Board of Education

5 Minortown Road ~ Woodbury, CT 06798
www.ctreg14.org

Mission: The mission of Connecticut Region 14 Schools is to educate all students to their highest level of academic potential and to teach them the skills and knowledge to become capable, creative, collaborative lifelong learners and responsible members of the world community.

Board of Education Goals:
Academic Performance - The district will strive to improve academic performance for all students on multiple assessment indicators and the staff will be committed to continuous improvement.
Communication - Region 14 will develop partnerships with all stakeholders in the school community to highlight the exemplary programs the district offers
Safety - Region 14 will provide safe and secure facilities equipped with technology, enabling a 21st century learning environment that supports the values of the district
Budget - Region 14 will prepare a budget that meets the needs of every student and communicates the needs and priorities of Region 14 in a clear and concise manner.

A G E N D A

Regular Meeting of the Region 14 Board of Education
Monday, January 12, 2026; 6:00 p.m.
Mitchell Elementary School/Flanders Room

I. Call to Order.....Chris Matta

II. Pledge of Allegiance.....Chris Matta

III. Introductions.....Chris Matta

IV. Approval of Minutes (Action Anticipated) .....Chris Matta
   A. Special Meeting, Monday, December 8, 2025

V. Superintendent's Report
   A. Student Representative Report
   B. Leaves of Absence (Maternity)
   C. Woodbury Middle School Development Plan
   D. Nonnewaug High School Development Plan

VI. Committee Reports

A. Finance Committee Update

1. HVAC Yearly Requirement

B. Policy Committee

1. On a recommendation by the Policy Committee to accept/approve the following policies: (Second Read, Action Anticipated)

a. Policy 1312.4/6161.13 Library Collection Development and Maintenance

b. Policy 9230 New Board Member Orientation

VII. Board Chair's Comments

VIII. Privilege of the floor

The Board of Education will recognize citizens of Bethlehem and Woodbury, any parent/guardian of a child enrolled in the Region 14 School District, or any current employee of the Region 14 School District who are asked to state their name and town of residence and to please limit comments to three (3) minutes. Up to 21 minutes of statements per topic are allowed. All comments should be addressed to the Board of Education Chair. Decorum will be enforced.

IX. Old Business

X. New Business

A. 2026/2027 Region 14 School District Calendar (Action Anticipated)

B. Field Trip, April 13, 2026, to April 17, 2026, Music Department to Disney World, Orlando, Florida (Action Anticipated)

XI. Other Business

A. Superintendent's Mid-Year Evaluation (Executive Session Anticipated)

XII. Adjournment

Minutes
Special Meeting of the Region 14 Board of Education
Monday, December 8, 2025; 6:00 p.m.
Flanders Room
Mitchell Elementary School

Present:
Chris Matta, Chairman
Alice Jones, Vice Chairman
Jim Crocker
Carol Ann Brown
Michael Carbonneau
Tikva Rose
Caren Lipinski

Absent:
Chris Griffin

Also Present:
Brian Murphy, Superintendent
Tina Tanguay, Director of Finance and Operations

I. Call to Order
Chairman Matta called the meeting to order at 6:00 p.m.

II. Pledge of Allegiance and Introductions
The Pledge of Allegiance was recited, and acquaintances were made

III. Approval of Minutes

A. Regular Meeting, Monday, November 3, 2025
A motion was made by Chris Matta and seconded by Jim Crocker to accept and approve the minutes with the following amendment:

Section IV. Committee Reports, Item A, Agriscience Funding Committee Update, delete bullet # 2, "State significantly reduced AgriScience funding across Connecticut"

all in favor, none opposed, Caren Lipinski abstained, motion carried.

IV. New Business

A. Agriscience Funding Committee Presentation
- Consultant analysis revealed out-of-district AgriScience students cost the district $1,136,637 annually
- The foundation amount of $11,525 is intended to represent the cost of educating an average student in Connecticut. This number has not been adjusted for rising costs or inflation since 2013
- Without out-of-district students, Nonnewaug High School could not run 43 classes, 4 varsity sports, 3 JV sports, 13 Agriscience Teams, and 16 clubs due to

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The Regional School District 14 Board of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, gender identity or expression, sexual orientation, or disability in its programs, activities, and employment practices as set forth in compliance with the Office of Civil Rights, Title VI, Title IX, and Section 504. Any person having inquiries concerning Regional School District 14 Public Schools' compliance with Section 504, Title VI or Title IX should contact Dina Ericson, Director of Student Services, Regional School District 14, 5 Minortown Road, PO Box 469, Woodbury, CT 06798 (203) 263-6356

insufficient participation, which would eliminate critical opportunities for Region 14's own students
- AgriScience Funding Committee formed to advocate for increased state funding

B. 2026 Board of Education Meeting Dates (Action Anticipated)
A motion was made by Chris Matta and seconded by Tikva Rose to accept/approve the 2026 Board of Education Meeting Dates, all in favor, none opposed, motion carried unanimously.

C. Field Trip; Philly Flower Show; Philadelphia, PA; March 5-7, 2026 (Action Anticipated)
- Trip expected to accommodate close to 45 students at approximately $300 per student
- Horticulture program runs trip every other year; last year's trip included 42 students

A motion was made by Chris Matta and seconded by Jim Crocker to accept/approve the field trip as presented, all in favor, none opposed, motion carried unanimously.

D. Field Trip; National Farm Machinery Show; Louisville, KY; February 11-14, 2026 (Action Anticipated)
- National Farm Machinery Show trip to Louisville, Kentucky approved with TBD costs
- Students will spend day viewing vendors, colleges, and educational opportunities at machinery show
- Trip exposes students to large-scale agriculture operations with GPS tractors not available at Nonnewaug High School due to space limitations

A motion was made by Chris Matta and seconded by Jim Crocker to accept/approve the field trip as presented, all in favor, none opposed, motion carried unanimously.

V. Superintendent's Report

A. Student Representative Report – Report provided by Addison Bushka
Report includes Bethlehem and Mitchell Elementary Schools events:
- Veterans day celebration at Mitchell Elementary School
- Fall/Winter Conferences
- Annual Bookfair
- Scripps National Spelling Bee
- Collections for the "Mitten Tree"
- Nutcracker trip to the Warner Theater in Torrington
- Bethlehem Elementary School Winter Concert

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B. Award Presentations (Tara Lanese/Toby Denman)
   - Tara Lanese, Bethlehem Elementary parent, recognized for writing grant enabling all PreK-5 students to attend Nutcracker performance at the Warner Theatre on Friday, December 12, 2025
   - Grant covered performance tickets and bus transportation for both elementary schools
   - Toby Denman, Boys' Soccer Coach, was awarded 2025 Western Connecticut Soccer Officials Association Hall of Fame Award for outstanding service to high school soccer

C. Nonnewaug High School National FFA Presentation
   - Students attended FFA National Convention in Indianapolis representing Region 14 with multiple competitive teams and delegates
   - Students attended leadership workshops, National Service Day, and community service activities during convention
   - The student medal winners were in attendance at the Board meeting and were introduced to the audience

D. Superintendent's District 5-Year Strategic Plan Presentation
   - Superintendent presented third iteration of five-year strategic plan framework for teaching and learning
   - Four primary goals: academic performance, budget, safety, and communication
   - Plan emphasizes coherence and alignment between Board goals, district goals, and individual school goals

   Talking Points:
   - Bethlehem Elementary School is in the top 6% of elementary schools in CT and top 5% of all schools
   - Mitchell Elementary School is in the top 26% of elementary schools in CT
   - Woodbury Middle School is in the top 31% of schools inclusive of grades 6-8
   - Nonnewaug High School is in the top 25% of all high schools in CT
   - Region 14 is in the top 24% of school districts in CT
   - Success is attributed to students, exemplary staff, supportive parents, and Board of Education providing necessary resources

E. Director of Teaching and Learning Development Plan
   - Dr. Fernandez presented professional development plan focused on building faculty capacity to meet individual student needs
   - District fully implemented research-based Vision of a Learner attributes across pre-K through grade 12
   - Presentation included Academic Focus Strategies and Indicators, Curriculum Strategies and Indicators, and Evaluation and Support Plan Strategies and Indicators to note a few components

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VI. Committee Reports

A. Finance Committee Update reported by Tina Tanguay

- Tina recapped the Finance Committee meeting update
- Revenue collected to date: **$18,793,118** (**43.94%** of budget)
- Expenditures to date: **$17,365,373** (**40.6%** of expenditures)
- All financial benchmarks are on target

B. Policy Committee

1. On a recommendation by the Policy Committee to accept/approve the following policies:
   (Second Read, Action Anticipated)
   a. Policy 1312.5/6161.14 Library Display and Program Policy
      A motion was made by Chris Matta and seconded by Michael Carbonneau to accept/approve the policy as presented, all in favor, none opposed, motion carried unanimously.

   b. Policy 5118.2 Educational Opportunities for Military Children
      A motion was made by Chris Matta and seconded by Caren Lipinski to accept/approve the policy as presented, all in favor, none opposed, motion carried unanimously.

2. On a recommendation by the Policy Committee to accept/approve the following policies: (First Read, No Action Anticipated)
   a. Policy 1312.4/6161.13 Library Collection Development and Maintenance
      - State mandated policy
      - Policy calls for the Media Specialist to continually review inventory using professionally accepted standards with a regulation that established procedures for review

   b. Policy 9230 New Board Member Orientation
      - Bylaw has been updated to require first-time board members to complete a prescribed training program at a time determined by the Connecticut State Department of Education, but no later than one year after assuming office.

VII. Board Chair's Comments

There were no additional comments made by Chairman Matta

VIII. Privilege of the floor

Jim Singletary
Watertown
Spoke in support of the Agriscience Program
The program provides opportunities

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Helga Lavan
Bethlehem
Spoke in favor of the Agriscience Program
Privilege to see how much the program offers – happy to be a part of the community

Brian Elsmore
Woodbury
Spoke in favor of the Agriscience Program
Highlighted his son's success
Thanked the Region 14 Board of Education

Brittany Tooth
Woodbury
Alumna
Spoke in favor of the Agriscience Program
Amazing to see the program grow

Michelle Pedros
Oxford
Spoke in favor of the Agriscience Program
Opportunities are amazing
Very welcoming school district
Getting experience to succeed

Jennifer Whipple
Naugatuck
Spoke in favor of the Agriscience Program
Academically it is a gift for her children to attend
Spoke to a few moments in her children's lives that have been affected by their acceptance into the program

Joseph Bernardi
Middlebury
Spoke in favor of the Agriscience Program
Of importance, his children are being taught leadership

IX. Old Business

There was no Old Business brought before the board

X. Other Business

Carol Ann Brown recognized Mr. Dominello's recent "Grab-and-Go" lunches for the senior citizens. One hundred and seventy meals were prepared. Nonnewaug High School students, VoAg students, and Woodbury Middle School students partnered to make the event the huge success that it was.

XI. Adjournment

A motion was made by Chris Matta and seconded by Tikva Rose to adjourn the

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meeting, all in favor, none opposed, motion carried unanimously, meeting adjourned at 8:04 p.m.

Respectfully Submitted,



Patricia Paige
Board Clerk
Recorded and filed subject to Board of Education approval by: Patricia Paige, Board Clerk
Minutes created with assistance of Circleback AI"

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Community Relations/Instruction

Library Collection Development and Maintenance Policy

The Region 14 Board of Education recognizes that library and other education materials should be provided for the interest, information and enlightenment of all students, and represent a wide range of varied and diverging viewpoints in the collection as a whole.

Students shall have access to the library and other educational material that is relevant to the research, independent reading interests, and educational needs of students based on a student's age, development, or grade level.

The library media center is an important place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by students.

A school library media specialist is professionally trained to curate and develop a collection that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational material.

The Region 14 Board of Education directs the Superintendent to create an administrative regulation that establishes a procedure for a certified school library media specialist to continually review library and other educational material within a school library media center using professionally accepted standards which shall include, but need not be limited to: the material's relevance, physical condition of the material, availability of duplicates or copies of the material, availability of more recent age-appropriate or grade-level appropriate material and continued demand for the material.

Policy adopted:

Community Relations/Instruction

Library Collection Development and Maintenance

Purpose:

This regulation establishes a procedure for certified school library media specialists to continually review library and other educational materials within a school library media center to ensure that they are relevant, in good condition, and age- or grade-level-appropriate.

General Procedure:

Using the criteria identified below and their professional judgment, the school library media specialist shall conduct a systematic review of the library's collection:

1. **Material relevance**
    a. Consult with instructional staff to determine whether the material is still useful and has up-to-date information.
    b. Evaluate usage data to assess the material's relevance to student interests and research needs.
2. **Physical condition of the material**
    a. Assess whether the material is damaged or worn beyond reasonable use.
3. **Availability of duplicates or copies of the material**
    a. Determine whether the availability of duplicates or multiple copies is justified based on usage statistics to avoid redundancy.
4. **Availability of more recent age-appropriate or grade-level appropriate material**
    a. Investigate the availability of newer editions or versions that offer more current and accurate information by considering awards and recommended lists for recently recognized literature.
    b. Ensure that any new material uses language that is appropriate for the reading level of students in the targeted grade range and developmental levels.
    c. Evaluate whether the new material's treatment of difficult or sensitive subjects (e.g., death, mental health, violence, sexuality) is in a developmentally appropriate way for the intended student audience.
5. **Continued demand for the material**
    a. Consult with instructional staff to determine whether the material continues to be cited or referred to for classroom instruction.
    b. Review usage data to determine whether the material is still being sought by students or teachers.

Regulation approved:

1312.4
6161.13
Form

REGION 14 PUBLIC SCHOOLS

Library and Other Educational Material Assessment Form

Title of the material: _____ **Date of Assessment:** _____
Author: _____ **Assessor:** _____
Date of Publication: _____

Material relevance:

☐Consulted with knowledgeable staff member(s) or teacher(s)

☐The language is appropriate for the reading level of students in the targeted grade range

☐Material is up-to-date and accurate

Notes:

_____
_____
_____

Physical condition of the material:

Condition rating:

☐Excellent ☐Good ☐Fair ☐ Poor

Availability of duplicates or copies of the material:

Count of available copies: _____

Notes:

_____
_____
_____

Availability of more recent age-appropriate or grade-level appropriate material:

If new material is available:

☐It uses language appropriate for the reading level of students in the targeted grade range
☐Presents difficult subjects (death, mental health, violence, sexuality etc.) in a developmentally appropriate way

Notes:

_____
_____
_____
_____

Continued demand for the material:

Describe the frequency with which the material is being accessed:

_____
_____
_____
_____

Determination:

☐Retain ☐ Replace ☐ Remove

Explanation of decision and rational

_____
_____
_____
_____
_____
_____
_____
_____

Bylaws of the Board

New Board Member Orientation

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board of Education's functions, policies, procedures, and operation of the school district before the member takes office. The following methods shall be employed:

1. The incoming member shall be given selected materials on the function of the Board of Education and the school district.

2. The incoming member shall be invited to attend Board meetings and functions and to participate in its discussions.

3. The incoming member shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board and the school district.

4. The incoming member shall be provided with a copy of the Board's policies and bylaws, administrative regulations, and copies of pertinent materials developed by the State School Board Association, Board minutes for the past year, and other helpful information explaining the Board's roles and responsibilities.

5. The Board Chairperson or designee shall arrange a meeting with the new Board member(s) to explain and answer questions about Board processes and procedures.

6. The Board Chairperson may request a veteran Board member to mentor a new member.

7. The incoming member may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

8. First-time elected board members are to complete a training program that minimally includes the following:

   - ✓ The role and responsibilities of a board member;
   - ✓ The duties and obligations of a board of education;
   - ✓ School district budgeting and education finance.

   This training must be completed at a time determined by the Connecticut Department of Education (CSDE), but not later than one year after assuming office.

Bylaw adopted by the Board:

2026/2027 REGIONAL SCHOOL DISTRICT 14 CALENDAR

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				(6)	(4)

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					(21)	(21)

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					(21)	(20)

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30				(18)	(17)

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					(17)	(17)

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					(19)	(19)

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
					(18)	(18)

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					(22)	(21)

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
					(17)	(17)

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				(20)	(20)

June 2027

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					(7)	(7)

- **Professional Learning/Early Dismissal First and Third Wednesdays Unless Otherwise Noted: NHS/WMS 1:00 pm; MES/BES 2:00 pm**
- Early Dismissal Times: NHS and WMS 11:55 am; MES and BES 12:55 pm
- School Year includes **181 student days** and **186 faculty days**
- *The Last day of school and high school finals schedule is dependent upon cancellations due to weather or other emergencies*

Board Approved xx/xx/202x

Date	Event/Holiday
July 6 – 30 M-Th 16 days	Extended Year Services
August 19 & 20	New Teacher Orientation
August 24	Convocation/Teacher Prof. Develop.
August 25	Teacher Professional Development
August 26	First day of School
September 7	Labor Day – Schools Not In Session
September 10	NHS Open House
September 22	BES/MES Open House
September 24	WMS Open House
October 9	Teachers' Professional Learning Day - Schools Not In Session
October 12	Columbus Day – Schools Not In Session
October 15	NHS 8th Grade Agriscience Open House
November 3	Teachers' Professional Learning Day - Schools Not In Session
November 11	Veteran's Day Observed – Schools Not in Session
November 17	Planned Early Dismissal for BES/MES (Parent/Teacher Conferences)
November 19	Planned Early Dismissal for BES/MES (Parent/Teacher Conferences)
November 20	Planned Early Dismissal for BES/MES (Parent/Teacher Conferences)
November 25	Early Dismissal
November 26 & 27	Thanksgiving – Schools Not In Session
December 7	Planned Early Dismissal for WMS (Parent/Teacher Conferences)
December 8	Planned Early Dismissal for WMS (Parent/Teacher Conferences)
December 10	Planned Early Dismissal for WMS (Parent/Teacher Conferences)
December 23	Early Dismissal
December 24 to January 1	Winter Break – Schools Not In Session
January 14	Planned Early Dismissal for NHS (Parent/Teacher Conferences)
January 15	Early Dismissal – Teacher Prof Lrng
January 18	Martin Luther King, Jr. Day – Schools Closed
February 15 & 16	Presidents' Day/February Break – Schools Not In Session
March 9	Planned Early Dismissal for BES/MES (Parent/Teacher Conferences)
March 11	Planned Early Dismissal for BES/MES (Parent/Teacher Conferences)
March 12	Planned Early Dismissal for BES/MES (Parent/Teacher Conferences)
March 19	Teachers' Professional Learning Day - Schools Not In Session
March 26	Good Friday/Schools Not in Session
April 12-16	April Break – Schools Not In Session
May 28	Early Dismissal – Teacher Prof Lrng
May 31	Memorial Day – Schools Not In Session
June 9	Last Day of School* EARLY DISMISSAL
Professional Learning/Early Dismissal Wednesdays	1st and 3rd Wednesdays Unless Otherwise Noted NHS/WMS 1:00 p.m. - MES/BES 2:00 p.m.

Faculty will make appropriate accommodations for students who commemorate these and other special observance days, as schools are in session on many of these days.

September 4, 2026	**Krishna Janmashtami (Hindu)**
September 11 - September 13, 2026	**Rosh Hashanah* (Jewish)**
September 20 - September 21, 2026	**Yom Kippur * (Jewish)**
September 25 - October 2, 2026	**Sukkot * (Jewish)**
November 8, 2026	**Diwali (Hindu)**
December 4 - December 12, 2026	**Hanukkah * (Jewish)**
December 8, 2026	**Immaculate Conception**
December 25, 2026	**Christmas (Christian)**
December 26, 2026 - January 1, 2027	**Kwanzaa (African American)**
January 6, 2027	**Three Kings Day (Christian)**
January 6, 2027	**Epiphany**
February 6, 2027	**Chinese New Year**
February 7 - March 8, 2027	**Ramadan* (Islamic)**
February 10, 2027	**Ash Wednesday (Christian)**
March 9 - March 10, 2027	**Eid al-Fitr * (Islamic)**
March 22, 2027	**Holi (Hindu)**
March 22 - March 23, 2027	**Purim * (Jewish)**
March 25, 2027	**Holy Thursday**
March 28, 2027	**Easter (Christian)**
April 7 - April 15, 2027	**Navarati (Hindu)**
April 21 - April 29, 2027	**Passover * (Jewish)**
May 2, 2027	**Greek Orthodox Easter**
May 6, 2027	**Ascension of the Lord**
May 16 - May 17, 2027	**Eid al-Adha * (Islamic)**
June 6, 2027	**Muharram (Islamic New Year)**
June 19, 2027	**Juneteenth (African American)**

***** All Jewish and Islamic holidays begin at sundown on the first day.

FIELD TRIP REQUEST FORM

Revised 2/7/2025

Procedural Guidelines: Field trips are covered under Board policy 6153. Field trips should support course or club curriculum. The following parameters will be applied to all field trips:

- Three weeks prior to the field trip (or six weeks prior to an out of state overnight trip) submit this field trip request form with a curriculum justification statement and a proposed roster of students.
- Upon approval of the trip, formalize all arrangements for transportation and other costs.
- Ensure that all students and parents complete and sign the permission form.
- Provide alternative plans for students who are not attending the field trip.
- Submit a final roster of participating students to all faculty and administrators at least 7 **calendar days** prior to trip. The list cannot be changed after this point. (There are no refunds after this point.)
- Blackout dates apply including: first week of each semester, last week of each quarter, week before, during and after Smarter Balance; exam week; last week of April; the month of June. SAT & PSAT (see your school administrator for more information).
- On the morning of the trip, submit the final roster and a copy of every permission form to the attendance secretary.
- Keep the original permission forms in your possession throughout the trip.
- Students will be allowed to take 5 field trip days per marking period/ 12 trip days per year. It is both the student's and the sponsoring teacher's responsibility to know this. The main office will publish a field trip attendance report upon request.

Field Trip Request Form

Date of Request: 11/13/25	**Title and Destination of Trip:** Music Dept. Disney Trip	**Date of Trip:** 4/13/26 - 4/17/26
Sponsoring Department: Music	**Person in Charge:** Nick Ciasullo	**Is this an overnight trip?** YES ✓ No_____
Number of Students: 40 **Number of Busses** 1	**Number of Chaperones:** 4	**Names:** Nick Ciasullo Catherine Pelkey TBD
Type of Trip: Educational [✓] Recreational [ ]	**Time of Departure:** TBD **Time to Arrive:** TBD	**Time of Expected Return:** TBD
Mode of Transportation: Coach Bus / Plane	**Cost of Transportation:** $650-	**Cost of Food:** $500-
Cost of Lodging: $550-	**Other Costs:** $365-	**Other Costs:**
Total Cost of Trip: $2,065-	**Source of Revenue:**	**Student Cost:** $2,065

RECEIVED
NOV 14 2025

Cost Checklist:

		Checklist:		
$650-	*Transportation*	____ *Yes*	✓ *No*	*Cafeteria Notified*
$500-	*Food*	____ *Yes*	✓ *No*	*Substitute Arranged*
$550-	*Lodging*	____ *Yes*	✓ *No*	*Master Calendar Notated*
$365-	*Other*	____ *Yes*	✓ *No*	*Plans Made for Non-Attendees*
$2,065-	*Total*	____ *Yes*	____ *No*	*Tracphones needed* 0 *# of phones*

Signature of Person in Charge of the Field Trip: _____

Date of Signature: 11/13/25

FIELD TRIP APPROVAL PROCESS

	Approved	Not Approved	Date
Department Chair			11/13/25
Principal	MIC		11/13/25
Superintendent			11/17/25
Board of Education (For overnight, out-of-state trips)			

IN-STATE DAY TRIPS
OUT-OF-STATE DAY TRIPS
IN-STATE OVERNIGHT TRIPS

Approved by Principal

Approved by Superintendent

OUT-OF-STATE OVERNIGHT TRIPS

Approved by Principal

Approved by Superintendent

Approved by Board of Education

USE OF ALL STAR TRANSPORTATION

When the field trip is approved, the main office secretary will fax this form to All Star Transportation at (203) 263-0841.

Date of Trip: _____ Destination: _____

Departure Time: _____ Time to arrive at event: _____ Time to leave event: _____ Return Time: _____

Number of Students and Chaperones: _____ Number of Busses needed _____

Secretary's Signature: _____

TEACHER IN CHARGE MUST EMAIL CATHERINE.GOODFIELD@ALL-STARTRANSPORTATION.COM, SHE WILL THEN RESPOND WITH A PRICE QUOTE AND ESTIMATED TIME AND MILEAGE OF EACH TRIP. ALSO, WHEN A FIELD TRIP IS CANCELED, THE PERSON IN CHARGE OF THE TRIP MUST NOTIFY THE TRANSPORTATION COMPANY.

Field Trip Permission Form Parent Section

Dear Parent or Guardian: A field trip has been planned involving your child. If you approve of your child's participation, please complete the following information.

Field Trip date: 4/13/26 - 4/17/26 Destination: Disney World, Orlando FL

Mode of Transportation: Coach Bus/Plane Cost to Student: $2,065 -

Departure Time: _____ Return Time: _____

Overnight: Yes ✓ No____ (If yes, roommates will be assigned; students' requests will be considered.)

My son/daughter _____ has my permission to go on the described field trip. I give my permission for emergency medical care if the need should arise. The trip sponsor should know about the following medical conditions (if applicable):

_____.

Here is the emergency contact and any other additional medical information that may assist in caring for my son/daughter:

_____.

I understand that field trip arrangements are based on the number of students who choose to participate. Students may receive a refund if they cancel their reservations eight or more days before the field trip date. Refunds cannot be given after that time.

Parent Signature:_____ Date: _____

Field Trip Permission Form Student Section

I understand that I am responsible for obtaining permission from teachers to attend this field trip. I am responsible for all work missed during this activity, making prior arrangements for missed tests and quizzes, obtaining class notes, and completing missed homework. I also understand that I am responsible to follow the rules established by the school and the organization hosting the field trip.

Student's Signature:_____ Date: _____

Principal's Signature: _____