

## Board of Education Regular Meeting

Tuesday, April 9, 2013 7:00 PM

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

I. Call to Order	<b>Speaker (s) :</b> Gene Nocera
II. Salute to the Flag	<b>Speaker (s) :</b> Gene Nocera
III. Adoption of Agenda	<b>Speaker (s) :</b> Gene Nocera
IV. District Highlights - Keigwin School Presentation	<b>Speaker (s) :</b> Dr. Silvia Mayo Molina
V. Public Session	<b>Speaker (s) :</b> Gene Nocera
VI. Communications	<b>Speaker (s) :</b> Gene Nocera
VI.A. Report of Student Representative	<b>Speaker (s) :</b> Michael Durso
VI.B. United Way Corporate Spirit Award, May 1, 2013	<b>Speaker (s) :</b> Patricia Charles
VII. Consent Agenda	<b>Speaker (s) :</b> Gene Nocera
VII.A. Minutes of March 12, 2013 BOE Regular Meeting	<b>Speaker (s) :</b> Gene Nocera
VII.B. Personnel Action	<b>Speaker (s) :</b> Michele DiMauro
VII.C. Line Item Transfers	<b>Speaker (s) :</b> Lynda MacPherson
VII.D. Talcott Mountain Science Center Grant	<b>Speaker (s) :</b> Enza Macri
VII.E. Autism Research Study	<b>Speaker (s) :</b> Enza Macri
VII.F. Bylaw #9271 Code of Ethics (deletion) - Second Reading	<b>Speaker (s) :</b> Sheila Daniels
VII.G. Transportation Report	<b>Speaker (s) :</b> Marco Gaylord
VIII. Report of the Superintendent	
VIII.A. 2013 - 2014 Budget Update	<b>Speaker (s) :</b> Patricia Charles
VIII.B. Interim Facilities Director	<b>Speaker (s) :</b> Patricia Charles
VIII.C. District Data Team	<b>Speaker (s) :</b> Enza Macri
VIII.D. Financial Statement	<b>Speaker (s) :</b> Lynda MacPherson
VIII.E. District News	<b>Speaker (s) :</b> Gene Nocera
VIII.E.1. Connecticut Science Teachers Association Award	<b>Speaker (s) :</b> Patricia Charles
VIII.E.2. Bielefield School Technology Initiatives	<b>Speaker (s) :</b> Patricia Charles
IX. Committees	
IX.A. Budget Committee	<b>Speaker (s) :</b> Ted

		Raczka
IX.B.	Communications Committee	<b>Speaker (s)</b> : Ryan Kennedy
IX.C.	Curriculum Committee	<b>Speaker (s)</b> : Franca Biales
IX.D.	Feasibility Committee	<b>Speaker (s)</b> : Ed McKeon
IX.E.	Policy Committee	<b>Speaker (s)</b> : Sheila Daniels
IX.F.	Representative Reports (ACES/TEMS/Cultural Council)	<b>Speaker (s)</b> : G. Nocera/ C. McClellan/ A. Hart
<b>X. Action Items</b>		
X.A.	Connecticut's Evaluation and Support System 2013 - 2014 Submission Form	<b>Speaker (s)</b> : P. Charles / E. Macri
X.B.	Macdonough School Overcrowding - Redistricting	<b>Speaker (s)</b> : Patricia Charles
X.C.	Policy #1140 Non-School Activities and Public Performances by Students Distribution of Materials by Students (Revision) - First Reading	<b>Speaker (s)</b> : Sheila Daniels
<b>XI. Future Agenda Items</b>		
XI.A.	New Items	
<b>XII. Teacher Non-Renewal Discussion and Action (Discussion Proposed for Executive Session)</b>		<b>Speaker (s)</b> : Gene Nocera
XII.A.	Executive Session	<b>Speaker (s)</b> : Gene Nocera
<b>XIII. Cafeteria Services Discussion and Action (Discussion Proposed for Executive Session)</b>		<b>Speaker (s)</b> : Gene Nocera
XIII.A.	Executive Session	<b>Speaker (s)</b> : Gene Nocera
<b>XIV. Adjournment</b>		<b>Speaker (s)</b> : Gene Nocera

**Board of Education Regular Meeting**  
March 12, 2013, 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 7:19 PM), and Mitchell Wynn

**Others Present:** Superintendent of Schools Dr. Patricia Charles, Associate Superintendent Enza Macri, Director of Fine Arts/Operations Marco Gaylord, Director of Grant Services Elizabeth Nocera, Manager of Financial Operations Lynda MacPherson, Manager of Human Resources Michele DiMauro, Middletown High School Principal Colleen Weiner, Student Representative Michael Durso, Assistant to the Superintendent/Board Secretary Marcy Poppel, MFT Representative Kevin Doran, Hartford Courant Reporter Shawn Beals, and sixty-two (62) visitors.

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

**II. SALUTE TO THE FLAG**

Student Representative Michael Durso led in the Pledge of Allegiance.

**III. ADOPTION OF AGENDA**

**MOTION:** Adoption of the Agenda passed with a motion by Mr. McKeon and a second by Ms. Daniels – unanimous vote.

Dr. Charles noted that March is Board of Education Appreciation Month and said this evening we will be thanking the Board for their commitment of talent and time by sharing some highlights of the wonderful students/programs in our district and treating the Board to a musical surprise.

**IV. DISTRICT HIGHLIGHTS**

IV.A. Unified Theatre Presentation

Chair Nocera welcomed the Unified Theatre and introduced student Dan Flynn, producer of the Unified Theatre’s “Spotlight on Ability” show held February 27<sup>th</sup> and 28<sup>th</sup>. Dan explained that Unified Theatre is a group of young people of all abilities and backgrounds who come together as equals and put on a production. The production is entirely organized, choreographed, written, and directed by students and spotlights ability. He said that everyone is welcomed. He said next year’s show is scheduled for February 5<sup>th</sup> and 6<sup>th</sup>, and be comprised of students in Grades 5 – 12. The Unified Theatre students sang “Beautiful” by Christina Aguilera doing sign language through a portion. Chair Nocera congratulated the students and thanked the staff.

IV.B. Middletown High School (MHS) Presentation

Chair Nocera welcomed Middletown High School Principal Colleen Weiner. She thanked her administrative team and welcomed Middletown High School English and Language Arts Teacher/Show Director Chris Briggs, who introduced the cast of the recent high school musical production, RENT. Ms. Weiner welcomed and thanked MHS graduate Anthony Pandolfe who provided the accompaniment. The cast sang “Will I” and “Seasons of Love” from the production. Mr. Briggs announced that next year’s production of “Les Miserables”.

Ms. Weiner provided a PowerPoint overview of Middletown High School highlighting that MHS was established as a high school in 1840 and is the oldest diploma-issuing high school

in Connecticut. She noted the 220,000 square foot high school building is now five years old and the current student population is 1,287 students.

Ms. Weiner spotlighted some of the academic and student activities areas at MHS including the Career Technical Education Department, DECA student awards at the Annual DECA State Conference, Video Production students success at the 2013 Annual Student Television Network Convention, Vocational Agriculture highlights, and academics in areas of Advanced Placement, Language Arts, Math, Science, and Social Studies. She noted that Middletown Public Schools was named on the 3<sup>rd</sup> Annual National Honor Roll for expanding opportunity and improving performance for advanced placement students. She spoke of the programs and support in the areas of Guidance, sports, LINK Crew, senior events, Library-Media Center, Blue Prints newspaper, and all the clubs and activities that create the uniqueness at Middletown High School. Middletown High School Tutor Volunteer Gordon Adams shared that fact the football team has been academically undefeated for two years.

## **V. PUBLIC SESSION**

Chair Nocera explained the rules of Public Session.

Lee B. Smith spoke about freedom of speech and bullying.

Donna Gagnon Smith addressed the Board about adults shaping students and her desire to see the Board put forth greater effort to change the status quo.

Jeff Knakal, BOE employee and Local 466 Vice President expressed concern with the hiring of Sodexo and encouraged the Board to hire a strong director of facilities.

## **VI. COMMUNICATIONS**

### VI.A. Report of Student Representative

Student Rep Michael Durso noted the Student Council did not meet due to the storm.

## **VII. CONSENT AGENDA**

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

### **VII.A. Minutes of February 12, 2013 Regular BOE Meeting**

### **VII.B. Personnel Action**

### **VII.C. Line Item Transfers**

### **VII.D. Lawrence School Research Study on Literacy Practices During Regular Classroom Instruction and When Technology is Used During Computer Lab Time**

### **VII.E. Lawrence & Moody School Research Study on the Effect of Targeted Collaborative Practices on Teacher Self-Efficacy**

### **VII.F. Extended Field Trip - MHS Art Department to Arizona & Utah - April, 2014**

### **VII.G. Transportation Report**

## **VIII. REPORT OF THE SUPERINTENDENT**

### VIII.A. District Data Team (DDT)

Associate Superintendent Enza Macri stated that the DDT did not meet on February 20, 2013 and highlighted topics for discussion at its next meeting on March 26<sup>th</sup>.

#### VIII.B. District News

Chair Nocera congratulated the Blue Tube students on taking 1<sup>st</sup> place in the Hurley Surf Company Commercial from over 2,400 attendees and 27 onsite contests.

#### VIII.C. Financial Statement

Manager of Financial Operations Lynda MacPherson provided an overview of the Financial Statement. Chair Nocera noted the decrease in the deficit and commended the Superintendent and her staff. Ms. MacPherson shared there was an issue with A T & T billing and the district hopes to receive an approximate \$100,000 credit. Dr. Charles shared that her meeting went well with Thomas Edison Magnet School and as a result the increase in tuition will be .5%.

### **IX. COMMITTEES**

#### IX.A. Budget Committee

Budget Committee Chair Ted Raczka said the Budget Committee met yesterday and reviewed the current budget and had a lengthy discussion on the 2013 – 2014 Budget.

#### IX.B. Communications Committee

Communications Committee Chair Ryan Kennedy provided an overview of discussion at the last Communications Committee meeting. The Committee is recommending a workshop to discuss the Board's mission and goals. He said 7 members are available to participate the weekend of April 5-6 and he recommended holding the two part workshop that weekend.

#### IX.C. Curriculum Committee

Curriculum Committee Chair Franca Biales reported that the Committee did not meet.

#### IX.D. Feasibility Committee

Feasibility Committee Chair Ed McKeon provided an overview of the Committee's last meeting.

#### IX.E. Policy Committee

Policy Committee Chair Daniels shared her Committee's discussions at the January and February meetings. She encouraged more Board members to attend Policy meetings. The committee meets the third Tuesday of each month at 8 AM at Central Office.

#### IX.F. Representative Reports

ACES Representative Gene Nocera reported ACES did not meet due to the Blizzard and will meet later this week. He expressed concerns that magnet school budgets look vastly different than ours and that is of concern. It is a growing problem in our state, he added.

TEMS Representative Cheryl McClellan gave an overview of the TEMS meeting. She noted that Ms. Macri and she expressed their dissatisfaction at the last meeting of the \$28,000 increase. At this meeting they proposed a .52% increase (\$8,000 annually). There was a discussion at the meeting of the TEMS school calendar. She will give the calendar to Marcy to distribute to Board members.

Cultural Council Representative Ava Hart noted the meeting was cancelled.

**X. ACTION ITEMS**

X.A. Adoption of 2013 - 2014 Board of Education Budget

Dr. Charles noted as a result of last night's Budget Committee meeting, the 2013 – 2014 budget has been further reduced. The new budget amount is \$ \$77,722,558 (7.1%) She explained the changes, the new Alternative program at WWMS, meeting Common Core, and need to maintain the technology line as a result of State upcoming requirements. Dr. Charles responded to questions.

**MOTION:** Move to adopt the 2013 – 2014 Budget of \$77,722,558 (7.1%) as the Board of Education's 2013 – 2014 Budget with a motion by Mr. Raczka and a second by Mr. McKeon.

There was a lengthy discussion.

**VOTE:** Adoption of the Board of Education's 2013 – 2014 Budget passed with seven (7) in favor – Ms. Biales, Ms. Daniels, Ms. Hart, Ms. McClellan, Mr. McKeon, Mr. Nocera, and Mr. Wynn and two (2) opposed – Mr. Kennedy and Mr. Raczka.

X.B. Bylaw #9271 Code of Ethics (deletion) - First Reading

Policy Committee Chair Sheila Daniels explained the reason deletion of this bylaw.

**MOTION:** Move to approve the first reading for the deletion of Bylaw #9271 Code of Ethics passed with a motion by Ms. Daniels and a second by Mr. McKeon.

**XI. FUTURE AGENDA ITEMS**

XI.A. New Items

There were none.

**XII. ADJOURNMENT**

**MOTION:** Move to adjourn at 8:44 PM passed with a motion by Ms. Daniels and a second by Mr. Kennedy – unanimous vote.

Respectfully Submitted,

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Edward McKeon  
Secretary

EM/mp

## **PERSONNEL ACTION:**

### **Leave(s) of Absence:**

None.

### **Appointment(s):**

Meier, Richard, is nominated as an Interim Director of Facilities (District). His position on the salary scale is per the Sodexo contract. Mr. Meier attended Gateway College and earned a degree in Management; University of Wisconsin at Madison, Engineered Controls Systems; University of Cincinnati and Keene State, OSHA Instructor Training; Georgetown University, Mold and Bio Hazard Identification & Control.

Skott, Michael, is nominated as a Director of Technology (District). He has held the Interim Director of Technology position since October 22, 2012. His position on the salary scale is Step 10 of the 6<sup>th</sup> Year Salary Scale (+25% differential for a work schedule of 229 days), salary \$102,191.00. Mr. Skott earned his Baccalaureate at University of Maryland, Master's at Fairfield University, and his 6<sup>th</sup> Year at Southern Connecticut State University.

## **STATUS OF CERTIFIED EMPLOYMENT:**

### **Resignation(s)/Retirement(s):**

Stevens, Elisabeth, General Music Teacher (Keigwin School) employed in Middletown since August 2010, has submitted her resignation for the purpose of personal reasons effective August 25, 2013.

Vallee, Anita, Business Education Teacher (Middletown High School) employed in Middletown since September 1975, has submitted her resignation for the purpose of retirement effective April 30, 2013.

### **Vacancies:**

- Business Education Teacher – Middletown High School
- .4 Elementary Teacher – Macdonough
- (2) Elementary Teacher – Snow School and Macdonough School
- General Music Teacher – Keigwin School
- School Psychologist – Farm Hill School
- Language Arts Teacher – Middletown High School

**Transfers of Funds - Operating Budget Accounts -March  
FYE 6/30/13**

<b>Date</b>	<b>Department</b>	<b>Line Item Description</b>	<b>Line Item Transfer From</b>	<b>Line Item Transfer To</b>	<b>Amount</b>	<b>Date Approv Bus Office</b>	<b>Reason</b>
03/17/13	Moody School Reading	Textbooks Travel/Conferences	610-705-420	610-705-332	(170.00) 170.00	03/19/13	Reallocate Funds
03/19/13	MHS - World Languages MHS - Building Adm	Textbooks Postage	603-711-420	617-711-341	(3,000.00) 3,000.00	03/19/13	Reallocate Funds
03/20/13	Keigwin School - Building Adm	New Equipment Computer Equipment Administrative Reserve	617-709-541 617-709-546	617-709-460	(1,500.00) (2,362.00) 3,862.00	03/22/13	Add'l 5 % for Admin Reserve
03/20/13	Woodrow Wilson - Phys Ed Woodrow Wilson - Building Adm	New Equipment Professional Develop Imp	609-710-541	617-710-792	(350.00) 350.00	03/22/13	Reallocate Funds

## **Talcott Mountain Science Center Grant**

John Pellino from Talcott Mountain Science Center, has offered us an opportunity send between 25 & 30 students to a grant-funded program at the Science Center. Students from our participating schools will be working with students from other schools ( Avon, Hartford, Bloomfield, New Britain, West Hartford, Enfield) exploring different topics.

For Elementary Schools (Gr 3,4,5) “Healthy Minds, Healthy Bodies”

For Keigwin and WWMS (Gr 6,7,8) “Fueling the Future” & “The Face of Connecticut”

### **IMPORTANT FACTS:**

- There is absolutely NO COST to the district.
- Any student is eligible
- Transportation to and from Talcott Mountain Science Center is provided free of charge
- Students are picked up and returned to a central location (i.e. Keigwin school)
- Any teacher within the district will receive a stipend as a chaperone (\$30 / hr) or instructor (\$50 / hr)
- Teachers can rotate through the schedule (at least 6 science teachers have consented to participating between the High School & WWMS)
- Friday evening and Saturday noon meals are provided by the grant
- Field trips and admission to the Boston Science Museum and the Pequot Museum etc. are funded by the grant

A typical meeting schedule is 1 Friday afternoon (3 hours) and 1 Saturday (6 hours) a month for a period of 4 months.

**Researcher:** Barbara A. Cook, Doctoral Student at Southern Connecticut State University is conducting a study in the high school in the Middletown Schools. The anticipated time frame for project implementation is late May 2013 to early January 2014.

### **Developing Self-determination in Individuals with Autism Spectrum Disorders**

Wehmeyer (2005) and colleagues have found a significant correlation between positive post secondary outcomes and a well developed self-determination. Self-determination skills include the ability to make independent choices, problem solving, goal setting, expressing self awareness, and self evaluation. The purpose of this exploratory case study is to determine the extent to which participant high schools in Connecticut assess and develop self-determination skills in the transition plans and programs for individuals with autism spectrum disorders. The research will seek to understand those factors that support or hinder the assessment, development and/or implementation of goals and objectives that directly address self-determination. It is hoped that through this investigation, school staff and school leaders will have greater knowledge and insight on strategies and supports that may exist or need to be added to their programs to effectively develop self-determination in individuals with autism spectrum disorders.

This study consists of four components. The first component of this study should take place during the spring or early summer of 2013 and will involve reviewing Individual Education Plans of students with an eligibility criteria of autism whose parents have provided consent. The second, third and fourth components of this study should take place beginning in the fall of 2013. The high school principal, school district director of special education, and any high school staff

that work directly with individuals with an eligibility criteria of autism will be asked to participate in the second, third and fourth component. The second component will engage each consenting participant in a semi-structured interview, in person, at the participant's school. Open-ended interview questions regarding their understanding of self-determination and those practices in place to assess and develop self-determination will be presented. The third component will consist of an observation of all consenting school based staff that work directly with individuals with an eligibility criteria of autism in up to 5 different settings. The primary investigator will collect anecdotal data of all observed activities. The fourth and final component will be an additional semi-structured interview will be conducted with each consenting participant to provide an opportunity to discuss and clarify the observation data. It is noted that all identifying information will be kept confidential throughout and on completion of this study.

### **Research Questions**

How are high school programs in Connecticut implementing suggested federal and state guidelines and research based practices for assessing and developing self-determination in individuals with autism spectrum disorders?

## Bylaws of the Board

### Code of Ethics

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Board members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the **fundamental goal** of all decision-making and actions.
- Board members and Superintendents are **staunch advocates** of high quality free public education for **all** Connecticut children.
- Board members and Superintendents **honor all** national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that **clear** and **appropriate communications** are key to the successful operation of the school district.
- Board members and Superintendents will always carry out their respective roles with the highest levels of **professionalism, honesty** and **integrity**.
- Board members recognize that they represent the **entire** community and that they must ensure that **the** community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of Education's **agent** and will, in that role, **faithfully apply** the policies and contracts adopted by the Board.
- Board members adhere to the principle that they shall confine the Board's role to **policy-making, planning** and **appraisal** while the Superintendent shall **implement** the Board's policies.
- Board members and Superintendents both recognize that they serve as a part of an educational team with **mutual respect, trust, civility** and **regard** for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the **educational leader** of the school district.
- Board members and Superintendents practice and promote **ethical behavior** in the **Boardroom** as a **model** for all district employees.
- Board members and Superintendents consider and decide all issues **fairly** and **without bias**.

Bylaw adopted: November 1, 1994  
 Bylaw revised: October 21, 2008

MIDDLETOWN PUBLIC SCHOOLS  
 Middletown, Connecticut



# Middletown Public Schools

Kendall J. Jackson,  
Director of Facilities & Transportation

## TRANSPORTATION REPORT

March 1, 2013 THROUGH March 29, 2013

2012 – 2013 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	281	29	22	30	31	17	24			
TRANSPORTATION CHANGES	359	26	21	21	25	36	36			
LEFT DISTRICT / SCHOOL	86	16	20	23	9	13	43			
DISCIPLINARY ISSUES	13	1	0	1	0	0	2			
ARRIVAL / DEPARTURES	8	2	3	1	2	0	0			
NO SHOW FOR PICK UPS	23	0	1	1	3	0	3			
DRIVER COMPLAINTS	15	1	4	0	0	0	2			
PARENTAL REQUESTS	202	6	2	1	0	0	0			
REPEATED BUS CONCERNS	1	0	0	0	1	0	0			
MECHANICAL BREAKDOWNS	3	3	1	0	2	1	5			
BUS CONDUCT REPORTS	79	53	24	47	51	27	35			
BUS ACCIDENTS	1	1	1	1	4	0	1			
TOTAL TELEPHONE CALLS	1417	900	720	501	585	530	400			

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

**District Data Team Meeting**  
**March 25, 2013**  
**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:** March 25, 2013

**Time:** 12:45 – 3:45 p.m.

**Place:** Woodrow Wilson Middle School Library

**Roles:**

**Facilitator:** Enza Macri, Kristen Bradley, Diane Niles, and Bryan Hand

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

**Focus Monitor:** Elect for each group (LA/Math)

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

**District Data Team  
Meeting Agenda**

Time Allotted	Agenda Item	Description	Expected Outcomes
12:45 – 1:00 Enza Macri	<ul style="list-style-type: none"> <li>Review DDT Minutes from March 25, 2013</li> <li>Review Agenda</li> <li>Celebrations</li> </ul>	<ul style="list-style-type: none"> <li>Members will review DDT/DLT Minutes from January 10, 2013 meeting and clarification will be provided if needed</li> <li>Members will review Agenda</li> <li>Members will share data driven celebrations and the strategies which led to these particular gains</li> </ul>	<ul style="list-style-type: none"> <li>Approval and/or clarification of agenda and minutes</li> <li>Members will gain an understanding of the adult actions that led to these particular student achievements and will be able to replicate them</li> </ul>
<ul style="list-style-type: none"> <li>Minutes: Bielefield – see attached; Farm Hill – see attached; Lawrence – see attached; Macdonough – see attached; Moody – see attached; Snow – see attached; Spencer – see attached; Wesley – see attached; Keigwin – see attached; WWMS – see attached; MHS – see attached.</li> <li>Enza distributed the SBE Resolution for Rollout of Educator Evaluation and Support System. She is meeting with teachers on March 25 to discuss the adoption of SEED. Approximately 1/3 of our teachers (all non-tenured and Cycle 1 and 2) will be involved in the rollout. All teachers will still do SLO's but those who are on Cycle 3 this year, are tenured, and were successful in meeting their goals will not have to participate in SEED next year.</li> </ul>			
1:00 – 1:15 Enza Macri and Kristen Bradley	<ul style="list-style-type: none"> <li>Discussion: We have all this data- now what?</li> </ul>	<ul style="list-style-type: none"> <li>DDT members will gain an understanding of:               <ul style="list-style-type: none"> <li>How this data supports the work schools are already doing?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>DDT members will learn strategies necessary to make informed decisions about data in their schools</li> </ul>
<ul style="list-style-type: none"> <li>Minutes: Grades 2-5 RCBM data and math achievement for Grades 6-12 will be examined.</li> </ul>			

<p>1:15-2:00 Kristen Bradley, Diane Niles, and Bryan Hand</p>	<ul style="list-style-type: none"> <li>• Data Analysis (Tasks 1 and 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Compare AIMSweb Fall 2012 to Winter 2013 Data</li> <li>• Analyze data to determine trends, areas of greatest growth, and areas in need of greatest assistance (<b>UPDATE from Fall 2012</b>)</li> </ul>	<ul style="list-style-type: none"> <li>• Areas in need of greatest assistance will be identified</li> </ul>
<ul style="list-style-type: none"> <li>• Minutes: <u>Language Arts Group</u> – <ul style="list-style-type: none"> <li>• Grade 2 maintained from fall to winter at 77% average or above; other grade levels had a slight dip.</li> <li>• White students – Grade 2 stayed at 77%, Grade 3 went from 80% to 77%, Grade 4 went from 80% to 82%, and Grade 5 stayed at 78%. Therefore, our white students were comparable to All Students.</li> <li>• Black Students: Grade 2 went from 73% to 75%, Grade 3 went from 64% to 69%, Grade 4 went from 68% to 63%, and Grade 5 went from 67% to 61%.</li> <li>• Hispanic: Grade 2 went from 61% to 56%, Grade 3 went from 61% to 60%, Grade 4 went stayed at 61%, and Grade 5 went from 60% to 55%.</li> <li>• Free and Reduced: Grade 2 went from 63% to 65%, Grade 3 stayed at 64%, Grade 4 went from 68% to 66%, and Grade 5 went from 65% to 61%.</li> <li>• Special Education: Grade 2 went from 47% to 50%, Grade 3 went from 30% to 32%, Grade 4 went from 30% to 28%, and Grade 5 went from 20% to 26%.</li> <li>• ELL: Grade 2 went from 21% to 23%, Grade 3 went from 50% to 36%, Grade 4 went from 40% to 11%, and Grade 5 went from 33% to 22%.</li> </ul> <p>Greatest gap appears to be with the Hispanic subgroup, followed by the Black subgroup, and then Free/Reduced, then special education and ELL students.</p> <p>Free/Reduced and Black students made similar gains to our White students, but the gap was not closed because the students in the Black and Free/Reduced subgroups began with lower percentile scores.</p> <p>Our Hispanic, ELL and Special ED students did not make the same gains as our other students.</p> <p>Goal: The number of students in all subgroups scoring in the 25<sup>th</sup> percentile (AIMSweb average) and above ranges will increase by at least 1% from the October to the May R-CBM.</p> <p>Schools shared their rubrics and charts to help students track their independent reading – books, pages read – so that teachers can monitor how long it takes for individual students to start and finish their independent reading choices. Kristin will put the rubrics up on Share Port if you send them to her electronically. There was some discussion on instructional rounds.</p> </li> </ul>			
<p>2:00-2:30 Kristen</p>	<ul style="list-style-type: none"> <li>• Prioritizing Needs Analysis (Task 3)</li> </ul>	<ul style="list-style-type: none"> <li>• Groups will determine the areas in which district’s academic</li> </ul>	<ul style="list-style-type: none"> <li>• Student needs will be identified and prioritized</li> </ul>

Bradley, Diane Niles, and Bryan Hand		achievement needs the most improvement ( <b>UPDATE from Fall 2012</b> )	
<ul style="list-style-type: none"> <li>Minutes: <u>Independent Reading Accountability</u> Grades 1-5 – Each teacher will identify one student per classroom (a struggling reader – may be special or regular education) to track. It was agreed that independent reading accountability will include involvement by the student (reading log, rubric). Teacher will share the reading log/rubric with parents. Goal is to increase reading at home, as well as at school. Enza will send a matrix to the schools requesting what their R-CBM level is today (winter) and what their R-CBM level is at the end of the monitoring period (spring). <b>Spring R-CBM is due by May 14<sup>th</sup></b>. Monitoring should be minimally two times per week. Spring monitoring on identified student will be as close to May 14 as possible. <b>DDT representatives will share this as soon as possible with their schools (as soon as the log and rubric are sent out by Enza).</b></li> <li><u>Math Group</u> – No new strategies were identified, but the Math subcommittee members agreed to use a combination of AIMSweb scores, CMT scores, teacher grades, and recommendations in an effort to offer more students the opportunity to take accelerated math courses.</li> <li>Focus was around review of benchmark data and talking about students who did not show growth from fall to winter. Special focus on free/reduced and special education students, with teachers working at their individual schools to ensure these students are monitored with strategic/progress monitoring in math in their classrooms. There was some discussion regarding equity in mathematics classes regarding the distribution of students. At the high school, progress monitoring is also occurring with individual students that experienced a drop in their winter monitoring. Students are involved in their own monitoring.</li> </ul>			
2:30-3:30 Kristen Bradley, Bryan Hand, and Diane Niles	<ul style="list-style-type: none"> <li>Set SMART Goals and Determine Instructional Strategies (Task 4-6)</li> </ul>	<ul style="list-style-type: none"> <li>Determine SMART goals based on data analysis</li> <li>Identify strategies to improve student achievement</li> <li>Determine results indicators in order to identify effectiveness of strategies (<b>UPDATE from Fall 2012</b>)</li> </ul>	<ul style="list-style-type: none"> <li>SMART goals will be set for identified needs and instructional strategies will be determined</li> <li>Results indicators will be set to monitoring strategy implementation</li> </ul>
<ul style="list-style-type: none"> <li>Minutes: See above</li> </ul>			

3:30-3:45 Kristen Bradley, Bryan Hand, and Diane Niles	<ul style="list-style-type: none"> <li>• K-5 LA Debrief</li> <li>• 6-12 Math Debrief</li> <li>• Standards for District Data Team</li> </ul>	<ul style="list-style-type: none"> <li>• Teams will share data results and intended instructional plan</li> <li>• Team will discuss and complete the rubric</li> </ul>	<ul style="list-style-type: none"> <li>• DDT members will be able to implement and utilize plan</li> <li>• DDT will identify whether or not it met the standards of the DDT process provided by the CSDE</li> </ul>
<ul style="list-style-type: none"> <li>• Minutes: The DDT identified whether or not it met the standards of the DDT process provided by the CSDE.</li> </ul> <p><b><i>Please make sure your SDT minutes are posted on the website within 48 hours as they are monitored by the SDE.</i></b></p>			
3:45	<ul style="list-style-type: none"> <li>• Adjourn</li> <li>• Future Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Next DDT meeting: April 30<sup>th</sup> @ 1:00-3:30 (Climate)</li> <li>• Next DLT meeting: May 2<sup>nd</sup> @ 12:30-3:30 (August PD)</li> </ul>	Climate data from the Wesleyan Research/Analysis class will be shared at April 30 <sup>th</sup> DDT meeting. Students will present their findings.

## **CELEBRATIONS – MARCH 2013**

### Bielefield School Celebrations for District Data Team March 2013

All Grade 4 classes AIMSweb data shows a 3% or more increase in both literacy and math AIMSweb scores.

### Farm Hill School Celebrations for District Data Team March 2013

The AIMSweb results for our 2nd and 3rd grade students on the R-CBM increased 22% from the fall to the spring due to fluency practice during our guided reading blocks, students graphing their words per minute progress, daily independent reading using a just right book and daily sight word practice.

### Lawrence School Celebrations for District Data Team March 2013

In the winter, more than 80% of students achieved at the average and above level for grades 2, 3, & 4. 73% of students in grade 5 performed at the average and above which is a 2% increase from the fall assessment. This high level of student achievement is due to the following strategies that focus on improving fluency:

- Rereading familiar text
- Timed reading of familiar text
- Teacher modeling fluent reading through read a louds
- Reading passages below instructional level

This achievement is also due to explicit instruction of reading strategies for nonfiction and fiction text. Also, Lawrence teachers are engaging in intense professional development on text complexity, rigor, and Depth of Knowledge.

**Macdonough** School Celebrations for District Data Team March 2013

20 of the 41 students (49%) who scored at the “below average” or “well below average” range on the AIMSWEB RCBM Fluency Measure are participating in a before school academic support program. This support program combines parental involvement, small group instruction, and increased time on task for these at risk students.

**Moody** School Celebrations for District Data Team March 2013

Each grade (2-5) had 86% and higher of their students fall into the average and above average range for the winter R-CBM benchmark.

**Snow** School Celebrations for RCBM - District Data Team March 2013

Grade 2: When comparing fall to Winter RCBM scores, students improved their number of words read correctly by an average of 23.7 words.

Grade 3: When comparing fall to Winter RCBM scores, students improved their number of words read correctly by an average of 25.9 words.

Grade 4: When comparing fall to Winter RCBM scores, students improved their number of words read correctly by an average of 17.9 words.

**Spencer** School Celebrations for District Data Team March 2013

In the fall, we had identified 55 students in need of tiered intervention in grades 1-5. Of those 55 students, 33 were below goal in Fountas and Pinnell (22 students were at goal). After receiving tiered intervention, the number of students at goal increased to 35/55. For the students who did not meet goal, all improved in their Fountas and Pinnell scores, except for 3\*.

GRADE	# of Students Receiving Intervention	# and % of Students moving to goal on Winter Assessment	# and % of Students demonstrating 1 or more level of growth
1	17	10/17 = 59%	16/17 = 94%
2	10	6/10 = 60%	9/10 = 90%
3	7	3/7 = 42%	7/7 = 100%
4	11	8/11 = 73%	11/11 = 100%
5	10	5/10 = 50%	9/10 = 90%
Totals	55	32/55 = 58%	52 = 95%

\*# of students who stayed the same = 2 or 3%

\*# of students who declined = 1 or 2%

**READING SUMMARY - AIMSweb R-CBM GROWTH  
WESLEY SCHOOL - 2013-2014**

GRADE	AIMSweb Cut-off AVERAGE Level			FALL to WINTER AVG. GAINS				FALL to SPRING AVG. GAINS			
	FALL	WINTER	SPRING	AIMSweb	WESLEY			AIMSweb	WESLEY		
					ALL	TIER 1	TIER 2-3		ALL	TIER 1	TIER 2-3
2	35	64	82	29	23.3	23.1	24.0	47			
3	59	84	98	25	14.7	14.4	18.3	39			
4	84	100	112	16	19.6	19.0	22.4	28			
5	94	111	123	17	21.7	22.0	18.3	29			

- R-CBM Data by School did not provide any significant gains and provided many areas of concern
- Additional data analysis was completed to better understand the results
- Data errors were identified:
  - Students had missing SASID numbers and were not included in the totals
- IDT meetings shared results
- Students that are close to goal were identified
- Additional strategies reviewed and are being implemented to improve Tier 1 instruction
- Data analysis done on AIMSweb results:
  - Comparison created to identify the average gain from Fall to Winter
  - Data sorted by whole grade, Tier 1 students and Tier 2-3 students
  - Two grades (Grades 4 & 5) exceeded the average expected AIMSweb gain
  - Three grades (Grades 2, 3, & 4) had Tier 2-3 Intervention students exceed the average gain of the Tier 1 students

**Keigwin** School Celebrations for District Data Team March 2013

School		Grade 6	
		Average	Average and Above
Keigwin	Fall	42%	59%
	Winter	49% (+7)	69% (+10)
	Spring		

Keigwin Grade 6 students increased by 10% on the AIMS WEB Math Concepts and Applications Benchmark from 59% at average or above average in the fall to 69% in the winter.

This 10% increase on the MATH CAP can be attributed to the following strategies:

All math teachers have students practice a word problem of the day to practice critical thinking and problem solving that mimicked some of the concepts that are expected on the benchmark. These are daily entrance tasks that they complete as they enter their math class. As a result students were much more comfortable completing the MCAP timed benchmark in the winter. The math classroom teachers also conduct small group instruction for Math Tier II students at least three times a week in their math double block periods that specifically target math concepts and applications.

In addition, our intervention teacher sees approximately 20 students in Tier III math intervention consistently used probes every two weeks to progress monitor these students. Each student has individual strategies in place to specifically target their deficiency based on these probes. Each of these students showed incremental growth since September and growth on the MCAP benchmark.

**WWMS/Grades 6-8 Mathematics** Celebrations for District Data Team March 2013

In Grades 6 & 8 data shows that students who were below average and well below average were moved into the average or above average areas.

For Grade 7 there was a 5% increase in students performing above or well above average.

In Algebra 1 there was a 7% increase in students performing above or well above average.

**MHS** Celebrations for District Data Team March 2013

Discipline data shows that March 2013 compared to March 2012 and March 2011 shows half as many incidents.

**MIDDLETOWN PUBLIC SCHOOLS  
FINANCIAL STATEMENT AS OF MARCH 31, 2013**

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Overage/ Deficit	Projection
<b>CERTIFIED SALARIES</b>									
009	ADMINISTRATOR SALARIES	2,851,417.46	2,813,887.00	-	2,261,254.81	-	552,632.19	(109,758.00)	2,923,645.00
110	CERTIFIED SALARIES	27,765,734.52	28,530,950.00	(500.00)	17,999,558.11	-	10,530,891.89	516,778.00	28,013,672.00
116	STIPENDS - NON-TRB	644,860.46	672,399.00	(226,000.00)	258,765.85	-	187,633.15	0.00	446,399.00
120	DAILY SUBSTITUTE SALARIES	1,062,006.74	615,400.00	(455,400.00)	85,910.09	-	74,089.91	20,000.00	140,000.00
123	BUILDING SUBSTITUTE SALARIES	-	-	400,000.00	294,721.55	-	105,278.45	(52,000.00)	452,000.00
125	MENTOR PROGRAM SALARIES	-	-	11,000.00	6,479.00	-	4,521.00	0.00	11,000.00
126	CLASS COVERAGE SALARIES	-	-	21,000.00	20,258.93	-	741.07	(13,000.00)	34,000.00
127	TUTOR SALARIES	93,150.61	335,560.00	-	314,590.47	-	20,969.53	(115,000.00)	450,560.00
129	LONG-TERM SUBSTITUTE SALARIES	-	-	23,400.00	90,415.63	-	(67,015.63)	(120,000.00)	143,400.00
130	NON-CONTRACTED CERTIFIED	-	-	-	8,019.00	-	(8,019.00)	(12,500.00)	12,500.00
139	EARLY RETIRMENT INCENTIVE	-	-	216,000.00	199,000.00	-	17,000.00	0.00	216,000.00
	<b>TOTAL</b>	32,417,169.79	32,968,196.00	(10,500.00)	21,538,973.44	-	11,418,722.56	114,520.00	32,843,176.00
<b>CLASSIFIED SALARIES</b>									
111	CLASSIFIED SALARIES	5,388,524.93	5,603,067.00	-	3,961,045.15	-	1,642,021.85	(96,775.00)	5,699,842.00
128	CLASSIFIED SALARIES OVERTIME	272,819.72	285,000.00	-	215,617.39	-	69,382.61	-	285,000.00
131	ADULT ED CLASSIFIED	42,267.96	41,678.00	-	30,554.30	-	11,123.70	(4.00)	41,682.00
	<b>TOTAL</b>	5,703,612.61	5,929,745.00	-	4,207,216.84	-	1,722,528.16	(96,779.00)	6,026,524.00

**MIDDLETOWN PUBLIC SCHOOLS**  
**FINANCIAL STATEMENT AS OF MARCH 31, 2013**

Object	Description	2011-2012	2012-2013	Adjustment	Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation					Deficit	
<b>PARAPROFESSIONALS</b>									
112	PARAPROFESSIONAL SALARIES	1,863,019.95	1,941,317.00	-	1,337,682.51	-	603,634.49	(23,159.00)	1,964,476.00
114	BUS MONITORS SALARIES	327.26	9,000.00	-	2,069.25	-	6,930.75	1,600.00	7400.00
115	LIBRARY PARAPROFESSIONALS	184,781.35	177,516.00	-	130,537.07	-	46,978.93	(13,109.00)	190,625.00
121	LUNCH AIDE SALARIES	111,338.71	170,000.00	-	141,257.61	-	28,742.39	(42,440.00)	212,440.00
124	STUDENT VOCATIONAL SALARIES	39,988.38	58,000.00	-	19,639.28	7,691.00	30,669.72	26,000.00	32,000.00
132	ADULT ED. PARAPROFESSIONALS	-	-	-	3,407.95	-	(3,407.95)	(5,077.00)	5,077.00
	<b>TOTAL</b>	2,199,455.65	2,355,833.00	-	1,634,593.67	7,691.00	713,548.33	(56,185.00)	2,412,018.00
<b>EMPLOYEE BENEFITS</b>									
210	UNEMPLOYMENT COMPENSATION	113,850.00	80,000.00	-	37,763.14	42,236.86	-	20,000.00	60,000.00
220	HEALTH INSUR.CERTIFIED & PARAS	6,312,050.53	6,932,042.00	-	5,681,925.93	1,250,116.07	0.00	660,000.00	6,272,042.00
225	EMPLOYEE ASSISTANCE PROGRAM	-	-	-	15,859.76	-	(15,859.76)	(15,860.00)	15,860.00
230	HEALTH INSURANCE - CLASSIFIED	2,440,099.01	2,214,900.00	-	2,077,697.00	-	137,203.00	137,203.00	2,077,697.00
235	OTHER POST EMPLOYEE BENEFITS	-	-	-	156,000.00	-	(156,000.00)	(156,000.00)	156,000.00
240	DENTAL INSURANCE	1,444,170.00	1,660,796.00	-	1,660,796.00	-	-	0.00	1,660,796.00
250	LIFE INSURANCE	372,786.00	428,704.00	-	428,704.00	-	-	0.00	428,704.00
255	DISABILITY INSURANCE	15,008.66	25,098.00	-	11,154.57	3,845.43	10,098.00	10,098.00	15,000.00
260	F.I.C.A.	452,524.65	445,419.00	-	317,538.05	-	127,880.95	(14,200.00)	459,619.00
265	MEDICARE	598,580.40	591,162.00	-	412,038.44	-	179,123.56	(18,716.00)	609,878.00
650	WORKERS' COMPENSATION	746,015.00	815,748.00	-	802,944.50	-	12,803.50	12,804.00	802,944.00
	<b>TOTAL</b>	12,495,084.25	13,193,869.00	-	11,602,421.39	1,296,198.36	295,249.25	635,329.00	12,558,540.00

**MIDDLETOWN PUBLIC SCHOOLS**  
**FINANCIAL STATEMENT AS OF MARCH 31, 2013**

Object	Description	2011-2012	2012-2013		Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation	Adjustment				Deficit	
<b>PURCHASED SERVICES</b>									
105	PROFESSIONAL DEVELOPMENT	-	-	0.00	-	-	0.00	0.00	-
300	PURCH.PROFESSIONAL/TECH SERV.	485,818.98	453,000.00	-	345,568.57	181,355.23	(73,923.80)	(107,030.00)	560,030.00
310	PURCHASED SERVICES	866,852.03	889,961.00	(8,440.00)	857,201.69	176,516.61	(152,197.30)	(229,257.00)	1,110,778.00
314	INSERVICE - PROF.MTGS.	4,357.00	1,800.00	4,400.00	5,357.13	-	842.87	800.00	5,400.00
316	NXEGEN ENERGY CONSERVATION	-	-	-	-	-	-	0.00	-
317	ENERGY PERFORMANCE CONTRACT	312,725.00	322,775.00	-	322,774.98	-	0.02	0.00	322,775.00
320	SEWER & WATER	48,208.33	66,500.00	-	36,385.94	23,614.06	6,500.00	6,500.00	60,000.00
321	TELEPHONE	195,275.81	173,400.00	-	174,429.65	12,860.71	(13,890.36)	0.00	173,400.00
330	OTHER PROFESSIONAL/TECH SERVIC	81,625.10	82,316.00	10,000.00	66,577.94	95.00	25,643.06	0.00	92,316.00
331	PUPIL TRANSPORTATION	5,369,246.02	5,629,494.00	(600.00)	5,380,291.72	131,762.53	116,839.75	230,000.00	5,398,894.00
332	TRAVEL/CONFERENCES	65,158.77	75,136.00	920.00	59,742.33	5,496.18	10,817.49	0.00	76,056.00
333	FIELD TRIPS	615.25	-	-	-	-	-	0.00	-
341	POSTAGE	67,852.65	77,004.00	3,000.00	34,540.56	15,920.01	29,543.43	20,000.00	60,004.00
350	ADVERTISING	2,441.10	3,515.00	-	2,210.73	-	1,304.27	0.00	3,515.00
360	PRINTING	32,576.02	50,542.00	3,020.07	23,621.20	7,459.56	22,481.31	8,000.00	45,562.07

**MIDDLETOWN PUBLIC SCHOOLS**  
**FINANCIAL STATEMENT AS OF MARCH 31, 2013**

Object	Description	2011-2012	2012-2013	Adjustment	Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation					Deficit	
<b>PURCHASED SERVICES (cont)</b>									
361	COPYING	339,546.78	345,449.00	515.28	267,515.41	70,548.98	7,899.89	0.00	345,964.28
365	AUDITORS ADJUSTMENT	281,264.83	-	-	-	-	-	0.00	-
390	PARENT ACTIVITIES	-	150.00	-	-	-	150.00	0.00	150.00
392	LEGAL SERVICES	147,177.49	100,000.00	-	75,823.86	9,556.50	14,619.64	(20,000.00)	120,000.00
393	WASTE REMOVAL	123,150.99	123,600.00	-	82,330.30	24,382.30	16,887.40	0.00	123,600.00
395	21ST CENTURY AFTER SCH PROGRAM	30,616.15	30,000.00	-	8,368.93	-	21,631.07	15,000.00	15,000.00
408	COMPUTER LICENSES	12,430.00	13,500.00	-	13,500.00	-	-	0.00	13,500.00
441	RENTAL LAND/BUILDINGS	-	15,000.00	-	10,003.50	3,334.50	1,662.00	1,662.00	13,338.00
530	COMMUNICATIONS	-	3,000.00	-	3,300.00	-	(300.00)	(300.00)	3,300.00
651	LIABILITY INSURANCE	199,384.00	551,114.00	-	550,631.00	-	483.00	483.00	550,631.00
652	ATHLETIC INSURANCE	21,878.00	19,127.00	-	19,750.00	-	(623.00)	(623.00)	19,750.00
690	EDUCATIONAL SUPPORT	51,377.73	32,000.00	(4,200.00)	6,976.05	195.00	20,628.95	5,000.00	22,800.00
791	CULTURAL COUNCIL	16,000.00	16,000.00	-	16,000.00	-	-	0.00	16,000.00
792	PROFESSIONAL DEVELOP.IMPROVE.	11,715.34	5,000.00	560.00	5,111.73	-	448.27	0.00	5,560.00
794	WESLEYAN PUB.SCH.COLLABORATIVE	-	-	-	-	-	-	0.00	-
795	C.A.U.S.E.	3,000.00	3,000.00	-	3,000.00	-	-	0.00	3,000.00
	<b>TOTAL</b>	<b>8,770,293.37</b>	<b>9,082,383.00</b>	<b>9,175.35</b>	<b>8,371,013.22</b>	<b>663,097.17</b>	<b>57,447.96</b>	<b>(69,765.00)</b>	<b>9,161,323.35</b>

**MIDDLETOWN PUBLIC SCHOOLS**  
**FINANCIAL STATEMENT AS OF MARCH 31, 2013**

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Overage/ Deficit	Projection
<b>SUPPLIES &amp; MATERIALS</b>									
318	ELECTRICITY	1,209,860.61	1,218,000.00	-	740,478.05	471,450.51	6,071.44	20,000.00	1,198,000.00
319	GAS	489,608.33	520,500.00	-	325,611.29	167,538.71	27,350.00	40,000.00	480,500.00
405	ADMINISTRATIVE SUPPLIES	8,477.29	16,800.00	-	7,914.66	4,711.11	4,174.23	0.00	16,800.00
410	INSTRUCTIONAL SUPPLIES	373,968.89	327,962.00	(19,633.30)	230,588.89	26,051.77	51,688.04	0.00	308,328.70
412	TRANSPORTATION SUPPLIES	1,250.00	2,000.00	-	1,250.00	-	750.00	750.00	1,250.00
413	MAINTENANCE SUPPLIES	544,330.30	555,198.00	-	441,018.66	77,627.20	36,552.14	0.00	555,198.00
414	FUEL OIL	517,002.65	466,500.00	-	316,746.34	124,753.66	25,000.00	50,000.00	416,500.00
416	DIESEL FUEL	542,106.92	481,270.00	-	364,831.90	116,438.10	-	(80,000.00)	561,270.00
420	TEXTBOOKS	88,610.83	79,770.00	(18,643.99)	31,722.28	3,328.45	26,075.28	0.00	61,126.01
430	LIBRARY MATERIALS	34,202.35	43,485.00	(3,750.00)	19,652.55	6,017.73	14,064.72	0.00	39,735.00
450	MEDIA	6,783.10	7,760.00	1,579.73	7,014.59	1,287.03	1,038.11	0.00	9,339.73
460	ADMINISTRATIVE RESERVE	72,434.14	95,313.00	43,984.35	-	-	139,297.35	139,297.35	-
480	STUDENT ACTIVITIES	10,604.00	10,300.00	-	9,650.26	299.18	350.56	0.00	10,300.00
490	OTHER SUPPLIES AND MATERIALS	105,439.77	152,112.00	5,344.67	112,497.76	14,468.95	30,489.96	0.00	157,456.67
495	CLOTHING ALLOCATION	-	-	-	1,050.00	-	(1,050.00)	(1,050.00)	1,050.00
	<b>TOTAL</b>	<b>4,004,679.18</b>	<b>3,976,970.00</b>	<b>8,881.46</b>	<b>2,610,027.23</b>	<b>1,013,972.40</b>	<b>361,851.83</b>	<b>168,997.35</b>	<b>3,816,854.11</b>
<b>PROPERTY</b>									
541	NEW EQUIPMENT	68,891.16	66,145.00	(5,850.00)	36,459.79	1,466.60	22,368.61	0.00	60,295.00
542	REPLACEMENT-MAINTENANCE	1,128,420.67	1,130,459.00	(10,019.81)	901,013.14	176,139.29	43,286.76	0.00	1,120,439.19
546	COMPUTER EQUIPMENT	88,688.32	92,744.00	7,638.00	99,117.94	-	1,264.06	0.00	100,382.00
	<b>TOTAL</b>	<b>1,286,000.15</b>	<b>1,289,348.00</b>	<b>(8,231.81)</b>	<b>1,036,590.87</b>	<b>177,605.89</b>	<b>66,919.43</b>	<b>0.00</b>	<b>1,281,116.19</b>



**MIDDLETOWN PUBLIC SCHOOLS**  
**FINANCIAL STATEMENT AS OF MARCH 31, 2013**

Object	Description	2011-2012	2012-2013		Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation	Adjustment				Deficit	
<b>DUES &amp; FEES</b>									
391	AUDIT FEE	29,964.09	23,000.00	-	-	26,520.00	(3520.00)	(3,520.00)	26,520.00
640	MEMBERSHIPS & DUES	51,622.50	43,218.00	675.00	46,538.50	675.00	(3320.50)	(5,000.00)	48,893.00
	<b>TOTAL</b>	81,586.59	66,218.00	675.00	46,538.50	27,195.00	(6840.50)	(8,520.00)	75,413.00
<b>MAJOR PROJECTS</b>									
543	CAPITAL FUND	120,000.00	43,500.00	-	43,500.00	-	-	0.00	-
548	RESERVE/PREVENTIVE MAINTENANCE	75,000.00	-	-	-	-	-	0.00	-
	<b>TOTAL</b>	195,000.00	43,500.00	-	43,500.00	-	-	0.00	-
<b>TUITION</b>									
370	TUITION	3,547,418.99	3,643,938.00	-	3,560,973.05	907,975.14	(825,010.19)	(353,266.00)	3,997,204.00
	<b>TOTAL</b>	3,547,418.99	3,643,938.00	-	3,560,973.05	907,975.14	(825,010.19)	(353,266.00)	3,997,204.00
	<b>TOTAL BUDGET</b>	70,700,300.58	72,550,000.00	0.00	54,651,848.21	4,093,734.96	13,804,416.83	334,331.35	72,172,168.65

## **Explanation of Financial Statement March 31, 2013**

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

**Salary Lines** are showing a projected deficit of \$38,444 at this time. The certified salaries are showing a balance of \$114,520. The long-term sub line continues to be a deficit due to staff out on medical leave. The projected deficit in the classified salaries line has decreased by approximately \$65,000. Maintenance and Plant Operation overtime has been reduced and there is currently a custodial and a secretarial vacancy. There is a projected deficit in paraprofessional salaries due to Special Education, and lunch duty aides. The cafeteria is still projecting a deficit of \$150,000.

The **Employee Benefits** are showing a projected balance of approximately \$635,329 at this time. This figure includes a projected balance in health insurance for certified and paraprofessional staff and a projected deficit in the employee assistance program, FICA, and Medicare lines.

There is a projected deficit of \$69,765 in **Purchased Services** at this time due to the cost of providing speech, hearing and language services, the anticipated cost of the interim facilities director, and the cost of outside contractors for snow removal. A projected surplus is anticipated in the transportation line due to credits that include two green busses.

There is a projected balance in **Supplies and Materials** of \$168,997 due to central office not releasing the 15% reserve funds and the anticipated balance in the electricity, gas and fuel oil. There is an anticipated deficit in the diesel fuel line due to the cut made to this line when the budget for fiscal year 2012-2013 was adopted.

**Equipment and Replacement Maintenance Accounts** are not showing a projected balance or a projected deficit at this time.

**Dues and Fees** are showing a projected deficit of \$8,520 at this time due to the cost of the audit fee and memberships.

**Tuition Accounts** are showing a projected deficit of approximately \$353,266. The Special Education out-of-district tuition deficit is approximately \$205,579 and we have received 75% of the Excess Cost Sharing Grant. The magnet school tuition deficit is approximately \$147,687.

The overall projection of Board of Education funds, as of this date, shows an anticipated balance of approximately \$334,331. Please note we have three months of the school year in front of us and the projected figures used in this report can change very quickly.

OVERTIME REPORT FOR MARCH, 2013

This Reporting Period is for the Weeks Ending: 2/22, 03/01, 03/08, 03/15, 03/22	Hours	Cost
<b><u>Overtime for the Custodial Department</u></b>		
<b>March, 2012 -</b>	<b>505.25</b>	<b>15,498.05</b>
March, 2013 - Sonitrol callback, grounds, union contracted coverage for employee absences due to illness, vacations, and personal time required 417.50 hrs. Student activities/athletics required 28.50 hrs.	446.00	14,281.43
<b><u>Overtime for the Maintenance Department</u></b>		
<b>March, 2012</b>	<b>106.00</b>	<b>4,175.59</b>
March, 2013 - Additional 153.25 hrs. were required for: call-ins, roof repairs, ceiling tiles, HVAC issues, truck repair, snow blower repairs, electrical repairs, lock repair, kitchen repairs, delivering, training and 52 hours for snow removal.	205.25	8,257.32
<b><u>Overtime for Paraprofessionals</u></b>		
<b>March, 2012</b>	<b>7.00</b>	<b>162.45</b>
March, 2013 - Paraprofessionals were required to cover teachers while out of the classroom and required training.	27.75	705.74
<b><u>Overtime for Clerical Support</u></b>		
<b>March, 2012</b>	<b>46.75</b>	<b>1,800.71</b>
March, 2013 - Central office and curriculum required additional hours.	7.50	275.17
<b><u>Overtime for Technology</u></b>		
<b>March, 2012</b>	<b>1.00</b>	<b>45.84</b>
March, 2013 -	0.00	0.00
<b><u>Overtime for Nurses</u></b>		
<b>March, 2012</b>	<b>26.00</b>	<b>1,159.08</b>
March, 2013 - Nurses required overtime for paperwork and physicals.	11.50	507.48
<b><u>Overtime for Security Officers</u></b>		
<b>March, 2012</b>	<b>4.00</b>	<b>134.95</b>
March, 2013 - Security at school events and absences required additional time.	9.00	322.85
<b>Total Overtime - March, 2012</b>		
<b>4 weeks</b>	<b>696.00</b>	<b>22,976.67</b>
<b>Total Overtime - March, 2013</b>		
<b>5 weeks</b>	<b>707.00</b>	<b>24,349.99</b>

March 16, 2013

To: Jeff Fournier  
From: Bielefield School Governance Council  
Re: Technology Initiatives and Subcommittee

Jeff,

As you know, the BSGC has spent the past few months learning about the state of technology in the school, assessing needs, and learning about technology funding through the district. Attached is a proposed plan for developing a subcommittee on technology that includes a partnership with our school PTA which will allow us to fundraise through a 501(c)3 organization. We have taken the initial steps toward this goal in establishing that relationship and have received a donation for \$5000 from the Davenport Hatch Foundation in Rochester, NY to help us begin acquiring the equipment.

The attached plan is submitted for your review and submission to Superintendent, Patricia Charles, PhD. It outlines our plan for a sub-committee and defines the relationship with the PTA. As you know, our intention is to work closely with the District Technology Coordinator to procure supported equipment that aligns with district requirements. We understand the need to work in cooperation with the District.

We are very committed to assisting the school, particularly in these very troubling financial times where the spirit of teamwork and cooperation is paramount to the school's success.

Please feel free to provide my contact information to Dr. Charles or others who may have more questions about this plan.

Karen Warren  
Bielefield School Governance Council  
[kwarren@wesleyan.edu](mailto:kwarren@wesleyan.edu)  
860-638-8008

# *Proposed Bielefield School Technology Initiatives*

The Bielefield School Governance Council has prioritized improving school technology with emphasis on those technologies that can have the greatest impact with the least resistance and that require the least amount of training.

Interim District Technology Coordinator, Michael Skott, provided detailed information regarding the specifications of equipment that can be accepted for donation as well approved methods for school-initiated technology funding.

With feedback from teachers and administrators, the council has embarked upon the first project initiative: provide a combination of projectors, document cameras, and possibly mimios to up to 5 classrooms. In order to best implement the plan, the council has developed a survey that will be distributed to teachers. We wish to best understand their needs.

## **Projectors and Peripherals:**

Raise funds for a combination of projectors and document cameras or mimios for classrooms. Proper management of this project will include:

- Establishment of a sub-committee to manage the project including someone willing to serve as chair. This includes the necessary paperwork and district approval process.
- Development of a communication plan as a means to share the goals and progress of the project.
- Letters of appreciation to donors. Perhaps a thanks from each grade as completed. In addition, we need to provide tax deductible documentation for individual donors.

## **Financial Governance:**

The Governance Council has embarked on a partnership with the Bielefield PTA to facilitate fundraising for the effort. The PTA has agreed to create a line item in the budget for technology at a special meeting called on January 29, 2013. This item will be the account to which money can be received toward this effort. The PTA's status as a 501(c)3 entity will allow donations to be tax deductible for donors. Additionally, the PTA has the required infrastructure to support fundraising initiatives.

The Governance Council will assume responsibility for fiscal management in the form of record-keeping, documentation, and requests for disbursement of funds. Accounting of monies received, donors, technology purchased, and deployed will be documented and shared with the PTA.

The PTA will review the relationship annually as part of its budget approval process.

The PTA received its first donation from the Davenport-Hatch foundation in the sum of \$5000 on February 26, 2013. This money will go toward accomplishing most of the initial goals of the project.

### **Roles and Responsibilities:**

In order to run the project, the Governance Council will appoint individuals to serve in various roles including financial management, project documentation and fundraising and communications. Collectively, these roles will be responsible for documentation of expenditures and appropriate allocation of funds.

### **Possible future initiatives:**

Depending on the success of the above, the following are other projects which may be undertaken by the technology subcommittee.

### **Donated Computers:**

Develop a means for communicating with the school community what requirements are needed for donated desktops. Develop a campaign that includes how to donate and develop a committee for reviewing equipment, communicating with the district technology team, and submitting for approval. This would be an ongoing campaign. Communication and marketing are important to relaying what can and cannot be accepted. Inclusion on technology initiatives web page.

### **Wireless:**

This is a more aggressive initiative that requires a lot of district coordination. Wireless that adheres to the Districts desire to have a centrally managed system is important.

**Connecticut's Educator Evaluation and Support System  
2013-14 Submission Form**

**District Name**     Middletown      
**Point-of-Contact and Email:** Enza Macri, Macrie@mpsct.org

**Selection of a State or District-Designed Model**

*Please confirm your selection of a state or district-designed model as reflected in your district's plan*

**Teacher Evaluation:**

- 45%: Student Outcomes:             State Model (SEED)             District- Proposed Alternative
- 40%: Teacher Practice:             State Model (SEED)             District-Proposed Alternative
- 10%: Parent Feedback:             State Model (SEED)             District-Proposed Alternative
- 5%: Whole-School Learning  
Indicator or Student Feedback     State Model (SEED)             District-Proposed Alternative

**Administrator Evaluation:**

- 45%: Multiple Student Learning Indicators:     State Model (SEED)             District-Proposed Alternative
- 40%: Performance and Practice:             State Model (SEED)             District-Proposed Alternative
- 10%: Stakeholder Feedback:             State Model (SEED)             District-Proposed Alternative
- 5%: Teacher Effectiveness Outcomes:         State Model (SEED)             District-Proposed Alternative

**2013-14 Implementation Plan:**

Please indicate your district's plan for implementation in the 2013-14 school year:

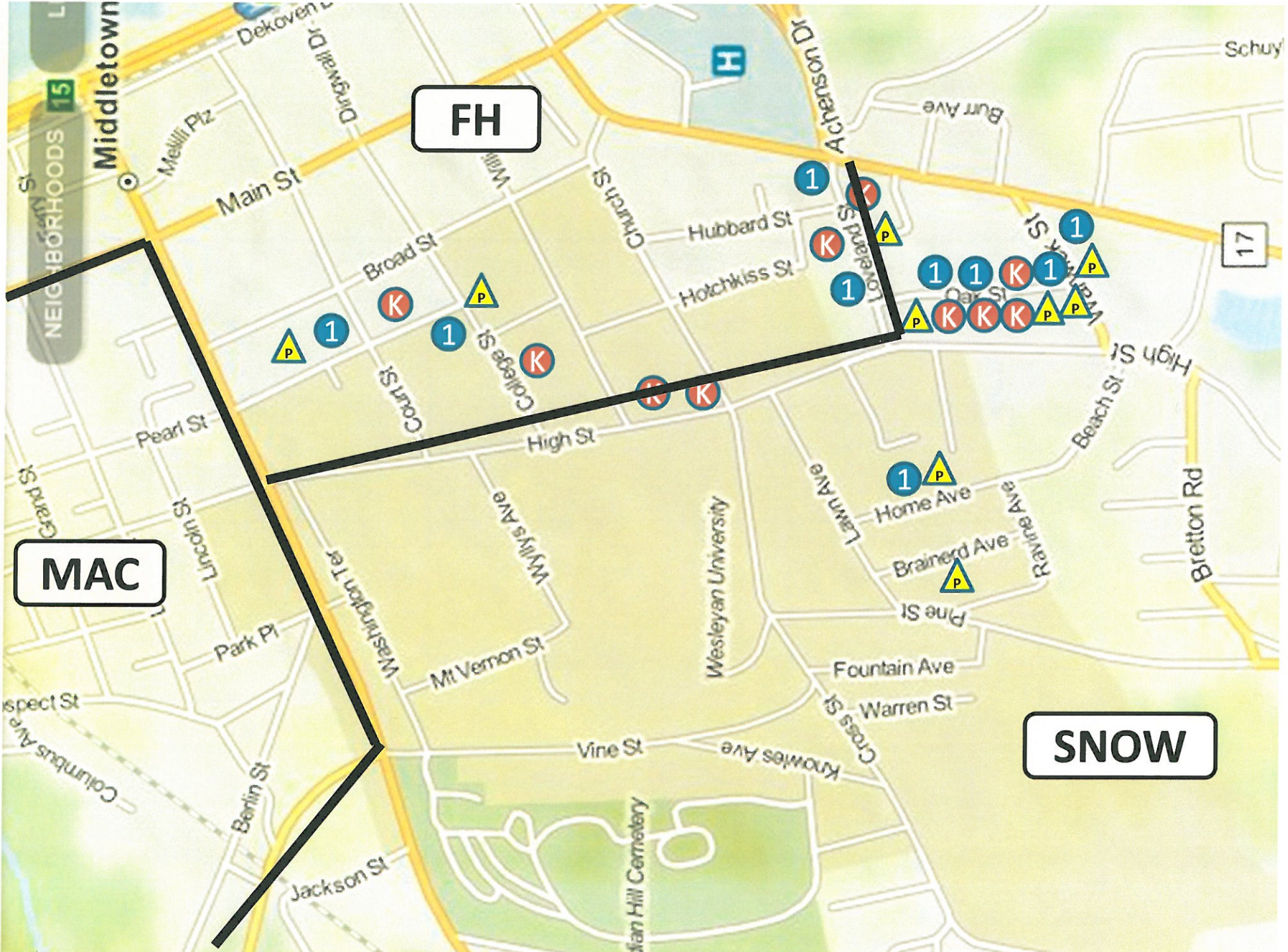
- Existing Assumption:**             Whole model; full implementation; district-wide.
- Preferred Alternative:**         Whole model; at least 1/3 of schools; all certified teachers and administrators within those schools.
- Additional Alternative:**         Whole model; 50% of schools; classroom teachers only and administrators within those schools.
- Other locally-determined options. If checked, please include a description.

*A minimum of 1/3 of the certified staff will participate. 3 formal observations will be conducted.*

**Board Approval:**

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Board of Education Chair Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



FH

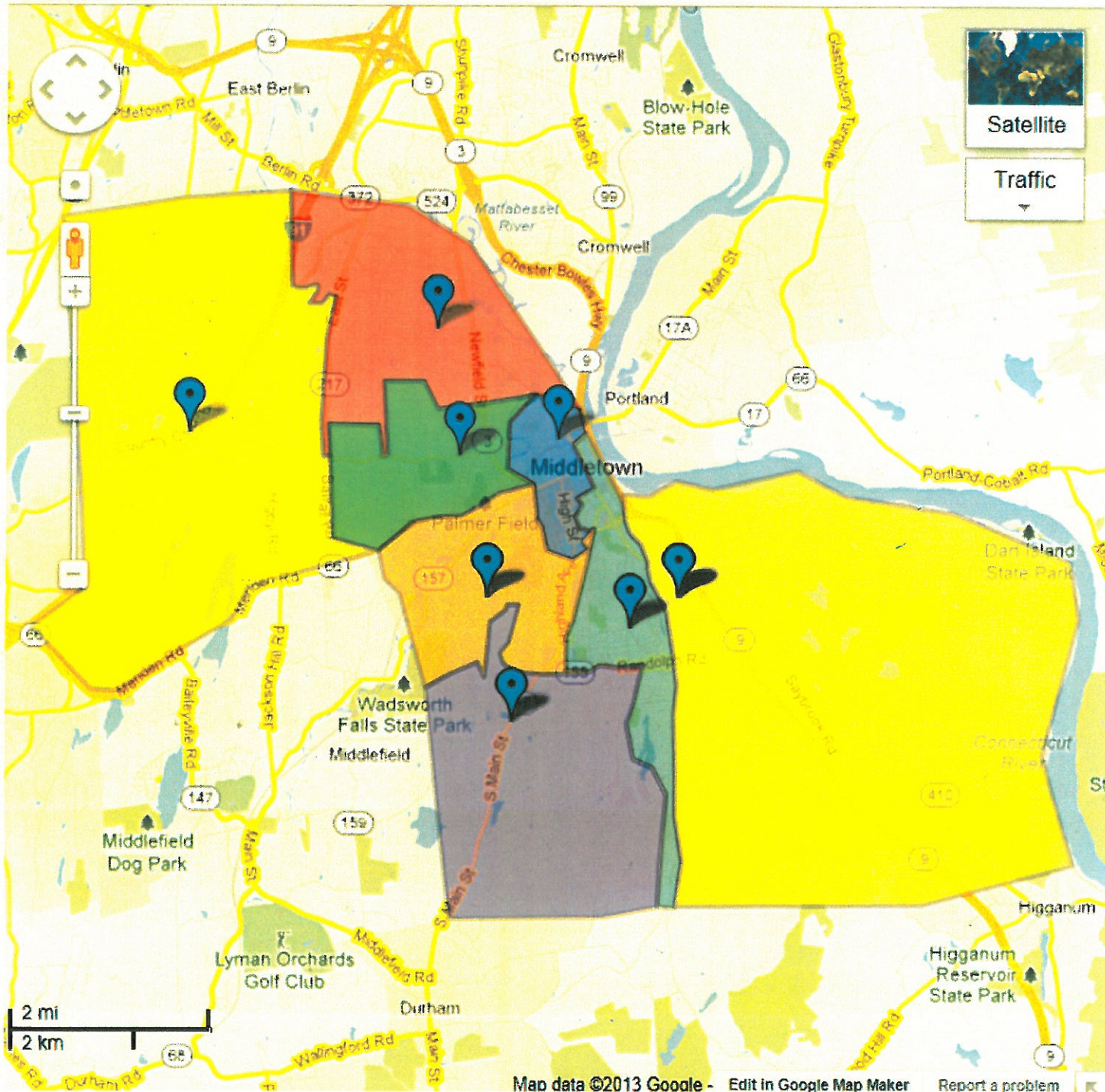
MAC

SNOW

NEIGHBORHOODS 15

Middletown

17



2 mi  
2 km

## Community Relations

### Students/Community

#### Non-School Activities and Public Performances by Students

The Board of Education recognizes that worthy educational values may be served by student participation in civic and community affairs when such performances contribute to the educational process and objectives of that particular class and when they do not interfere with other classes or activities within the school. Student participation in appropriate civic and community affairs is encouraged. School groups and individuals may, with the permission of school administration, participate in local public events which fall into the following classifications:

1. Events sponsored by the schools. Educational events in which the school serves as host shall have priority.
2. Community functions organized in the interests of the school, such as those originated by the P.T.A/O. or other parent group.
3. Noncommercial civic occasions of community, county, state, or national interest of sufficient breadth to enlist general interest and cooperation.
4. Events that are primarily patriotic in nature, such as Veterans Day.
5. Charity benefit activities, provided such activities have been specifically approved in advance by the superintendent.
6. Programs sponsored by established character-building agencies, or programs sponsored jointly by the school system and mass communication media, of a public nature.

School groups may not participate in events in any of the following classifications: In questionable cases such requests for participation shall be referred to the Superintendent of Schools for review and approval:

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups or school equipment shall not be exploited in commercial events.
2. Events that are for the furtherance of any politically partisan interest.
3. Events that further any specific religious concern.
4. Events which place undue burden on resources, facilities or personnel, interference with regular school programs, or which cause excessive absences from rehearsals or preparation.

## Distribution of Materials by Students

Printed and/or electronic materials approved by the Superintendent or his/her designee and at his/her discretion may be distributed to parents electronically or by students as an inexpensive means of mass communications providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.

Requests from parent-teacher organizations, Board appointed citizens' ad hoc advisory committees, or other school-connected organizations and requests from groups or individuals to have students distribute materials parents or other citizens of the community will be referred to the Superintendent of Schools or his/her designee for approval.

Acting on behalf of the District and not as individual residents, school personnel or Board of Education members, whether through students or otherwise, may only provide information on the time, date, and location of the referenda and may not advocate positions on the referenda questions.

Legal Reference:        Connecticut General Statutes  
                                  9-3 69 Explanatory text relating to local questions

Policy adopted:        March 21, 1995  
 Policy readopted:     April 13, 2004  
**Policy revised:**

MIDDLETOWN PUBLIC SCHOOLS  
 Middletown, Connecticut