

# Board of Education Regular Meeting

Tuesday, May 20, 2025 7:30 PM

Town Campus Hammonasset Room/Zoom, 10 Campus Drive , Madison, CT 06443

## I. Call to Order / Attendance

I.A. Pledge of Allegiance

## II. School / Community Session

II.A. Public Participation

## III. Board of Education Student Representatives' Report

**Speaker (s):** Brooke Anderson and Grace Ackerman

## IV. Superintendent's Report

**Speaker (s):** Craig A. Cooke, Ph.D.

IV.A.

- Athletics Presentation: Pay to Play
- 2025-2026 Budget
- Chartwells Food Service Contract

## V. Board Members' Comments

## VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

## VII. Board Committees / Liaison Updates (Ref. Bylaw #9450)

VII.A. Curriculum and Student Development

**Speaker (s):** Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly

VII.B. Facilities Committee

**Speaker (s):** Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce

VII.C. Finance Committee

**Speaker (s):** Members: Galen Cawley, Chair, Christine Maisano, Emily Rosenthal

VII.D. Personnel Committee

**Speaker (s):** Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

VII.E. Policy Committee

**Speaker (s):** Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley

VII.E.1. Policies for Review, second Reading:

- 1361 Visitors and Observations in the Schools
- 5123 Restorative Practices Response Policy
- 6080.1.2 Title I Programs / Parental Involvement
- 6151 Class Size
- 6153 Field Trips
  - Rescind: 5100.8 Student

VIII. **Action Item: Motion to approve the proposed Amendment Number One dated July 1, 2025, between the Madison Board of Education and Compass Group USA, Inc., by and through its Chartwells Division, as presented.**

IX. **Action Item: Motion to approve reducing the 2025-2026 Health Insurance budget line item by \$375,607**

X. **Action Item: Motion to approve the proposed international trip to Portugal in April 2026.**

XI. **Action Item: Motion to rescind the following policies: 5100.8 Student Travel, 6100.16.1 Student Travel**

XII. **Action Item: Motion to approve the following policies: 1361 Visitors and Observations in the Schools, 5123 Restorative Practices Response Policy, 6080.1.2 Title I Programs / Parental Involvement, 6151 Class Size, 6153 Field Trips**

XIII. **Action Item: Motion to approve the minutes of the May 6, 2025 Board of Education Meeting (Ref. Bylaw #9540.9)**

XIV. **Future Agenda Items**

XV. **Adjournment**

XVI. **The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at least five (5) business days prior to the meeting.**

# Reviewing “Pay to Participate” for Athletics in Madison Public Schools

Director of Athletics: Chris Farrell



# Pay-to-Participate: Education Based Athletics

Athletics serve as a vital extension of the education experience, teaching students crucial life skills including teamwork, perseverance, accountability, and leadership.

## Pay-to-Participate Model:

- Model designed to help cover the costs of transportation, officials and event staff
- MPS is one of just four districts in our 23-school conference still requiring payment for athletic participation
- Creates a financial barrier to entry for students and families
- When families must "pay," they may prioritize athletics over academics to justify the cost, creating an imbalance in focus. Education Based Athletics is an extension of the academic environment/experience. It is not a separate entity.



## Current MPS Pay-to-Participate Fee Structure:

Daniel Hand High School: \$125 per season

Polson Middle School: \$90 per season

Family Cap of: \$600



# Access for All Students



- Pay-to-Participate programs can exclude students who lack financial resources.
- Eliminating or minimizing pay-to-participate programs ensures that educational-based athletics remain inclusive and true to our mission of fostering growth, development, and opportunity for all students.

## Eliminating Pay-to-Participate Fees

- Could lead to increased participation & higher student engagement
- Build community by reducing socioeconomic barriers
- Increase in athletic budget to cover the costs previously collected through fees

Higher  
Enrollment  
Equals Higher  
Fees Collected

|                      | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | Average | Fees Collected per Season -Four year average | Fees Collected per Season - This year |
|----------------------|-----------|-----------|-----------|-----------|---------|--|---------------------------------------|
| Fall # of Athletes   | 394       | 375       | 344       | 341       | 364.00  | \$ 45,500.00                                 | \$ 42,625.00                          |
| Winter # of Athletes | 393       | 329       | 319       | 298       | 335.00  | \$ 41,875.00                                 | \$ 37,250.00                          |
| Spring # of Athletes | 416       | 412       | 385       | 356       | 393     | \$49,125.00                                  | \$ 44,500.00                          |
|                      |           |           |           |           |         | \$138,000.00                                 | \$124,375.00                          |

# Some of the Why.....



The pay-to-participate system creates uncomfortable dynamics when families have paid fees but students receive limited playing time. While coaches make decisions based on skill, effort, and team needs, the financial transaction can create expectations that undermine the developmental focus of educational athletics.

Eliminating or minimizing pay-to-participate programs ensures that education based athletics remain inclusive and true to our mission of fostering growth, development, and opportunity for all students.



## Eliminate Fee Collection

Remove the need to process payments and track financial compliance



## Simplify Participation Process

Focus on medical clearance and eligibility rather than financial transactions



## Improve Coach-Family Relationships

Remove financial expectations from playing time discussions



## Refocus on Educational Outcomes

Center athletic programs on skill development and character building





**Thank you!**

**Any Questions? Comments?**



## Policy Summary

May 20, 2025

### **Policies for Review, Second Reading:**

#### **1361 Visitors and Observations in the Schools**

As noted above, Governor Lamont recently signed into law Public Act 25-1, which, among other things, addresses immigration enforcement activity at schools. We have revised our model policy to clarify that, in the event that a federal immigration authority appears in person at a school under the board of education's jurisdiction or otherwise contacts a school to request information, the immigration authority shall be directed to communicate with the administrator designated for such interactions, who will follow the protocols outlined in the school's Security and Safety Plan.

#### **5123 Restorative Practices Response Policy**

In 2023, the General Assembly passed legislation, now codified at Connecticut General Statutes Section 10-222jj, requiring each board of education to adopt a restorative practices response policy to be implemented by school employees for incidents of challenging behavior or student conflict that is nonviolent and does not constitute a crime. Boards of education are required to adopt such policy by July 1, 2025. The policy directs the district's administration to develop "a continuum of strategies to prevent, identify, and responding challenging behavior, including but not limited to bullying and harassment."

#### **6080.1.2 Title I programs / Parental Involvement**

We recommend that the Board repeal this policy and adopt the S&G Model Policy Parent and Family Engagement for Title I Students. The current policy is outdated.

#### **6151 Class Size**

This is not mandatory policy and it may be repealed. However, we note that the policy was implemented and updated within the last 10 years and thus it may be a topic on which the Board wishes to maintain a policy. If maintained, we recommend internal administrative review to ensure compliance with current practice. Please note that the teacher's collective bargaining agreement may address class sizes; the Board should ensure that the policy is written in a manner to avoid conflict with the CBA.

#### **6153 Field Trips**

We recommend repealing this policy and adopting the S&G model policy concerning Field Trips. *Administration would like to move policy to 5000*

##### **5100.8 Student Travel/6100.16.1 Student Travel**

*The administration would like these two policies rescinded – relevant content added to the field trips policy administrative reg.*

We recommend repealing this policy and replacing it with the S&G Model Field Trips (see Series 5000). The District may wish to develop administrative regulations for this policy to address some of the more specific provisions in the current policy (ex: budgets, transportation, parent permission). In any event, we recommend prohibiting school staff from acting as "private agents" for non-school sponsored student travel. We recommend that this be specifically prohibited.

The Madison Board of Education (the “Board”) encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school principal or designee before being permitted to visit any school building. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations.

The Board further desires to work collaboratively with parents with an educational nexus with the Madison Public Schools (the “District”), its educational programs, or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board’s schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board’s Guidelines for Independent Educational Evaluations.

~~The Madison Board of Education recognizes that procedures for visitors to schools are important for student and staff safety.~~

Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to, utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitor’s reception area of the school office, prominently displaying visitor’s badges or other identification required for visitors to the school buildings, limiting access to those areas of the building and grounds for which the visitors have authorized access, refraining from engaging with students and/or staff except as permitted by the school officials and consistent with the purpose of the visit in question, and complying with directives of the school officials at all times. All visitors and observers permitted into school buildings or on school ground must comply with all school health and safety protocols in place at the time.

Visitors who will be entering the building beyond the main office area will be required to register at the security desk/main office upon arrival at the school, at which time a background check on the sex offender registry will be conducted. If a result is received, a school administrator will be contacted. Access to the building may be denied by the administrator.

In the event that a federal immigration authority appears in person at a school in the District or otherwise contacts a school to request information, in accordance with applicable law and pursuant to the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed by the Connecticut State Department of Education (“CSDE”) or any subsequent applicable CSDE guidance, such authority shall be directed to communicate with the administrator designated for such interactions, who will follow the protocols outlined in the school’s Security and Safety Plan. For purposes of this policy, a “federal immigration authority” means “any officer, employee or other person otherwise paid by or acting as an

41 agent of the United States Immigration and Customs Enforcement or any successor agency thereto or any  
42 division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the  
43 United States Department of Homeland Security or any successor agency thereto who is charged with  
44 enforcement of the civil provisions of the Immigration and Nationality Act.”

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46  
47 Legal References:

48 Conn. Gen. Stat. § 10-222m

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50 Conn. Gen. Stat. § 54-192h

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52 Public Act No. 25-1, “An Act Concerning Interactions Between School Personnel and  
53 Immigration Authorities, the Purchase and Operation of Certain Drones, Grants to Certain  
54 Nonprofit Organizations, and Student Athlete Compensation Through Endorsement Contracts  
55 and Revenue Sharing Agreements”

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57 Connecticut State Department of Education, Guidance to K-12 Public Schools Pertaining to  
58 Immigration Activities (January 28, 2025).

59  
60 “Guidelines Regarding Independent Educational Evaluations at Public Expense and In- School  
61 Observations,” Connecticut State Department of Education (Mar. 28, 2018).

62  
63 Date of Adoption: January 4, 2022

64  
65 First Reading: May 6, 2025

66 Second Reading: May 20, 2025

ADMINISTRATIVE REGULATIONS  
REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS

1. Any person wishing to visit a school building in the Madison Public Schools (the “District”), and/or observe any student program, must obtain prior approval from the building pPrincipal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate operational or educational reason for the proposed visit and/or observation. Where the visitation involves direct contact with District students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the District, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the District’s educational programs, as determined by school officials.
4. When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student’s parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.
5. When determining whether to approve a request to visit and/or observe individual students or student programs, the building pPrincipal or responsible administrator shall consider the following factors:
  - a. the frequency of visits;
  - b. the duration of the visit;
  - c. the number of visitors involved;
  - d. the effect of the visit on a particular class or activity;

- 104  
105 e. the age of the students;  
106  
107 f. the nature of the class or program;  
108  
109 g. the potential for disclosure of confidential personally identifiable student information;  
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111 h. whether the visitor/observer has a legitimate educational interest in visiting the school;  
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113 i. whether the visitor/observer has professional ethical obligations not to disclose any  
114 personally identifiable student information;  
115  
116 j. any safety risk to students and school staff; and  
117  
118 k. compliance with the Board's Guidelines for Independent Educational Evaluations, if  
119 applicable.  
120
- 121 6. The building pPrincipal or responsible administrator has the discretion to limit, or refuse,  
122 requests for visits and/or observations of student programs in light of the above criteria. When a  
123 requested observation is refused, the building pPrincipal or responsible administrator will  
124 provide the parent/guardian with the reason for the decision and will work to develop alternative  
125 ways designed to permit~~for~~ the parent/guardian to obtain the information the parent/guardian  
126 seeks.  
127
- 128 7. If a building pPrincipal or responsible administrator approves a request to visit a school building  
129 and/or observe a student program, arrangements must be made in advance to ensure that the visit  
130 will not disrupt educational programs. The length and scope of any visit shall be determined by  
131 the building pPrincipal or responsible administrator in accordance with these regulations and  
132 accompanying Board policy. The building pPrincipal or responsible administrator shall  
133 determine a reasonable amount of time for observations of individual students or student  
134 programs.  
135
- 136 8. Upon arrival, all visitors must comply with any and all applicable building security procedures,  
137 including but not limited to utilizing security buzzers for access, complying with requests for  
138 photo identification, reporting directly to and signing in and out at the visitors' reception area of  
139 the school office, prominently displaying visitors' badges or other identification required for  
140 visitors to the school buildings, limiting access to those areas of the buildings and grounds for

141 which the visitors have authorized access, refraining from engaging with students and/or staff  
142 except as permitted by the school officials and consistent with the purpose of the visit in  
143 question, and complying with directives of school officials at all times.  
144

145 9. The District has an obligation to maintain the confidentiality of personally identifiable student  
146 information. All visitors and observers must restrict their visits and observations to the purpose  
147 identified in the request to visit or observe and are strictly prohibited from observing or  
148 collecting information on other students within the school. If the visitor/observer views, accesses  
149 or otherwise obtains personally identifiable student information concerning another student, the  
150 visitor/observer must notify the building pPrincipal or responsible administrator as soon as  
151 possible.  
152

153 10. All visitors and observers permitted inside school buildings or on school grounds must comply  
154 with all school health and safety protocols in place at the time, ~~including but not limited to any~~  
155 ~~health screening protocols.~~  
156

157 11. A refusal to comply with any of the Board's policy provisions and/or regulations concerning  
158 visitors shall constitute grounds for denial of the visitor's or observer's privileges, as determined  
159 appropriate by the building pPrincipal or responsible administrator~~designee~~. Such refusal may  
160 also result in a referral to law enforcement personnel, as determined appropriate by the building  
161 pPrincipal or responsible administrator~~designee~~.

162 12. In the event that a federal immigration authority appears in person at a school in the District or  
163 otherwise contacts a school to request information, in accordance with applicable law and  
164 pursuant to the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed  
165 by the Connecticut State Department of Education ("CSDE") or any subsequent applicable  
166 CSDE guidance, such authority shall be directed to communicate with the administrator  
167 designated for such interactions, who will follow the protocols outlined in the school's Security  
168 and Safety Plan. For purposes of these Administrative Regulations, a "federal immigration  
169 authority" means "any officer, employee or other person otherwise paid by or acting as an agent  
170 of the United States Immigration and Customs Enforcement or any successor agency thereto or  
171 any division thereof or any officer, employee or other person otherwise paid by or acting as an  
172 agent of the United States Department of Homeland Security or any successor agency thereto  
173 who is charged with enforcement of the civil provisions of the Immigration and Nationality Act."  
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Legal References:

Conn. Gen. Stat. § 10-222m

Conn. Gen. Stat. § 54-192h

Public Act No. 25-1, “An Act Concerning Interactions Between School Personnel and Immigration Authorities, the Purchase and Operation of Certain Drones, Grants to Certain Nonprofit Organizations, and Student Athlete Compensation Through Endorsement Contracts and Revenue Sharing Agreements”

Connecticut State Department of Education, Guidance to K-12 Public Schools Pertaining to Immigration Activities (January 28, 2025).

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

**Restorative Practices Response**

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5 The Madison Board of Education (the “Board”) is committed to identifying strategies to improve school  
6 climate, including, but not limited to, by responding to challenging behavior and implementing evidence  
7 and research-based interventions, including restorative practices. Restorative practices may be  
8 implemented by school employees for incidents of challenging behavior, bullying, and/or harassment in  
9 the school environment, or other forms of student conflict that is nonviolent and does not constitute a  
10 crime. Restorative practices shall not include the involvement of a school resource officer or other law  
11 enforcement official unless such challenging behavior or other conflict escalates to violence and/or  
12 constitutes a crime. In addition, the Madison Public Schools (the “District”) shall address challenging  
13 behavior, bullying, and harassment in accordance with the Board’s Student Discipline policy and any  
14 other applicable Board policy, administrative regulations, and/or school rules.  
15

16 For purposes of this policy:

- 17 • “Restorative practices” means evidence and research-based system-level practices that focus on  
18 (A) building high-quality, constructive relationships among the school community, (B) holding  
19 each student accountable for any challenging behavior, and (C) ensuring each such student has a  
20 role in repairing relationships and reintegrating into the school community.  
21
- 22 • “Challenging behavior” means behavior that negatively impacts school climate or interferes, or  
23 is at risk of interfering, with the learning or safety of a student or the safety of a school  
24 employee.  
25
- 26 • “Bullying” means unwanted and aggressive behavior among children in grades kindergarten to twelve,  
27 inclusive, that involves a real or perceived power imbalance. “Bullying” includes “cyberbullying”, which  
28 means any act of bullying through the use of the Internet, interactive and digital technologies, cellular  
29 mobile telephone or other mobile electronic devices or any other electronic communication.  
30
- 31 • “School climate” means the quality and character of the school life, with a particular focus on the  
32 quality of the relationships within the school community, and which is based on patterns of  
33 people’s experiences of school life and that reflects the norms, goals, values, interpersonal  
34 relationships, teaching, learning, leadership practices and organizational structures within the  
35 school community.  
36
- 37 • “School climate improvement plan” means a building-specific plan developed by the school  
38 climate committee, in collaboration with the school climate specialist, using school climate  
39 survey data and any other relevant information, through a process that engages all members of  
40 the school community and involves such members in a series of overlapping systemic  
41 improvements, school-wide instructional practices and relational practices that prevent, identify  
42 and respond to challenging behavior, including, but not limited to, alleged bullying and  
43 harassment in the school environment.  
44

- 45       • “School environment” means a school-sponsored or school-related activity, function or program,  
46       whether on or off school grounds, including at a school bus stop or on a school bus or other  
47       vehicle owned, leased or used by the Board, and may include other activities, functions or  
48       programs that occur outside of a school-sponsored or school-related activity, function or program  
49       if bullying at or during such other activities, functions or programs negatively impacts the school  
50       environment.

51       The Board directs the administration of the District to develop a continuum of strategies to prevent,  
52       identify, and respond to challenging behavior, bullying, and harassment. Such strategies shall include  
53       research-based interventions, including restorative practices, and may be included in each school’s  
54       school climate improvement plan. Such strategies shall be shared with the school community,  
55       including, but not limited to, through publication in the relevant student handbook.

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57       The Board further directs the Superintendent or designee to collect and maintain data regarding types of  
58       challenging behavior addressed using the Restorative Practices Response Policy and data concerning the  
59       implementation of restorative practices.

60  
61       Legal References:

62             Conn. Gen. Stat. § 10-222aa

63             Conn. Gen. Stat. § 10-222dd

64             Conn. Gen. Stat. § 10-222jj

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67       First Reading:             May 6, 2025

68       Second Reading:         May 20, 2025

**Title I: Parent and Family Engagement**

In accordance with Section 1010 of the Every Student Succeeds Act (“ESSA”), Public Law 1114-95, it is the policy of the Madison Board of Education (the “Board”) to provide parents and family members of students participating in the district’s Title I programs meaningful opportunities to participate in the education of their children within these programs. To facilitate parental and family participation, the Board encourages parents and family members of Title I eligible students to be involved in regular meetings, communications, and activities that will inform them about the district’s Title I programs, to participate in the improvement of such programs and to help improve their child’s progress within these programs.

This policy has been developed jointly with, and agreed upon by, parents and family members of children participating in Title I programs. The district shall distribute this written Parent and Family Engagement Policy to parents and family members of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall be made available to the public and updated periodically, as necessary to carry out the requirements of the parent and family engagement portion of Section 1010 of ESSA.

The Board shall conduct, with the meaningful involvement of Title I parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of the schools receiving Title I funds. The Board shall use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the policy. Such evaluation shall include identifying:

1. barriers to greater participation by parents in activities authorized by 20 U.S.C. § 6318 (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
2. the needs of parent and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
3. strategies to support successful school and family interactions.

Each year, each school within the district that is involved in Title I programs shall conduct a meeting, at a convenient time, to involve parents in the planning, review and improvement of programs funded by Title I. All parents of participating children must be invited and encouraged to attend. At this meeting, parents shall be given a description and explanation of the Title I programs, the curriculum in use at the school, the forms of academic assessment used to measure student progress, the achievement levels of the challenging State academic standards, and information regarding the importance of parental involvement and their right to be involved.

In addition to the required annual meeting, and if requested by parents, schools within the district that are involved in Title I programs shall offer opportunities for regular meetings at flexible times of the day in order to allow parents to formulate suggestions for the Board’s Title I programs and their application

47 to their child(ren)'s programs; and to participate, as appropriate, in decisions related to the education of  
48 their children. Parents will be given opportunities to participate in the joint development of the district's  
49 Title I plan, as required by Section 1006 of ESSA, and in the process of any school review and  
50 improvement in accordance with the State's plan, as required by Section 1111 of ESSA. At any time, if  
51 a parent is dissatisfied with a school's Title I program, the parent shall have the opportunity to submit  
52 comments for review at the district level.

53  
54 The Board will provide the coordination, technical assistance and other support necessary to assist and  
55 build capacity of Title I schools in planning and implementing effective parent and family involvement  
56 activities to improve student academic achievement and school performance. Parental and family  
57 engagement in Title I programs shall be coordinated and integrated with parental and family engagement  
58 strategies, to the extent feasible, under other federal, state, local and district programs.

59  
60 In order to build the schools' and parents' capacity for strong parental involvement, the Board shall:

- 61  
62 1. provide assistance to parents of students participating in Title I programs in  
63 understanding topics such as the challenging state academic standards, state and local  
64 academic assessments, the requirements under Title I, and how to monitor their child's  
65 progress and work with educators to improve the achievement of their children;
- 66  
67 2. provide materials and training to help parents to work with their children, such as literacy  
68 training and using technology (including education about the harms of copyright piracy);
- 69  
70 3. educate teachers, specialized instructional support personnel, staff and administrators,  
71 with the assistance of parents, about how to better communicate and work with parents;
- 72  
73 4. to the extent feasible and appropriate, coordinate and integrate parent involvement  
74 programs and activities with other federal, state and local programs, including public  
75 preschool programs, conduct other activities that encourage and support parent  
76 participation;
- 77  
78 5. ensure that information related to school and parent programs, meetings and other  
79 activities is sent to participating parents in a format and, to the extent practicable, in a  
80 language the parents can understand;
- 81  
82 6. provide such other reasonable support for parental involvement activities as parents may  
83 request; and
- 84  
85 7. inform parents and parental organizations of the existence and purpose of parent resource  
86 centers within the State.

### 87 88 **School-Parent Compact**

89  
90 This policy further requires that each school involved in Title I programs shall jointly develop with  
91 parents of participating children a school-parent compact that outlines how parents, staff, and students  
92 will share the responsibility for improved student academic achievement and the means by which the

93 school and parents will build and develop a partnership to help children achieve the State’s high  
94 standards. The school-parent compact shall:

- 95  
96 1. describe the school’s responsibility to provide high-quality curriculum and instruction in  
97 a supportive and effective learning environment that enables Title I students to meet the  
98 challenging State academic standards;
- 99  
100 2. indicate the ways in which each parent will be responsible for supporting their child’s  
101 learning, volunteering in their child’s classroom, and participating, as appropriate, in  
102 decisions related their child’s education and positive use of extracurricular time;
- 103  
104 3. address the importance of ongoing teacher-parent communication through parent-teacher  
105 conferences, frequent reports to parents, reasonable access to school staff, and  
106 opportunities to volunteer, participate in, and observe their child’s classroom activities;  
107 and
- 108  
109 4. ensure regular, two-way, meaningful communication between family members and  
110 school staff, and, to the extent practicable, in a language that family members can  
111 understand.

112  
113 The Board authorizes the Superintendent, or superintendent’s designee, to develop a school-parent  
114 compact and other procedures such as those relating to meetings, parent communication and parental  
115 involvement activities, as the Superintendent deems necessary in order to ensure compliance with this  
116 policy.

117  
118 The Superintendent is required to include information about parental involvement and actions taken to  
119 improve parental involvement in the strategic school profile the Superintendent submits annually to the  
120 Board and Commissioner of Education. Such actions to improve parental involvement may include  
121 methods to engage parents in the planning and improvement of school programs and to increase support  
122 to parents working at home with their children on learning activities.

123  
124 Legal References:

125  
126 Connecticut General Statutes:

127 § 10-220(c). Duties of Boards of Education

128  
129 Federal Law:

130 20 U.S.C. § 6318. Parent and family engagement

131 20 U.S.C. § 7801. Definitions

132  
133  
134 First Reading: May 6, 2025

135 Second Reading: May 20, 2025

**#6080.1.2****Title I Programs / Parental Involvement**

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**Title I Programs**

The Superintendent or his / her designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All Madison schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equity among Madison schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equity among Madison schools.

**Title I Parental Involvement**

The Madison Public Schools maintains programs, activities, and procedures for the involvement of parents / guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

**District-Level Parental Involvement Compact**

The Superintendent or his / her designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or his / her designee shall ensure that the Compact is distributed to parents / guardians of students receiving services or enrolled in programs under Title I.

#6080.1.2 (cont.)

**School-Level Parental Involvement Compact**

Each Building Principal or his/her designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents / guardians in its development and implementation, (2) how parents / guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents / guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents / guardians of students receiving services, or enrolled in programs, under Title I.

(cf. 3541 – Student Transportation Services)  
(cf. 4216.36 – Teacher Aides)  
(cf. 5050.1 – Compulsory Attendance)  
(cf. 5030.1 - Intradistrict School Attendance Areas)  
(cf. 5100.9.1 – Student Recruitment)  
(cf. 5120.9 – Homeless Students)  
(cf. 5180.1 – Records / Confidentiality)  
(cf. 5180.1.1 – Directory Information)  
(cf. 5180.2 – Research)  
(cf. 6080.21 – Bilingual Instruction)

Legal Reference: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

Policy adopted: October 21, 2008

The Board of Education recognizes that in addition to appropriate curriculum which challenges the abilities of all students, teaching techniques, staff utilization and class size all contribute to effective student learning. In attempting to provide an environment which that limits obstacles and enhances opportunities for student success and quality professional performance, the following class size guidelines are recommended:

| Grade                               | Class Size   |
|-------------------------------------|--|
| Pre-K                               | 16 - 18  |
| Kindergarten, Grades 1 and 2        | 16 - 20  |
| Grades 3 <del>through and 5</del> 4 | 19 - 24  |
| Grades <del>6</del> 5 through 8     | 19 - 24  |
| Grades 9 through 12                 | Level I, II: <del>15</del> 7 - 24<br>Level III: <del>12 - 20</del> |

In addition, for classes that require work stations, the maximum enrollment shall not exceed the available individual space and/or equipment. Safety requirements supersede the above guidelines.

Acknowledging the need for diversification of subject matter/ multiple program responsibilities and mandated course credits, the full time high school teacher total student assignment is recommended to be 85 - 120.

18 At the high school, scheduled classes shall have a minimum of 10 students. The Superintendent  
19 is authorized to override this requirement to ensure student schedules are maintained and/or  
20 student graduation requirements are met. Advanced Placement (AP) courses, or courses limited  
21 by pre-requisites, shall be exempt from this minimum.

22 Special needs-education classes ~~and Level IV~~ at the high school are not subject to the guidelines  
23 of this policy and shall be organized in the best interest of the students under the guidance of the  
24 Director of Pupil Services, principal and the Superintendent.

25  
26 To protect the integrity of the Middle School Interdisciplinary Team Teaching, the full time  
27 middle school teacher total student assignment is recommended to be 95 - 120.

28  
29 The above guidelines should not restrict larger grouping of students when the nature of the  
30 material and delivery warrant such action.

31

32

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37 Date of Adoption: May 7, 1973

38 Date Revised: October 17, 1989

39 Date Revised: January 6, 2015

40 First Reading: May 6, 2025

41 Second Reading: May 20, 2025

The Madison Board of Education (the "Board") encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

~~The Board of Education recognizes the valuable experiences derived from field trips for students when properly planned, executed, and evaluated. In most cases, F~~field trips should be directly related to or be an extension of the classroom learning experiences. In this respect, field trips may be used as springboards or culminating activities for units presented in the classroom or to provide "hands on" experience for students involved in the study of specific topics. In addition, field trips may introduce students to new learning experience through participation of observation of such activities as exhibits, dramatic presentations and other timely and appropriate events.

All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or superintendent's designee.

All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of the Board Policy concerning fundraising activities (Policy No. 5141) and any administrative regulations implementing such Board Policy.

The Superintendent or superintendent's designee is authorized to develop administrative regulations to implement this policy. The Board will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and any accompanying administrative regulations.

~~(cf. 5100.8 Student Travel)  
(cf. 6100.16.1 Educational Travel)~~

Date of Adoption: October 3, 2006

First Reading: May 6, 2025  
Second Reading: May 20, 2025

**#5142 Regulation  
Field Trips & Student Travel**

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1  
2  
3  
4  
5 The Superintendent of Schools or superintendent’s designee will develop and implement procedures  
6 outlining the requirements for student travel. These procedures may include a preapproved list of  
7 activities. To protect the Madison Public Schools (the “District”) from liability, District employees,  
8 volunteers, independent contractors, or students will not participate in any activities, special events, or  
9 trips which are not approved or sponsored by the District. The District will not assume any liability for  
10 any student travel which was not preapproved by the Superintendent or his/her designee.

11  
12 Should student travel involve significant risk of loss to the District and/or students, the District may  
13 require the purchase of additional insurance coverage or the transference of such risk to a third party.  
14 Any cost attached to such additional insurance coverage or risk transfers may be assessed against the  
15 participants in the proposed activity.

16  
17 By contract or by any other means, the district will not assume any liability for the operations of any  
18 third-party providing services to the district, its employees, volunteers or students for student activities  
19 or travel. The District will not provide any physical damage comprehensive or collision coverage to any  
20 vehicles or other property not directly owned or leased by the District.

21  
22 **General Guidelines for Student Travel**

- 23  
24 1. Student travel during the school day must be approved by the building principal.  
25 2. Student travel which involves overnight accommodations or trips outside of the state for students  
26 must be approved by the Superintendent.  
27 3. School bus transportation shall be the preferred form of student travel  
28 4. Written parental / guardian permission must be obtained for all participating students.  
29

30 **Student Travel Outside the Continental United States**

31  
32 In addition to the foregoing guidelines for educational travel, for travel outside the continental United  
33 States, approval from the Board of Education must be received prior to staff making contractual  
34 arrangements and advertising. Such approval shall be considered based upon the recommendation of the  
35 Superintendent. Factors to be considered by the Board include: costs, supervision, relation to  
36 curriculum, assessment of the country’s political climate, and the method of assessing the educational  
37 value for the participants.

38  
39 **Non-School Sponsored Educational Travel**

40 The Board expressly prohibits District employees from acting as private agents for non-school sponsored  
41 student travel.

42

43 **Forms**

44 Field Trip and Student Travel requests shall be completed on District request forms available in schools  
45 and on the District website and submitted to the designated responsible administrator. Other written or  
46 oral requests shall not be considered.

47

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**#5100.8**  
**Student Travel**

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The Superintendent of Schools, or his/her designee, will develop and implement procedures outlining the requirements for student travel. These procedures may include a preapproved list of activities. To protect the district from liability claims which could exceed the coverage limits of the self-insured plan and insurance programs, district employees, volunteers, independent contractors, or students will not participate in any activities, special events, or trips which are not approved or sponsored by the district. Participation in non-approved or non-sponsored activities by district employees, volunteers, independent contractors, or students is outside the course and scope of their authority or employment. The district will not assume any liability for any student travel which was not preapproved by the Superintendent or his/her designee.

Since student travel may potentially involve significant risk of loss to the district and students, the district may require the purchase of additional insurance coverage or the transference of such risk to a third party. Any cost attached to such additional insurance coverage or risk transfers may be assessed against the participants in the proposed activity.

By contract or by any other means, the district will not assume any liability for the operations of any third party providing services to the district, its employees, volunteers or students for student activities or travel. The district will not provide any physical damage comprehensive or collision coverage to any vehicles or other property not directly owned or leased by the district.

The district forbids the use of any vehicle which does not meet the district's insurance requirements. The use of any such vehicle is outside the course and scope of authority or employment of district employees, volunteers, independent contractors and students. The insurance coverage of the vehicle, i.e., the driver's coverage and all other applicable policies, will be primary.

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**5100.8 (Continued)**

Madison Public Schools  
Madison, Connecticut

- District Vehicles: Without the prior, express, written authorization of the Superintendent or his/her designee, vehicles owned, leased or in the care, custody and control of the district, will not be driven.
- Commercial, Chartered & Public Transportation: By contract or any other means, district employees, volunteers, or students will not agree to have the district assume any liability for operation of commercial, charter or public transportation.
- Non-District Vehicles: Vehicles not owned, leased or in the care, custody and control of the district may not be driven by any employee or volunteer on district business unless each such vehicle meets the district insurance requirements and Superintendent approval.

Date of Adoption: January 23, 1996

**#6100.16.1  
Student Travel**

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The resources in surrounding communities, across the state, across the country and around the world may provide educational experiences of merit for the students. Therefore, the Board encourages teachers and staff to expand lessons to include these teaching resources, as appropriate.

**General Guidelines for Student Travel**

1. Student travel during the school day must be approved by the building principal.
2. Student travel which involves overnight accommodations or trips outside of the state for students must be approved by the Superintendent.
3. All trips should be within budgetary allotments for such purpose. Students may be asked to pay all or part of the expenses of student travel. Parent Teacher Organizations may supplement the schools' expenses for student travel in accordance with the Board policy for acceptance of donations.
4. Bus transportation shall be used when practicable, but private vehicles may be used when appropriate within guidelines developed by the Superintendent or his / her designee. Proper insurance coverage must be verified by the school principal.
5. Written parental / guardian permission must be obtained for all participating students.
6. All school-sponsored student travel will have provisions for proper supervision by school employees so that student and staff safety shall be assured. Parents may assist with this supervision.
7. No student shall be denied participation because of financial constraints for any student travel occurring within the continental United States.

8. Restrictions may be placed upon a student's participation as warranted. The building principal will make that judgment based upon the student's welfare or that of other students participating in student travel.
  
9. Student travel should be evaluated by students, teachers, and the administration.

### **Student Travel Outside the Continental United States**

In addition to the foregoing guidelines for educational travel, for travel outside the continental United States, approval from the Board of Education must be received prior to staff making contractual arrangements and advertising. Such approval shall be considered based upon the recommendation of the Superintendent. Factors to be considered by the Board include: costs, supervision, relation to curriculum, assessment of the country's political climate, and the method of assessing the educational value for the participants.

### **Non-School Sponsored Educational Travel**

The Board of Education does not encourage staff members to act as private agents for non-school sponsored student travel.

(cf: Student Travel, Policy 5100.8)

Date of Adoption: February 25, 1997

Date of Revision: June 17, 2014



School Trip Proposal / Request Form  
Student International Travel

SUPERINTENDENT

School: Daniel Hand High School Principal: Anthony R. Salutari, Jr.

Date(s) of Trip: April 9-16, 2026 Trip Organizer(s): Mary Merkle & Rosana Casais

Destination of Trip: Lisbon, Cascais, Coimbra, Sintra, Fatima Portugal

Grade level of student participants: 9-12 No. of Students: 20-24

Educational Objectives including related classroom activities prior to / following the trip: \_\_\_\_\_

Students will experience the sights, sounds, tastes and cultures of central and northern Portugal. They will learn valuable life skills: using public transportation and communicating with others in a language they do not speak. Students will learn to cook traditional dishes and engage with others on the trip in reflecting about what they are seeing and experiencing.

Funding Source(s): Students and their families

Complete if students are paying for all or part of the trip.

Total fees required from each student: Tour Fee = \$3580-3780 depending upon # of students participating

Transportation Fee = \_\_\_\_\_

Name of Tour Company: Prométour Educational Tours - 339 Rue Saint-Paul E, Montréal, QC H2Y 1H3, Canada

Name of transportation service vendor: Commercial airline (TAP); local charter bus company

No. of buses required: 1 Cost per bus: inc in trip fee

Date / Time of trip: Departing Madison: April 9, 2026 Returning to Madison: April 16, 2026

Number of chaperones on trip: 3

Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

Information outlining parental financial responsibility should there be an emergency cancellation

Parent / Guardian letter explaining the trip and travel itinerary

Parent / Guardian Permission and Acknowledgment of Risk for Student International Travel Form

Emergency Plan (Includes arrangements for medical needs, parent / guardian contact information, access to communication devices, and procedures for general potential emergency situations)

List of Chaperone Names and Phone Numbers with MPS employees noted

N/A Telephone Tree in the event of an emergency (email + SMS)

Be sure the school administrator has a list of those students participating in the activity and a copy of the emergency contact numbers.

**Chaperones:**

Mary Merkle - 203.980.8175

Rosana Casais - 203.915.1931



### School Trip Proposal / Request Form Student International Travel

I / We certify that this trip proposal is in accordance with Madison Public Schools policies #5100.8 and #6100.16.1 and corresponding regulations:

*[Signature]* *Rosana Cong*  
Signature, Trip Organizer(s)

Trip approved  
*[Signature]* 4/3/25  
Signature, Principal / Assistant Principal Date

*[Signature]* 4/7/25  
Signature, Superintendent or Designee Date

Trip Denied

Reason: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, Superintendent or Designee Date

#### International Travel Checklist

- Obtained approval at least six (6) months prior to the trip.
- Submitted list of participating students to Principal and Health Office at least three (3) months prior to the trip.
- Submitted an updated list of participating students to Principal and Health Office one (1) month prior to trip.
- Submitted flight, hotel, charter bus, and airport information one (1) month prior to trip.
- Arranged appropriate number of chaperones and provided orientation
- Clearly explained expectations of students
- Received parent permission forms and emergency medical forms



# Daniel Hand High School

286 Green Hill Road  
Madison, CT 06443  
(203) 245-6350

Anthony R. Salutari, Jr., Principal  
Brian M. Bodner, Assistant Principal  
Melanie A. Whitcher, Assistant Principal

April 3, 2025

Dear Parents,

Olá! We are pleased to present the April break 2026 trip to Portugal. This trip offers an incredible opportunity for students to explore historic cities such as Lisbon, Coimbra and Porto, practice some simple phrases in Portuguese, immerse themselves in Portuguese culture, enjoy excellent Portuguese cuisine and discover an incredible country.

Some of the trip highlights include:

- Mosteiro dos Jeronimos in Lisbon - a masterpiece of Portuguese architecture and a UNESCO World Heritage Site
- Palacio da Pena in Sintra (a resort for Portugal's royal family in the late XIX century) another UNESCO World Heritage Site
- Participation in a cooking class to prepare traditional Portuguese dishes such as codfish fritters and pastéis de nata
- Experiencing Portugal's traditional fado music
- Fatima
- Coimbra & its maze of narrow streets and one of the oldest universities in the world
- Porto

The trip fee includes:

- Basic travel insurance
- All transportation & transfers (excludes R/T bus from DHHS-airport)
- Lodging at 3-star (minimum) hotels including a full breakfast
- Dinner every evening in a local restaurant

The trip deposit participants are asked to make at time of registration is 100% refundable until the moment we go ahead and confirm the group to travel.

Madame has been working with the tour operator, Prometour, since 2012 to create itineraries that expose students to the best experiences possible. To join the trip, students and parents will set up an account and login directly through the Prometour website. Payment is online and a variety of payment options are available.

We are hopeful you will consider sending your child to experience the joy and wonders of Portugal. Please contact us with any questions or concerns: [merkle.mary@madisonps.org](mailto:merkle.mary@madisonps.org) and [casais.rosana@madisonps.org](mailto:casais.rosana@madisonps.org).

Sincerely,

Mme Merkle  
French & ML Teacher  
French Club Advisor

Sra. Casais  
Spanish Teacher



## Parent / Guardian Permission & Acknowledgment of Risk for Student International Travel

**Trip Organizer Directions:** After the *International Travel Proposal / Request Form* has been approved, you are required to complete this form, attach a description of the trip to it, and send it home to parents. Only those students whose parents have signed and returned this form to you will be permitted to go on the international trip. You should follow these directions: 1) Use one form per trip; 2) complete the school portion (top half) of form; 3) duplicate one form per student; and 4) send a copy home for parent and student signatures.

**Parent/Guardian Directions:** Please read this form, and, if you give your child permission to attend the international trip, sign and return it to your child's trip organizer.

School: Daniel Hand High School Principal: Anthony R. Salutari, Jr.

Date(s) of Trip: April 9-16, 2026 Trip Organizer(s): Mary Merkle & Rosana Casais

Destination of Trip: Central & Northern Portugal - Lisbon, Sintra, Cascais, Fatima, Coimbra, Porto

Tour Company: Prometour

**Educational Objectives:**

Students will experience the sights, sounds, tastes and cultures of central and northern Portugal. They will learn valuable life skills with regard to using public transportation and communicating with others in a language they do not speak. Students will learn to cook traditional dishes and will engage with others on the trip in reflecting about what they are seeing and experiencing.

**Supervision:**

- Students will be directly supervised by adults at all times.
- Students will be directly supervised by adults with the following exceptions: Students will have a little free time each day to explore with a buddy or a small of friends. No student is ever alone.

**Transportation Provided:**  Charter Bus

Air

**Related Risks:**  Swimming Pool  Amusement / Theme Park  Beach/Ocean  Other \_\_\_\_\_  None

**Student Agreement:**

While participating on this school trip, I will accept responsibility for maintaining conduct in accordance with the Madison Public Schools Code of Conduct and I will follow directions of the school trip organizers / chaperones at all times.

Student Signature (Gr. 5-12): \_\_\_\_\_ Date: \_\_\_\_\_

**Parent / Guardian Acknowledgment of Risks:**

I understand that participation on this school trip is voluntary and that it exposes my child to some risk(s), indicated above, which will expose my child to some risk of injury or even death. I have read and understand the attached description of the school trip. I also understand the Board of Education nor its employees and volunteers will have any responsibility for the condition or use of any non-school property as a part of participation in this school trip.

**Parent / Guardian Permission:**

I give permission for \_\_\_\_\_ to participate in all aspects of this school trip.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Madison Public Schools cannot be responsible for reimbursements to parents or students of money submitted as "advance payment" (e.g., Broadway shows, transportation, hotels) for any field trip that the district cancels. It is strongly recommended that you personally review any tour contract with a company or commercial carrier, including its stated refund policies, before your child signs up or pays for the trip.



### Student International Travel Medical Form

**Program Information:**

Title / Name of Trip, Activity or Program: Spring break trip to Portugal April 9-16, 2026

Date(s) of Trip: April 9-16, 2026 Trip Organizer(s): Mary Merkle & Rosana Casais

Destination of Trip: Central & Northern Portugal

Student Name: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent / Guardian Home Phone: \_\_\_\_\_ Cell Phone 1: \_\_\_\_\_ Cell Phone 2: \_\_\_\_\_

Health Insurance Provider: \_\_\_\_\_

Health Insurance Policy #: \_\_\_\_\_

Primary Subscriber of Medical / Health Policy: \_\_\_\_\_

Student's Primary Health Care Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

**Health History**

Allergies/Dietary Restrictions (food, medicine, and environment): \_\_\_\_\_

Health Conditions and Significant Medical Concerns: \_\_\_\_\_

Date of Last Tetanus Shot \_\_\_\_\_

**Alternate Contact in Case of Emergency (Parent/Guardian(s) will be contacted first):**

Alternate Contact Name: \_\_\_\_\_ Alternate Contact Phone: \_\_\_\_\_

Will your child require medication during this trip?  Yes  No

**Medications**

- All medications must be in original pharmacy labeled container with student's name, dosage, route, and frequency of administration (include asthma inhalers, Epi Pens, and all regularly or occasionally taken medication)
- Provide only the amount of medication needed for the duration of the trip
- Ensure that your child is capable of self-administering his / her medication
- All medications to be self-administered must have the medical provider's signature of written authorization completed on this form, except for short term prescription medication in pharmacy labeled container (for example: antibiotics)



Office of the Superintendent  
 Madison Public Schools  
 Madison, CT 06443

## Parent / Guardian Permission and Acknowledgement of Risk for Student Travel

**Parent Directions:** Please read this form, and, if you give your child permission to attend the school trip, sign and return it to your child's teacher.

School: Daniel Hand High School Principal: Mr. Salutari

Date(s) of Trip: April 9-16, 2026 Trip Organizer(s): Mme Merkle & Sra. Casais

Destination of Trip: Lisbon, Coimbra, Sintra, and Porto Portugal

Cost of Trip: \$3580-\$3780 depending upon # of participants

Educational Objectives: Students will experience the sights, sounds, tastes and cultures of central and northern Portugal. They will learn valuable life skills with regard to using public transportation and communicating with others in a language they do not speak. Students will learn to cook some of the traditional dishes and will engage with others on the trip in reflecting about what they are seeing and experiencing.

Supervision:

- Students will be directly supervised by adults at all times
- Students will be directly supervised by adults with the following exceptions: Students will move as a group unless they have free time to explore or shop in a particular town. Buddy system.
- A School Nurse will be present on this school trip.

Transportation Provided:  School Bus  Charter Bus  Train  Personal Vehicle  Leased Vehicle

Drivers of Personal or Leased Vehicles (Gr. 4-12):  Parent  Teacher / Staff Member  Other Adult

Related Risks:  Swimming Pool  Amusement / Theme Park  Beach or Ocean  Other  None

### Student Agreement:

While participating in this school trip, I will accept responsibility for maintaining conduct in accordance with the Madison Public Schools Code of Conduct and I will follow directions of the school trip organizers/chaperones at all times.

Student Signature (Gr. 4 -12): \_\_\_\_\_ Date: \_\_\_\_\_

### Parent / Guardian Acknowledgment of Risks:

I understand that participation on this school trip is voluntary and that it exposes my child to some risk(s). I also understand that the trip may include amusement/theme park activities and that participation in amusement/theme park activities will expose my child to some risk of injury or even death. I have read and understand the attached description of the school trip. I also understand that participation in the school trip will involve activities on school property; therefore, neither the Board of Education nor its employees and volunteers will have any responsibility for the condition or use of any non-school property.

Parent / Guardian Permission

I give permission for \_\_\_\_\_ to participate in all aspects of this school trip.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Madison Public Schools cannot be responsible for reimbursements to parents or students of money submitted as "advance payment" (e.g., Broadway shows, transportation, hotels) for any field trip that the district cancels.



# Daniel Hand High School

286 Green Hill Road  
Madison, CT 06443  
(203) 245-6350

Anthony R. Salutari, Jr., Principal  
Brian M. Bodner, Assistant Principal  
Melanie A. Witcher, Assistant Principal

## Student Travel Medical Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Will your child require medication during this trip? \_\_\_\_\_ YES \_\_\_\_\_ NO

**If NO please proceed to the BACK of this form. If YES please complete BOTH sides of this form.**

- Medications currently stored in the Health Office for your child will be sent on school trips. If additional medication is required, please provide only the amount of medication needed for the duration of the trip.
- The parent/guardian must deliver the medication directly to the nurse (at least 24 hours before departure of the field trip). Controlled substances must be counted with the nurse, or their designee, at the time of delivery.
- All medication must be in original pharmacy labeled containers, including student's name, dosage, route, and frequency of administration (including inhalers, Epi Pens, and all regularly or occasionally taken medications).
- Students may only self-carry life threatening medical provider authorized medications (examples, Epi pens, inhalers, diabetic medications)

| <b>Staff Administered Medication(s) - List each medication individually</b> |  |                                    |   |
|---|--|------------------------------------|---|
| <b>Medication Name</b>  | <b>Dosage Information</b><br><i>Frequency, AM/PM, etc.</i> | <b>Comments</b><br><i>Optional</i> | <b>FOR STAFF USE ONLY</b><br>Given By & Date / Time |
|   |  |                                    |   |
|   |  |                                    |   |
|   |  |                                    |   |
|   |  |                                    |   |

| <b>Authorized Self-Administered Medication(s) - List each medication individually</b> |                            |
|---|----------------------------|
| <b>Medication Name</b>  | <b>Comments (Optional)</b> |
|   |                            |
|   |                            |

Parent/Guardian Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Provider Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**Parent/Guardian Contact in Case of Emergency**

**Parent/Guardian Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Health Insurance Provider:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**Health History**

**Allergies/Dietary Restrictions (food, medicine, environment, etc.):** \_\_\_\_\_

**Medical Concerns and Health Conditions:** \_\_\_\_\_

**Parent/Guardian Consent and Release:**

I/We, the undersigned parent/guardian, agree to release, indemnify and hold harmless the Madison Public Schools and their employees and agents from and against any claim either I/We or my child may have as a result of any act or omission which may arise out of this authorization.

I/We further consent to urgent medical treatment by a health care provider in the event of illness or injury of our child during their participation in the trip/activity/program. I/We accept full responsibility for all costs for any medical treatment.

I/We consent for the release of confidential medical information to be released to and from medical providers and the school trip/activity/program organizers and chaperones as needed to maintain my child's health and safety.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Board of Education Regular Meeting  
Tuesday, May 6, 2025 7:30 PM

Town Campus Hammonasset Room/Zoom  
10 Campus Drive  
Madison, CT 06443

## **Subject to Approval**

## **Meeting Minutes**

*Video documentation of these proceedings can be found in the Meetings/Minutes section of the website.*

### I. Call to Order / Attendance

The regular meeting of the Board of Education was called to order at 7:40 p.m. by Chairman Seth Klaskin. Mr. Klaskin led the Pledge of Allegiance.

Present: Galen Cawley, Mary Ann Connelly, Diane Infantine-Vyce, Seth Klaskin, Cathy Miller, Steven Pynn

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Art Sickie, Director of Administrative Services; Peter Anderson, Director of Facilities; Anthony Salutari Jr., Daniel Hand High School Principal; Kathryn Hart, Polson Middle School Principal; Frank Henderson, Brown Intermediate School Principal

### II. School / Community Session

Public comment can be heard in full on the meeting recording posted on the District website.

Speakers: Tiffany Magee, 96 Sandlewood Drive

### III. Board of Education Student Representatives' Report

Brooke Anderson and Grace Ackerman

Grace reported on AP exams, Junior and Senior Prom, the College & Career Fair, the upcoming VIBE performance, and teacher Appreciation week. Brooke reported on the recent Mental Health Awareness event, the spring musical, and the following upcoming events: the talent show, the art show, the band concert, and the multi-cultural event.

### IV. Superintendent's Report

Craig A. Cooke, Ph.D.

- 2025 CABA Student Leadership Award - The CABA Student Leadership Awards Program is designed to honor Connecticut high school and middle school students who exhibit exemplary leadership skills. The four student recipients were honored at the Board meeting. More information can be found here: <https://www.madison.k12.ct.us/district/communication/recent-news/cabe-2025-student-leadership-awards>
- Teacher Appreciation Week - Dr. Cooke thanked the 300 teachers in the district for the incredible work they do day in and day out to educate our students. MEA President Mike Ginsburg thanked the Board and Administration for their support.

- School Nurse Appreciation Day - Dr. Cooke thanked the school nurses on staff for their hard work and dedication to our students. Nursing Supervisor Stephanie Lesnik thanked the Board and Administration for their support.
- Bus Contract - Dr. Cooke said the District is very pleased with Durham School Services and is looking to extend its contract with them for bus services.
- NEASC Accreditation – Dr. Cooke shared that Daniel Hand High School officially received notice that it will continue to be accredited by the New England Association of Schools and Colleges. He shared some of the highlights from the award letter with the Board.

#### V. Board Members' Comments

Board members thanked teachers and nurses.

#### VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)

No members of the public spoke.

#### VII. Consent Agenda (Ref. Bylaw #9540.2)

- Line Item Transfers as of April 28, 2025
- Budget Expenditures as of April 28, 2025
- April 2025 Personnel Report

#### VIII. Action Item: Motion to approve the Consent Agenda.

MOTION: by Infantine-Vyce, seconded by Miller to approve the Consent Agenda.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 6 – 0

#### IX. Board Committees / Liaison Updates (Ref. Bylaw #9450)

##### Curriculum and Student Development

*Members: Steve Pynn, Chair; Catherine Miller, Mary Ann Connelly*

Mr. Pynn gave a report on the meeting that took place earlier in the evening. The committee heard presentations on an international trip, ML services, and curriculum outreach efforts.

##### Facilities Committee

*Members: Emily Rosenthal, Chair, Steven Pynn, Diane Infantine-Vyce*

Mr. Klaskin shared that the committee visited Neck River Elementary School.

##### Finance Committee

*Members: Galen Cawley, Chair, Emily Rosenthal*

No report.

Personnel Committee

*Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly*

Mr. Klaskin said MAESS negotiations are ongoing.

Policy Committee

*Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Galen Cawley*

Dr. Infantine-Vyce reported on the following:

Policies for Review, First Reading:

- 1361 Visitors and Observations in the Schools
- 5123 Restorative Practices Response Policy
- 6080.1.2 Title I Programs / Parental Involvement
- 6151 Class Size
- 6153 Field Trips
  - Rescind: 5100.8 Student Travel/6100.16.1 Student Travel

Policies for Review, Waive Second Reading:

- 5120.3.3 Administration of Student Medications in the Schools
- 5113 Attendance, Truancy and Chronic Absenteeism
- 6100.10 Selection of Instructional Materials

LEARN Liaison

*Mary Ann Connelly*

No report.

X. Action Item: Motion to approve Addendum 8, to the existing Agreement for Student Transportation Services between the Madison Public Schools and Durham School Services, dated May 4, 2004.

MOTION: by Cawley, seconded by Infantine-Vyce to approve Addendum 8, to the existing Agreement for Student Transportation Services between the Madison Public Schools and Durham School Services, dated May 4, 2004.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 6 – 0

XI. Action Item: Motion to waive the second reading and approve the following policies: 5120.3.3 Administration of Student Medications in the Schools, 5113 Attendance, Truancy and Chronic Absenteeism, 6100.10 Selection of Instructional Materials.

MOTION: by Infantine-Vyce, seconded by Connelly to waive the second reading and approve the following

polices: 5120.3.3 Administration of Student Medications in the Schools, 5113 Attendance, Truancy and Chronic Absenteeism, 6100.10 Selection of Instructional Materials.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 6 – 0

XII. Action Item: Motion to approve the minutes of the April 22, 2025 Board of Education Meeting (Ref. Bylaw #9540.9)

MOTION: by Pynn, seconded by Infantine-Vyce to approve the minutes of the April 22, 2025 Board of Education Meeting.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 6 – 0

XIII. Action Item: Motion to enter into Executive Session to discuss Safety & Security

MOTION: by Infantine-Vyce, seconded by Miller to enter into Executive Session to discuss Safety & Security at 8:25 p.m. and invite in Dr. Craig Cooke, Arthur Sickie, Peter Anderson, Frank Henderson, and Zoe Roos.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 6 – 0

XIV. Action Item: Motion to Return to Regular Session.

MOTION: by Infantine-Vyce, seconded by Pynn to return to regular session at 9:35 p.m.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 6 – 0

XV. Future Agenda Items

XVI. Adjournment

MOTION: by Infantine-Vyce, seconded by Miller to adjourn at 9:35 p.m.

AYES: Cawley, Connelly, Infantine-Vyce, Klaskin, Miller, Pynn

NAYS:

ABSTAIN:

MOTION CARRIED: 6 – 0

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