

**TROY AREA SCHOOL DISTRICT
SPECIAL MEETING OF THE SCHOOL BOARD
Tuesday, October 1, 2019 – 12:00 PM
Troy Area School District Offices-Community Room**

1. **PLEDGE OF ALLEGIANCE:**

2. **CALL TO ORDER:** President, Dan Martin

Troy Area School District: Future Focused...Data Informed...Student Centered

3. **VISITORS' COMMENTS ON AGENDA ITEMS:**

Please give name, address, organization which you represent, and subject. It is requested that comments be kept to three (3) minutes and comments relative to Private student or employee matters should be directed to the Superintendent outside of the meeting.

4. **SPECIAL TOPIC:**

A. **DISCUSSION**

1. **Field Trip Requests**

B. **MOTION**

ACTION	MOVE	SECOND	YES	NO	ABS
_____	_____	_____	_____	_____	_____

5. **GENERAL BOARD DISCUSSION:** None

1.

6. **VISITOR COMMENT AND QUESTION PERIOD:**

Please give name, address, organization which you represent, and subject. It is requested that comments be kept to three (3) minutes and comments relative to Private student or employee matters should be directed to the Superintendent outside of the meeting.

7. **ADJOURNMENT:**

ACTION	MOVE	SECOND	YES	NO	ABS
_____	_____	_____	_____	_____	_____

Respectfully Submitted,

Dr. Amy Martell
Superintendent

October 1, 2019

2019/2020 School Field Trip Request Form
(1 Field Trip per Request Form)

Teacher's Name Herdi Butler Bldg. HS Grade 9-12

Date of Field Trip Oct 10 + 24 Today's Date 9-26-19

Place to be Visited Bloomsburg University, Upper Campus

Departure Time from School 7:00 am

Expected Return Time to School 4:00 pm Total Length of Trip (Hrs.) 9

Number of Students 1

Number of Teachers/Parents 1 Total Passengers 2

Number of Buses Requested _____ Number of Vans Requested 1

Number of Miles to be Traveled 324*

Anticipated Costs: Admission Fee (81x4) \$ ϕ

Minimum Bus: \$125.00 Minimum (Canton, Mansfield, Towanda) *Plus Driver Fee

\$100.00 Minimum (Local around Troy) *Plus Driver Fee

Minimum Van: \$90.00 – total mileage only must meet minimum *Plus Driver Fee

Anticipated Driver Fee: \$12.00 hr. (all hours) \$ ϕ

Anticipated Mileage Fee: \$ 2.30/mile for bus/\$ 1.80/mile for van \$ 583.20

Total Anticipated Costs of this Trip \$ 583.20

How is field trip to be funded? School District _____ PTSO _____ Other X

Number of Field Trips taken this year prior to this request? ϕ Funded by Northern

Comments: Student was accepted to the PEAL's Youth Leadership Academy Tier Regional Planning

Teacher's Signature Herdi Butler (and Development Commissioner)

Emergency phone number (Teacher's Cell Number) 607-259-8757 Contact Jody McCarty

Approved Disapproved Reason _____ 607-456-6949

Principal Olivia Ford Business Manager Traci Allard

Special Education Director Ma Marica (Signature)

After approval: Procedures Completed:

- Permission Slips
- Lunch
- Chaperones
- Bus Seating Chart*
- Notify office for any checks required Several days in advance
- Substitute teacher needed
- Nurse Request made to building principal

Return to Building Administration

Three Days Prior to Trip

**They are also funding the substitute teacher pay*

***Must return completed bus seating chart 3 days prior to trip.**

Confirmation by Transportation Office/Bus Contractor	
Date Request Received _____	
Confirmed as Requested: Yes _____ No _____	
Transportation Director's Signature _____	
Bus Contractor Notified _____	Entry into Calendar _____
	Return Receipt _____

2019/2020 School Field Trip Request Form
(1 Field Trip per Request Form)

Teacher's Name Jill Hoffmann Bldg. WRC Grade First
 Date of Field Trip 10-11-19 Today's Date 9-23-19
 Place to be Visited Ross Park Zoo 160 Morgan Rd
 Departure Time from School 8:30 am. Binghamton NY 13903
 Expected Return Time to School 2:15 pm Total Length of Trip (Hrs.) 5 1/2 hrs.
 Number of Students 131

Number of Teachers/Parents 12 Total Passengers 143
 Number of Buses Requested 2 Number of Vans Requested 1
 Number of Miles to be Traveled 76 ea way (152 Round trip)
 Anticipated Costs: Admission Fee \$6/person \$ 858.00

Minimum Bus: \$125.00 Minimum (Canton, Mansfield, Towanda) *Plus Driver Fee
\$100.00 Minimum (Local around Troy) *Plus Driver Fee
Minimum Van: \$90.00 – total mileage only must meet minimum *Plus Driver Fee

Anticipated Driver Fee: \$12.00 hr. (all hours) \$ 198.00
 Anticipated Mileage Fee: \$ 2.30/mile for bus/\$ 1.80/mile for van \$ 972.80
 Total Anticipated Costs of this Trip \$ 1170.80

How is field trip to be funded? School District _____ PTSO Other _____
 Number of Field Trips taken this year prior to this request? 0

Comments: _____
 Teacher's Signature _____

Emergency phone number (Teacher's Cell Number) 570 721 2068

Approved Disapproved Reason _____

Principal [Signature] Business Manager _____
 Signature Signature

Special Education Director _____ (Signature)

- After approval: Procedures Completed:
- Permission Slips
 - Lunch
 - Chaperones
 - Bus Seating Chart*
 - Notify office for any checks required
Several days in advance
 - Substitute teacher needed
 - Nurse Request made to building principal

Return to Building Administration

Three Days Prior to Trip

*Must return completed bus seating chart 3 days prior to trip.

Confirmation by Transportation Office/Bus Contractor	
Date Request Received _____	
Confirmed as Requested: Yes _____ No _____	
Transportation Director's Signature _____	
Bus Contractor Notified _____	Entry into Calendar _____ Return Receipt _____

2019/2020 School Field Trip Request Form
(1 Field Trip per Request Form)

Teacher's Name Caitrin Stroup Bldg. T15 Grade 5th
 Date of Field Trip 10/2/19 Today's Date 9/19/19
 Place to be Visited Rural Health and Safety day at Alparon Park
 Departure Time from School 8:30
 Expected Return Time to School 1:45 Total Length of Trip (Hrs.) 5
 Number of Students 114
 Number of Teachers/Parents 10/5 Total Passengers —
 Number of Buses Requested — Number of Vans Requested —
 Number of Miles to be Traveled —
 Anticipated Costs: Admission Fee \$ —

Minimum Bus: \$125.00 Minimum (Canton, Mansfield, Towanda) *Plus Driver Fee
\$100.00 Minimum (Local around Troy) *Plus Driver Fee
Minimum Van: \$90.00 – total mileage only must meet minimum *Plus Driver Fee

Anticipated Driver Fee: \$12.00 hr. (all hours) \$ —
 Anticipated Mileage Fee: \$ 2.30/mile for bus/\$ 1.80/mile for van \$ —
 Total Anticipated Costs of this Trip \$ —

How is field trip to be funded? School District — PTSO — Other —
 Number of Field Trips taken this year prior to this request? 0

Comments: —
 Teacher's Signature Caitrin Stroup
 Emergency phone number (Teacher's Cell Number) 570-404-2909

Approved Disapproved Reason —
 Principal [Signature] Signature Business Manager [Signature] Signature

Special Education Director — (Signature)
After approval: Procedures Completed: Permission Slips
 Lunch
 Chaperones
 Bus Seating Chart*
Return to Building Administration Notify office for any checks required
Three Days Prior to Trip Several days in advance
 Substitute teacher needed
 Nurse Request made to building principal

***Must return completed bus seating chart 3 days prior to trip.**

Confirmation by Transportation Office/Bus Contractor	
Date Request Received	<u>—</u>
Confirmed as Requested: Yes	<input type="checkbox"/> No <input type="checkbox"/>
Transportation Director's Signature	<u>—</u>
Bus Contractor Notified	<input type="checkbox"/> Entry into Calendar <input type="checkbox"/> Return Receipt <input type="checkbox"/>