

Board of Education Regular Meeting

Tuesday, March 13, 2012 7:00 PM

Middletown Common Council Chambers, 245 DEKOVEN DRIVE, MIDDLETOWN, CT 06457,
Middletown, CT 06457

I. Call to Order	Speaker (s) : Gene Nocera
II. Salute to the Flag	Speaker (s) : Gene Nocera
III. Adoption of Agenda	Speaker (s) : Gene Nocera
IV. District Highlights - Unified Theatre	Speaker (s) : Gene Nocera
V. Public Session - Agenda Items Only	Speaker (s) : Gene Nocera
VI. Communications	Speaker (s) : Gene Nocera
VI.A. Report of Student Representative	Speaker (s) : Michael Durso
VII. Consent Agenda	Speaker (s) : Gene Nocera
VII.A. Minutes of BOE Regular Meeting of February 14, 2012	Speaker (s) : Gene Nocera
VII.B. Personnel Action	Speaker (s) : Barbara Senges
VII.C. Policy #5131.6 Alcohol Use, Drugs and Tobacco (Revision) - Second Reading	Speaker (s) : Sheila Daniels
VII.D. Bylaw #9325.2 Order of Business (Revision) - Second Reading	Speaker (s) : Sheila Daniels
VII.E. Extended Field Trip - MHS Girls Swim Team Trip	Speaker (s) : Trevor Charles
VIII. Report of the Superintendent	
VIII.A. District Data Team	Speaker (s) : Barbara Senges
VIII.B. Transportation Report	Speaker (s) : Ken Jackson
VIII.C. District News	Speaker (s) : Gene Nocera
IX. Committees	
IX.A. Budget Committee	Speaker (s) : Ted Raczka
IX.A.1. Financial Statement	Speaker (s) : Nancy Haynes
IX.B. Communications Committee	Speaker (s) : Ryan Kennedy
IX.C. Curriculum Committee	Speaker (s) : Bill Grady
IX.D. Feasibility Committee	Speaker (s) : Ed McKeon
IX.E. Policy Committee	Speaker (s) : Sheila Daniels
IX.F. Representative Reports	Speaker (s) : Gene Nocera & Cheryl McClellan

X. Action Items

XI. Future Agenda Items

XI.A. New Items

XII. Public Session - Non-Agenda Items

Speaker(s): Gene
Nocera

XIII. **Personnel Matter (Proposed for Executive
Session)**

Speaker(s): Gene
Nocera

XIII.A. Executive Session

Speaker(s): Gene
Nocera

XIV. Adjournment

Speaker(s): Gene
Nocera

Law Offices
William G. Grady
85 Broad Street
Middletown, CT 06457
Telephone (860) 344-9808
Fax (860) 346-4675

February 29, 2012

Gene Nocera, Chairman
Board of Education
311 Hunting Hill Avenue
Middletown, CT 06457

Dear Doctor Nocera:

This is notification of my resignation as a member of the Middletown Board of Education to be effective immediately.

Best regards,

A handwritten signature in black ink, appearing to read "William G. Grady", with a long, sweeping horizontal stroke extending to the right.

Board of Education Regular Meeting
February 14, 2012, 7:00 PM
Middletown Common Council Chambers

I. CALL TO ORDER

Board Members Present: Sheila Daniels, Bill Grady, Ava Hart, Ryan Kennedy, Cheryl McClellan, Ed McKeon, Gene Nocera, Ted Raczka, and Mitchell Wynn

Others Present: Superintendent of Schools Michael J. Frechette, Associate Superintendent for Teaching and Learning Barbara Senges, Director of Pupil Services and Special Education Ann Perzan, Special Education Supervisor Laurie Slade, Business Manager Nancy Haynes, Director of Facilities Ken Jackson, Director of Grant Services Elizabeth Nocera, Middletown High School Principal Robert Fontaine, Middletown High School Assistant Principals Colleen Weiner and Cheryl Gonzalez, WWMS Vice Principal Diane Niles, Farm Hill School Principal Mark Proffitt, Lawrence School Principal Enza Macri, Macdonough School Principal Jon Romeo, Snow School Principal Jim Gaudreau, Wesley School Principal Joe Cassella, Director of Fine Arts Marco Gaylord, Student Representative Michael Durso, Assistant to the Superintendent/Board Secretary Marcy Poppel, MFT Representative Steve McKeever, Hartford Courant Reporter Shawn Beals, Middletown Press Reporter Jim Salemi, and sixty-seven (67) visitors.

Chair Nocera called the meeting to order at 7:00 PM.

II. SALUTE TO THE FLAG

Student Rep Michael Durso led in the Pledge of Allegiance.

III. ADOPTION OF AGENDA

MOTION: Move to adopt the agenda was made by Ms. McClellan and a second by Mr. Wynn – unanimous vote.

IV. FARM HILL UPDATE

Dr. Frechette reported that over the past several weeks representatives from the State Department of Education and Department of Children and Families have been interviewing teachers, paraprofessionals, students, parents, and Central Office staff. The Bureau of Special Education and the Board of Education's attorney are coordinating data requests from the Office of Protection Agency, Office of Child Advocate, and for Civil Rights Region 1. Mr. Mark Proffitt assumed the role of Principal at Farm Hill School on January 30, 2012 and has been very visible both at the school and in the community. We appreciate Mr. Proffitt at Farm Hill School, Dr. Frechette said.

Mr. Proffitt shared happenings at Farm Hill School over the past 12 days and future plans. He noted the outpouring of support from staff, families, and students. He shared that Farm Hill is a very positive learning community. Daily he greets and reminds students of expected behavior as he greets them on school buses each morning and afternoon. He shared that the school's Climate Committee is working hard, the school song has been brought back, STARR assemblies are taking place, and efforts are being made to catch

students being good and supporting them. He has initiated “Mr. Proffitt’s Reflections”, a Friday afternoon newsletter which is distributed to students and families. It is in the process of being transcribed into Spanish. Extra efforts have been made by having students distribute the newsletter. A Social Compact is currently being created and will be rolled out to the school community. He has visited Traverse Square and plans to visit weekly providing outreach to families. His next visit to Ferry/Green Streets and Rapallo Avenue is tomorrow. He complimented the Farm Hill PTA. He continues to promote open communication and meets with teachers, students, and parents to address their needs. Mr. Proffitt said the transition process is underway for 5th graders to prepare to go to Keigwin for 6th grade. He closed his comments by stating that it has been an absolute pleasure to be part of the Farm Hill community and saying that his biggest pleasure is derived from the students.

Mr. McKeon commended Mr. Proffitt for stepping up and parents for bringing issues to the Board’s attention. Chair Nocera spoke of Mr. Proffitt’s work ethic and commitment.

V. DISTRICT HIGHLIGHTS – MOODY SCHOOL SCIENCE FAIR, WWMS STEP UP BREAKFAST, KIDS LIT QUIZ

Chair Nocera said there will be three District Highlights this evening: the Moody School Science Fair, the WWMS Step Up Program, and the Snow School Kids Lit Quiz

Moody Principal Yolande Eldridge spoke of the school’s recent Science Fair, sponsored by the Moody PTA a committee of parents, and EIST staff. There were 178 participants representing 150 experiments, 12 judges from the community and local colleges, and 35 volunteers. During the day each judge met 1-on-1 with each participant. In the evening the Science Fair was opened up to parents and families. There were multiple seatings for the pasta dinner and 242 dinners were served by 5th grade students. She added that one parent, Mrs. DiMauro, cooked all the meatballs and sauce, which included 45 pounds of Barilla pasta.

Ms. Eldridge first introduced Grade 5 student Alexandra Marchand, who explained her project was how air pressure affects a ball. She passed out a Geoed to each Board member. She held up a white judging coat worn by each judge which were donated by another Moody parent. She shared a booklet her mom made and offered to answer questions. Chair Nocera told her everyone is very impressed with her work.

Next, Ms. Eldridge introduced Clara Dobbs-McAuliffe, a Kindergarten student. Her project was about magnets. Her findings showed that 2 north magnets and 2 south magnets don’t stick. Chair Nocera thanked her for her courage to come forward.

Grade 3 students Brady Boyle, Cameron Brooks, and Salvador Cruz spoke about their experiment with solar power and said they can’t wait to make smores in their solar oven.

Niya Earl and Sophie Naylor, 4th grade students shared their Science experiment with making a flowers grow. Dr. Nocera complimented the students on their presentation.

In closing, Ms. Eldridge shared that students did a test of the Moody School building for germs. It was discovered that the main entrance doorbell was the dirtiest place at Moody School. Chair Nocera thanked Moody students and families for coming this evening.

Ms. Diane Niles, Assistant Principal, shared a new program taking place at WWMS, the Step Up Program. Students are nominated based on having made a noteworthy improvement in the school community. A breakfast is held each semester to honor these students. The first recipients of this new program are Grade 7 students Isac Frazer and Drue Marino. Each student received a certificate and had their photograph taken with the teacher who nominated them. At the breakfast the nominating teacher shared why the student was being recognized. There were fifty participants at the first breakfast. This program motivates children to keep working hard even when life is not easy. The program will be held again in June.

Jim Gaudreau, Principal of Snow School and Ann Buchanan, MHS Librarian, shared that twenty fifth grade students from Lawrence, Macdonough, and Snow School participated in a State-wide Kids Lit Quiz competition on February 3, 2012 at C.C.S.U. Each student was asked approximately 100 questions in a specific category and they worked in teams. The winning team won a trip to New Zealand to compete in the worldwide competition. As the district's focus for the past two years has been on reading, this is a wonderful result for our students, Mr. Gaudreau said. He acknowledged participating students from Lawrence, Macdonough, and Snow Schools and their teachers. Snow School student Dominic D'Aurio said he thought it was a good learning experience and thanked his principal, mom, dad, and all teachers at Snow School. Snow School student Felicia Tilles spoke about the various countries the competition is held and the founder. Snow School student Sam Johnson said it was fun. Mr. Gaudreau shared that Sam won a \$5 prize. He added that this program is open to students ages 10 – 13. Board member Ava Hart thanked all the students for representing our school district so well and said she is very proud of the students.

Mr. Grady suggested a brief recess to allow students to gather their projects and exit.

Chair Nocera called a brief recess at 7:42 PM. Board members spoke with the children.

Chair Nocera called meeting back to order at 7:49 PM

VI. PUBLIC SESSION – AGENDA ITEMS ONLY

Chair Nocera explained the rules of this Public Session.

Lee B. Smith spoke about a new bullying law, and school climate plan. He handed the Board Chair a document of information.

Cheryl Miller asked that policies be looked into and spoke of her son's rights.

Sal Caracoglia spoke about budgets Hunting Hill Avenue and expressed some old and new concerns. Chair Nocera called him out of order for using individual's names. When his time was up and he indicated he was not finished speaking, Chair Nocera invited him to speak at the Public Session toward the end of the meeting. Mr. Caracoglia asked why there is a time limit to speak. Chair Nocera responded he will discuss that with him at another time.

Donna Gagnon Smith addressed the Board with regard to the new bullying laws that she stated went into effect July 1, 2011. She spoke about the district having foresight and being proactive. She spoke of an alleged incident on December 12, 2011 involving Middletown High School.

Carol Sullivan spoke about the atmosphere change at Farm Hill school and thanked the Board.

Elizabeth Nocera, Director of Grant Services and Title IX Coordinator, addressed the Board about the Staff Survey that is an action item on this evening's agenda. She noted it is important to think about a scientific base/purpose of the survey. She shared that recently Youth Services administered a Developmental Assets through the Search Institute and there was a lot of work done ahead of time with the high school staff to prepare students for the survey. Under the new anti-bullying legislation that went into effect this past July, the district will be administering surveys to students, staff, and parents that the State of Connecticut will provide. She has copies of the draft surveys available if the Board would like to see them.

VII. COMMUNICATIONS

Dr. Nocera stated he received a letter from Dr. Havlicek, City Health Department, to express concerns about time out rooms at Farm Hill School and offering his department's assistance.

Dr. Nocera thanked the Middletown School Administrators Association for their letter to Board members highlighting accomplishments of the district over the past few years, which listed many accomplishments of our district.

Dr. Frechette said in this evening's Board packet was background information on Ms. Colleen Weiner and the Middletown High School Interview Committee. The committee unanimously was recommending Ms. Weiner as the next Principal of Middletown High School and he asked Ms. Weiner to come forward.

Ms. Weiner thanked the Board of Education for the faith they have placed in her. She served six years as an Assistant Principal at Middletown High School. She said Middletown High School is a special place and shared that it is the oldest Connecticut high school which serves in a dynamic and diverse community that cares passionately about education. She will work tirelessly on behalf of the students at Middletown High School. Chair Nocera congratulated Ms. Weiner.

VII.A. Report of Student Representative

Student Rep Michael Durso stated that the Student Council is working on many issues. He said the library is now open at 7 AM.

VIII. CONSENT AGENDA

MOTION: Move to adopt the Consent Agenda passed with a motion by Mr. McKeon and a second by Mr. Grady – unanimous vote.

VIII.A. Minutes of January 19, 2012 BOE Special Meeting

VIII.B. Minutes of January 24, 2012 BOE Regular Meeting

VIII.C. Personnel Action

VIII.D. Policy #2400 Evaluation of Administrators and Administration (Revision) - Second Reading

VIII.E. Bylaw #9323 Construction of Agenda (Revision) - Second Reading

IX. REPORT OF THE SUPERINTENDENT

IX.A. District Data Team

Ms. Senges noted that there are no minutes from the February 10th DDT meeting. As she reported in January, the DDT's February meeting would be a continuation of the January meeting in preparing for the Professional Development Day taking place this coming Friday, February 17th at Middletown High School. Multiple workshops will take place during the Professional Development day. Ms. Senges encouraged Board members to attend and noted that all parent groups were invited. The keynote speaker on Friday morning will be Middlesex Community College President Dr. Anna Wasecha. The next meeting of the DDT will be on March 26th after CAPT and CMT testing. Ms. Senges responded to a question about social cognition and anticipated outcomes. Special Education Supervisor Laurie Slade explained that social cognition is the theory of mind, how one interacts and perceives the world around them.

IX.B. Transportation Report

It was noted that Mr. Jackson is covering Transportation due to the sudden retirement of the Transportation Manager. Mr. Jackson noted a significant decrease in total telephone calls this time compared to this time last year due to the current mild weather we are experiencing.

In response to a question about a bus stop complaint, Mr. Grady explained that the Transportation Subcommittee which handles bus stop issues will be meeting to handle two complaints on February 24th at 9:00 AM. He indicated that one of them had been addressed previously and is being re-heard and the other is new.

IX.C. District News

Ms. Daniels congratulated Ms. Weiner on her appointment as the next Principal of Middletown High School. She said the Board was remiss at last month's Board meeting in not acknowledging the work Middletown High School Principal Bob Fontaine as his upcoming retirement was on the January Personnel Report.

X. COMMITTEES

X.A. Budget Committee

Budget Committee Chair Ted Raczka said the Financial Statement is in Board packet, the Budget Committee met yesterday, and it is his hope that the end result arrived at with the City comes before the full Board for discussion and a vote. Budget Committee Chair Raczka stressed the need for an expeditious resolution. A discussion ensued in which Mr. McKeon questioned the information provided at the Budget Committee meeting saying that it was his understanding from the meeting that the City had culpability in paying back the million dollar deficit, while the Mayor and the Chair indicated that the entire responsibility for the deficit was the Board of Education's. Mr. Grady indicated that the City was responsible for allocating Board of Education funds which they had no right to allocate. Chair Nocera stated that he was at a meeting at City Hall on Thursday, February 9, 2012 to discuss the Blum/Shapiro draft audit report of December, 2011. It was his understanding that the staff was directed to work out a plan to come up with several strategies by March 1st for a reconciliation and payback process. He added that it was

agreed that the Board of Education will pay back the funds and that after March 1st we will have the outline from the City and the Board of Education and then the Board will vote on the provisions in that outline. Chair Nocera also reiterated about the meeting of the Mayor, the auditor, and himself last Thursday. He said the following day they met with City Finance staff and Board of Education members on the matter and came to an agreement on ways in the future to reconcile Board of Education books on a monthly basis. He read a joint statement of Mayor Drew and himself. He said the statement, which summarizes the meeting that was held, will be released tomorrow. There was a lengthy discussion and some questions were raised relating to the statement. Mr. McKeon noted that Board members should keep in mind that when they speak to the media they are representing the Board. Chair Nocera said the purpose of the joint statement was just to summarize the understanding of the Board of Education Chair and Mayor.

X.A.1. Financial Statement

Business Manager Nancy Haynes said the Budget Committee had met yesterday. There were no questions for Ms. Haynes.

X.B. Communications Committee

Committee Chair Ryan Kennedy reported the Communications Committee would be meeting tomorrow.

X.C. Curriculum Committee

Committee Chair Bill Grady said the Curriculum Committee continues its discussions about curriculum and Common Core. Discussions have been held with regard to extension of the school year, extension of the class day, is the district meeting educational needs by keeping it the same as it is now. They will continue working on how to phase in the Common Core curriculum as soon as possible.

X.D. Policy Committee

Committee Chair Sheila Daniels reported that the Policy Committee met on January 24th and February 7th. She said they addressed the bylaw on Order of Business for the Board meeting. She thanked those who attended - Marco Gaylord, Steve McKeever, representing the teachers union, Bob Fontaine, Principal of Middletown High, Ralph D'Amato, Joe Cassella, and Jim Gaudreau. Order of Business is an action item on this evening's agenda. The committee also discussed the Attendance policy. It was decided that that policy did not currently need the attention of the Board. However the Superintendent did share one of the forms (in the regulations) that is used to verify residency and they did make a change. They next discussed the policy on Alcohol Use, Drugs and Tobacco which Connecticut Association of Boards of Education (CABE) recommended updating which will also be an action item on the agenda this evening. The next meeting of the Policy Committee will be at the end of February.

X.E. Feasibility Committee

Committee Chair Ed McKeon said this committee is scheduled to meet this coming Thursday. It is a large committee, and due to conflicts it will probably be a short meeting to determine what the committee wants to determine. He said he sent a memo to Dr. Frechette expressing concerns with regard to the most recent enrollment report. He said this is pertinent to discussions the Feasibility Committee will be having. He said as a

disclaimer that he is a Macdonough School parent, and Macdonough is his adopted school. The most recent enrollment report shows that at most elementary schools we are well under enrollment projections – Bielefield is 30 students under, Farm Hill is 54 students under, Lawrence School is 29 students under, Moody School is 7 students under, Snow School is 17 students under, Spencer School is 62 students under, Wesley is 19 students under, and Macdonough is 25 students over, the only school over. He added that the recommended capacity for that school is the use of ten (10) classrooms and they are now using 14 classrooms. It is also a school where he thinks there is about 70% free and reduced lunches and it is a school that is either on the verge of being racially imbalanced or is racially imbalanced. With all that being said, it is a concern for the committee and district to have a single school that stands out. Mr. McKeon added that when Moody School was overcrowded, it was immediately addressed, a committee was formed, an architectural firm hired, and the problem taken care of by redistricting. He feels there is another school having the same issues and there does not seem to be the same concern about getting the problem solved. He would like to have the numbers verified and racial imbalance numbers in front of the Feasibility Committee when it meets. Dr. Frechette said he passed that information on to the folks and Mr. McKeon will have the information on Thursday.

X.F. Representative Reports

ACES Representative Ava Hart said the minutes from the January meeting are at each person's place and she presented an oral report of the last meeting which just took place on February 9th. Discussions were held regarding the magnet school budget, the governing Board approving approximately four programs with increases between 1.7% and 2.2%, ACES cited enrollment as a concern, enrollment down in general across the state, ECS Task Force looking at equalizing the magnet tuition for the region, ACES beginning a pilot program of a school-based health program at TEMS, student enrollment state-wide reduction may impact ACES enrollment, and they received information from the principal of Thomas Edison Magnet School and the Wintergreen School in the form of a presentation on school climate, SRBI, and other topics. The next meeting will be March 8th.

TEMS Representative Cheryl McClellan said the last TEMS meeting was on February 1st. She shared who attended and said it was an interesting meeting. She shared some of the highlights from the Principal's report, currently there are 119 Middletown students at TEMS, total enrollment at TEMS is 722, the health center will be starting soon at Thomas Edison Magnet School which will provide stabilities for families. Efforts are being made to ensure a smooth transition for 5th grade students going to ACES and then back to Middletown High School. It is an insurance-based program and there will be no cost to the families. She has literature if any Board members would like to know more. There was a discussion on when TEMS would accept students for placement and TEMS is trying to be flexible. She explained the policy. The budget was approved at this meeting. Previously it was thought the budget would be a 3.2% increase but it turned out to be 1.2%, which will result in an additional cost of about \$18,000 for Middletown. There was a discussion of the 55% rule – as a magnet school they will be able to get more reimbursement from the State which would help all cities that pay for their children to go

to TEMS. A copy of the budget and next year's school year were included in the Board packet.

XI. ACTION ITEMS

XI.A. Policy #5131.6 Alcohol Use, Drugs and Tobacco (Revision) - First Reading

Ms. Daniels explained this is revised and adding a few things that were not in previous the policy.

MOTION: Move to accept the first reading of Policy #5131.6 Alcohol Use, Drugs and Tobacco passed with a motion by Ms. Daniels and a second by Mr. McKeon – unanimous vote.

XI.B. Bylaw #9325.26 Order of Business (Revision) - First Reading

Ms. Daniels explained the reason for the changes with regard to removing two public sessions and reverting back to one public session toward the beginning of each regular Board meeting.

MOTION: Move to accept the first reading of Bylaw #9325.26 Order of Business was made by Ms. Daniels and a second by Mr. Wynn.

There was a discussion about support for this change and Ms. Daniels responded that it was the consensus of everyone present, not just Board members. Mr. McKeon said it was a gathering of folks who had originally requested splitting it out to two sessions. He feels it is important for the public to have the right to address issues of concern. Mr. Grady said he was a part of that meeting. He explained the reasoning by which it was previously split, however, it did not have the effect that the previous Policy Committee anticipated. Ms. Hart thanked the Policy Committee for allowing her the opportunity to attend and provide input at the committee's meeting. She said there was a lengthy discussion about the initial statement before Public Session starts and the climate. She noted that this change related to the way the Board conducts itself as a Board and community. She felt it is really important that something be crafted that is consistent with the standards that we choose to uphold, not just as adults, but for the children in Middletown, as well. Ms. Daniels clarified that it is not a policy that would be drawn up for that, it would be a statement created and agreed upon by the Board.

VOTE: Approval of the first reading of Bylaw #9325.26 Order of Business passed with a unanimous vote.

XI.C. Staff Survey

Chair Nocera said this came out of a discussion in Executive Session at the last meeting as a way for the Board to access the current feelings by our constituent groups, how our district is doing with regard to school climate. The Board feels it is important to periodically access so the Board has a sense how the district is progressing in that very critical area of climate. Ms. Daniels presented a draft survey for Board members to look at. There were some suggestions made by Board members and e-mailed to Ms. Daniels. Chair Nocera added that a cover letter was developed and sent to the Board to

look at. Mr. Grady noted this is the issue Ms. Nocera brought to the Board's attention in her remarks during Public Session and there was a discussion with regard to the scientific validity, although he feels it is worth doing and will support it. Chair Nocera said he understands what Mr. Grady is saying. Mr. Grady said he does not expect this will be a peer review. Chair Nocera said it is data for the Board.

MOTION: Move to conduct a district-wide Staff Survey with a specific date to be sent out and a specific date when responses are to be received back and how that will happen was made by Ms. Daniels and a second by Mr. Grady.

Mr. McKeon asked if the date certain should be put into the motion and Ms. Daniels responded.

Chair Nocera asked Ms. Daniels to remind the Board who would be receiving the survey. Ms. Daniels proposed that it would go to everyone in the district and folks would respond to the statements that apply to them. She said the draft letter is addressed to principals, faculty, and staff. She said the reference she used in developing it was from a corporate survey, and her understanding was it was a very valid way to measure climate and used in corporations. She sees it as a valid tool for the Board to find out how people are feeling in the district. Mr. McKeon asked if there is anything preventing us from sending it out as soon as possible, as soon as it could be prepared and sent out. Ms. Daniels responded that it would be a matter of logistics. Ms. Daniels did suggest to the Board that it be distributed to the schools, but with a cover letter and a return envelope that would be addressed to Ed McKeon, Board of Ed Secretary, and be mailed back to him. The Board would discuss how they would put that all together. That is her suggestion. Chair Nocera asked if the timeline is as soon as possible as Ms. Daniels said that was her hope.

VOTE: Move to adopt the school climate survey passed with a unanimous vote.

XII. FUTURE AGENDA ITEMS

XII.A. New Items

There were none.

XIII. PUBLIC SESSION - NON-AGENDA ITEMS

Chair Nocera explained the rules of this Public Session.

Jane Majewski stated that she has an ethical concern with the City taking money from Special Education; if the money was earmarked for Special Ed services to children and education and she felt that should be looked at and fought. She said that money is for the children. If we start paying back the City it will take away from the staff resources and the children's resources. She asked the Board to stop fighting. She and other parents met with Dr. Frechette and Mrs. Senges and she felt listened to. She asked the Board not to forget the last two years and not let the money go to the City. She said the Board needs to work together.

Cheryl Miller spoke about not being listened to, children being at risk, violation of policies, positive change with the new Board of Ed, kids are our future, and that changes need to be made.

Sal Caracoglia spoke about missing money. Chair Nocera reminded Mr. Caracoglia not to use people's names and if he does it again he will be out of order and have to leave. He spoke about money disappearing and not putting the burden on the taxpayers.

Joe Cassella, Principal of Wesley School and Jim Gaudreau, Principal of Snow School and Co-Presidents of Middletown School Administrators Association, read a letter they sent to each Board member in support of Dr. Frechette and Ms. Senges. They said in recent weeks there has been a stream of negative comments and attacks made in newspapers, blogs, television news, at the January Board of Ed meeting against Middletown Public Schools and Central Office administrators, and most specifically Dr. Frechette and Mrs. Senges. Many of the comments question the leadership and work that has been done in the past several years. As the Administrators Union, we feel a response from us is necessary to remind everyone of the many positive contributions and focus on student achievement that has occurred during the tenure of Dr. Frechette and Mrs. Senges. They highlighted some of the achievements.

Lee B. Smith spoke about the Board's new appointment, an alleged bullying situation, school records, his conversation with a school resource officer, use of tasers in schools, and school records. He passed out information on Miranda Rights and use of tasers.

Donna Gagnon Smith noted that Board members speaking are not in sync as viewed on television and people speaking from the public are not being heard and this is the third time. She spoke about being proactive when it comes to children. She spoke of alleged bullying at the high school, need for bullying assemblies and putting the information on the district website. She spoke about not having tasers or weapons in our school system.

Bob Fontaine, Principal, Middletown High School, and publicly congratulated Ms. Weiner on her appointment as the next Middletown High Principal. He said he does not think the Board could have chosen a better educational leader. She has a passion for teaching/learning and for students. She will serve as the first woman principal in 172 years in Middletown history.

Darrell Lukas spoke about the Special Education grant money over the last two years, why didn't the City notify the Board it used the money, the Board spent the money it thought it had, why did it happen, what will be done so it does not repeat itself, how will it be prevented in the future, and will there be a procedure in place to notify the Board.

V. ADJOURNMENT

MOTION: Move to adjourn at 9:44 PM passed with a motion by Mr. McKeon and a second by Ms. Daniels – unanimous vote.

Respectfully Submitted,

Edward McKeon
Secretary

EM/mkp

PERSONNEL ACTION:

Leave(s) of Absence:

Maldonado, Amy, Special Education Department Chair (Middletown High School) employed in Middletown since September 2010, has requested a maternity leave of absence for the remainder of the 2011-2012 school year. The effective date is April 10, 2012.

Smith, Kelly, Language Arts Teacher (Woodrow Wilson Middle School) employed in Middletown since August 2009, has requested a maternity leave of absence until November 5, 2012. The effective date is July 17, 2012.

Appointment(s)

None.

STATUS OF CERTIFIED EMPLOYMENT:

Rescind(s):

Fredericks, Marie, Special Education Teacher (Moody School) employed in Middletown since August 2009, has rescinded her resignation for the purpose of retirement.

Resignation(s):

Brouillard, Kevin, Math Teacher (Middletown High School) employed in Middletown since August 2011, has submitted his resignation for personal reasons.

Gerst, Jenny, ESL Teacher (Farm Hill School) employed in Middletown since August 1995, has submitted her resignation for the purpose of retirement effective June 30, 2012.

Jacob, Michael, General Science Teacher (Woodrow Wilson Middle School) employed in Middletown since August 2010, has submitted his resignation for personal reasons.

Plunkett, Kevin, Special Education Teacher (Woodrow Wilson Middle School) employed in Middletown since August 2010, has submitted his resignation for personal reasons.

Vacancies:

- Dean of Students – Middletown High School

Students

Alcohol Use, Drugs, and Tobacco (including Performance Enhancing Substances)

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creative, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

Definitions

Drugs are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

Controlled substances, for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Under the influence, for purposes of this policy shall include any consumption or ingestion of controlled substances by a student.

Students

Alcohol Use, Drugs, and Tobacco (continued)

Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students' health, safety, and welfare may be jeopardized.

Illegal Activities

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

Notification of Policy

Annually, students will be notified through the student handbook, or through other means, of disciplinary sanctions for violation of this policy.

Principals shall include statements, appropriate to student maturity, in school handbooks and on District/school websites to the effect that:

1. the unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol or tobacco is prohibited in school, on school grounds, on school transportation and at school sponsored activities;
2. compliance with the standards of conduct stated in the handbook is mandatory;
3. a violation of its provisions will subject students to disciplinary action up to and including expulsion and referral for prosecution;

Students

Alcohol Use, Drugs, and Tobacco

Notification of Policy (continued)

4. CIAC controlled activities at the high school and middle school levels sponsored by the District/school are included in this policy and accompanying administrative regulations; and
5. CIAC may impose sanctions beyond those applied by the District for the use of performance-enhancing substances, as defined in this policy, by athletes.

Disciplinary Action

Students who violate this policy will be subject to disciplinary action which includes, but is not limited to, suspension or expulsion, and/or a program recommended by the Student Support Team. Student athletes who violate this policy, participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulation. Any disciplinary actions imposed will ensure that similar violations will be treated consistently. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The following guidelines for reporting alleged violations are to be followed:

1. If an employee suspects student possession, use, abuse, distribution or sale of controlled substances, other illegal drugs, performance-enhancing drugs, alcohol, or tobacco/tobacco products the employee shall refer the matter to the Principal or his/her designee. The Principal or designee will notify the student's parent/guardian, recommend a specific assessment, as appropriate, and contact law enforcement personnel as appropriate.
2. If an employee obtains physical evidence of a controlled substance, other illegal drug, drug paraphernalia, performance-enhancing drugs, alcohol, tobacco products or tobacco paraphernalia from a student in school, on school grounds, on school provided transportation or at a school sponsored event, the employee shall turn the student and the controlled substance over to the school principal or designee. The Principal will notify the student's parent/guardian, recommend a specified assessment as appropriate, notify law enforcement personnel and shall surrender possession of the controlled substance to the proper authorities within the time period required by state law.

Students

Alcohol Use, Drugs, and Tobacco (continued)

Drug-Free Awareness Program

The Superintendent shall assure that the school District provides a drug-free awareness program for students including the following topics:

- health and safety-related dangers of drug abuse;
- review of the Board of Education's policy of maintaining drug-free schools;
- notification of the availability of drug counseling and rehabilitation programs; and
- official penalties for drug abuse violations in schools.

Drugs and Alcohol

It is the policy of the Board to prevent and prohibit the use (except as duly authorized through the school nurse), possession, distribution or sale of any drug, drug paraphernalia, or alcohol by any student at any time on school property, at school-sponsored events or on school-provided transportation. The District provides (1) a supportive environment for recovering chemically dependent students during and/or after their involvement in a treatment program for chemical dependency; and will provide (2) assistance to those students who are affected by drug/alcohol possession or use by others. Any student in District schools found to be using, selling, distributing, in possession of or under the influence of intoxicants, mood altering drugs or substances, or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds when such student's conduct violates the substance abuse policy and is seriously disruptive of the educational process shall be subject to consequences as stated in the student handbook.

A breath alcohol tester is approved for use at events/activities such as dances and proms at the middle school and high school levels where, in the judgment of the school administrator, there exists reasonable suspicion that a student has consumed an alcoholic beverage and then, only under the following circumstances:

- The student denies to an administrator that he/she has consumed alcoholic beverages and wishes to establish his/her innocence. Should the student register a positive reading on the breath alcohol tester, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.
- The student denies to an administrator that he/she has consumed alcoholic beverages and elects not to utilize the breath alcohol tester to establish his/her innocence. The judgment of the administrator will then be utilized to determine if the student has consumed an alcoholic beverage. In this instance, consequences will be administered as outlined in the discipline/behavior regulations in the Code of Conduct.

Students

Alcohol Use, Drugs, and Tobacco (continued)

Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in this policy, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of the glue, paint aerosol or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined as follows, but not limited to:

Nitrous Oxide – Laughing Gas, Whippets, CO₂ Cartridge
 Amyl Nitrite – “Locker Room,” “Rush,” “Poppers,” “Snappers”
 Butyl Nitrite – “Bullet,” “Climax”
 Chlorohydrocarbons – Aerosol Paint Cans, Cleaning Fluids
 Hydrocarbons – Aerosol Propellants, Gasoline, Glue, Butane

Further, no student, 18 years of age or older, shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

No student shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance or other substance that contains a volatile chemical.

Any student in the District schools found to be in possession of, using, distributing, or selling potentially abusable inhalant materials shall be subject to disciplinary action as outlined in this policy, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The Board of Education shall incorporate into the curriculum at all levels education pertaining to potential inhalant abuse which is appropriate for students given their age, maturity, and grade level. Inhalant abuse educational programs/information for parents/guardians will be offered in a manner convenient to parents/guardians.

Students

Alcohol Use, Drugs, and Tobacco (continued)

Performance-Enhancing Drugs (including food supplement)

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use, possession, distribution or sale of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity/program, other than use for a valid medical purpose as documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes.

School personnel and coaches will not dispense any drugs, medication or food supplements except as in compliance with Connecticut State law, District policy and as prescribed by a student's physician, dentist, physician assistant or advanced practice registered nurse.

Students shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action and CIAC sanctions.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose, and the Board of Education shall approve, procedures and regulations to ensure that any student violating this section is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

It is the expectation of the Board that District schools, as members of the Connecticut Interscholastic Athletic Association (CIAC), require all athletes playing in CIAC-controlled sports to be chemical free.

Tobacco Use by Students

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia by students in any school building or school vehicle at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel. Such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar actions are treated consistently.

Students

Alcohol Use, Drugs, and Tobacco (continued)

Legal Reference: Connecticut General Statutes
 1-21b Smoking prohibited in certain places.
 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
 10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
 10-220b Policy statement on drugs.
 10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
 21a-240 Definitions dependency producing drugs.
 21a -240(8) Definitions “Controlled Drugs,” dependency producing drugs
 21a-240(9) Definitions “controlled substance.”
 21a-243 Regulation re schedules of controlled substances.
 53-198 Smoking in motor buses, railroad cars and school buses.
P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.
 Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.
 20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Veronia School District 47J v. Acton, 515 U.S. 646. (1995)
Board of Education of Independent School District No 92 of Pottawatomie County v. Earls 01-332 U.S. (2002).

Policy adopted:

cps 1/07
 cps 4/11
 rev 1/12
 v 1/12

Bylaws of the Board

Order of Business

The Board will dispense with the reading of the minutes of the previous meetings. Copies of the minutes, the agenda, and all other supportive information will be forwarded or emailed to each Board member by the Friday preceding the regularly scheduled Board meeting or posted to the website. The minutes of the preceding meetings shall be approved by the Board and signed by the secretary. The minutes shall be saved electronically and kept in a fireproof safe.

The business of the Board of Education will be transacted in the order outline below:

- I. Call to Order
- II. Salute to the Flag
- III. Adoption of Agenda
- IV. District Highlights
- V. Public Session — ~~Agenda Items Only~~
- VI. Communications
 - A. Report of Student Representative
- VII. Consent Agenda
 - A. ...
 - B. ...
- VIII. Report of the Superintendent
 - A. ...
 - B. ...
 - C. MPS District Issues/News
- IX. Committees
 - A. ...
 - B. ...
- X. Action Items
 - A. ...
 - B. ...
- XI. Future Agenda Items
- ~~XII. Public Session — Non-Agenda Items~~
- ~~XIII.~~ XII. Topic for Discussion at Executive Session (if required)
 - A. Executive Session
- ~~XIV.~~ XIII. Adjournment

Legal Reference: Connecticut General Statutes
1-232 Conduct of meetings

Bylaw adopted: November 1, 1994
 Bylaw revised: May 8, 2007
 Bylaw revised: December 6, 2007
 Bylaw revised: August 19, 2008
 Bylaw revised: June 2, 2009
 Bylaw revised: October 13, 2009
 Bylaw revised: May 10, 2011

MIDDLETOWN PUBLIC SCHOOLS
 Middletown, Connecticut

EXTENDED FIELD TRIP REQUEST FORM

The Superintendent of Schools must approve all extended field trips. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the September Board meeting. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. **This form must be type written and all items filled in or marked N/A.**

Name of School: **Middletown High**

Date of Request: **2/16/12**

Name of Club or Activity: **Girls Swim Team**

Trip To: **Hammonasset State Park**

Purpose: **Team Bonding Trip**

Number of Students Participating: **25**

Number of students eligible to go on the field trip: **25**

Dates of Trip: From: **9/8/12**

To: **9/9/12**

of school days missed: **0**

Names of Teachers and Chaperones:

- 1. Trevor Charles**
- 2. Jake Kravitz**
- 3. Susan Lupacchino**

Number of Non-Chaperone Adults going on trip: **2**

Transportation: Bus

Train

Plane

Car X

Other

Are fund-raising activities planned:

Yes

If so, describe: **Car Wash**

Amount of money to be raised through fundraisers: **\$500**

Lodging:

Hotel/Motel

Camp X

Private Home

Insurance Arrangements for Staff & Students:

Cost per Student: **\$ 0**

Cost per Teacher and/or Chaperone: **\$ 0**

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

a.

c.

b.

d. Other

Teacher requesting this approval: **Trevor Charles**

Approved by Department Head at secondary level: _____

Approved by Principal: **Robert Fontaine**

Authorized by Superintendent or Designee: _____

Superintendent Approved: _____ Date _____

Team Bonding Trip to Hammonasset Beach State Park

The Girls Swim team, in an effort to foster closer and stronger camaraderie amongst team members, would like to spend one night camping at Hammonasset Beach State Park on September 11th. The team will rent a campsite for the night and use the beach and facilities available to participate in a number of trust and teamwork exercises. Parents will be responsible for the transportation of their children to and from the beach Saturday night (12 pm drop off), and Sunday morning (10 am pick up). The team will be spending the night in tents brought from home with roughly 5-6 girls per tent.

Each participating member is expected to attend the trip (roughly 30 girls). We will also need a number of volunteer parents (4 mothers) for supervision, prepping food, and/or chaperoning the trip. Athletes will need sleeping bags, bathing suits, towels, weather appropriate clothes, etc. A checklist of needed items will be handed out before the trip. This will be our 6th year in a row doing the trip and it has always been a successful and rewarding experience for all involved.

Head Swim Coach – Trevor Charles

Call Becky at Hammonasset Park for reservation – 203-245-2785

Camping Checklist

- Tent (If bringing one)
- Pillow
- Sleeping Bag
- Snacks
- Bathing Suit
- Cap and Goggles
- Pajamas
- Sweatshirt
- Flip flops
- Long Pants
- Bug Spray
- Sun Block
- Old Pillow Case (will be dirtied)
- Good Attitude

TRANSPORTATION REPORT FEBRUARY 1, 2012 THROUGH FEBRUARY 29, 2012

2011-2012	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUN.
NEW STUDENTS	323	34	26	13	26	38				
TRANSPORTATION CHANGES	358	56	31	20	52	83				
LEFT DISTRICT/SCHOOL	93	47	22	6	11	23				
DISCIPLINARY ISSUES	14	13	9	1	2	6				
ARRIVAL / DEPARTURES	12	4	1	2	0	1				
NO SHOW FOR PICK UPS	7	0	0	2	2	5				
DRIVER COMPLAINTS	9	7	6	8	5	6				
PARENTAL REQUESTS	131	26	2	1	14	15				
REPEATED BUS CONCERNS	0	0	0	0	0	0				
MECHANICAL BREAKDOWNS	2	2	1	0	9	3				
BUS CONDUCT REPORTS	97	129	62	85	87	53				
BUS ACCIDENTS	1	1	1	4	1	0				
TOTAL TELEPHONE CALLS	1306	906	788	493	624	612				

2010-2011	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUN.
NEW STUDENTS	315	24	29	32	26	15	28	13	11	4
TRANSPORTATION CHANGES	372	42	41	27	41	35	25	32	24	13
LEFT DISTRICT/SCHOOL	97	50	29	39	40	39	39	26	18	26
DISCIPLINARY ISSUES	12	14	11	10	10	9	5	12	10	9
ARRIVAL / DEPARTURES	11	3	1	2	4	6	0	0	2	0
NO SHOW FOR PICK UPS	12	2	0	0	1	2	0	0	0	0
DRIVER COMPLAINTS	11	8	9	5	4	4	3	5	3	3
PARENTAL REQUESTS	127	24	2	3	4	6	4	3	2	0
REPEATED BUS CONCERNS	0	0	0	0	0	0	0	0	0	0
MECHANICAL BREAKDOWNS	3	2	2	2	1	2	1	1	2	0
BUS CONDUCT REPORTS	108	119	85	69	46	32	98	97	77	67
BUS ACCIDENTS	1	4	1	2	1	7	0	1	0	1
TOTAL TELEPHONE CALLS	1510	1143	1093	822	1151	1163	1172	N/A	862	N/A

BUDGET COMMITTEE MINUTES

2/13/12

Attendees: Ted Raczka, Ryan Kennedy, Ed McKeon, Sheila Daniels, Michael Frechette, Nancy Haynes, Barbara Senges, Kristi Huston, Kendall Jackson, Ann Perzan, Laurie Slade, 7 members of the public.

The meeting was called to order at 4:10 pm.

1. 2011-2012 Budget

Financial projections for the current fiscal year were presented, showing an anticipated deficit of \$85,540. Members got feedback from the staff on mechanisms to solve the deficit. Staff was asked if the City had provided back up for charges against the BOE appropriation, and were told they had not.

2. June 2011 Audit

Committee members were provided with a package documenting the chronology of events that led to the shortfall in the City Educational Grants Fund and BOE general fund appropriation on the City's books.

Chairman Raczka reported on the meeting with the Mayor held on February 9, 2012 to discuss the audit and these issues. He reported that the meeting was constructive, not meant to finger point and was a problem solving meeting, and very refreshing. He reported that two issues were discussed at the meeting. One was a process for monthly meetings between the City Finance Department and BOE Business Office for reconciling financials. The other was a discussion and suggestions on resolving the deficit, noting that the auditor's Management Letter recommended that the City and BOE determine how the deficit will be funded. Ted reported on various suggestions, including the City's suggestion that future educational funding be used, a multi-year payback and bearing the burden equally. In response to questions/suggestions from committee members regarding who should resolve the deficit and payback period, Chair Raczka reported that agreement had not been reached on that and that was still going to have to be worked out. The Chair reported that a meeting should be held with the City within

the next month to discuss those important issues. Committee members will be notified when the next meeting with City officials will take place.

Nancy Haynes presented a draft of reconciliation procedures. Ed McKeon made a motion, seconded by Ted Raczka, with all voting in favor, adopting the procedures.

3. Bus contract

Dattco, the current contractor, has approached the BOE about renewing the bus contract, and brought the BOE a proposal for a tax exempt municipal lease purchase, which would have the potential to save at least \$180,000. It will require City approval because of the tax exempt lease purchase option. BOE staff and BOE Transportation Committee Chair William Grady, brought the proposal to the City on February 9, 2012 and the BOE is waiting to hear back from the Mayor's Office to see if they would like to pursue the plan, and perhaps schedule a presentation from Dattco. In order to achieve savings for next fiscal year, a decision on the municipal lease purchase needs to be made quickly. The Budget Committee will be forwarded a copy of the presentation that was made to BOE staff and chair of the Transportation Committee.

4. 2012-2013 Proposed Budget:

The Superintendent and Administration will be meeting with the Mayor and his staff on February 21, 2012 to go over the BOE proposed budget and the Council hearing on the budget is scheduled for April 18, 2012.

5. Other Business

Budget Committee member Ed McKeon was updated on status of labor issue raised in a letter received by BOE members.

The meeting adjourned at 5:15 pm

MIDDLETOWN PUBLIC SCHOOLS
 STATEMENT AS OF 29-FEB-2012

FINANCIAL

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Obj Description	Actual Exp.	Appropriation	
Adjustment	Encumbered	Balance	Projection
Used			%

CERTIFIED SALARIES

009 ADMINISTRATOR SALARIES	2,703,846.86	2,757,531.00	
.00 1,848,383.46	.00 909,147.54	82,752.00	67.0304
110 CERTIFIED SALARIES	26,319,045.46	28,792,753.00	
.00 15,526,734.53	.00 13,266,018.47	1,080,501.00	53.9258
116 STIPENDS	359,231.59	672,399.00	
.00 453,348.77	.00 219,050.23	.00	67.4226
120 SUBSTITUTE TEACHERS SALARIES	1,198,017.38	550,000.00	
.00 537,888.02	.00 12,111.98	-380,122.00	97.7978
127 TUTOR SALARIES	67,148.69	95,000.00	
.00 55,191.00	.00 39,809.00	108.00	58.0958
TOTAL	30,647,289.98	32,867,683.00	
.00 18,421,545.78	.00 14,446,137.22	783,239.00	56.0476

CLASSIFIED SALARIES

111 CLASSIFIED SALARIES	5,426,565.24	5,781,839.00	
.00 3,535,362.61	.00 2,246,476.39	313,345.00	61.1460
128 CLASSIFIED OVERTIME	270,459.77	198,136.00	
.00 216,941.63	.00 -18,805.63	-93,750.00	109.4913
131 ADULT ED CLASSIFIED	34,004.94	39,252.00	
.00 28,344.96	.00 10,907.04	-4,193.00	72.2128
TOTAL	5,731,029.95	6,019,227.00	
.00 3,780,649.20	.00 2,238,577.80	215,402.00	62.8095

PARAPROFESSIONALS

112 PARAPROFESSIONAL SALARIES	1,695,005.20	1,916,454.00	
.00 1,123,930.22	.00 792,523.78	-8,249.00	58.6463
114 BUS MONITORS SALARIES	8,857.13	9,000.00	
.00 267.00	.00 8,733.00	6,500.00	2.9667

115	LIBRARY PARAPROFESSIONALS		177,751.45	179,637.00		
.00	110,875.34	.00	68,761.66	-10,326.00	61.7219	
121	BREAKFAST/LUNCH AIDES SALARIES		172,158.77	87,120.00		
.00	64,517.39	.00	22,602.61	-24,730.00	74.0558	
124	STUDENT VOCATIONAL SALARIES		28,947.33	49,800.00		
.00	26,108.73	8,814.50	14,876.77	508.00	70.1270	
	TOTAL		2,082,719.88	2,242,011.00		
.00	1,325,698.68	8,814.50	907,497.82	-36,297.00	59.5230	

EMPLOYEE BENEFITS

210	UNEMPLOYMENT COMPENSATION		125,295.00	100,000.00		
.00	62,022.00	37,978.00	.00	6,967.00	100.0000	
220	HEALTH INSUR.CERTIFIED & PARAS		5,475,430.55	5,874,612.00		
.00	5,877,112.00	.00	-2,500.00	-461,355.00	100.0426	
230	HEALTH INSURANCE - CLASSIFIED		3,197,064.00	2,440,100.00		
.00	389,721.50	.00	2,050,378.50	.00	15.9715	

MIDDLETOWN PUBLIC SCHOOLS

FINANCIAL

STATEMENT AS OF 29-FEB-2012

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Obj Description	Actual Exp.	Appropriation			
Adjustment	Expended	Encumbered	Balance	Projection	%
Used					
240 DENTAL INSURANCE		1,255,800.00	1,444,170.00		
.00 1,444,170.00	.00	.00	.00	100.0000	
250 LIFE INSURANCE		324,162.00	372,786.00		
.00 372,786.00	.00	.00	.00	100.0000	
255 DISABILITY INSURANCE		22,406.05	16,345.00		
.00 11,617.10	3,382.90	1,345.00	.00	91.7712	
260 F.I.C.A.		445,418.94	428,560.00		
.00 267,527.25	.00	161,032.75	-28,939.00	62.4247	
265 MEDICARE		591,161.88	571,964.00		
.00 351,612.91	.00	220,351.09	-28,412.00	61.4747	
650 WORKERS' COMPENSATION		678,308.00	791,517.00		
.00 540,228.00	176,882.00	74,407.00	52,986.00	90.5994	

	TOTAL		12,115,046.42	12,040,054.00	
.00	9,316,796.76	218,242.90	2,505,014.34	-458,753.00	79.1943

PURCHASED SERVICES

300	PURCH.PROFESSIONAL/TECH SERVIC		440,008.89	568,000.00	
.00	321,770.15	145,989.02	100,240.83	33,868.00	82.3520
310	PURCHASED SERVICES		727,459.47	784,723.00	
.00	551,674.05	93,808.62	139,240.33	.00	82.2561
314	INSERVICE - PROF.MTGS.		14,357.69	.00	
.00	3,507.00	850.00	-4,357.00	-4,033.00	.0000
317	ENERGY PERFORMANCE CONTRACT		324,475.14	312,725.00	
.00	235,125.06	77,599.94	.00	.00	100.0000
320	SEWER & WATER		66,324.92	60,000.00	
.00	25,567.79	34,432.21	.00	14,037.00	100.0000
321	TELEPHONE		173,578.20	209,500.00	
.00	142,315.65	57,472.02	9,712.33	24,382.00	95.3640
330	OTHER PROFESSIONAL/TECH SERVIC		103,251.28	80,900.00	
.00	64,835.12	.00	16,064.88	.00	80.1423
331	PUPIL TRANSPORTATION		5,357,487.18	5,443,708.00	
.00	5,337,340.12	101,417.53	4,950.35	.00	99.9091
332	TRAVEL		62,864.96	77,438.00	
.00	39,978.26	12,633.69	24,826.05	.00	67.9407
333	FIELD TRIPS		277.39	.00	
.00	.00	490.71	-490.71	.00	.0000
341	POSTAGE		67,205.46	77,204.00	
.00	49,073.20	21,745.80	6,385.00	6,500.00	91.7297
350	ADVERTISING		1,633.78	3,515.00	
.00	2,441.10	883.53	190.37	.00	94.5841
360	PRINTING		43,341.94	54,017.00	
.00	21,152.54	6,668.31	26,196.15	6,017.00	51.5039
361	COPYING		334,413.09	325,784.00	
.00	226,584.08	108,920.08	-9,720.16	-4,216.00	102.9836
390	PARENT ACTIVITIES		.00	150.00	
.00	.00	.00	150.00	.00	.0000
392	LEGAL SERVICES		115,250.03	105,000.00	
.00	91,008.31	14,062.00	-70.31	-33,156.00	100.0670

MIDDLETOWN PUBLIC SCHOOLS

FINANCIAL

STATEMENT AS OF 29-FEB-2012

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Obj Description	Actual Exp.	Appropriation			%
Adjustment	Expended	Encumbered	Balance	Projection	
Used					
393 WASTE REMOVAL	122,799.58	120,000.00			
.00 71,138.30	34,028.48	14,833.22	-2,500.00	87.6390	
395 21ST CENTURY AFTER SCH PROGRAM	30,000.00	30,000.00			
.00 15,394.26	.00	14,605.74	.00	51.3142	
408 COMPUTER LICENSES	13,340.00	.00			
.00 12,430.00	.00	-12,430.00	-13,340.00	.0000	
651 LIABILITY INSURANCE	286,227.00	179,687.00			
.00 183,444.00	.00	-3,757.00	-3,757.00	102.0909	
652 ATHLETIC INSURANCE	16,480.00	17,304.00			
.00 21,878.00	.00	-4,574.00	-4,574.00	126.4332	
690 EDUCATIONAL SUPPORT	22,516.61	54,925.00			
.00 36,556.92	11,552.98	6,815.10	.00	87.5920	
791 CULTURAL COUNCIL	16,000.00	16,000.00			
.00 16,000.00	.00	.00	.00	100.0000	
792 PROFESSIONAL DEVELOPMENT	6,572.96	5,000.00			
.00 11,141.34	.00	-6,141.34	-6,085.00	222.8268	
795 C.A.U.S.E.	3,000.00	3,000.00			
.00 3,000.00	.00	.00	.00	100.0000	
TOTAL	8,348,865.57	8,528,580.00			
.00 7,483,355.25	722,554.92	322,669.83	13,143.00	96.2166	

SUPPLIES & MATERIALS

318 ELECTRICITY	1,237,872.70	1,215,000.00			
.00 669,433.80	542,429.87	3,136.33	47,070.00	99.7419	
319 GAS	520,465.27	490,000.00			
.00 277,992.70	212,007.30	.00	-40,391.00	100.0000	
405 ADMINISTRATIVE SUPPLIES	10,120.31	30,300.00			
.00 5,332.24	5,201.51	19,766.25	13,340.00	34.7649	
410 INSTRUCTIONAL SUPPLIES	401,795.65	384,289.00			
.00 272,624.32	35,450.10	76,214.58	9,193.00	80.1674	

412	TRANSPORTATION SUPPLIES		533.24	2,000.00		
.00	1,250.00	1,375.00	-625.00	.00	131.2500	
413	MAINTENANCE SUPPLIES		495,900.79	533,522.00		
.00	422,182.81	62,297.90	49,041.29	.00	90.8080	
414	FUEL OIL		425,975.81	525,000.00		
.00	213,292.56	311,707.44	.00	164,980.00	100.0000	
416	DIESEL FUEL		.00	537,000.00		
.00	286,110.19	273,463.63	-22,573.82	.00	104.2037	
420	TEXTBOOKS		80,668.05	111,888.00		
.00	62,783.79	4,160.71	44,943.50	1,888.00	59.8317	
430	LIBRARY MATERIALS		31,374.41	35,523.00		
.00	23,577.74	8,919.35	3,025.91	.00	91.4818	
450	MEDIA		9,276.59	8,548.00		
.00	3,266.72	911.68	4,369.60	1,048.00	48.8816	
460	ADMINISTRATIVE RESERVE		.00	95,315.00		
.00	171.68	.00	95,143.32	.00	.1801	
480	STUDENT ACTIVITIES		10,249.95	10,300.00		
.00	9,000.00	2,740.06	-1,440.06	-317.00	113.9812	

MIDDLETOWN PUBLIC SCHOOLS

FINANCIAL

STATEMENT AS OF 29-FEB-2012

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Obj	Description	Actual Exp.	Appropriation		
Adjustment	Expended	Encumbered	Balance	Projection	%
Used					
490	OTHER SUPPLIES AND MATERIALS	94,383.08	110,794.00		
.00	67,374.08	10,294.28	33,125.64	6,025.00	70.1016
	TOTAL	3,318,615.85	4,089,479.00		
.00	2,314,392.63	1,470,958.83	304,127.54	202,836.00	92.5632

PROPERTY

541	NEW EQUIPMENT		48,015.44	68,121.00		
.00	57,970.80	1,788.24	8,361.96	.00	87.7248	
542	REPLACEMENT-MAINTENANCE		1,422,000.60	1,098,312.00		
.00	835,133.84	206,243.79	56,934.37	-40,000.00	94.8162	

546	COMPUTER EQUIPMENT			71,349.02	92,744.00	
.00	80,202.00	100.00		12,442.00	.00	86.5846
	TOTAL			1,541,365.06	1,259,177.00	
.00	973,306.64	208,132.03		77,738.33	-40,000.00	93.8263

DUES & FEES

391	AUDIT FEE			28,492.00	18,000.00	
.00	4,129.93	15,000.00		-1,129.93	-1,130.00	106.2774
640	MEMBERSHIPS & DUES			47,044.00	41,518.00	
.00	48,290.50	175.00		-6,947.50	-6,788.00	116.7337
	TOTAL			75,536.00	59,518.00	
.00	52,420.43	15,175.00		-8,077.43	-7,918.00	113.5714

MAJOR PROJECTS

543	CAPITAL FUND			120,000.00	120,000.00	
.00	120,000.00	.00		.00	.00	100.0000
548	RESERVE/PREVENTIVE MAINTENANCE			74,899.55	75,000.00	
.00	36,269.10	.00		38,730.90	.00	48.3588
	TOTAL			194,899.55	195,000.00	
.00	156,269.10	.00		38,730.90	.00	80.1380

TUITION

370	TUITION			3,118,918.74	3,449,271.00	
.00	3,056,614.08	627,839.78		-235,182.86	-615,122.00	106.8183
	TOTAL			3,118,918.74	3,449,271.00	
.00	3,056,614.08	627,839.78		-235,182.86	-615,122.00	106.8183

	TOTAL BUDGET			67,174,287.00	70,750,000.00	
.00	46,881,048.55	3,271,717.96		20,597,233.49	56,530.00	70.8873

Explanation of Financial Statement February 29, 2012

The Projection Column is an estimate of the end of year balances in light of information that was available at the time this report was compiled.

The **Salary Lines** are showing some savings, although there are variances within the various object codes. The Overtime Report is attached.

There is a projected deficit in **Employee Benefits**. The certified health insurance line is showing a projected shortfall as are the FICA and Medicare objects, although there is a projected savings in the Worker's Compensation account.

There are slight savings projected in **Purchased Services** at this time. There are a few object codes in the negative, offset by some anticipated savings. The athletic insurance renewal came in higher than budgeted.

A projected balance in **Supplies and Materials** is anticipated at this time. Although energy projections look favorable now, this is the time of year when weather events could have a negative impact on usage. Fixed prices for heating and bus fuel were locked into 4 months ago and there might be some savings in the bus fuel account depending on actual usage.

The **Equipment and Replacement Maintenance Account** is not showing a projected balance or a projected deficit at this time.

The **Dues and Fees** Account is showing a deficit at this time; the District has paid for actuarial services for employee related valuations needed for the annual City audit as well as other memberships either not budgeted at the school level and CAFE dues being more than anticipated.

The **Tuition Account** is showing a deficit at this time due to Special Education out of district placements and magnet school tuitions. All of the Excess Cost Grant funds will be needed to minimize the deficit. There is no formal notification at this point on the expected reimbursement rate from the State on the excess cost grant.

OVERTIME REPORT FOR FEBRUARY 2012

This Reporting Period is for the Weeks Ending: 2/3, 2/10, 2/17 and 2/24/12		Hours	Cost
<u>Overtime for the Custodial Department</u>			
February 2011		657.75	19,692.71
February 2012 - Sonitrol Security employee callback required 24 hrs. Union contracted coverage for employee absences due to illness, vacations, and personal time required 352.5 hrs. Student Activities/ Athletics required 103 hrs. Snow removal required 33.5 hrs. Miscellaneous additional hours required 33.5 hrs.		546.50	16,742.52
<u>Overtime for the Maintenance Department</u>			
February 2011		213.75	8,871.97
February 2012 - Additional 152.5 hrs were required for: call-ins, kitchen repairs, ceiling fan replacement, grounds maintenance, power issues, exterior light repairs, boiler repairs, service tractors and grounds equipment, marking fields, athletics, pool pump replacement etc. Snow required 15 hrs.		167.50	6,879.51
<u>Overtime for Paraprofessionals</u>			
February 2011		20.00	489.94
February 2012 - Paraprofessionals that were required to cover teachers while out of the classroom, office coverage, late bus, and after school activities required 11.25 hrs.		11.25	259.99
<u>Overtime for Clerical Support</u>			
February 2011		68.25	2,631.87
February 2012 - Business office required 94.25 hrs due to training, position not filled. District secretaries required 3 hrs.		97.25	3,748.20
<u>Overtime for Technology</u>			
February 2011		5.50	249.65
February 2012 -		0.00	0.00
<u>Overtime for Nurses</u>			
February 2011		13.75	624.12
February 2012 - Nurses required 3.25 hrs. for physicals, meetings and field trips		3.25	148.98
<u>Overtime for Security Officers</u>			
February 2011		19.00	742.99
February 2012 - Security at school events required 11.5 hrs.		11.50	400.44
Total Overtime - February 2011		4 weeks	998.00
Total Overtime - February 2012		4 weeks	837.25
			33,303.25
			28,179.64

Explanation of the Miscellaneous Additional Hours

Hours	Description
8.5	Meetings and programs
3.25	Training
19	Floors, filters
2.75	Working with Tradesmen
33.5	

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE**

**Tuesday, February 28, 2012
Dr. Alfred B. Tychsen Administration Building
8:00 a.m.**

Board of Education Policy Committee Members Present:

Sheila Daniels, Chair; William Grady, and Ed McKeon

Also Present:

Ava Hart, Board Member; Michael J. Frechette, Barbara Senges, James Gaudreau, Ann Perzan, Carole Passarelli, Nurse Consultant, Cheryl Gonzalez and Kathleen F. Bengtson, Administrative Assistant.

The following policy was discussed:

#5141.4 - Child Abuse -- Carole Passarelli went over the newest version of the CAFE child abuse policy which had been emailed to the committee and participants. She went over this policy line by line.

Discussion took place regarding the specific school staff identified as mandated reporters. Also discussed was how to include the noncertified staff employed by the Board of Education and/or the City of Middletown and assigned to the Board of Education. Ed McKeon feels it is important that noncertified employees in our school buildings are mentioned in the policy.

Attorney Bill Grady clarified that the hot line is now called the DCF Care Line.

It was also noted that the DCF 136 report should be filed in the student's cumulative health record per the Cumulative Health Records Guidelines Revised January 2012 by the Connecticut State Department of Education.

Attorney Grady also stated the mandated reporter has a shield of protection if his/her report was made in good faith, but the identity of the reporter is not confidential, by the time it gets to court.

The law states training is mandatory. Regarding this training, Barbara said we need to have a look at the number of PD days in the district. You could literally spend one whole day just doing all the required things. We need to put in place a plan where we are going to do all this, but when and how. All of these things have contract issues. It is easier with the web based training, but still needs presenter and Q&A time.

We will need to insert in the policy the training information.

The Policy Committee recommended this Child Abuse policy be worked up as discussed and be revisited at the next Policy Committee Meeting. All members agreed.

#4112.5 - Security Check/Fingerprinting - Not enough time to review this policy. Will be on the agenda for the next Policy Committee Meeting.

The Policy Committee Meeting adjourned at 9:40 a.m.

The next Policy Committee meeting is scheduled for Tuesday, March 20, 2012, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

kfb