

Board of Education Regular Meeting

Tuesday, January 8, 2013 6:30 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	
IV.A. Hybrid Bus (Recess)	Speaker (s) : Gene Nocera
IV.B. Woodrow Wilson Middle School Presentation	Speaker (s) : Joe Cassella
V. Public Session	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 December 11, 2012 BOE Regular Meeting	Speaker (s) : Gene Nocera
VII.B. Minutes of December 18, 2012 BOE Budget Workshop	Speaker (s) : Gene Nocera
VII.C. Personnel Action	Speaker (s) : Michele DiMauro
VII.D. Policy #5113 Attendance/Excuses/Dismissal (New) - Second Reading	Speaker (s) : Sheila Daniels
VII.E. Policy #5113.1 Attendance/Excuses/Course Credit (present policy proposed change to edited regulation) - Second Reading	Speaker (s) : Sheila Daniels
VII.F. Policy #5113.2 Truancy (Revision) - Second Reading	Speaker (s) : Sheila Daniels
VIII. Report of the Superintendent	
VIII.A. District Data Team	Speaker (s) : Enza Macri
VIII.B. Superintendent's Entry Plan	Speaker (s) : Patricia Charles
VIII.C. Shared Legal Services	Speaker (s) : Patricia Charles
VIII.D. Transportation Report	Speaker (s) : Ken Jackson
VIII.E. District News	Speaker (s) : Gene Nocera
VIII.E.1. Legislative Breakfast - Discussion	Speaker (s) : Gene Nocera
VIII.F. Financial Statement	Speaker (s) : Lynda MacPherson
VIII.G. Board Packets - Hard Copies and pre-reading	Speaker (s) : Patricia Charles

VIII.H. Middletown/Xavier High School Football Game **Speaker (s)** : Sheila Daniels

IX. Committees

IX.A. Budget Committee **Speaker (s)** : Ted Raczka

IX.B. Communications Committee **Speaker (s)** : Ryan Kennedy

IX.C. Curriculum Committee **Speaker (s)** : Franca Biales

IX.D. Feasibility Committee **Speaker (s)** : Ed McKeon

IX.E. Policy Committee **Speaker (s)** : Sheila Daniels

IX.F. Representative Reports **Speaker (s)** : G. Nocera/C. McClellan

X. Action Items

X.A. Retirement Package Actions **Speaker (s)** : Gene Nocera

X.B. VoAg Equipment Grant **Speaker (s)** : Elizabeth Nocera

X.C. Policy #5131.6 Drug and Alcohol Use by Students (Replacement) - First Reading **Speaker (s)** : Sheila Daniels

X.D. Policy #5131.61 Chemical Health Policy for Student Athletes (New) - First Reading **Speaker (s)** : Sheila Daniels

XI. Future Agenda Items

XI.A. New Items

XII. Adjournment **Speaker (s)** : Gene Nocera

Board of Education Regular Meeting
December 11, 2012, 7:00 PM
Middletown Common Council Chambers

I. CALL TO ORDER

Board Members Present: Franca Biales, Sheila Daniels, Ava Hart, Ryan Kennedy, Cheryl McClellan, Ed McKeon, Gene Nocera, Ted Raczka (arrived at 7:24 PM), and Mitchell Wynn

Others Present: Superintendent of Schools Dr. Patricia Charles, Associate Superintendent Enza Macri, Director of Pupil Services and Special Education Ann Perzan, Director of Fine Arts and Operations Marco Gaylord, Director of Facilities and Transportation Ken Jackson, Director of Grant Services Elizabeth Nocera, Manager of Financial Operations Lynda MacPherson, Manager of Human Resources Michele DiMauro, Middletown High School Principal Colleen Weiner, Snow School Principal Jim Gaudreau, Student Representative Michael Durso, Assistant to the Superintendent/Board Secretary Marcy Poppel, MFT Representative Kevin Doran, Hartford Courant Reporter Shawn Beals, Middletown Press Reporter Jim Salemi, and thirty-five (35) 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: Adoption of the Agenda passed with a motion by Ms. Daniels and a second by Mr. Wynn – unanimous vote.

IV. DISTRICT HIGHLIGHTS

IV.A. Snow School Presentation

Mr. Gaudreau shared Snow School's strengths – their commitment to helping all children succeed in a positive, loving environment; welcoming culture; working together; strong parental participation; staff dedication; creating short-term goals with students and their responsibility for their own learning and creating personal goals; setting high expectations and focusing on rigor and accountability; strong data team process with priorities in place and the focus always being on the students and achieving progress; and promoting a positive climate at Snow School through REACH – Respect, Effort, A+ attitude, Caring, and Honesty. Mr. Gaudreau shared their new program, "Have you filled someone's bucket today" which emphasizes compliments and making all members of the Snow community feel valued.

Kristen Peck, Preschool Program Coordinator, spoke about the district-wide Preschool Program at Snow School. The program consists of six classroom teachers serving 3 and 4 year old students in half day programs and currently has approximately 130 students, of which 70 students have special needs. Children are admitted on a rolling admissions basis. She said the program is NAEYC-accredited; places a strong emphasis on educating the "whole child"; conducts frequent professional development; and has had curriculum revisions and enhancements to reflect higher standards. The Preschool program support

includes speech language pathologists, nurses, occupational/physical therapists, and paraprofessionals, who all work closely together to support children and teachers.

Mr. Gaudreau said their school is fortunate to have Christine Fahey, the District's School Readiness Coordinator, based at Snow School. Ms. Fahey provides leadership in strategic planning for early education and care; assists providers in the community with professional development, transition to Kindergarten, and parenting education programs in family literacy, nutrition, and health. In addition, she serves as a coach, consultant, monitors MAEYC accreditation, and is a grant writer for School Readiness, quality enhancement, discovery, and early literacy.

Mr. Gaudreau introduced PTO Co-President Tami Kapaczewski who spoke about parent involvement. She said Snow has a very supportive community with many volunteers; diverse family activities related to vocabulary, fluency, estimation, and holidays are created; collaboration exists in which parents help children meet school goals. They hold neighborhood meetings and picnics each year focused on important topics. She shared that they are in year two of a Dad's Club at Snow School. A well-attended Green Thumbs Day was held in which families planted, weeded, and raked. They also hold movie nights.

Snow School works hard to expose children to college campuses through field trips and guest speakers who focus on their long-term goals and education. They hold a career day and utilize many community resources. Summer learning opportunities at Snow School include a collaborate with the principal on evening activities to keep children engaged and focused on reading; book swaps during the summer; cultural experiences through storytellers, music, learning about recycling, and interacting with animals.

Mr. Gaudreau shared areas of need: technology, consistent interventionist support, funding earmarked for before and after school clubs in non-Title I schools; funding for Common Core State Standards, as well as math materials/text books to support rigorous standards. He closed by stating that it is people within the Snow School community that make it so special.

Dr. Nocera and Superintendent Charles extended congratulations to Snow School for being a CT State Department of Education School of Distinction and Dr. Charles presented Mr. Gaudreau with a Certificate of Recognition.

Several Board members commended the Snow School staff and students and noted the wonderful presence of positive climate and tone set at the school.

IV.B. Middletown High School AP Honor Roll

Dr. Charles announced that Middletown High School was recently named as one of 539 districts across the United States to be placed on the 3rd Annual AP Honor Roll for expanding opportunity and improving performance for Advanced Placement Students by CollegeBoard. Dr. Charles presented Middletown High School Principal Colleen Weiner with certificates of recognition for the 17 AP teachers being honored.

Chair Nocera called for a brief recess at 7:36 PM. The meeting was called back to order at 7:39 PM.

V. PUBLIC SESSION

Chair Nocera explained the rules of Public Session.

Erna Chambers, spoke about concerns regarding a student incident in October and alleged bullying.

Cheryl Miller addressed the Board about alleged bullying at Middletown High School.

Reverend Robyn Anderson-Turner, Minister at Cross Street A.M.E. Zion Church, expressed concern for students, and the need for a safe environment for students at school.

Donna Gagnon Smith spoke with regard to accountability and staff training on bullying.

Lee B. Smith addressed the Board about bullying, public criticism of government, and free speech.

VI. COMMUNICATIONS

VI.A. Report of Student Representative

Student Representative Michael Durso presented an update on Student Council activities and initiatives.

Ms. Hart read a letter sent to the Board of Education from a group of elementary students who would like hot chocolate at Farm Hill School. This is being looked into by Middletown Board of Education member, Ed McKeon.

VII. CONSENT AGENDA

MOTION: Move to accept the Consent Agenda was made by Mr. Kennedy and a second by Ms. McClellan – unanimous vote.

Board member Sheila Daniels thanked Mr. Santo Fragilio for the fund set up in his name for the benefit of the Middletown Public Schools Cultural Council (agenda item VII.G. below).

VII.A. Minutes of November 13, 2012 BOE Regular Meeting

VII.B. Personnel Action

VII.C. Interdistrict Cooperative Grant

VII.D. Policy #0050 Code of Ethics (Revision) - Second Reading

VII.E. Policy #0300 Policies for the Public School (Deletion) - Second Reading

VII.F. Policy #0500 Comprehensive Improvement Plans/Schedules(Deletion) - Second Reading

VII.G. Santo Fragilio Middletown Public Schools Cultural Council Fund

VIII. REPORT OF THE SUPERINTENDENT

VIII.A. Special Education Audit - Presentation by Futures Education

Dr. Charles introduced Dr. Michael Neiman of Futures Education who will be overseeing an audit of the district's Special Education program. Mr. Neiman provided an overview of Futures Education, the team, the components of the analysis, and their methodology. He shared that Futures has partnered with 200 districts across Connecticut (19 districts to date), as well as school districts in thirteen states. He spoke of efficiency and effectiveness, methodology, both qualitative and quantitative, and described the primary areas for review. Dr. Neiman responded to questions about the cost of the audit, funding, surveys, parent participation, data accuracy.

VIII.B. Superintendent's Recommended FY 2013 - 2014 Budget

Dr. Charles started her comments by speaking about the current year budget as it plays a significant role with regard to what is requested for the future. She shared the areas of shortage in the current budget. She provided an overview of cost savings measures put into place. District-wide staff members provided input and ideas, some of which have already been implemented. She provided an overview of recommended cuts, shared the unknown elements (i.e. winter weather, Special Ed needs, facilities issues, government reductions, maternity/medical leaves, and magnet school participation).

Dr. Charles shared the steps in building a budget. She stated that 75% of the district's budget is salaries and benefits, 7.4% is Transportation, 6% is Tuition, 5% is Supplies, 4.7% is Purchased Services, and 2% is Equipment/Property. She noted a 7% increase for next school year in Salaries. She shared her recommended staffing changes, primarily to support teacher evaluation and CCSS support. The costs to the district for the next school year from mandates are significant. She also noted anticipated increases of 33% in Tuition, 20% in Benefits, 7% in Purchased Services, 6% in Transportation, and 4.3% in Supplies. If State funding is lost, the increases will be even greater, she added. She said new mandates are going into effect next school year for teacher and administrator evaluation plans. She spoke of the need for the district to implement a more aggressive replacement cycle for equipment, the need for AEDs (automatic defibrillators) in each building, aging computers in the district, school reform mandates, and tuition (students choosing non-district schools).

Chair Nocera called a brief recess at 9:02 PM. The meeting was reconvened at 9:05 PM.

Dr. Charles stated that she did not have a bottom line budget recommendation at this point due to consideration being given to consolidation of some services. She stated she anticipates having one in January, 2013. There was a lengthy discussion on attractiveness of magnet schools, better marketing of the district, urging support of Dr. Charles' budget, the 10% hold increased to 15% in the Supplies line, transparency of Dr. Charles budget presentation, Common Council future approval of contracts, looking to the community for support, and the need for keeping an open mind.

Dr. Charles asked Board members to contact her with any changes suggested for future presentations of the budget.

VIII.C. District Data Team (DDT)

Ms. Macri provided an update on DDT. They met twice since last BOE mtg. The primary focus was analyzing the entire district's attendance and reading achievement data for grades 2-5. She shared areas of improvement and areas in need of improvement.

VIII.D. Grant Funding

Ms. Macri stated that the district is trying to find grants to provide staff with professional development. In that regard, four grant applications are in development.

The first one is the Education Development Center and Education Connection through the State's Connecticut Career Choice network are collaborating on a funding opportunity that would offer a 9th – 10th grade blended learning science program to schools across the state. The program offers teacher training, authentic course materials through a blended learning platform, experiential activities at academic and industrial sites, digital portfolios

and long-term challenge projects. The curriculum is fully articulate and aligned with Next Generation Science Standards (NGSS), Common Core, and integrates 21st Century learning skills. It is completely funded through a grant from the U.S. Department of Education. Last year, over 2,000 students participated from Connecticut high schools.

The second one involves the Shell Oil Company and the National Science teachers Association (NSTA). They have partnered to recognize outstanding middle and high school programs for their exemplary approaches to science lab instruction while utilizing limited school and laboratory resources. This grant was worked on and completed by Science teacher Richard Pelczar and Tim Walczak on behalf of WWMS. There is no cost to the district.

The third one is in conjunction with Central Connecticut State University. The goal of this project is to deepen teachers' knowledge and competency of the ELA/Literacy and Math CCSS (Common Core State Standards) as well as STEM (Science, Technology, Engineering and Math). The CCSS defines the knowledge and skills that students in Connecticut should have as they begin their college careers and other workforce training programs. Science, math, and technology teachers have equal responsibility for preparing students to meet these demands. Teachers will learn STEM content through the integration of scientific and engineering practices. The target audience is Grade 7 and 8 math and science teachers. School districts involved are Bristol, Cromwell, Hartford, and Middletown. There is no direct cost to the district. Teachers attending will receive a stipend of \$100 per day.

The fourth one is the Teacher Quality Partnership Grant (TQP) in conjunction with Wesleyan University and Gateway Community College. The primary goal of this grant proposal is to empower high school students, especially those at high risk, with the entrance skills needed to be successful in training for employment in the Green Energy field. The intent of this effort is to strengthen the skills of students entering college to help assure a smooth transition from high school to the rigors of college academics by ensuring the students have the necessary skills predetermined by the college program. The target audience is Grade 11 and 12 math and science teachers. School districts involved are Middletown and New Haven. There is no direct cost to our district.

VIII.E. Transportation Report

Mr. Jackson shared that the student transportation was going well with minimal incidents over the previous month. He stated that most of the issues at this time are dealing with special education transportation needs. One issue of concern was that monitors are assigned to the special education bus routes, but no training had been provided for the monitors. Mr. Jackson stated that this is being addressed and that he had coordinated with the Special Ed supervisors, DATTCO and the applicable out-placement program staff to provide training for the monitors applicable to the needs of the students being transported.

Ms. Hart asked Mr. Jackson why there were fewer disciplinary issues on the buses this year as compared to last year's data. Mr. Jackson responded that the school administrators were being very pro-active in addressing bus issues this year and that the more timely responses regarding student bus incidents had resulted in a decrease of disciplinary issues. Dr. Charles opined that all the schools have implemented positive climate programs and that she believes these programs have made a favorable impact on student behavior as well.

VIII.F. District News

Director of Fine Arts and Operations Marco Gaylord shared that on December 20, 2012 Art students from Middletown High school will be traveling to Washington, DC to see their holiday ornaments hanging on the State tree. Every state and the U.S. territories are represented with a tree and these trees surround the National tree that is lit annually by the President. Middletown High School was the only high school selected to represent Connecticut in this prestigious event. Students will meet at the Middletown High School at Auditorium entrance at 2:00 AM the morning of December 20, 2012, attendance will be taken at 2:15 AM and the DATTCO Bus will leave at 2:30 A.M. The bus will arrive at the Smithsonian Institution around 9:00 AM. Students will then walk to the U.S. Capitol Building for a scheduled tour at 2:00 P.M. At 5:00 PM students and chaperones will walk to the Ellipse near the south lawn of the White House. They will walk the Path of Peace where they will see their ornaments alongside the National Tree. The DATTCO Bus will pick the students up at the Ellipse at 7:00 PM for the return trip to Middletown. The bus is expected to arrive back at Middletown High around 1:00 A.M. Friday morning. The cost of the trip is \$70.00 per person and there are seats available on the bus for any parent or board member who would like to attend.

VIII.F.1. Governor's Reductions

Dr. Charles reported that the State and Governor have started making cuts and some of our grants will be affected. Currently it is at 5% , she added, and we are hopeful there will not be additional cuts.

VIII.F.2. Connecticut State Department of Education Accountability System

VIII.F.2.a. Bielefield School

Associate Superintendent Enza Macri reported that Bielefield Elementary School has been identified as a Focus School. Based on local assessment data and standardized data, students in the Hispanic subgroup underperformed compared to the other subgroups and whole school achievement. Specifically, the Hispanic subgroup shows 100% participation rate with the SPI for 2011 – 2012 at 46.3% and the baseline SPI (3-year average) also a 46.3%. Last evening there was a meeting to get parent input. A focus plan has been developed and was presented to parents last night in both English and Spanish.

Ms. Macri responded to questions. There was a discussion about hiring interventionists who speak Spanish. She shared that Bielefield has one of the larger populations of Hispanic students. Farm Hill also has a large population.

Chair Nocera congratulated Board member Mitchell Wynn on his All Pro Dad program at Bielefield. Ms. Macri confirmed the program will be part of the plan. Mr. Wynn said his hope is to secure a Spanish guest speaker for a future All Pro Dads meeting.

VIII.F.2.b. Snow School

Ms. Macri stated that recently the Connecticut State Department of Education had identified Snow Elementary School as a “School of Distinction”. “Schools of Distinction” is a new State designation for identifying high performing schools. This classification consists of three different groups: (1) “Highest Performing Subgroup”, (2) “Highest Progress”, and (3) “Highest Overall Performance”. Schools of Distinction were identified this year using CMT / CAPT 2011 and 2012 data. Snow School was identified in the “Highest Progress” category for significant progress in closing the achievement gap.

VIII.F.3. Middletown Public Schools Placed on College Board's AP District Honor Roll

Dr. Nocera and Dr. Charles stated this was discussed earlier in the meeting.

VIII.G. Financial Statement

Manager of Financial Operations Lynda MacPherson handed out the explanation of the Financial Statement to Board members. She provided an overview of the November Financial Statement. In response to a question about transferring FEMA funds, Ms. MacPherson said she is awaiting an answer from the City’s Finance Director. Ms. MacPherson also stated that she had addressed Mr. Raczka’s question about how the City charges the BOE for their portion of insurance. The City’s Risk Manager is willing to explain the charges. Mr. Raczka asked that she be available for the next Budget Committee meeting.

IX. COMMITTEES

IX.A. Budget Committee

Budget Committee Chair Ted Raczka had nothing to report.

IX.B. Communications Committee

Communications Committee Chair Ryan Kennedy said the Communications Committee is working on securing a board extern, as well as creating a district Facebook page and communications plan to keep people up-to-date on all the positive events going on in the district.

IX.C. Curriculum Committee

Curriculum Committee Chair Franca Biales said the Curriculum Committee did not meet.

IX.D. Feasibility Committee

Feasibility Committee Chair Ed McKeon said the Feasibility Committee did not meet.

IX.E. Policy Committee

Policy Committee Chair Sheila Daniels said the Policy Committee continues to work on policies.

IX.F. Representative Reports

Chair Nocera reported that ACES will be meeting this coming Thursday, December 13th.

Ms. McClellan reported that TEMS met on Wednesday, December 5th. She will forward the information to Ms. Poppel to be included in the January Board packet. She shared that TEMS is working on a new marking system for report cards, called Standards Based Report Cards. They are doing a Mentoring Program and will have five mentors. The budget was discussed during the meeting. As of the last enrollment, Middletown has 118 students at TEMS.

X. ACTION ITEMS

X.A. Budget Reduction

Dr. Charles requested Board approval to move forward.

MOTION: Move to accept the Superintendent's Budget reductions as proposed passed with a motion by Ms. Daniels and a second by Mr. Kennedy – unanimous vote.

X.B. School Calendar

Mr. Gaylord said a proposed 2013 – 2014 calendar is in the Board packet. In the past calendars for three years were approved each time, however, due to evaluations, it is not possible to submit all three years at this time. Once decisions are made at the State level with regard to teacher evaluation the additional two years of calendars will be finalized. Mr. Gaylord anticipates moving forward in March with the 2014-2015 and 2015-2016 calendars. Mr. Gaylord responded to Board member questions. Ms. Daniels requested for future years, that the district look into doing an early dismissal on a Wednesday, like Glastonbury and West Hartford do. Mr. Gaylord responded that the district is discussing the possible options and might make a change after more information is received from the state on the new evaluation guidelines and schedule.

MOTION: Move to approve the 2013 – 2014 School Calendar passed with a motion by Mr. McKeon and a second by Ms. Hart – unanimous vote.

X.C. Policy #5113 Attendance/Excuses/Dismissal (New) - First and Final Reading

Policy Committee Chair Sheila Daniels explained that this is a mandate by the State.

MOTION: Move to approve the first reading of Policy #5113 Attendance/Excuses/Dismissal passed with a motion by Ms. Daniels and a second by Mr. McKeon – unanimous vote.

X.D. Policy #5113.1 Attendance/Excuses/Course Credit (present policy proposed change to edited regulation) - First and Final Reading

Policy Committee Chair Sheila Daniels said this is our current policy and it is proposed to change it to a regulation as it is how the policy is carried out.

MOTION: Move to approve the first reading of the proposed change from a policy to a regulation of Policy #5113.1 Attendance/Excuses/Course Credit with a motion by Ms. Daniels and a second by Mr. McKeon – unanimous vote.

X.E. Policy #5113.2 Truancy (Revision) - First and Final Reading

Policy Committee Chair Sheila Daniels explained this is a revision.

MOTION: Move to approve the first reading of Policy #5113.2 Truancy passed with a motion by Ms. Daniels and a second by Mr. McKeon – unanimous vote.

X.F. Cafeteria Price Increases

Mr. Gaylord said a proposed letter to parents of an increase in Cafeteria prices is in the Board packet. The increases proposed is to raise the breakfast price from \$0.85 cents to \$1.00 for all schools and the cost of lunch will increase by \$0.25 cents at each school. New lunch prices effective January 2, 2013 will be: Elementary schools \$2.50, Keigwin and WWMS \$2.75, and Middletown High \$3.00. These increases will result in a \$7,000 income increase to Cafeteria Services.

Mr. Kennedy requested to be on record stating that he did not hope this is the way the district is going. Dr. Charles responded it is not and she commended Mr. Gaylord for all of his efforts.

MOTION: Move to approve the recommended Cafeteria meal price increases as outlined above passed with a motion by Mr. McKeon and a second by Ms. McClellan – unanimous vote.

XI. FUTURE AGENDA ITEMS

XI.A. New Items

XII. ADJOURNMENT

MOTION: Move to adjourn at 10:22 PM passed with a motion by Ms. McClellan and a second by Ms. Daniels – unanimous vote.

Respectfully Submitted,

Edward McKeon
Secretary

EM/mp

Board of Education Workshop

December 18, 2012, 6:30 PM

Common Council Chambers

I. CALL TO ORDER

Board Members Present: Franca Biales, Sheila Daniels, Ava Hart, Ryan Kennedy, Cheryl McClellan, Ed McKeon, Gene Nocera, and Ted Raczka

Board Members Absent: Mitchell Wynn

Others Present: Superintendent of Schools Patricia Charles, Ed.D., Associate Superintendent Enza Macri, Director of Pupil Services and Special Education Ann Perzan, Director of Facilities and Transportation Ken Jackson, Director of Grant Services Elizabeth Nocera, Director of Adult Education Jim Misenti, Manager of Financial Operations Lynda MacPherson, Manager of Human Resources Michele DiMauro, Middletown High School Principal Colleen Weiner, WWMS Principal Joe Cassella, Lawrence Principal Melissa Barbuto, Macdonough Principal Jon Romeo, Moody Principal Yolande Eldridge, Snow Principal Jim Gaudreau, ELL Teacher Linda Johnson, MFT President Kevin Doran, Mayor Dan Drew, ten members of Common Council, and twelve (12) visitors.

Chair Nocera called the Workshop to order at 6:30 PM.

II. SALUTE TO THE FLAG

There was a moment of silence in memory of the tragic events at Sandy Hook Elementary School in Newtown, Connecticut which occurred last Friday morning, December 14, 2012.

Board of Education members, Common Council members, and Board of Education staff introduced themselves.

Chair Nocera stated this evening Superintendent Charles will share the Budget presentation given to the Board at its December 11, 2012 regular meeting.

III. SUPERINTENDENT'S RECOMMENDED BUDGET OF 2013 – 2014 DISCUSSION

Dr. Patricia Charles started her presentation by sharing the school district's current budget status. She reviewed each area of difficulty. All staff were asked for their input of suggestions and possible cost saving measures for implementation immediately and going forward. She provided examples of actions taken already and programs in place in this regard (i.e. sister school substitutes). Highlighted were some of the areas and the specific amount of each financial cut. There are a number of factors which could have a significant financial impact on our budget which include winter weather, Special Education needs, facilities/building issues, government reductions, maternity and medical leaves, and magnet school participation. Dr. Charles spoke of the school district's mission, goals, and budget guidelines. She noted that a significant portion of the budget, 75%, reflects salaries and benefits due to contractual obligations. Dr. Charles reviewed shortages in the areas of Purchased Services, Special Education, AARA, and Food Services. Dr. Charles stated that the district needs to be more efficient in Food Services. The district is in the process of having our Food Services area reviewed. She noted that we are an alliance district and as such, we are mandated to follow the Data Team process and specific mandates are in place as to how we analyze data. She spoke of the increase in English Language Learners (ELL) - from 138 students in 2008 and 163 students in 2012. Staffing is also needed to address consistent common planning, efforts to bring Special Education back in-house, maintenance of school offerings, middle school alternatives in-house, and the new teacher evaluation and Common Core State Standards (CCSS). Dr. Charles provided detail on contributions of administrators, certified staff, and non-certified staff. She noted that next year (2013-2014) we will start the first of a 5-year bus contract. Education reform mandates will result in

significant costs to the district, particularly in the areas of curriculum, software, professional development for administrators, and technology. Dr. Charles shared that the current tuition for out-of-district Special Education students is an average of \$57,000 per student and regular education approximately \$5,195 per student. Dr. Charles noted the previous underfunding for special education and magnet schools. That figure does not include increases in Special Education or magnet school student costs. She stated that under Equipment, technology is a big area of need. The manner in which instruction is being delivered is dramatically changing, she added. She said the district is very good at repurposing older technology. We have a 10-year cycle for computer replacement/upgrade. Input has been received from many parents requesting SMART Boards for elementary schools. This is not in the proposed budget. Dr. Charles noted that only two of our buildings are equipped with automated external defibrillators (AEDs) and all buildings should have them.

Discussions were held with regard to joint purchasing with City Hall, holding community conversations with residents, working together, consolidation efforts, alternative education, magnet school tuition and tracking students attending magnet schools, efficiency in Food Services, school capacity, substitute daily rate, ELL support staff, graduation rate, transient families, dropout rate, World Language program back at Keigwin School, filling of non-certified positions per Settlement Agreement, possibility of an educational grant to cover education reform mandates, cost of school climate plans, change in high school graduation requirements, technology training in preparation for testing in 2015, textbook funding, and efforts to capture savings being explored further.

Mayor Drew shared that efforts are underway to explore areas of consolidation which would result in a savings to the Board of Education. Within the next few months a plan will be shared. He commended the BOE and Dr. Charles for their hard work and noted that the current budget number is a working number as everyone develops their budgets. He praised everyone for coming together. He noted there were Middletown High School students in the audience this evening.

Chair Nocera thanked Board members, staff and council members for the conversation and commended new Superintendent Charles and her staff for their enormous efforts on the budget.

IV. ADJOURNMENT

The workshop adjourned at 8:26 PM.

/mp

PERSONNEL ACTION:

Leave(s) of Absence:

None.

Appointment(s):

Ballachino, Laurie A., is nominated as a Library Media Specialist (Bielefield School & Macdonough School). Her position on the salary scale is Step 8 of the 6th Year Salary Scale, salary \$70,731.00 (Grant/Alliance funded position). Ms. Ballachino earned her Baccalaureate at Central Connecticut State University, Master's at St. Joseph College, and her 6th Year equivalency through the Advanced Alternative Program for School Library Media Specialists through the Alternate Route to Certification.

STATUS OF CERTIFIED EMPLOYMENT:

Resignation(s)/Retirement(s):

Muniz, Yvonne, School Social Worker (Woodrow Wilson Middle School) employed in Middletown since August 2011, has submitted her resignation for the purpose of personal reasons effective December 14, 2012.

Silverman, Annette M., Elementary Teacher (Moody School) employed in Middletown since November 1978, has submitted her resignation for the purpose of retirement effective June 30, 2013.

Smith, Joanne D., Elementary Teacher (Farm Hill School) employed in Middletown since August 2001, has submitted her resignation for the purpose of retirement effective June 30, 2013.

Sochocki, Dale, Special Education Teacher (Farm Hill School) employed in Middletown since August 1998, has submitted her resignation for the purpose of retirement effective June 30, 2013

Sylvestre, Sheila, Language Arts Teacher (Middletown High School) employed in Middletown since August 2004, has submitted her resignation for the purpose of personal reasons effective January 11, 2013.

Thomas-Melly, James, Guidance Counselor (Middletown Adult Education) employed in Middletown since August 2001, has submitted his resignation for the purpose of retirement effective June 30, 2013.

Vacancies:

- .4 Elementary Teacher – Macdonough
- School Psychologist – Farm Hill School
- School Social Worker – Woodrow Wilson Middle School
- Language Arts Teacher – Keigwin and Middletown High School

CABE's revised sample policy.

Students

Attendance/Excuses/Dismissal

Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Excuses

Note: *The use of the state approved definitions of “excused” and unexcused” absences are for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal uses such as involving decisions on areas such as promotion and grading.*

~~An absence shall be considered “excused” when a child does not attend school due to illness or injury, death in the immediate family, religious obligation, an emergency, or other exceptional circumstances. Written excuse for such absences should be submitted to school officials by the child’s parent or guardian. All other absences, with or without written explanation, shall be considered unexcused.~~

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.

Students

Attendance/Excuses/Dismissal

Excuses (continued)

Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family;
 4. Mandated court appearances (documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
- C. A student's absence from school shall be considered unexcused unless:
1. The absence meets the definition of an excused absence and meets the documentation requirements; or
 2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

Students

Attendance/Excuses/Dismissal

Excuses (continued)

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

~~Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the Principal.~~ Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

Dismissal

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

(cf. 5142 - Student Safety)

(cf. 5113.2 - Truancy)

(cf. 6113 - Released Time)

Legal Reference: Connecticut General Statutes
 10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)
 10-185 Penalty
 10-198a Policies and procedures concerning truants (as amended by P.A.11-136, An Act Concerning Minor Revisions to the Education Statutes.)
 10-199 through 10-202 Attendance, truancy - in general
Action taken by State Board of Education on January 2, 2008, to define "attendance."
Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.

Policy adopted:

rev. 6/00
 rev 3/08
 rev 7/11
 rev 5/12
 rev 7/12

PRESENT POLICY – PROPOSED TO BE CHANGED TO A REGULATION

5113.1(a)

Students

~~Attendance/Excuses/Course Credit~~

~~Connecticut state law requires parents to cause their children, ages five to eighteen inclusive to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parental/guardian consent at ages sixteen or seventeen.~~

~~Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.~~

~~The Board of Education requires accurate records to be kept of each student's attendance. A student should not be absent without the parents' or guardians' knowledge and consent. Absences should be verified by a parent or guardian.~~

~~Absences~~

~~If absence from school is to be considered excused, a principal or teacher may require an explanation from the parent or guardian of a student by telephone contact and/or written note. Absences will be determined by the administration to be excused or unexcused.~~

~~Excused Absences~~

~~An absence shall be considered "excused" when a student does not attend school due to:~~

- ~~1. ——— Reasons of health, including illness, incapacity or doctor's visits. The District reserves the right to require a physician's or other appropriate certification for absences;~~
- ~~2. ——— Religious holidays/obligations;~~
- ~~3. ——— Court appearance;~~
- ~~4. ——— Funeral/death in family;~~
- ~~5. ——— Serious illness of a family member which necessitates the absence of the student;~~
- ~~6. ——— Approved school activities (including field trips);~~
- ~~7. ——— Suspension from school;~~
- ~~8. ——— An emergency;~~
- ~~9. ——— Limited absences from school for special activities with parental consent subject to the prior approval of the principal. Students who plan to be absent for reasons other than the first seven listed above must seek approval by presenting a note~~

~~from parent/guardian to the principal who will then indicate approval or disapproval.~~

Students

Attendance/Excuses/Course Credit (continued)

~~Unexcused Absences~~

~~Excuses for students' absences shall be submitted to school officials by the student's parent or guardian. The administration will determine whether absences are excused or unexcused based upon the criteria in this policy. All other absences, with or without written explanation, shall be considered unexcused.~~

Make-Up Work

The responsibility for the make-up of work lies with the student, not the teacher. Unless a student has an extended illness all make-up arrangements will normally be completed within three days of the student's return to school.

Requests for Early Dismissal

Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Parents requesting dismissal before the normal end of the school day must make a request and are responsible for the safety and welfare of the students upon dismissal.

Early dismissal should be requested only in emergency or unusual situations.

Truancy

The Superintendent shall establish such procedures as deemed necessary to determine the causes of truancy, including medical verification for excessive absence, and shall cooperate with other private and governmental agencies in correcting the causes thereof.

Procedures pertaining to truancy shall be governed by applicable state statutes and Board policy.

Tardiness to Class

Tardiness to class and/or homeroom by a student is viewed as a very serious matter. Students are expected to be on time.

Students**Attendance/Excuses/Course Credit (continued)****Attendance Procedures for Grades 6-12**

Students must attend all classes, homeroom, and study halls on time. Class attendance will be recorded daily by every classroom teacher.

All absences will be recorded in the teacher's record book. The record of student attendance will be noted by each subject teacher on each official report card.

Excused absences include reasons of health, including illness, incapacity or doctor's visits; religious holidays; court appearances; funeral in family; approved school activities; suspension or expulsion; emergencies/serious illness of a family member; and limited absences from school for special activities with parental consent subject to the approval of the principal.

Parents are encouraged to call the school to verify absences, however, this will not automatically excuse the absence.

Attendance and Course Credit

In order to receive academic credit for a course, a student must adhere to the following and fulfill the academic requirements as established by the high school. The following governs attendance for academic course credit:

1. While students are in school, they must attend all of their classes.
2. If detained or required to be out of class for all or part of a class period, students must obtain a pass or note from the staff member detaining them. Failure to obtain such verification for a tardiness should be regarded as an unexcused tardiness.
3. All class absences verified by a staff member (teacher, counselor, administrator or nurse) are considered excused as defined by the criteria within this policy.
4. Students who are on school ground at any time during the day but have not attended homeroom or signed in tardy are considered to be truant.
5. Students absent from school or from individual classes for excusable reasons are expected to make up all work and tests missed in order to receive full credit. If a student fails to make up the work within a reasonable period following the student's absence, academic penalties will be assessed at a rate prescribed by that teacher.
6. A student who arrives after the beginning of the first period or leaves after the end of the fifth period, not for one of the reasons cited as "excused," will be considered absent for the entire day.

Students

Attendance/Excuses/Course Credit (continued)

Course Credit

To earn graduation credit in any course, a student must fulfill the course requirements as established by the teacher and/or the department.

Any student who accrues eight or more unexcused absences during a semester course or sixteen or more unexcused absences for a full year course will be subject to the loss of credit for that course.

After four absences during one semester, a “Credit Withdrawal Warning Letter” will be mailed to the parent. The purpose of this letter is to inform the parent that the student is in danger of losing credit for ALL COURSES, for the semester.

A “Credit Withdrawal Letter” will be mailed to the parent. The purpose of this letter is to inform the parent and the student that credit will be withheld for those courses for which absences are determined to be unexcused, including truancy in compliance with the definitions cited in this policy.

NOTE: A high school student, determined to be “truant” will have such absences listed as “unexcused” subjecting the student to loss of course credit and/or grade reduction. The truant day counts as a cut from all classes and toward the total class absence limitations.

If a student exceeds the number of absences stated above, the student may lose credit toward graduation unless the excessive absences can be justified at an appeals hearing.

Attendance and Promotion – Middle School Level

In grades six through eight any student who has been absent for sixteen (16) unexcused absences will not be promoted to the next grade.

Appeals Procedure – High School Level

Students who lose credit in a course will continue to attend the course and receive a grade which will appear on the student’s transcript. Students who pass a course but lose credit may take the next sequential course, but must carry the proper number and distribution of credits for graduation requirements.

A student who has exceeded the absence limit may appeal for retention of credit in the course by petitioning the Appeals Committee. The Appeals Committee shall consist of a guidance counselor, an administrator and a teacher. The Appeals Committee will determine whether the student will be given credit for the course, whether credit will be withheld, or whether other alternatives should be provided. The Appeals Committee will convene near the end of each semester. The decision of the Appeals Committee will be final.

Students

Attendance/Excuses/Course Credit (continued)

Appeals Procedure – Middle School Level

A student in grades six through eight who has accumulated sixteen or more unexcused absences during the school year and subject to retention may appeal for reconsideration of promotion by petitioning the Appeals Committee. The Appeals Committee shall consist of a guidance counselor, an administrator and a teacher. The Appeals Committee will determine whether the student will be promoted, will be retained, or whether other alternatives should be provided. The Appeals Committee will convene during the second semester. The decision of the Appeals Committee will be final.

NOTE: The only appeal which will be considered for chronic absenteeism is that which contains documented verification.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents as amended by PA 98-243 and PA 00-157

10-185 Penalty

10-199 Through 10-202 Attendance, truancy in general

Policy adopted: April 16, 1996
 Policy revised: June 12, 2001
 Policy revised: June 7, 2005
 Policy revised: June 21, 2007

MIDDLETOWN PUBLIC SCHOOLS
 Middletown, Connecticut

Students

Truancy

Introduction and Definitions.

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. **For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused" and "unexcused" absences.**

"Truant" shall mean a child five to ~~sixteen~~ **eighteen**, inclusive (~~age five to eighteen inclusive effective July 1, 2001~~) who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"In attendance" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Remediation of Truancy. School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The superintendent of schools shall develop regulations which will detail the following school obligations under the district's truancy policy:

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previous approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in

a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.

Students

Truancy (continued)

~~Students receive an excused absence when they are absent from school for the following reasons:~~

- ~~1. Reasons of health, including illness, incapacity or doctor's visits. The District reserves the right to require a physician's or other appropriate certification for absences;~~
- ~~2. Religious holidays/obligations;~~
- ~~3. Court appearance;~~
- ~~4. Funeral/death in family;~~
- ~~5. Serious illness of a family member which necessitates the absence of the student;~~
- ~~6. Approved school activities (including field trips);~~
- ~~7. Suspension from school;~~
- ~~8. An emergency;~~
- ~~9. Limited absences from school for special activities with parental consent subject to the prior approval of the principal. Students who plan to be absent for reasons other than the first seven listed above must seek approval by presenting a note from parent/guardian to the principal who will then indicate approval or disapproval.~~

6. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.

Students so identified may be subject to:

- (a) retention in the same grade to acquire necessary skills for promotion, or **promotion**
 - (b) a requirement to complete a summer school program successfully before being promoted to the next grade.
7. ~~File a written complaint with the Superior Court alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs," if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.~~

File a written complaint with the Superior Court, not later than fifteen calendar days after the failure of a parent/guardian to attend the meeting (item #6) or upon the failure to cooperate with the school attempting to solve the truancy problem, alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs", if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.

- 8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.**
- 8. 9.** Provide coordination of services and refer “truants” to community agencies which provide family services.

Students**Truancy (continued)**

Legal Reference: Connecticut General Statutes

~~10-184 — Duties of parents (as amended by PA 98-243 and PA 00-157).~~

~~10-198a — Policies and procedures concerning truants (as amended by PA 00-157)~~

~~10-199 — Through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304)~~

~~10-202e-f Policy on dropout prevention and grant program.~~

~~10-221(b) Board of education to prescribe rules. *Campbell v. New Milford*, 193 Conn. 93 (1984).~~

10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)

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Policy adopted: April 16, 1996

Policy revised: June 12, 2001

Policy readopted: June 7, 2005

Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

District Data Team Meeting

December 11, 2012

Agenda

Meeting Norms

Allow all people to be heard, begin and end on time, use an agenda, disseminate minutes, support all members, frank conversation, keep confidential information to yourself, practice problem solving, use protocols, arrive to meeting prepared with agenda, data, etc., build consensus, and take on the big issues.

Date of Meeting: December 11, 2012

Time: 8:30 – 12:00 p.m.

Place: Woodrow Wilson Middle School Library

Roles:

Facilitator: Enza Macri, Kristen Bradley, Amy Rumberger, Suzanne Shippee Lopez, Diane Niles, Donna Marino and Elizabeth Nocera

Time-Keeper: Elect for each group (LA/Climate)

Focus Monitor: Elect for each group (LA/Climate)

Note-Taker: Elect for each group (LA/Climate)

Attendees: All schools represented except Keigwin, Board of Education, Central Office, and three representatives from the State Department of Education.

**District Data Team
Meeting Agenda**

Time Allotted	Agenda Item	Description	Expected Outcomes
8:30 – 8:45 Enza Macri Jen Cannata	<ul style="list-style-type: none"> • Review DDT Minutes from November 16, 2012 • Review Agenda • Celebrations 	<ul style="list-style-type: none"> • Members will review DDT Minutes from November 16, 2012 meeting and clarification will be provided if needed • Members will review Agenda • Members will share data driven celebrations and the strategies which led to these particular gains 	<ul style="list-style-type: none"> • Approval and/or clarification of agenda and minutes • Members will gain an understanding of the adult actions that led to these particular achievements and will be able to replicate them

NOTES: Celebrations – Central Office – Evaluators from UCLA Center X will be visiting all schools in January-May to begin the evaluation for the Alliance District Grant; Bielefield - see [attached](#); Farm Hill – Had 95% attendance rate at our parent teacher conferences. We attribute this success to the teachers and staff following up and confirming appointments with the parents and teacher and staff flexibility in regards to scheduling the conference appointments; Lawrence – [see attached](#); Macdonough - Due to staff efforts to promote the importance of regular attendance at school to students and families (On time, All day, Every day!), we’ve seen a decrease in the number of students being dismissed early. There was a decrease in students being dismissed early from 48 students (week of November 26th) down to 11 students (week of December 3rd); Moody – [see attached](#); Snow – Recognized as a School of Distinction!!!! [see attached for other celebrations](#); Spencer – [see attached](#); Wesley – [see attached](#); Keigwin – [see attached](#) ; WWMS – decrease in total placement in ISS program, program is provided by certified teacher to improve program quality and provide structure; MHS – no report.

8:45 – 9:00 Donna Marino, Elizabeth Nocera, Enza Macri	<ul style="list-style-type: none"> • Climate Surveys • Attendance and Tardy Data 	<ul style="list-style-type: none"> • DDT members will gain an understanding of : <ul style="list-style-type: none"> • District Climate Surveys • Purpose of collecting attendance/tardy data 	<ul style="list-style-type: none"> • DDT members will have tools necessary to analyze the data presented and make informed decisions to address areas of concern
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NOTES: Donna distributed the participation results for the climate surveys to date for students, parents, and staff. There was a concern regarding staff being identified and the survey not being anonymous, but the DDT members were asked to share with their buildings that the questions at the end of the survey regarding ethnicity and race, etc., are optional. There are palm cards available in English and Spanish to distribute at holiday concerts to encourage parents to participate. The survey is open until December 20.

<p>9:00-10:00 Kristen Bradley, Amy Rumberger, Suzanne Shippee Lopez, Donna Marino, Elizabeth Nocera</p>	<ul style="list-style-type: none"> • Small Groups: Data Analysis: LA and Climate (Task 1 & 2) 	<ul style="list-style-type: none"> • Analyze data to determine trends, areas of greatest growth, and areas in need of greatest assistance 	<ul style="list-style-type: none"> • Areas in need of greatest assistance will be identified
<ul style="list-style-type: none"> • NOTES: R-CBM data is available and Kristen Bradley will lead that discussion. Math work is done so members of that group can join either Climate or Reading groups. Groups will reconvene at 11 a.m. 			
<p>10:00-10:10 10:10-11:00</p>	<ul style="list-style-type: none"> • Break ☺ • Prioritizing Needs Analysis (Task 3) • Set SMART Goals and Determine Instructional Strategies (Task 4-6) 	<ul style="list-style-type: none"> • Groups will determine the areas in which district's attendance needs the most improvement • Determine SMART goals based on data analysis • Identify strategies to improve student achievement and attendance • Determine results indicators in order to identify effectiveness of strategies 	<ul style="list-style-type: none"> • Student needs will be identified and prioritized • SMART goals will be set for identified needs and strategies will be determined; results indicators will be set to monitor strategy implementation
<ul style="list-style-type: none"> • NOTES: Report Out from Small Groups • Language Arts - Goals from R-CBM Group – #1 -The number of students in all subgroups (F/R, Black Hispanic, Spec. Ed.) scoring in the 50th percentile and above ranges will increase by at least 1% from the October to the May R-CBM. Strategy – independent reading with strategies (feedback, Just Right books, independent reading rubric – LGianni, response to reading, etc.) • Math - Math Data will be reviewed January 20th. Priorities for the Math Team are F/R and special ed. The goal is to increase achievement by 5% each year. Weekly or bi-weekly personal invitations to afterschool help sessions. Look at ways to increase math time. • Climate – Looking at students heading towards less than 90% average daily attendance for current school year – students already missing 5 days or more since the opening of the school year. Goals include: #1 – Use PowerSchool to track attendance data and be able to 			

<p>perform analysis of the data. #2 – Review ED166 reports with our district attendance data. #3 – Use CT reports to analyze attendance of students with all the bands. PowerSchool will also help with analyzing tardy data.</p> <ul style="list-style-type: none"> Action research on each area will take 2-3 years! 				
11:00-11:30 Enza Macri	<ul style="list-style-type: none"> Text Based Seminar 	<ul style="list-style-type: none"> Small groups: Conduct Text Based Seminar with the articles provided 	<ul style="list-style-type: none"> Team will examine and discuss the articles in order to enhance the understanding of the text 	
<ul style="list-style-type: none"> NOTES: Groups discussed three articles – “Closing in our Close Reading”, Nancy Boyles; “Go Figure”, Marilyn Burns; and “Coming Soon: A New Generation of Assessments”, Nancy Doorey. 				
11:30-12:00 Kristen Bradley, Amy Rumberger and Suzanne Shippee Lopez	<ul style="list-style-type: none"> K-5 LA Debrief Climate Debrief Standards for District Data Team 	<ul style="list-style-type: none"> Teams will share data results and intended action plan Team will discuss and complete the rubric 	<ul style="list-style-type: none"> DDT members will be able to implement and utilize the plan DDT will identify whether or not it met the standards of the DDT process provided by the CSDE 	
<ul style="list-style-type: none"> NOTES: The DDT reviewed and rated their Standards for District Data Team. 				
12:00	<ul style="list-style-type: none"> Adjourn Future Meetings 	<ul style="list-style-type: none"> Next DDT meeting: Feb. 20th - 8:30-12:00 Next DLT meeting: Jan. 10th – 8:30-12:00 		

Celebrations:

Bielefield: Climate - Conduct reports for October: 49; Conduct reports for November: 29; Conduct reports for December (so far): 3. Strategies used: Many of the incidents were occurring during the lunch/recess timeframe, especially among third graders. Strategies used to address the issue: meeting with the duty aides to give them additional strategies modifying student behavior and avoid escalation and to have the Recess Rocks program concentrate on working with third grade during recess.

Lawrence: Climate - Since the beginning of November, Lawrence school students have earned 17, 379 PAWS as part of our PBIS program. 85 students also earned PAWS weekly winner certificates. Teachers having been implementing the PBIS program with fidelity in all areas of the school (classrooms, hallways, lunch & recess). Instruction - For the last math unit at Lawrence, students made significant growth from pre to post test: K- 50% growth, 1- 70% growth, 2- 80% growth, 3- 45% growth, 4- 42% growth, 5-28% growth. This growth was attributed to several factors. Teachers broke new information in to "digestible chunks" with explicit modeling. Teachers also used classifying and advanced organizers and vocabulary strategies as well to improve student achievement.

MOODY: As part of our welcoming climate initiatives, Moody School has been hosting "Conference Cafe", during conference days, both fall and spring, for the past three years. 98% attendance at conferences!

All our parents receive special invitations. Light refreshments, coffee, and lemonade are available throughout the conference afternoons. We invite parents, as well as students that may accompany them, and our staff, to stop in before or after conferences to relax and enjoy the holiday music, refreshments, and discussions with other parents and students.

For each Conference Cafe, we also add some reading materials. This year, all the Moody School past yearbooks were on display for reading, and notifications on the Climate Survey were at every table. Decorations for each table in our library were made by our students during recess times.

This event is funded by our PTA, however, no parents are asked to contribute or work at the cafe. Our Climate Committee hosts the event, and our staff bakes or contributes items. This is a small way of thanking our parents during conference time for all their support throughout the year!

This continues to be a popular event as evidenced by the attendance of 221 parents, staff and students.

SNOW: Kindergarten: *Counting, Matching, Comparing Numbers 0-5*

Post Test – 100% of free/reduced lunch at goal, 95% of black children, & 100% of Hispanic children at goal

Strategies: Explicit teaching of vocabulary by providing visual awareness and kinesthetic opportunities through the use of Math Mat activities and manipulatives.

Grade 1: Addition, Subtraction to 10; Pre Test: 10% of students in Grade at Goal; Post Test: 91% of students at Goal

All children in all subgroups met goal (100%) – this closed the achievement gap

Strategies: reinforce vocabulary by using Math Talk Cards, which includes a number sentence with a blank (like DRP). Children create own math word problems and solve them. The word problems are reinforced through manipulatives.

Preschool: NAEYC accreditation was reviewed in November, as staff demonstrated evidence of NAEYC's rigorous standards. Student work and data on all standards were compiled into detailed binders. The efforts and time commitment shown by the staff is extraordinary!

Spencer: Spencer hosted its first monthly All Pro's Dad Breakfast. Invitations were sent to all families. Any positive male figures in the students' lives were invited. All Pro Dad's was started by Tony Dungy of the NFL. The purpose is to engage dads and other male figures in their child's educational experience. Bielefeld has been having All Pro Dad's Breakfasts for over a year with great results. We had over 40 children attend with a male figure.

At these breakfasts there are videos to watch followed by conversation cards to encourage the students and their male figures to engage in rich conversation centered on the theme and video of the month.

Wesley: Grade 4 Math – Geometry – students pre-test 17% proficient, post-test 71%. They exceeded the 50% smart goal. Teaching strategies included the use of vocabulary journals, word walls, practiced writing the characteristics/traits, and used real world examples. Grade 2 – Intervention students – 11/12 students in 9 weeks met their goal in Nonsense word fluency. Students were between the 10th and 25th percentile reached or exceeded the goal for winter at 50%. Small group practice using models for a reference of the vowel sounds was used. Sorting activities of words with similar medial vowel sounds and charting student progress were additional strategies used.

Keigwin: At Keigwin we have a Tier II behavioral intervention group in place called XMen in which 17 boys are maintaining a daily point sheet to self-monitor their actions and academic work during each period of the day.

Two teachers meet with students every morning and once a week during X period to review behavioral expectations and reinforce positive outcomes for each student individually and as members of a Team of X Men. During the month of November the XMen met their group goal 82% of the time.



Middletown Public Schools

Kendall J. Jackson,
Director of Facilities & Transportation

TRANSPORTATION REPORT

December 1, 2012 THROUGH December 31, 2012

2012 – 2013 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	281	29	22	30						
TRANSPORTATION CHANGES	359	26	21	21						
LEFT DISTRICT / SCHOOL	86	16	20	23						
DISCIPLINARY ISSUES	13	1	0	1						
ARRIVAL / DEPARTURES	8	2	3	1						
NO SHOW FOR PICK UPS	23	0	1	1						
DRIVER COMPLAINTS	15	1	4	0						
PARENTAL REQUESTS	202	6	2	1						
REPEATED BUS CONCERNS	1	0	0	0						
MECHANICAL BREAKDOWNS	3	3	1	0						
BUS CONDUCT REPORTS	79	53	24	47						
BUS ACCIDENTS	1	1	1	1						
TOTAL TELEPHONE CALLS	1417	900	720	501						

2011 – 2012 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	323	34	26	13	26	38	23	14	10	6
TRANSPORTATION CHANGES	358	56	31	20	52	83	56	71	30	7
LEFT DISTRICT / SCHOOL	93	47	22	6	11	23	11	24	6	10
DISCIPLINARY ISSUES	14	13	9	1	2	6	1	3	7	4
ARRIVAL / DEPARTURES	12	4	1	2	0	1	5	5	4	0
NO SHOW FOR PICK UPS	7	0	0	2	2	5	2	5	9	0
DRIVER COMPLAINTS	9	7	6	8	5	6	4	8	9	0
PARENTAL REQUESTS	131	26	2	1	14	15	3	4	6	1
REPEATED BUS CONCERNS	0	0	0	0	0	0	0	0	1	0
MECHANICAL BREAKDOWNS	2	2	1	0	9	3	0	1	2	0
BUS CONDUCT REPORTS	97	129	62	85	87	53	45	74	64	61
BUS ACCIDENTS	1	1	1	4	1	0	0	3	2	1
TOTAL TELEPHONE CALLS	1306	906	788	493	624	612	390	402	600	N/A

MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF JANUARY 3, 2013

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Projection	Overage/ Deficit	% Used
CERTIFIED SALARIES										
009	ADMINISTRATOR SALARIES	2,851,417.46	2,813,887.00	-	1,746,144.11	-	1,067,742.89	2,898,395.00	(84,508.00)	62.0545
110	CERTIFIED SALARIES	27,765,734.52	28,530,950.00	-	11,389,632.33	-	17,141,317.67	28,121,531.00	409,419.00	39.9203
116	STIPENDS - NON-TRB	644,860.46	672,399.00	(226,000.00)	207,918.85	-	238,480.15	446,399.00	-	46.5769
120	DAILY SUBSTITUTE SALARIES	1,062,006.74	615,400.00	(455,400.00)	82,710.74	-	77,289.26	160,000.00	-	51.6942
123	BUILDING SUBSTITUTE SALARIES	-	-	400,000.00	179,544.26	-	220,455.74	800,000.00	(400,000.00)	44.8861
125	MENTOR PROGRAM SALARIES	-	-	11,000.00	4,218.50	-	6,781.50	11,000.00	-	38.3500
126	CLASS COVERAGE SALARIES	-	-	21,000.00	11,121.31	-	9,878.69	21,000.00	-	52.9586
127	TUTOR SALARIES	93,150.61	335,560.00	-	229,159.42	-	106,400.58	335,560.00	-	68.2916
129	LONG-TERM SUBSTITUTE SALARIES	-	-	23,400.00	41,429.20	-	(18,029.20)	50,000.00	(26,600.00)	177.0479
130	NON-CONTRACTED CERTIFIED	-	-	-	4,719.00	-	(4,719.00)	4,719.00	(4,719.00)	0.0000
139	EARLY RETIRMENT INCENTIVE	-	-	216,000.00	22,500.00	-	193,500.00	216,000.00	-	10.4167
	TOTAL	32,417,169.79	32,968,196.00	(10,000.00)	13,919,097.72	-	19,039,098.28	33,064,604.00	(106,408.00)	42.2326
CLASSIFIED SALARIES										
111	CLASSIFIED SALARIES	5,388,524.93	5,603,067.00	-	2,695,655.68	-	2,907,411.32	5,819,436.00	(216,369.00)	48.1104
128	CLASSIFIED SALARIES OVERTIME	272,819.72	285,000.00	-	152,505.82	-	132,494.18	285,000.00	-	53.5108
131	ADULT ED CLASSIFIED	42,267.96	41,678.00	-	21,356.75	-	20,321.25	41,845.00	(167.00)	51.2423
	TOTAL	5,703,612.61	5,929,745.00	-	2,869,518.25	-	3,060,226.75	6,146,281.00	(216,536.00)	48.3919
PARAPROFESSIONALS										
112	PARAPROFESSIONAL SALARIES	1,863,019.95	1,941,317.00	-	834,386.10	-	1,106,930.90	2,053,523.00	(112,206.00)	42.9804
114	BUS MONITORS SALARIES	327.26	9,000.00	-	-	-	9,000.00	-	9,000.00	0.0000
115	LIBRARY PARAPROFESSIONALS	184,781.35	177,516.00	-	81,419.78	-	96,096.22	194,390.00	(16,874.00)	45.8662

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Projection	Overage/ Deficit	% Used
121	LUNCH AIDE SALARIES	111,338.71	170,000.00	-	85,747.24	-	84,252.76	185,686.00	(15,686.00)	50.4396
124	STUDENT VOCATIONAL SALARIES	39,988.38	58,000.00	-	13,862.34	10,196.00	33,941.66	48,000.00	10,000.00	23.9006
132	ADULT ED. PARAPROFESSIONALS	-	-	-	1,752.66	-	(1,752.66)	4,000.00	(4,000.00)	0.0000
	TOTAL	2,199,455.65	2,355,833.00	-	1,017,168.12	10,196.00	1,328,468.88	2,485,599.00	(129,766.00)	43.1766
EMPLOYEE BENEFITS										
210	UNEMPLOYMENT COMPENSATION	113,850.00	80,000.00	-	27,684.21	52,315.79	-	115,000.00	(35,000.00)	34.6053
220	HEALTH INSUR.CERTIFIED & PARAS	6,312,050.53	6,932,042.00	-	4,319,654.57	2,613,387.43	(1,000.00)	6,837,042.00	95,000.00	62.3143
225	EMPLOYEE ASSISTANCE PROGRAM	-	-	-	-	-	-	16,100.00	(16,100.00)	0.0000
230	HEALTH INSURANCE - CLASSIFIED	2,440,099.01	2,214,900.00	-	1,038,848.50	-	1,176,051.50	2,077,697.00	137,203.00	46.9027
235	OTHER POST EMPLOYEE BENEFITS	-	-	-	156,000.00	-	(156,000.00)	156,000.00	(156,000.00)	0.0000
240	DENTAL INSURANCE	1,444,170.00	1,660,796.00	-	830,398.00	-	830,398.00	1,660,796.00	0.00	50.0000
250	LIFE INSURANCE	372,786.00	428,704.00	-	214,352.00	-	214,352.00	428,704.00	0.00	50.0000
255	DISABILITY INSURANCE	15,008.66	25,098.00	-	11,154.57	3,845.43	10,098.00	20,000.00	5,098.00	44.4441
260	F.I.C.A.	452,524.65	445,419.00	-	202,502.80	-	242,916.20	460,000.00	(14,581.00)	45.4634
265	MEDICARE	598,580.40	591,162.00	-	267,308.33	-	323,853.67	605,000.00	(13,838.00)	45.2174
650	WORKERS' COMPENSATION	746,015.00	815,748.00	-	627,002.50	185,256.00	3,489.50	838,327.00	(22,579.00)	76.8623
	TOTAL	12,495,084.25	13,193,869.00	-	7,694,905.48	2,854,804.65	2,644,158.87	13,214,666.00	(20,797.00)	58.3218
PURCHASED SERVICES										
105	PROFESSIONAL DEVELOPMENT	-	-	300.00	210.00	-	90.00	300.00	0.00	70.0000
300	PURCH.PROFESSIONAL/TECH SERV.	485,818.98	453,000.00	-	240,466.32	243,799.48	(31,265.80)	453,000.00	0.00	53.0831
310	PURCHASED SERVICES	866,852.03	889,961.00	6,000.00	644,497.34	183,787.58	67,676.08	895,961.00	0.00	71.9336
314	INSERVICE - PROF.MTGS.	4,357.00	1,800.00	4,200.00	4,306.86	-	1,693.14	6,000.00	0.00	71.7810
316	NXEGEN ENERGY CONSERVATION	-	-	-	-	-	-	-	0.00	0.0000
317	ENERGY PERFORMANCE CONTRACT	312,725.00	322,775.00	-	159,325.00	163,450.00	-	322,775.00	0.00	49.3610

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Projection	Overage/ Deficit	% Used
320	SEWER & WATER	48,208.33	66,500.00	-	24,463.05	35,536.95	6,500.00	66,500.00	0.00	36.7865
321	TELEPHONE	195,275.81	173,400.00	-	121,853.81	55,057.55	(3,511.36)	193,400.00	(20,000.00)	70.2732
330	OTHER PROFESSIONAL/TECH SERVIC	81,625.10	82,316.00	10,000.00	47,975.94	-	44,340.06	92,316.00	0.00	51.9693
331	PUPIL TRANSPORTATION	5,369,246.02	5,629,494.00	-	5,377,087.57	142,957.15	109,449.28	5,529,494.00	100,000.00	95.5164
332	TRAVEL/CONFERENCES	65,158.77	75,136.00	250.00	34,183.13	5,926.20	35,276.67	75,386.00	0.00	45.3441
333	FIELD TRIPS	615.25	-	-	-	-	-	-	0.00	0.0000
341	POSTAGE	67,852.65	77,004.00	-	18,614.27	28,645.30	29,744.43	77,004.00	0.00	24.1731
350	ADVERTISING	2,441.10	3,515.00	-	2,069.99	45.89	1,399.12	3,515.00	0.00	58.8902
360	PRINTING	32,576.02	50,542.00	2,720.07	17,695.27	10,586.12	24,980.68	53,262.07	0.00	33.2230
361	COPYING	339,546.78	345,449.00	1,050.00	188,257.47	137,328.61	20,912.92	346,499.00	0.00	54.3313
365	AUDITORS ADJUSTMENT	281,264.83	-	-	-	-	-	-	0.00	0.0000
390	PARENT ACTIVITIES	-	150.00	-	-	-	150.00	150.00	0.00	0.0000
392	LEGAL SERVICES	147,177.49	100,000.00	-	55,406.86	35,121.00	9,472.14	150,000.00	(50,000.00)	55.4069
393	WASTE REMOVAL	123,150.99	123,600.00	-	50,639.05	50,593.55	22,367.40	123,600.00	0.00	40.9701
395	21ST CENTURY AFTER SCH PROGRAM	30,616.15	30,000.00	-	6,265.42	-	23,734.58	30,000.00	0.00	20.8847
408	COMPUTER LICENSES	12,430.00	13,500.00	-	13,500.00	-	-	13,500.00	0.00	100.0000
441	RENTAL LAND/BUILDINGS	-	15,000.00	-	6,669.00	6,669.00	1,662.00	15,000.00	0.00	44.4600
530	COMMUNICATIONS	-	3,000.00	-	3,300.00	-	(300.00)	3,300.00	(300.00)	110.0000
651	LIABILITY INSURANCE	199,384.00	551,114.00	-	275,315.50	-	275,798.50	550,631.00	483.00	49.9562
652	ATHLETIC INSURANCE	21,878.00	19,127.00	-	19,750.00	-	(623.00)	19,750.00	(623.00)	103.2572
690	EDUCATIONAL SUPPORT	51,377.73	32,000.00	(4,200.00)	6,566.48	3,920.00	17,313.52	27,800.00	0.00	23.6204
791	CULTURAL COUNCIL	16,000.00	16,000.00	-	16,000.00	-	-	16,000.00	0.00	100.0000
792	PROFESSIONAL DEVELOP.IMPROVE.	11,715.34	5,000.00	-	3,381.41	-	1,618.59	5,000.00	0.00	67.6282
794	WESLEYAN PUB.SCH.COLLABORATIVE	-	-	-	-	-	-	-	0.00	0.0000
795	C.A.U.S.E.	3,000.00	3,000.00	-	3,000.00	-	-	3,000.00	0.00	100.0000
	TOTAL	8,770,293.37	9,082,383.00	20,320.07	7,340,799.74	1,103,424.38	658,478.95	9,073,143.07	29,560.00	80.6442

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Projection	Overage/ Deficit	% Used
SUPPLIES & MATERIALS										
318	ELECTRICITY	1,209,860.61	1,218,000.00	-	431,287.00	780,641.56	6,071.44	1,218,000.00	0.00	35.4094
319	GAS	489,608.33	520,500.00	-	85,693.25	407,456.75	27,350.00	520,500.00	0.00	16.4636
405	ADMINISTRATIVE SUPPLIES	8,477.29	16,800.00	-	4,833.02	6,095.96	5,871.02	16,800.00	0.00	28.7680
410	INSTRUCTIONAL SUPPLIES	373,968.89	327,962.00	(7,568.05)	195,471.84	34,686.01	90,236.10	320,393.95	0.00	61.0098
412	TRANSPORTATION SUPPLIES	1,250.00	2,000.00	-	1,250.00	-	750.00	2,000.00	0.00	62.5000
413	MAINTENANCE SUPPLIES	544,330.30	555,198.00	-	336,010.27	103,865.32	115,322.41	555,198.00	0.00	60.5208
414	FUEL OIL	517,002.65	466,500.00	-	129,711.81	336,788.19	-	466,500.00	0.00	27.8053
416	DIESEL FUEL	542,106.92	481,270.00	-	227,507.85	253,762.15	-	481,270.00	0.00	47.2724
420	TEXTBOOKS	88,610.83	79,770.00	(885.47)	26,259.14	2,094.02	50,531.37	78,884.53	0.00	33.2881
430	LIBRARY MATERIALS	34,202.35	43,485.00	(250.00)	15,452.91	2,177.92	25,604.17	43,235.00	0.00	35.7417
450	MEDIA	6,783.10	7,760.00	(348.75)	4,993.57	1,588.33	829.35	7,411.25	0.00	67.3782
460	ADMINISTRATIVE RESERVE	72,434.14	95,313.00	-	-	-	95,313.00	(47,657.00)	142,970.00	0.0000
480	STUDENT ACTIVITIES	10,604.00	10,300.00	-	6,899.43	2,180.13	1,220.44	10,300.00	0.00	66.9848
490	OTHER SUPPLIES AND MATERIALS	105,439.77	152,112.00	3,137.20	97,743.83	18,823.49	38,681.88	155,249.20	0.00	62.9593
495	CLOTHING ALLOCATION	-	-	-	-	-	-	-	0.00	0.0000
	TOTAL	4,004,679.18	3,976,970.00	(5,915.07)	1,563,113.92	1,950,159.83	457,781.18	3,828,084.93	142,970.00	39.3627
PROPERTY										
541	NEW EQUIPMENT	68,891.16	66,145.00	-	25,231.78	8,713.60	32,199.62	66,145.00	0.00	38.1462
542	REPLACEMENT-MAINTENANCE	1,128,420.67	1,130,459.00	(5,180.00)	683,384.05	295,613.25	146,281.70	1,125,279.00	0.00	60.7302
546	COMPUTER EQUIPMENT	88,688.32	92,744.00	-	98,743.98	-	(5,999.98)	98,743.98	(5,999.98)	106.4694
	TOTAL	1,286,000.15	1,289,348.00	(5,180.00)	807,359.81	304,326.85	172,481.34	1,290,167.98	(5,999.98)	62.8703

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Projection	Overage/ Deficit	% Used
DUES & FEES										
391	AUDIT FEE	29,964.09	23,000.00	-	-	23,000.00	-	29,000.00	(6,000.00)	0.0000
640	MEMBERSHIPS & DUES	51,622.50	43,218.00	775.00	42,359.00	100.00	1,534.00	49,993.00	(6,000.00)	96.2858
	TOTAL	81,586.59	66,218.00	775.00	42,359.00	23,100.00	1,534.00	78,993.00	(12,000.00)	63.2290
MAJOR PROJECTS										
543	CAPITAL FUND	120,000.00	43,500.00	-	-	-	43,500.00	43,500.00	0.00	0.0000
548	RESERVE/PREVENTIVE MAINTENANC	75,000.00	-	-	-	-	-	-	0.00	0.0000
	TOTAL	195,000.00	43,500.00	-	-	-	43,500.00	43,500.00	-	0.0000
TUITION										
370	TUITION	3,547,418.99	3,643,938.00	-	2,840,922.70	1,463,521.93	(660,506.63)	4,343,938.00	(700,000.00)	77.9630
	TOTAL	3,547,418.99	3,643,938.00	-	2,840,922.70	1,463,521.93	(660,506.63)	4,343,938.00	(700,000.00)	77.9630
	TOTAL BUDGET	70,700,300.58	72,550,000.00	-	38,095,244.74	7,709,533.64	26,745,221.62	73,568,976.98	(1,018,976.98)	52.5090

Explanation of Financial Statement January 3, 2013

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

The **Salary Lines** are showing a total deficit of \$453k. The building substitute line is projecting a deficit of \$400k. The actual expenditure total for substitutes has been over \$1.0 million for f.y. 10/11 and f.y. 11/12. The deficit of \$216k in the classified salary line includes a projected deficit of \$175 in the café fund and projected deficits in the nursing line. This deficit also includes a vacation payout for a retired employee in the amount of \$12k. Paraprofessional deficit is based on having to hire additional special ed paras. The long-term sub line is now in a negative position and a deficit of \$27k is projected in that line.

The **Employee Benefits** lines are showing a projected deficit of \$21k.

The **Purchased Services** line is showing a positive balance of \$30k.

A positive projection in **Supplies and Materials** of \$143k is being shown. An additional 5% has been added to the administrative hold line.

The **Equipment and Replacement Maintenance Account** is showing a projected deficit of \$6k

The **Dues and Fees** Account is showing a projected deficit of \$12k.

The **Tuition Account** is showing a deficit balance of \$700k at this time. This is due to a projected deficit in the special education tuition line of \$550k and. Also included is the increase in Middletown students attending magnet schools which accounts for the remaining deficit amount of \$150k.

OVERTIME REPORT FOR DECEMBER 2012

This Reporting Period is for the Weeks Ending: 11/30, 12/7, 12/14, 12/21/12	Hours	Cost
<u>Overtime for the Custodial Department</u>		
December 2011 -	427.00	13,448.04
December 2012 - Sonitrol callback, grounds, union contracted coverage for employee absences due to illness, vacations, and personal time required 351.5 hrs. Student activities/athletics required 133.5 hrs.	485.00	15,519.88
<u>Overtime for the Maintenance Department</u>		
December 2011	137.50	5,696.71
December 2012 - Additional 90.75 hrs. were required for: call-ins, roof leaks, bathroom repairs, HVAC issues, snow plowing, sanding, electrical repairs, ballasts, kitchen repairs, and lining parking areas.	90.75	3,676.10
<u>Overtime for Paraprofessionals</u>		
December 2011	29.50	664.26
December 2012 - Paraprofessionals were required to cover teachers while out of the classroom, office coverage, late bus, training and after school activities.	12.50	294.10
<u>Overtime for Clerical Support</u>		
December 2011	106.50	4,102.28
December 2012 - District secretaries required overtime for feasibility committee, superintendent's office, insurance, payroll and personnel work.	11.75	443.73
<u>Overtime for Technology</u>		
December 2011	3.50	160.44
December 2012 - Technology Department required extra time for repairs throughout the district.	0.00	0.00
<u>Overtime for Nurses</u>		
December 2011	6.00	275.04
December 2012 - Nurses required overtime for meetings and paperwork.	2.50	117.75
<u>Overtime for Security Officers</u>		
December 2011	14.00	537.57
December 2012 - Security at school events and absences required additional time.	5.50	204.79
Total Overtime - December 2011	4 weeks 724.00	24,884.34
Total Overtime - December 2012	4 weeks 608.00	20,256.35

Board of Education – Budget Committee Meeting
December 10, 2012, 5:15 PM
Board of Education Central Office Conference Room B

I. Call to Order – The meeting was called to order at 5:15 p.m.

Budget Committee Members Present: Theodore Raczka, Chairman, Ed McKeon, Ryan Kennedy, Kristi Huston, Philip Nettis

Board Members Present: Gene Nocera, Sheila Daniels

Others Present: Superintendent of Schools Dr. Patricia Charles, Assistant Superintendent Enzi Macri, Manager of Financial Operations Lynda MacPherson, and community members

II. Revised Budget Committee Meeting Schedule

A new budget committee schedule was adopted and will replace the one posted on the Middletown Board of Education's website.

III. Misc. Items

The overtime report was discussed. Several members asked that a summary for the overtime reported be included on this report.

Ed McKeon questioned grant cuts as a result of the state deficit problem.

The financial report for 12/7/12 was reviewed.

--Chairman Raczka asked if the City was sending the Board an insurance bill each month. L. MacPherson stated that the City's Risk Manager had provided a detail breakdown of the insurance costs but that a monthly bill was not being received. Mr. Raczka would like a monthly bill.

--Mr. Raczka stated that the City had been reimbursed for costs incurred for Hurricane Irene and Storm Alfred and did any of those reimbursed expenses get sent to the Board for their portion.

--Mr. Raczka asked for an updated organizational chart for central office.

--Ryan Kennedy asked about a return-to-work program at the Board of Education. Lynda MacPherson stated that a program has been started at the Board in conjunction with the city's risk manager's office. The Board will make every effort to accommodate all light duty requirements.

IV – 2013-2014 Superintendent's Budget

Dr. Charles reviewed her power point presentation on her recommended budget for the 2013-2014 fiscal year. Dr. Nocera thanked Dr. Charles for the hard work she put into preparing the presentation.

Motion: Move to adjourn at 6:40 p.m.

**MIDDLETOWN BOARD OF EDUCATION
CURRICULUM COMMITTEE
Tuesday, December 18, 2012
Middletown High School
9:30 AM**

Board of Education Committee Members Present

Franca Biales, BOE
Sheila Daniels, BOE
Tateisha Perry, Community Member

Also Present

Colleen Weiner, Principal-MHS
Bryan Hand, MHS

Introductions were made.

Bryan Hand spoke about the need for textbooks that are compatible with Common Core State Standards. Current textbooks are outdated. Request is for one set of books for each teacher (Algebra 1, 2 and geometry) and a set of twenty books for students to be able to sign out as needed. Because of the expense and the lack availability of textbooks that meet our curriculum requirements, Bryan encourages the use of technology over textbooks and would like to see us move in that direction. Currently students are given links to additional resources online to supplement the classroom learning. Bryan also spoke about the great strides taken to make the math program more rigorous and is pleased by the progress he sees.

There was discussion about the date of the next Curriculum Committee meeting. It will be on Tuesday, January 15, 2013 at 9:15 AM at the Dr. Alfred B. Tychsen Administration Building.

**The meeting adjourned at 10:35 am.
The next meeting is scheduled for January 15, 2013 at 9:15 AM at Dr. Alfred B. Tychsen
Administration Building**

**Franca Biales
Curriculum Committee Chair**

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE**

**Tuesday, December 18, 2012
Dr. Alfred B. Tychsen Administration Building
8:00 a.m.**

Board of Education Policy Committee Members Present:

Sheila Daniels, Chair, Ava Hart, and Ed McKeon

Also Present:

Dr. Patricia Charles, Superintendent, Kathleen F. Bengtson, Administrative Assistant, Colleen Weiner, MHS Principal, and Mike Pitruzzello, Director of Athletics

2013 Policy Committee Meeting Schedule - This schedule was discussed and approved. Kathy will post it with the Town Clerk and upload it to our website, along with reserving the Board Room for the days scheduled.

The following policies were discussed:

Policy #5113.1 - Attendance/Excuses/Course Credit - This policy had its first reading with the Board on December 11, 2012. An email comment from a principal was discussed and nothing was changed.

Policy #5113.2 - Truancy - This policy had its first reading with the Board on December 11, 2012. An email comment from a principal was discussed and nothing was changed.

Policy #5131.6 - Drugs, Tobacco, Alcohol - Reviewed policy - There were some conflicts concerning controlled substances with our present policy and regulation. At Dr. Charles' request, the law firm of Shipman & Goodman provided us a sample policy entitled **Drug and Alcohol Use by Students**. Mike Pitruzzello stated the student athletic handbook includes these policies. When the handbook is signed, it is for the school year. If we have to discipline a student athlete, it is for the school year not just a season. Off school grounds still applies to the enforcement of the policy. Mike Pitruzzello stated a student's first offense is a three week suspension. The second offense the student is off the team. Mike stated if you are fair, firm and consistent the students know what to expect and usually obey the rules.

#5131.6 Regulation - Drug and Alcohol Use by Students - The Policy Committee looked at our present Regulation felt it needed to be updated to correspond with the new policy. Colleen Weiner will work with Joseph Cassella and other administrators to review and revise our present Regulation for this policy and should have it ready by February 12, 2013, when the above policy is expect to have its second reading. This regulation will be just about consequences and have no definitions as they can be found in the policy.

The Policy Committee recommended this revised Policy #5131.6 Drug and Alcohol Use by Students be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

Policy #5131.61 - Chemical Health Policy for Athletics - This policy, which was also submitted by the Law Firm of Shipman & Goodman, was reviewed. It was decided to add this new policy and give it a new number (#5131.61). It states, "In accordance with CIAC participation rules and the Board's obligation under state and federal law, the Board prohibits the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school sponsored athletic activity, whether occurring on or off school property."

Mike stated he will put in it the coaches manual. It will be also included in the online student handbooks for the new school year.

The Policy Committee recommended this revised Policy #5131.61 - Chemical Health Policy for Athletics be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

#5131.61 Regulation for Chemical Health Policy for Athletics - The Policy Committee agreed that this policy contains enough specific information and will not require a regulation.

SERIES 1000 - Community Relations

The Committee did not have time to review any of the 1000 Series Policies.

The Policy Committee suggested the next policies to review would be:

Policy #6173 - Homebound Instruction
Bylaw #9131- Community Members on Board Committees
Series 1000 - Review

The next Policy Committee meetings will be scheduled for Tuesday, January 15, 2013, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

kfb

Educational Specifications

Agricultural Science and Technology Education

Agricultural Science and Technology Education Equipment Grant	Description of item	Total Estimated Cost (include shipping and installation)	Explain how the equipment will be utilized within the curriculum to enhance instruction	Explanation of why the equipment is required for meeting student needs, (SAE, FFA, Career Skills)	Provide other pertinent information to justify request
Replacement of a 16-passenger activity bus with a 16-passenger/1 wheelchair mid-bus	The equipment request is to replace a 1982 bus with a new mid-bus. The new bus will accommodate 16-passengers and 1 wheelchair, painted white with black or white rub rails, dual rear wheels-12,300 GVW, 6.0L gas engine, activity bus, rear door with one-piece continuous hinge, 78" entrance door, one-piece glass entrance door, flush mount rear air conditioning, interior height-76", overall exterior width 95", overall length-255", rear heater, back-up alarm, am/fm/CD radio, 5/8" plywood floor, Vandal lock (emergency door), rub rails at window and skirt level, rear A/C dark tinted windows, interior mirrors and spare tire.	\$51,000	Transportation of students to off-site events and class field trips has long been known as a strength of the agriculture program. As enrollment has grown, so has the number of students seeking to participate in field trips and career development events. The current activity bus is approaching 30 years old and with the increase in student enrollment, a new activity bus will allow the department to make programs available to more students in a vehicle that is meets new safety standards. This piece of equipment will be used to support the curricular areas of Agricultural Engineering, Natural Resources, Landscaping, and Animal Science.	The mission of the Vocational Agriculture program is to give students the skills to be successful in the 21st century. Transporting the growing number of students to FFA career development events across the state, visiting students at their SAE projects, and visiting businesses in the community for present and future employment for students supports that mission. The ability to transport students to a variety of agri-businesses and facilities provides a rich opportunity for extended classroom learning. The current program lacks land laboratory space and there is a need to be able to expose students to local agri-businesses to apply their classroom skills and concepts.	With authorization of NCLB, skills of this level can and will benefit students, as well as the community. Leadership opportunities and the ability to acquire a placement or entrepreneurship are foundational steps necessary to support students in developing their career goals.

EXECUTIVE SUMMARY
Vocational Agriculture Equipment Grant

The Vocational Agriculture department is requesting that the Board of Education approve revised Educational Specifications for the purchase of a new, 16-passenger/1-wheelchair multi-function school activity bus for use in the vocational agriculture program. The State Department of Education, Bureau of School Facilities, allows regional vocational agriculture programs to purchase new and replacement equipment for their programs through the school construction grant process. The State Department of Education will reimburse school districts 95% of the total amount of eligible funds expended for the project.

The Vocational Agriculture curriculum allows for extended laboratory (field trip) opportunities for students. The current vehicle is a 1982 – 14-passenger vehicle. The average annual repair and maintenance cost to the current 30-year old vehicle is approximately \$2,000. The proposed vehicle is larger than the current vehicle to address the increase in class sizes at the vocational agriculture program.

The Board of Education originally accepted the Educational Specifications for the project in April 2011, and the Common Council subsequently approved submission of the ED049 grant application in May 2011. After submission of the grant application and legislative approval in the 2012 session, the Bureau of School Facilities further reviewed the project and determined that since the Board of Education will hold the title to the vehicle, and since it is the only vehicle used by the vocational agriculture program, the vehicle must include a wheelchair lift and specifications for fully-accessible accommodations.

It is requested that the Board of Education approve the revised Educational Specifications for the Vocational Agriculture Equipment Grant (see attached) for resubmission to the State Department of Education, Bureau of School Facilities.

TOTAL COST: \$51,000

BOARD OF EDUCATION PORTION @ 5% - \$2,550*

* 2012-13 VOCATIONAL AGRICULTURE REPLACEMENT ACCOUNT

Students

Drug and Alcohol Use by Students

Policy Statement

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale or use of substances that affect behavior.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).
- (3) Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).
- (4) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).
- (5) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or

Students

Drug and Alcohol Use by Students

concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. C.G.S. Section 21a-240(20)(A).

Procedures

(1) Emergencies.

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

(2) Prescribed Medications.

The parent or guardian of any student who is required to take any prescribed medication during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Students taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

(3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).

Students

Drug and Alcohol Use by Students

- (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.

Students

Drug and Alcohol Use by Students

- (b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was **not** obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must **immediately** report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.

- (a) Any student in the Middletown Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.

Students

Chemical Health Policy for Athletics

Policy Statement

The Board participates in the Connecticut Interscholastic Athletic Conference (“CIAC”). In accordance with CIAC participation rules and the Board’s obligation under state and federal law, the Board prohibits the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance enhancing substances. This policy applies to all student athletes participating in school sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Connecticut General Statutes Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).
- (3) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in Connecticut General Statutes Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. Connecticut General Statutes Section 21a-240(20)(A).

Students

Chemical Health Policy for Athletics (continued)

- (4) Performance Enhancing Substances: means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, including creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) www.wada-ama.org, except when used under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.
- (5) Professional Communication: means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a)(4).
- (6) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." Connecticut General Statutes Section 10-154a(a)(2).
- (7) Student Athlete: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.

Procedures

- (1) Discretionary Nature of Student Athletics.

The Board sponsors athletic programs as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student athletics is a privilege, not a right. The Board may remove students from participation in athletics activities in its discretion.

- (2) Emergencies.

If an emergency situation results from the use of drugs, performance enhancing substances or alcohol, the student athlete shall be sent to the school nurse or medical advisor immediately, or emergency medical personnel will be notified. The parent or designated responsible person will also be notified as soon as possible.

Students

Chemical Health Policy for Athletics (continued)

(3) Prescribed Medications.

The parent or guardian of any student athlete who is required to take any prescribed medication during student athletic activities shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student athlete under the supervision of the school nurse or designee in accordance with Connecticut General Statute Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Student athletes with a documented medical history demonstrating the need for regular use of using performance enhancing substances for therapeutic purposes shall not be considered to be in violation of this policy when such substances are properly prescribed and taken by the student athlete in accordance Connecticut General Statute Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

(4) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student athlete privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student athlete. In no event, however, will they be required to do so. Connecticut General Statutes Section 10-154a(b).
- (b) Any physical evidence obtained from such student athlete through a professional communication indicating that a crime has been or is being committed by the student athlete **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees

Students

Chemical Health Policy for Athletics (continued)

are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student athlete from whom the evidence was obtained. Connecticut General Statutes Section 10-154a(b).

- (c) Any professional employee who has received a professional communication from a student athlete may obtain advice and information concerning appropriate resources and refer the student athlete accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
 - (d) If a student athlete consents to disclosure of a professional communication concerning the student athlete's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student athlete's name and problem to the school's building administrator or designee who shall refer the student athlete to appropriate school staff members for intervention and counseling.
- (5) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When any school staff member, or a coach or volunteer responsible for or involved in student athletic programs, obtains information related to a student athlete *from a source other than the student athlete's confidential disclosure*, that the student athlete, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia, performance enhancing substances or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The staff member, coach or volunteer will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student athlete to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs, drug paraphernalia or performance enhancing substances) obtained from a student athlete indicating that a crime has been or is being committed by the student athlete must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(b). The name of the student athlete must be disclosed to the building administrator or designee.

Students

Chemical Health Policy for Athletics (continued)

- (c) Search and Seizure of Students and/or Possessions: A staff member, coach or volunteer who reasonably suspects that a student athlete is violating a state/federal law, school substance abuse policy or this chemical health policy must **immediately** report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student athlete's person or possessions connected to that person, in accordance with the Board's policies and regulations if he/she has reasonable suspicion from the inception of the search that the student athlete has violated or is violating either the law, a school substance abuse policy, or this chemical health policy.

Any physical evidence obtained in the search of a student athlete, or a student athlete's possessions, indicating that the student athlete is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

- (6) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia, Performance Enhancing Substances or Alcohol.
- (a) Any student athlete in the Middletown Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol either on or off school property, or at a school-sponsored activity, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
- (b) Student athletes found to be in violation this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (c) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy and this chemical health policy with the student athlete and parent or guardian.
- (d) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol.

Students

Chemical Health Policy for Athletics (continued)

- (e) A student athlete found by the administration to have violated this policy may, in the discretion of school administrators, be suspended from play for short or long term periods, or may have their student athletic participation privileges revoked.
 - (f) A student athlete found by the administration to have used performance enhancing substances shall receive a minimum penalty of revocation of athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.
 - (g) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.
- (7) Prohibition on the Promotion or Dispensing of Performance Enhancing Substances by School Staff Members, Coaches or Volunteers.
- (a) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or non-prescription), or food supplement to any student athlete except under the supervision of the school nurse or designee in accordance with Connecticut General Statute. Section 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.
 - (b) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.
 - (c) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly permit student athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing their athletic performance.
 - (d) A school staff member, or coach responsible for or involved in student athletic programs, who violates the terms of this policy shall be subject to discipline, up to and including termination of employment. The Board may also report violations of this policy by employees to parents of student athletes and/or state and local authorities.

Students

Chemical Health Policy for Athletics (continued)

- (e) The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may also report violations of this policy by volunteers to parents of student athletes and/or state and local authorities.

- (8) Publication of Chemical Health Policy to School Staff Members, Coaches, Volunteers and Student Athletes.
 - (a) The Board shall publish this chemical health policy to all school staff members, coaches and volunteers responsible for or involved in student athletic programs.

 - (b) The Board shall publish this chemical health policy to all student athletes and their parents/guardians.

Legal References: Connecticut General Statutes:

Section 10-154a
Section 10-212a
Section 10-221
Section 21a-240
Section 21a-243

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut