Special Education

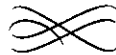
- XIV. OLD BUSINESS

- XV. NEW BUSINESS

- XVI. PUBLIC COMMENT

- XVII. ADJOURNMENT/RECESS (BOARD ACTION)

Next Regularly Scheduled Meeting: November 19, 2018



Mission: The Pittsford Central School District community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.

For school district information, visit our website at pittsfordschools.org

PITTSFORD CENTRAL SCHOOL DISTRICT

Board of Education Meeting
Monday, October 22, 2018
Barker Road Middle School

The REGULAR MEETING of the Pittsford Central School District Board of Education was held at 7:00 p.m. in the Board Room, Barker Road Middle School on Monday, October 22, 2018.

BOARD MEMBERS PRESENT: A. Thomas, K. McCluski, T. Aroesty, V. Baum, I. Narotsky,
R. Sanchez-Kazacos, P. Sullivan.

LEADERSHIP TEAM PRESENT: M. Pero, J. Cimmerer, D. Kenney, M. Leone, P. Vaughan-Brogan, M. Ward, N.
Wayman, E. Woods

OTHERS PRESENT: S. Warchol, C. Fullone, J. Drake, S. Gould, A. Pinopoulos, C. McNamara, B. Gomez, J.
Villareale, K. Dolan, R. Eckhardt, J. Gould

1. Mrs. Thomas called the meeting to order at 7:00 p.m. and asked everyone to stand for the Pledge of Allegiance.

2. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the agenda with the following change of order: public comment moved before principal's report.
Vote: Unanimously carried

APPROVED:
AGENDA

3. This evening our Board members were recognized as part of School Board Recognition week. Mrs. Stephanie Warchol, on behalf of the Pittsford District Teachers' Association (PDTA), Mrs. Kim Huels, on behalf of the Pittsford Parent, Teacher, Student Association (PTSA), Mr. Roger DeBell, on behalf of the Pittsford District Administrators' Association (PDAA), all extended sincere appreciation to the Board of Education members for their countless hours of service, support, leadership and commitment to maintaining excellence in Pittsford schools. As a gesture of gratitude, each group donated funds to the K.E.E.P. foundation in their honor. Mrs. Colleen Fullone, on behalf of the Pittsford Educational Office Professionals (PEOP), expressed grateful recognition of the unselfish and dedicated service of our Board members, and noted that a donation has been made to the District's Student Opportunity Fund in their name.

Mrs. Thomas expressed how grateful and honored each Board member feels to sit at the Board of Education table. She noted that even though it is a volunteer position, each member takes it very seriously and that they couldn't do the work that they do without the collaborative efforts of everyone.

Mr. Robert Eckhardt, resident, spoke about field trips. Mr. Pero responded by saying that field trip approvals go on the agenda when there is a field trip request.

Mr. Pero expressed his thanks to everyone for the beautiful turnout to celebrate the Board of Education tonight.

James Gould, student, spoke about his experience when he traveled to Rennes, France in 10th grade.

4. Mr. Shawn Clark, principal, was present to update the Board on the activities taking place at Jefferson Road Elementary School (JRE). On behalf of JRE, he thanked the Board of Education for spending time with them on their recent tour. Mr. Clark thanked Karen Maslyn for displaying art work in the Board room and he also thanked Kristen Dolan for her outstanding work this fall. Mr. Clark spoke on Mission-Vision-Values as well as goals for this year and accomplishments from last year. Noted highlights were: building staff relationships,

Superintendent’s Conference Day which included Square Hats & Sombreros, mosaic ceiling tile project and report card work. Ingathering Celebration (with an all-time high of 2994 items donated to the Pittsford Food Cupboard), Cliff Young, Best Buddies, International Day, Crayon recycle project and Full Day Kindergarten.

5. Motion was made by Mr. Aroesty, seconded by Mrs. Baum and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the minutes of its October 9, 2018, meeting. **APPROVED: MINUTES 10/9/18**
 Vote: Carried with Mrs. McCluski and Mrs. Narotsky abstaining as they were not able to attend the 10/9/18 meeting.

6. Board Reports:

Mrs. Baum reported out on the 10/17/18 Information Exchange meeting on school safety: Mark Esposito & Gary Huffman from Campus Construction spoke on the hardening of school buildings (entrance vestibule designs, bullet resistant film on glass, auxiliary conference rooms, and keyed locks). Todd Baxter, Monroe County Sherriff, spoke on hardening of buildings, training and relationships. Neil Flood, Webster CSD supervisor of school security, spoke on NYSED requirements for school safety teams & plans, rethink fire/lock down drills, bus threat drills/driver training and including Board of Education members in drills and/or observing them. Mrs. McCluski noted from the meeting that they suggested to move voting out of schools and to be aware of how difficult it is to secure buildings during evening events.

Mrs. Sanchez-Kazacos also noted from the meeting the importance of training for all staff members.

Mrs. Thomas noted the biggest theme of the meeting was training and how to buy time. She also noted that MCSBA has requested to amend the April meeting to include juuling and vaping.

7. Motion was made by Mr. Aroesty, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education accepts the Treasurer’s Report for the period ending September 30, 2018. **ACCEPTED: TREASURER’S REPORT**
 Vote: Unanimously carried

8. Motion was made by Mrs. Baum, seconded by Mrs. McCluski and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the 1st Quarter Extraclassroom Activities Report. **APPROVED: 1ST QUARTER EXTRACLASSROOM ACTIVITIES REPORT**
 Vote: Unanimously carried

9. Motion was made by Mr. Sullivan, seconded by Mrs. Narotsky and carried regarding the following resolution: **APPROVED: INSURANCE RESERVE**
 Vote: Unanimously carried

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby authorize the treasurer to expend \$10,000 from the Insurance Reserve for the payment of the deductible invoice incurred for settlement on a claim against the District.

10. Motion was made by Mrs. McCluski, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent’s recommendation, approves the following Professional Staff Report: **APPROVED: PROFESSIONAL STAFF REPORT**
 Vote: Unanimously carried

A. Appointment – Teacher

Name: Karla Kushner
 Position: BRMS Spanish
 Type of Position: Regular Sub
 Tenure Area: Foreign Language

Probationary Period: N/A
 Certification: Permanent
 Salary: \$62,727
 Effective Date: October 10, 2018

B. Appointment – School Related Professional

Name: Julie Pellegrino
 Position: ACE - CSE Paraprofessional
 Type of Position: Civil Service
 Probationary Period: 10/15/2018 – 10/14/2019
 Salary: \$13,832.49
 Effective Date: October 15, 2018

C. Resignation – – Teacher

Anna Lampanaro – letter attached

D. Winter Coaching appointments – see attached list

11. Motion was made by Mrs. McCluski, seconded by Mrs. Narotsky and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education, upon the Superintendent’s recommendation, approves the following Support Staff Report:
 Vote: Unanimously carried

**APPROVED:
 SUPPORT
 STAFF REPORT**

CLERICAL

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Gina VanCeylon	SST Clerk	MCE	18.5 hrs/wk	10/9/18	\$12.75 per hr.
Stephen Satterwhite	School Aide	PRE	2.5 hrs/day	10/15/18	\$11.05 per hr.

CLERICAL

<u>RETIREMENT</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Laurie Konte	SST Clerk	MHS	17 yrs	11/24/18

CUSTODIAL/MAINTANANCE

<u>RETIREMENT</u>	<u>POSITION</u>	<u>BLDG</u>	<u>LENGTH OF SVC</u>	<u>DATE</u>
Laurentino Vilarinho	Custodian	PRE	35 yrs	10/26/18

FOOD SERVICE

<u>APPOINTMENTS</u>	<u>POSITION</u>	<u>BLDG</u>	<u>HOURS</u>	<u>DATE</u>	<u>SALARY</u>
Pei-Chen Chung	Food Service	TRE	4.5 hrs/day	9/17/18	\$11.10 per hr.

12. Motion was made by Mr. Aroesty, seconded by Mrs. Sanchez-Kazacos and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the MHS/SHS field trip to Paris & Rennes, France from 3/22/19 to 3/31/19.
 Vote: Unanimously carried

**APPROVED:
 MHS/SHS
 FIELD TRIP**

13. Mr. Pero noted the donation of \$1500.00 from K.E.E.P. to support the PCSD Robotics Team.

14. Mr. Pero mentioned some of the attendees and activities that would be seen for the upcoming tours this Thursday. The tours were an idea that came about from a committee - A Community Together (ACT) that he is a part of, where they wanted to acknowledge and celebrate public schools. He also noted at the last ACT

46.

meeting, Mr. Bob Duffy who was a guest speaker spoke on the following topics: public schools and how they are talked about in a negative light and that social media needs to be positive, needed skill-set feedback from CEO's, and how school districts move houses. It was also noted that Mr. Duffy has made a commitment to have a Superintendent sit on all 3 of the following: The Rochester Chamber of Commerce, The Work Force Development Committee and The Education Committee.

15. Mr. Pero read a thank you card from Allen Creek Elementary School where each Board member also received an ACES card in celebration of Board of Education week. He also noted cards for each Board member from PTSA. Mr. Pero acknowledged the Board members and thanked them for all that they do by providing a gift of Pittsford apparel. He noted how the Board members voluntarily work full time to come together and always do what is best for students and the community.

16. Motion was made by Mrs. Narotsky, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the following items per the Consent Agenda:
Vote: Unanimously carried

**APPROVED:
CONSENT
AGENDA**

17. Bid Awards:

Copier Paper WB Mason, Veritiv Operating Corp, Economy Paper, Cascade School Supplies
(The awards are recommended to the responsive bidders who met all specification for the bid)

Committee on Special Education: Amendment - Agreement No Meetings, Reevaluation Review, Reevaluation Transfer Student, Requested Reviews, Requested Review Transfer Student, Transfer Student - Agreement No Meeting.

Sub-Committee on Special Education: Amendment - Agreement No Meetings, Reevaluation to Determine Continuing Eligibility for Special Education, Requested Review.

Committee on Preschool Special Education: Annual Review, Initial Eligibility Determination Meetings, Reevaluation Review, Transfer Student - Agreement No Meeting.

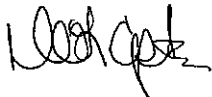
Gift to the District: Donation of \$1500.00 from K.E.E.P. to support the PCSD Robotics Team

18. Mrs. Gould, resident, spoke positively on 2 accounts: hosting a student from France and her son's life changing experience traveling to Rennes, France.

19. Motion was made by Mr. Sullivan, seconded by Mr. Aroesty and carried regarding the following resolution: BE IT RESOLVED, that the Board of Education approves the adjournment of its Regular Meeting at 8:11 p.m.
Vote: Unanimously carried

**APPROVED:
ADJOURNMENT**

Respectfully submitted



Deborah L. Carpenter
School District Clerk

Pittsford Schools

Administrative Offices
75 Barker Road – East Wing
Pittsford, NY 14534
585.267.1053

fax: 585.381.9368

Darrin_Kenney@pittsford.monroe.edu

Darrin Kenney
Assistant Superintendent for Business

Date: November 2, 2018

To: Michael Pero, Superintendent of Schools

From: Darrin T. Kenney, Assistant Superintendent for Business

DTK

Re: Declaration of Barker Road MS Scrap Equipment

Barker Road Middle School is in the process of receiving newer fitness equipment as a result of Mendon High School updating their fitness room. After offering the equipment to other schools/departments in the district and receiving no response there are five pieces of equipment that the school is requesting be sold for scrap. All equipment listed is at least 25 years old and repair parts are no longer available.

Leg Press
Leg Extension
Rotary Torso
Lying Leg Curl
Pec Machine

A sales representative was contacted about the possibility of trading in or reselling these items and his opinion was they did not have any value.

It is my recommendation that the Board of Education declare these items scrap and sold as such and proceeds be deposited into the General Fund according to Policy Board Policy 5410 which states "The Superintendent or designee may dispose of property in such a manner that brings the most financial benefit to the District."

Therefore, in accordance with Policy 5410 and applicable laws, I recommend the following:

BE IT RESOLVED that the Board of Education of the Pittsford Central School District does hereby declare the above equipment scrap, and does hereby authorize the sale for scrap and receipt of proceeds from such.

DTK:kd

PITTSFORD CENTRAL SCHOOL DISTRICT

PITTSFORD, NEW YORK

RECOMMENDATION FOR COMPETITIVE BID AWARD

TO: Board of Education
FROM: Darrin Kenney, Assistant Superintendent for Business
(Prepared by Karen L. Houston)
BOE Date: November 5, 2018
TOPIC: Kitchen Equipment
Advertised Date: October 22, 2018, *The Daily Record*
Date of Bid Opening: October 29, 2018
Time of Bid Opening: 11:00 A.M.
SOURCE OF FUNDS: C94 2860 200 PCSD Food Service Budget

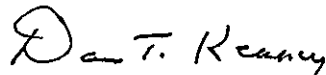
BE IT RESOLVED, That the Board of Education of the Pittsford Central School District award a contract to the following vendor as low responsive bidder meeting specifications:

ITEM BID	RECOMMENDED VENDOR	AMOUNT
18-19 FS Equipment Proofer Cabinet	Main Ford General Supply	\$ 3,615.00

TOTAL: \$ 3,615.00

Other Vendors:
Second & Broad Street Sales \$ 3,843.00
BHS Food Service Solutions \$ 4,255.00
Sam Tell & Son, Inc \$ 4,950.00

Comments: Food Service Cafeteria Equipment Bid represents one (1) item. Four bid responses were received and reviewed by Paulette Vangellow, Director of Food Service; Cynthia Heagerty, Deputy Purchasing Agent; and Karen L. Houston, Purchasing Agent. Ms. Vangellow recommends awarding to the lowest bidder meeting all required specifications.



Darrin Kenney, Assistant Superintendent for Business

RESOLUTION

[IMPARTIAL HEARING OFFICER APPOINTMENT]

RESOLVED that the Board of Education of the Pittsford Central School District appoints Ellen Cutler-Igoe from the Impartial Hearing Officer Rotational List to serve as the Impartial Hearing Officer for a special education impartial hearing matter.

Adopted: November 5, 2018

PITTSFORD CENTRAL SCHOOL DISTRICT
Secondary Preliminary Field Trip Request

Instructions:
Complete and submit to your building principal at least three months in advance for an overnight, out of state or out of country trip and 3 weeks for a day trip.

Teacher(s) Initiating Request: JEFFERY AMORSO School: MENDON H.S.
MENDON VARSITY BASEBALL COACH

Please check all that apply:

- Day trip
- Overnight, one night, without missing instructional time
- Overnight, one night, with missing instructional time
- Extended, overnight for more than one night
- Out of state
- Out of country

Logistics of Trip

Destination (include exact address): ESPN WIDE WORLD OF SPORTS WALT DISNEY WORLD
700 S. VICTORY WAY KISSIMEE FL 34747

Estimated Number of Students: 20 Round Trip Mileage: 2540 MILES

Departure: Date 4-13-19 Time 10 AM Return: Date 4-19-19 Time 5 PM

Have both the district and building calendars been checked for conflicts, etc. yes no

Estimated Number of Chaperones: Teachers: 3 Parents 0 Other: 0
COACHES.

Type of Transportation:

District bus: _____ Please complete *Special Trip Request Card*
Commercial Carrier: SOUTHWEST AIRLINES. Please complete form (8460F.7 - Trans)

Arrangement for meals and lodging (if necessary): DISNEY CARRIBEAN BEACH RESORT,
MEAL PLAN & BOX LUNCHES

Cost:

Estimated Cost Per Student:

Event Fee: _____

Travel: 700

Lodging: *850

Meals: _____

Other: _____

Total: 1550

Estimated Funds from Each Source:

from District: 0

from student: 0

outside source: 0

fundraising: 1550

other: _____

Total: 1550/PP

Describe fundraising or outside sources: PITTSFORD MENDON BASEBALL BOOSTERS
DOES A VARIETY OF FUNDRAISING (IE BRISTOLS GIFT CARDS, PARENT
SOCIAL & SILENT AUCTION, PANCAKE BREAKFAST & DONATIONS)

Complete for overnight, extended, out-of-state or out-of-country trips:

Date of parent informational meeting: TBD

Supervision details: i.e. baggage checks, curfews, room checks, non-direct supervision activities:

COACHES WILL CONDUCT BAG CHECKS AT MENDON PRIOR TO LEAVING FOR THE AIRPORT. COACHES SET NIGHTLY CURFEW AND ARE WITH THE STUDENTS FOR THE ENTIRE TRIP.

Expectations for student conduct: Include a copy of the conduct rules that will be shared with and signed by students and parents.

Date of chaperone meeting: N/A (Include a copy of chaperone responsibilities and expectations)

Other remarks: _____

Chris DeCesarey - BOOSTERS
Requesting Teacher(s) Signature

9.27.18
Date

Curricular/Instructional Plan

For what course is this trip required? MENDON BASEBALL

Instructional Objectives: Be specific, include outcomes, desired proficiency level and how you will measure what standards and district curriculum goals it meets.

TEAM & SKILL BUILDING FOR SPRING SEASON
Sanctioned games

Activities

Preparation: How will the student be prepared for the trips as an instructional activity?

4 TO 5 GAMES AND ADDITIONAL PRACTICES

On trip: What instructional activities will occur on the trip?

Follow-Up: Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved.

N/A

Provisions for Continuity of School Work - to be completed for any missed instructional.

What instructional provisions have been made to help participants keep up with other classes that they will miss?

NO SCHOOL DAYS WILL BE MISSED OVER SPRING BREAK

What specific plans have been made for the continued instruction of those students in the class who will not participate in the field trip?

N/A

TO BE COMPLETED BY THE BUILDING PRINCIPAL, DIRECTOR AND/OR ASI WHEN APPROPRIATE

M. J. [Signature]

Principal Approval

10/24/18

Date

[Signature]

Director/ASI Approval

10/1/18

Date

Comments:

TO BE COMPLETED BY THE SUPERINTENDENT

[Signature]

Superintendent's Approval

10/24/18

Date

Comments:

*If commercial carrier is the mode of transportation, form 8460F.7-Trans should be forwarded to the Transportation Department.

Board Approval Date: _____

Sent to Transportation: _____

PITTSFORD CENTRAL SCHOOL DISTRICT
Secondary Preliminary Field Trip Request

Instructions:

Complete and submit to your building principal at least three months in advance for an overnight, out of state or out of country trip and 3 weeks for a day trip.

Teacher(s) Initiating Request: Kelly Jordan and Paul Maguda School: Mendon High School

Please check all that apply:

- Day trip

 Extended, overnight for more than one night
 Overnight, one night, without missing instructional time

 Out of state
 Overnight, one night, with missing instructional time

 Out of country

Logistics of Trip

Destination (include exact address): Boston, MA - HILTON BOSTON/WOBURN 2 FORBES ROAD WOBURN, MA 01801

Estimated Number of Students: 75-80 **Round Trip Mileage:** 780 miles

Departure: Date April 7, 2019 Time 8:00 AM **Return:** Date April 9, 2019 Time 10:00 PM

Have both the district and building calendars been checked for conflicts, etc. yes no

Estimated Number of Chaperones: Teachers: 5 Parents 0 Other: administrator and nurse

Type of Transportation:

District bus: _____ Please complete *Special Trip Request Card*
 Commercial Carrier: yes Please complete form (8460F.7 – Trans)

Arrangement for meals and lodging (if necessary): _____

yes

Cost:

Estimated Cost Per Student:

Event Fee: _____

Travel: _____

Lodging: _____

Meals: _____

Other: _____

Total: \$540

Estimated Funds from Each Source:

from District: _____

from student: \$540

outside source: _____

fundraising: _____

other: _____

Total: _____

Describe fundraising or outside sources: We are running a group fundraiser at Chipotle and Five Guys.

We will be running an online sale through Boon's Supply, and a catalog gift item sale. All fundraisers have been approved already.

Complete for overnight, extended, out-of-state or out-of-country trips:

Date of parent informational meeting: 11/20/18 (preliminary), 3/5/19 - (final details)

Supervision details: i.e. baggage checks, curfews, room checks, non-direct supervision activities:

Students and parents will be required to sign off on the luggage form.

Chaperones are assigned 3-4 rooms. They will check in each group at night.

There is paid security in the hotel from 11pm to 7am. Students will be given some free time (in groups) at Quincy Market and Museum of Science. We will be together as a large group at all other times.

Expectations for student conduct: Include a copy of the conduct rules that will be shared with and signed by students and parents.

Date of chaperone meeting: 3/5/19 (Include a copy of chaperone responsibilities and expectations)

Other remarks: We will require a nurse on this trip, as we have some students with quite severe allergies.

Requesting Teacher(s) Signature

Date

Curricular/Instructional Plan

For what course is this trip required? Wind Ensemble and Concert Choir

Instructional Objectives: Be specific, include outcomes, desired proficiency level and how you will measure what standards and district curriculum goals it meets.

The students in both ensembles will be working in class on refining performances of NYSSMA Level 6 repertoire before we visit Boston College.

The students will work with a college professor in a clinic setting to improve their performance and skill.

The students will perform at the JFK Library and have the experience of performing in a public venue.

Activities

Preparation: How will the student be prepared for the trips as an instructional activity?

Students will be learning the repertoire for performance in class time leading up to the trip.

We will learn about the clinicians and the JFK library venue we will perform in.

On trip: What instructional activities will occur on the trip?

Both groups will participate in these workshops and have a chance to perform.

Follow-Up: Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved.

Students will reflect on the performances in both group discussion and written response.

As a group, they will set goals to continue to refine their performances for the NYSSMA Majors competition at the end of April.

Provisions for Continuity of School Work - to be completed for any missed instructional.

What instructional provisions have been made to help participants keep up with other classes that they will miss?

Students will miss one day of school.

Students will be expected to talk to their teachers before we leave for the trip to find out what they can work on while we are traveling on the bus.

What specific plans have been made for the continued instruction of those students in the class who will not participate in the field trip?

There will be a substitute teacher in Concert Choir and Wind Ensemble.

TO BE COMPLETED BY THE BUILDING PRINCIPAL, DIRECTOR AND/OR ASI WHEN APPROPRIATE

K. Zeller

Principal Approval

10/31/18

Date

Director/ASI Approval

Date

Comments:

TO BE COMPLETED BY THE SUPERINTENDENT

M. ...

Superintendent's Approval

11/1/18

Date

Comments:

*If commercial carrier is the mode of transportation, form 8460F.7-Trans should be forwarded to the Transportation Department.

Board Approval Date: _____

Sent to Transportation: _____