

## Board of Education Regular Meeting

Tuesday, November 21, 2017 6:30 PM

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

I. Call to Order	<b>Speaker (s) :</b> Michael Conner
II. Salute to the Flag	<b>Speaker (s) :</b> Michael Conner
III. Adoption of Agenda	<b>Speaker (s) :</b> Michael Conner
IV. Election of Officer	<b>Speaker (s) :</b> Michael Conner
IV.A. Committee Discussion	<b>Speaker (s) :</b> Chairperson
V. District Highlights	
V.A. Middletown Federation of Teachers Anti-Bullying Contest Winner Announcement	<b>Speaker (s) :</b> J Pawlak/C Brown/P Charles/S Daniels
VI. Public Session	<b>Speaker (s) :</b> Chairperson
VII. Communications	<b>Speaker (s) :</b> Chairperson
VII.A. Report of Student Representative	<b>Speaker (s) :</b> Tyler Wenzel
VIII. Consent Agenda	<b>Speaker (s) :</b> Chairperson
VIII.A. Minutes of October 10, 2017 5:30 PM BOE Special Meeting	<b>Speaker (s) :</b> Chairperson
VIII.B. Minutes of October 10, 2017 6:30 PM BOE Regular Meeting	<b>Speaker (s) :</b> Chairperson
VIII.C. Minutes of October 23, 2017 5:15 PM BOE Special Meeting	<b>Speaker (s) :</b> Chairperson
VIII.D. Minutes of October 30, 2017 5:30 PM BOE Special Meeting	<b>Speaker (s) :</b> Chairperson
VIII.E. Minutes of November 1, 2017 5:00 PM BOE Special Meeting	<b>Speaker (s) :</b> Chairperson
VIII.F. Grants Report	<b>Speaker (s) :</b> Natalie Forbes
VIII.G. Grant Revenue Summary	<b>Speaker (s) :</b> Natalie Forbes
VIII.H. Grant - Titles 1, 2, 3 and Immigrant Youth	<b>Speaker (s) :</b> Natalie Forbes
VIII.I. Grant - Title IV	<b>Speaker (s) :</b> Natalie Forbes
VIII.J. Policy #3453 School Activity Fund (New) - Second Reading	
VIII.K. Policy #6145.8 Activity Fund Management (Deletion) - Second Reading	
IX. Department Reports	
IX.A. Financial Report	<b>Speaker (s) :</b> Lynda MacPherson
IX.A.1. Line Item Transfers	<b>Speaker (s) :</b> Lynda MacPherson

IX.B.	Facilities Department	<b>Speaker (s) :</b> John Cross
IX.C.	Personnel & Paraprofessional Reports	<b>Speaker (s) :</b> Michele DiMauro
IX.C.1.	Teacher Absence Reports	<b>Speaker (s) :</b> Michele DiMauro
IX.D.	Transportation Report	<b>Speaker (s) :</b> Mark Langton
<b>X. Superintendent's Report</b>		<b>Speaker (s) :</b> Michael Conner
X.A.	Entry Plan	<b>Speaker (s) :</b> Michael Conner
X.B.	Superintendent's Student Advisory Council	<b>Speaker (s) :</b> Michael Conner
X.C.	Farm Hill Presentation	<b>Speaker (s) :</b> Michael Conner
X.D.	Forensic Audit Update	<b>Speaker (s) :</b> Michael Conner
X.E.	MHS Cubing Club	<b>Speaker (s) :</b> Michael Conner
X.F.	District News	<b>Speaker (s) :</b> Chairperson
<b>XI. Committees</b>		
XI.A.	Budget Committee	<b>Speaker (s) :</b> Chris Drake
XI.B.	Communications Committee	<b>Speaker (s) :</b> Marilyn Rios
XI.C.	Curriculum Committee	
XI.D.	Facilities Committee	<b>Speaker (s) :</b> Deborah Cain
XI.E.	Policy Committee	
XI.F.	Representative Reports (ACES/Cultural Council/TEMS)	<b>Speaker (s) :</b> Vinnie Loffredo/Anita Dempsey-White/Cheryl McClellan
XI.G.	Ad Hoc Naming Committee for MHS Performing Arts Center	<b>Speaker (s) :</b> Marco Gaylord
XI.H.	WWMS/Keigwin Building Committee	<b>Speaker (s) :</b> Chris Drake
<b>XII. Action Items</b>		
XII.A.	Grant - Middletown High School Building Project #083-0109 - Accept as Complete	<b>Speaker (s) :</b> Natalie Forbes
XII.B.	Appointment of the Grade 6 - 12 Science Curriculum Supervisor and Chemical Hygiene Officer	<b>Speaker (s) :</b> Chairperson
XII.C.	Transportation Bid Specifications and Timeline	<b>Speaker (s) :</b> M Conner / M Gaylord / M Langton
XII.D.	Hiring of Additional Behavior Techs./Reduction of Paraprofessionals	<b>Speaker (s) :</b> Ann Perzan
XII.E.	Workers Compensation Claims	<b>Speaker (s) :</b> M Gaylord/L MacPherson
XII.F.	Substitute Pay Rate	<b>Speaker (s) :</b> Michele

DiMauro

XII.G. CT State Department of Education  
Authorized Signature Changes for ED-099 Agreement  
for Child Nutrition Programs **Speaker (s) :** Michael  
Conner

XII.H. Policy #1325 Advertising and Promotion  
(Revision) - First Reading

XII.I. Policy #5118.1 Homeless Students  
(Replacement) - First Reading

XII.J. Policy #6142.101 Student Nutrition and  
Physical Activity (School Wellness) (Revision) -  
First Reading

XIII. **Future Agenda Items** **Speaker (s) :**  
Chairperson

XIII.A. New Items

XIV. **Adjournment** **Speaker (s) :**  
Chairperson

**Board of Education Special Meeting**

October 10, 2017, 5:30 PM

Dr. Alfred B. Tychsen Administration Building

**I. CALL TO ORDER**

**Board Members Present:** Franca Biales, Sheila Daniels, Christopher Drake (arrived at 5:47 PM), Marilyn Rios, Vincent Loffredo, Cheryl McClellan and Linda Szyrkowicz (arrived at 6:14 PM)

**Board Members Absent:** Deborah Cain and Anita Dempsey-White

**Others Present:** Superintendent of Schools Dr. Patricia Charles, Associate Superintendent Dr. Enza Macri, Incoming Superintendent Dr. Michael Conner, Grades 6-12 English Supervisor Keri MacLean, Grades 6-12 Math Supervisor Patrick Hubeny, Middletown High School Principal Colleen Weiner, Student Representative Tyler Wenzel, Dolores Caamano EdS, M.Ed, Partnership Director, Equal Opportunity Schools, and no visitors.

Board Chair Vinnie Loffredo called the meeting to order at 5:35 PM.

**II. EQUAL OPPORTUNITY SCHOOLS (EOS) PRESENTATION**

Ms. Caamano presented information on the Equal Opportunity Schools program. Ms. Weiner, Ms. McLean and Mr. Hubeny were present to answer questions along with Ms. Caamano.

**III. ADJOURNMENT**

**MOTION:** Move to adjourn at 6:24 PM passed with a motion by Ms. Daniels and seconded by Ms. Rios – unanimous vote.

Respectfully Submitted,

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Franca Biales  
Secretary

**Board of Education Regular Meeting**  
October 10, 2017, 6:30 PM  
Middletown Common Council Chambers

**I. CALL TO ORDER**

**Board Members Present:** Franca Biales, Deborah Cain, Sheila Daniels, Anita Dempsey-White, Chris Drake, Vincent Loffredo, Cheryl McClellan, Marilyn Rios, and Linda Szykowitz

**Others Present:** Superintendent of Schools Dr. Patricia Charles, Associate Superintendent Dr. Enza Macri, Director of Pupil Services and Special Education Ann Perzan (arrived at 6:42 PM), Director of District Operations and Fine Arts Marco Gaylord, Director of Facilities John Cross (arrived at 7:11 PM), Manager of Financial Operations Lynda MacPherson (arrived at 6:57 PM), Payroll Supervisor Christine Bourne (arrived at 7:11 PM), Manager of Human Resources Michele DiMauro, Manager of Transportation Mark Langton (arrived at 6:42 PM), Grants Coordinator Natalie Forbes, Grades 6-12 English Supervisor Keri McLean, Grades 6-12 Math Supervisor Patrick Hubeny, Grades K-5 Reading Coach Amy Mullen, Grades K-5 Math Coach Julie Sheppard, Middletown High School Principal Colleen Weiner, Lawrence School Principal Jim Gaudreau, Macdonough School Principal Damian Reardon, Snow School Principal Jen Cannata, Partnership Coordinator Donna Marino, Assistant to the Superintendent/Board Secretary Marcy Poppel, MFT Representative Janice Pawlak, and twelve (12) visitors.

Board Chair Loffredo called the meeting to order at 6:30 PM.

**II. SALUTE TO THE FLAG**

Student Representative Tyler Wenzel led the Pledge of Allegiance.

**III. ADOPTION OF AGENDA**

**MOTION:** Move to adopt the Agenda passed with a motion by Ms. Daniels and a second by Ms. Szykowitz – unanimous vote.

**IV. DISTRICT HIGHLIGHTS**

IV.A. Board Member Recognition

Chair Loffredo noted this is the last Board of Education meeting before the municipal elections. Dr. Charles recognized the three members leaving the Board: Linda Szykowitz, Sheila Daniels, and Franca Biales. She thanked them for their commitment and hard work on behalf of the students and staff of the Middletown Public Schools and presented each with an apple paperweight. She provided an overview of their participation on Board committees and adopted schools.

Chair Loffredo noted this is Dr. Charles' last meeting before her retirement and presented her with roses. Board Vice Chair Sheila Daniels read and presented Dr. Charles with a plaque from the Board. He said an event is planned for Thursday evening in her honor. Dr. Macri shared that there will be a retirement roast on Thursday evening, with proceeds benefiting United Way. She wished Dr. Charles the best of luck.

IV.B. Culturally Responsive Professional Development

Dr. Macri said this evening they wish to introduce and celebrate the work of Middletown Public Schools' Culturally Responsive Circling Coaches. Last spring, district coaches volunteered and committed to facilitate monthly conversation about equity at their schools. In June, after school was out, our coaches spent four days participating in intensive training to prepare them to lead these conversations. Facilitated by the Pacific Educational Group, the first 2 days of their training consisted of learning how to use the Courageous Conversations about Race protocol to discuss race, racial

consciousness, and systemic race. The coaches then spent two days learning how to facilitate these conversations in the safe and welcoming environment of community circling. It is through facilitating these conversations that our coaches raise awareness of how systemic racism directly and indirectly impacts the social – emotional well-being of our students and staff, our relationships, and academic performance. Dr. Macri said the hope is to empower our staff to use this awareness to make changes in their practice and interactions that benefit the lives of everyone in our community. She introduced Michelle Gohagon, Director of Technology and Professional Development and Dwight Sharpe, WWMS Grade 8 teacher, who have been trailblazers in this effort.

## **V. PUBLIC SESSION**

Chair Loffredo explained the rules of Public Session.

Monica Belyea, volunteer member of the district's Wellness Committee shared thoughts on the district's Wellness policy, noting her committee spent many hours developing a draft policy. The committee requests that the Board reconsider the policy and specifically, the section on fruits and vegetables being brought in for celebrations. She asked the Board to return to the Wellness Committee's recommended policy. She stated that most school districts in Connecticut have eliminated food from celebrations.

Janice Pawlak, MFT President, thanked the Board for advocating for our children, and thanked Ms. Biales and Ms. Daniels for their work on the Negotiations Committee.

## **VI. COMMUNICATIONS**

### VI.A. Report of Student Representative

Student Rep Tyler Wenzel reported that the Student Council held its first meeting on Thursday discussed committee assignments and started plans for Spirit Week, the week of October 16 – 20<sup>th</sup>. The Pep Rally will be on October 20<sup>th</sup> before the Homecoming game and the Homecoming dance on October 21<sup>st</sup>. Spirit Week will have a "home" theme, home away from home, match with your homie, home of the brave, home field advantage, and there's no place like home. He noted that sophomore and junior students will take PSATs tomorrow. In September, Dragon Watch members reunited and new members joined for a second round of anti-bullying training hosted by Community Matters, a California-based educational group. Forty Middletown High School (MHS) students (and Dragon Watch members) are now certified Safe School Ambassadors. They know strategies to defuse arguments, deflect misbehavior, and intervene when peers are upset, angry, or hurt. Dragon Watch now has 80 members willing to assist when needed to help students, faculty or the administration. In October, Dragon Watch members attended the 4<sup>th</sup> annual Unity Rally at Empower Athletics. The members held activities for younger students and a group of adults with diverse needs. Dragon Watch members represented MHS and reinforced the mission to spread happiness, support others, and share positive energy with our community.

Ms. Daniels thanked Dr. Charles and shared some memories of her tenure on the Board. Ms. Biales said she is honored to have served two terms on the Board. She thanked Dr. Charles and Dr. Macri for their leadership. Ms. Szykowitz thanked Board members and the public for allowing her to serve on the Board for the past four years. She welcomed Dr. Conner.

## **VII. CONSENT AGENDA**

Ms. Szykowitz requested Agenda item VII.D. Line Item Transfers be removed from the Consent Agenda.

**MOTION:** Move to approve the Consent Agenda, as amended, passed with a motion by Ms. Daniels and a second by Ms. McClellan – unanimous vote.

- VII.A. Minutes of September 12, 2017 BOE Regular Meeting
- VII.B. Minutes of September 18, 2017 BOE Special Meeting
- VII.C. Minutes of October 3, 2017 BOE Special Meeting
- VII.E. Grants Report
- VII.F. Grant - 21st Century Community Learning Centers (Farm Hill)
- VII.G. Grant - School Security Competitive Grant Program (District)
- VII.H. Grant - Liberty Bank Family Support
- VII.I. Out-of-State Field Trips by Lawrence and Snow School to Sturbridge Village, Massachusetts, October, 2017
- VII.J. Extended Field Trip - MHS - BlueTube TV Convention, Tennessee, March, 2018
- VII.K. Extended Field Trip - MHS Blue Prints/Yearbook, New York, March, 2018
- VII.L. Extended Field Trip - MHS Music Festival, Florida, 2018
- VII.M. Policy #2400 Evaluation of Administrators and Administration (Readoption) - Second Reading
- VII.N. Policy #4111.3 Minority Recruitment Plan (New) - Second Reading

**Item pulled off Consent Agenda**

VII.D. Line Item Transfers

Ms. Szykowitz asked about Journal Entry 36001, the Performing Arts transfer. Mr. Gaylord responded it is for the purchase of Chromebooks for Arts teachers to do assessments at Lawrence School. Mr. Gaylord responded to a her question about the purchase being done through the Technology Department explaining that at the elementary level, schools are not one-to-one. The Chromebook carts are needed for Arts Assessments.

**MOTION:** Move to approve the Line Item Transfer passed with a motion by Ms. Daniels and a second by Mr. Loffredo – unanimous vote.

**VIII. DEPARTMENT REPORTS**

VIII.A. Financial Report

VIII.B. Facilities Department

VIII.C. Personnel Report

VIII.D. Transportation Report

**VIII.D.1. Transportation Contract Update**

Transportation Manager Mark Langton stated that Rich LaBrie of Futures is on his way from Massachusetts. Chair Loffredo stated this item will be addressed when Mr. LaBrie arrives.

## **IX. SUPERINTENDENT'S REPORT**

### IX.A. Superintendent's Comments

Dr. Charles shared PowerPoint slides while speaking about bully-free schools through social emotional wellness and events taking place. She spoke of activities to increase awareness and unite our community; collaboration with Central Connecticut State University, as well Middletown Federation of Teachers (MFT) efforts to support anti-bullying.

### IX.B. Smarter Balanced 2017 Results Presentation

Dr. Macri introduced Dr. Keri McLean, Patrick Hubeny, Michelle Gohagon, Julie Sheppard, and Amy Mullen. She said each fall a presentation is done on Smarter Balanced data. They provided an overview of the data on overall district proficiency rates, English Language Arts (ELA) proficiency rates, Math proficiency rates, district overall growth rates, SAT district proficiency rates, SAT ELA proficiency rates, SAT Math proficiency rates, at CAPT/CMT Science proficiency rates. They shared goals and strategies for the 2017 – 2018 school year. They responded to questions. Dr. Macri stated that more professional development is needed. There was discussion on funding and resource needs, the social-emotional aspect, reaching the whole child, starting in pre-school, STEM scores, guided Math, the equity balance, and getting support from the community.

Chair Loffredo called a brief recess at 8:30 PM for a DVD change in the Control Room. The meeting was called back to order at 8:38 PM.

Discussion continued about the scores, research-based strategies, Balanced Literacy, sustainability, research from successful schools, efforts to further engage parents and the community, dialogues with teachers, resources needed by teachers. Mr. Drake spoke of the goals and strategies and felt they are collective goals. He spoke of the Board taking ownership of these goals. Dr. Macri spoke of the need for resources to meet the goals.

Student Representative Tyler Wenzel left the meeting at 9:08 PM.

### **VIII.D.1. Transportation Contract Update**

Manager of Transportation Mark Langton introduced Rich LaBrie of Futures who is working on the Transportation bid package. Mr. LaBrie provided information on the efficiency study he conducted for our district in 2014, an overview of his recommendations, and stated over the last two weeks he has started developing specifications for the next school year and moving forward over the next five year. He shared the parameters for the bid specification. He said the goal is the bring the Board a competitive bid contract. He explained the timeline. He is meeting with the City to get input and anticipates having the first draft ready in a week for administration to review. Mr. LaBrie responded to questions on his credentials, City involvement, sealed bids, meeting all the criteria, and zero emissions buses. It was suggested to Mr. LaBrie that he speak with the City's energy consultant, Michael Harris.

### IX.C. Teacher Absence Report

Human Resources Manager Michele DiMauro districted updated teacher absence reports and provided an overview. Mr. Loffredo requested teacher population at each school. There was a lengthy discussion. Mr. Loffredo stated he would like to see the chart broken out regarding people on maternity leave and using sick time. There was a discussion on teacher education days and dramatic differences. With regard to the slide on Substitute coverage for teacher testing, Mr. Loffredo asked for the record if there were situations when Ms. DiMauro was unable to find substitutes and she responded yes. There was discussion on securing substitutes and if a system is in place to monitor abuses and patterns. Ms. DiMauro stated that absences are monitored by her and principals and then reviewed by the Associate Superintendent. Dr. Macri spoke about opportunities. Ms. DiMauro responded to questions and said

she will reach out to other district Human Resources directors throughout Connecticut for input to share with the Board at next month's meeting. Based on this evening's questions she stated she has a better understanding of the information the Board wishes to see and will provide it at next month's meeting.

IX.D. District News

Chair Loffredo noted there will be changes in November in light of elections and said there is a Candidate Forum on Tuesday evening, October 17<sup>th</sup> at 6:30 PM at Middletown High School sponsored by the MFT.

**X. COMMITTEES**

X.A. Budget Committee

X.B. Communications Committee

**X.B.1. Other Communications**

X.C. Curriculum Committee

Ms. Biales shared the discussion about the ACES International Program, the topic at the last Curriculum Committee meeting.

X.D. Facilities Committee

X.E. Policy Committee

X.F. Representative Reports (ACES/Cultural Council/TEMS)

ACES Representative Vinnie Loffredo said ACES will be discussed under Action Items.

X.G. Ad Hoc Expulsion Review Committee

X.H. WWMS/Keigwin Building Committee

X.I. Naming Committee for Middletown High School Performing Arts Center

Mr. Gaylord said the committee had its first meeting and toured the MHS Performing Arts Center. They will meet again in the near future at Middletown High School.

**XI. ACTION ITEMS**

XI.A. Board of Education Meeting November 14, 2017

Chair Loffredo reminded folks of the upcoming election on November 7<sup>th</sup> and the swearing in of new Board of Education (BOE) members on November 14<sup>th</sup> necessitating a change of the BOE's November 14<sup>th</sup> meeting. He stated the Council Chamber is available on Tuesday evening, November 21<sup>st</sup>.

**MOTION:** Move to change the Board of Education meeting scheduled for November 14, 2017 to November 21, 2017 passed with a motion by Mr. Loffredo and a second by Ms. Dempsey-White with eight (8) in favor – Ms. Biales, Ms. Cain, Ms. Dempsey-White, Mr. Drake, Mr. Loffredo, Ms. McClellan, Ms. Rios and Ms. Szyrkowicz and one (1) abstention – Ms. Daniels.

XI.B. Registered Dietitian Services

Dr. Charles said information is at Board members' places. She explained the need for the district to have a licensed dietitian at a cost not to exceed \$15,000. Mr. Loffredo asked how many hours per week the dietitian would work on a per hour basis when needed to address dietary needs.

**MOTION:** Move to approve the hiring of a Registered Dietician passed with a motion by Mr. Loffredo and a second by Ms. Rios with eight (8) in favor – Ms. Biales, Ms. Cain, Ms. Daniels, Ms. Dempsey-White, Mr. Drake, Mr. Loffredo, Ms. McClellan, and Ms. Rios and one (1) abstention – Ms. Szykowitz.

XI.C. AUC Budget Increase

Dr. Charles relayed information concerning a bill the City received from AUC and is requesting that the BOE pay the invoice for extra support hours needed at the BOE. AUC stated to the City that the extra hours, in their opinion, were excessive. The amount is \$16,860. There was a discussion.

**MOTION:** Move that the Board of Education does not agree to pay AUC invoice of \$16,860 was made by Ms. Daniels and a second by Ms. Rios.

There was a lengthy discussion. Dr. Charles noted that no funds were budgeted for this.

**VOTE:** Move that the Board of Education will not agree to pay the AUC invoice for \$16,860 passed with a unanimous vote.

XI.D. Policy #3453 School Activity Fund (New) - First Reading

Policy Chair Sheila Daniels explained this new policy and recommended approval of its first reading.

**MOTION:** Move to approve the first reading Policy #3453 School Activity Fund was made with a motion by Ms. Daniels and a second by Mr. Drake – unanimous vote.

XI.E. Policy #5114 Suspension and Expulsion/Due Process (Revision) - First and Final Reading

Policy Chair Sheila Daniels explained the revisions to this policy and recommended approval of its first and final reading.

**MOTION:** Move to approve the first and final reading Policy #5114 Suspension and Expulsion/Due Process was made with a motion by Ms. Daniels and a second by Mr. Drake – unanimous vote.

XI.F. Policy #6145.8 Activity Fund Management (Deletion) - First Reading

Policy Chair Sheila Daniels explained the reason for the deletion of this policy and recommended approval of its first reading.

**MOTION:** Move to approve the first reading of the deletion of Policy #6145.8 Activity Fund Management was made with a motion by Ms. Daniels and a second by Ms. Rios – unanimous vote.

XI.G. Policy #6146 Graduation Requirements (Revision)- First and Final Reading

Policy Chair Sheila Daniels explained the revisions to this policy and recommended approval of its first and final reading.

**MOTION:** Move to approve the first and final reading of Policy #6146 Graduation Requirements was made with a motion by Ms. Daniels and a second by Mr. Drake.

There was a brief discussion.

**VOTE:** Approval of the first and final reading of Policy #6146 Graduation Requirements passed with a unanimous vote.

XI.H. ACES Bond Resolution

Chair Loffredo said at last month's ACES meeting the Board was asked to approve a bond resolution for the update of one of their schools. It indicates language about potential liability of member boards of education, of which we are one. As he is the Middletown BOE representative, he e-mailed the City

Attorney's office for interpretation and Attorney Kori Wisneski responded sharing concerns. He said there is an ACES meeting this Thursday, and this item is on the agenda. He is looking for BOE guidance on voting. He stated his recommendation is to vote not in favor of this due to issues raised by our City Attorney's office.

**MOTION:** Move that the Board of Education instructs ACES Representative Vincent Loffredo to vote in the negative regarding the proposed bond resolution at the ACES Governing Board meeting on Thursday, October 12, 2017 was made with a motion by Mr. Loffredo and a second by Ms. Cain.

There was discussion. Ms. Biales suggested the district review its relationship with ACES.

**VOTE:** Move that the Board of Education instruct ACES Representative Vincent Loffredo to vote in the negative regarding the proposed bond resolution at the ACES Governing Board meeting on October 12, 2017 passed with a unanimous vote.

## **XII. FUTURE AGENDA ITEMS**

### XII.A. New Items

## **XIII. ADJOURNMENT**

**MOTION:** Move to adjourn at 10:12 PM passed with a motion by Ms. Daniels and a second by Ms. Biales – unanimous vote.

Respectfully Submitted,

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Franca Biales  
Secretary

FB/mp

**Middletown Board of Education Special Meeting**  
Meeting Minutes for Monday, October 23, 2017, 5:15 PM  
Dr. Alfred B. Tychsen Building

**Members Present:** Deborah Cain, Sheila Daniels, Vincent Loffredo, Anita Dempsey-White, Cheryl McClellan, and Marilyn Rios

**Members Absent:** Franca Biales, Chris Drake, and Linda Szykowitz

**Others Present:** Superintendent of Schools Dr. Patricia Charles, Mark Langton, and no visitors.

**I. CALL TO ORDER**

Chair Loffredo opened the meeting at 5:20 PM.

Agenda Item II Student Expulsion was removed from the agenda. A new hearing date will be set.

**II. STUDENT EXPULSION (Proposed for Executive Session)**

**III. ACTION ON LINE ITEM TRANSFER**

Mark Langton spoke about the use of Rich LaBrie (Futures) to bid the bus contract. The transfer is being made from the Equipment line.

**MOTION:** Move to approve the line item transfer request passed with a motion by Mr. Loffredo and a second by Ms. McClellan – unanimous vote.

**IV. ACTION ON ACES BOND RESOLUTION**

Chair Loffredo shared the ACES Resolution for development of the Leeder Hill School. Attorney Kori Wisneski from our City Attorney's Office made changes to the contract to protect the City of Middletown from being bonded and obligated to pledge payment.

**MOTION:** Move to approve the amendments to the ACES Resolution and appropriate clarification of the 80/20 ratio discussed previously regarding Section 2 directs ACES Representative Loffredo to vote in favor of the ACES Leeder Hill School Project passed with a motion by Ms. Daniels and a second by Ms. Cain – unanimous vote.

**V. ADJOURNMENT**

**MOTION:** Move to adjourn at 5:45 PM passed with a motion by Mr. Loffredo and a second by Ms. Dempsey-White – unanimous vote.

Respectfully Submitted,

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Patricia Charles, Ed.D.  
Superintendent of Schools

**Board of Education Special Meeting**  
Monday October 30, 2017, 5:30 PM  
Dr. Alfred B. Tychsen Administration Building

**I. CALL TO ORDER**

**Board Members Present:** Franca Biales, Deborah Cain, Sheila Daniels, Vinnie Loffredo, Cheryl McClellan, and Marilyn Rios

**Board Members Absent:** Anita Dempsey-White, Chris Drake and Linda Szykowitz

**Others Present:** Superintendent of Schools Dr. Patricia Charles, Incoming Superintendent Dr. Michael Conner, Associate Superintendent Enza Macri, Farm Hill Principal Jennifer Calabrese, Farm Hill EIST Kaitlin Ortiz, Farm Hill School Secretary Brooke Carta and no visitors.

Chair Loffredo called the meeting to order at 5:37 PM.

**II. FARM HILL ADDITIONAL PERSONNEL SUPPORT**

Dr. Charles shared the challenges facing Farm Hill School including high trauma in the regular education population, behavioral needs, special education programming and teacher development. The BCBA's are spending time with students in crisis and are having difficulty keeping their regular schedules with students on their caseload. The EIST is unable to provide the level of instructional coaching intended due to addressing challenging behaviors and other educational needs. The Principal is also unable to be an instructional leader, due to the needs in the building. The group had a lengthy discussion about developing a long-term plan to address Farm Hill's needs. Special education laws and the process of providing supports to regular education students were stated. Amy Clarke participated via speaker phone to help the Board understand the requirements of LRE and other aspects which prevent the removal of students, and caveats to testing students who experience trauma.

**MOTION:** Move to authorize the hiring of an interim dean of students and interim secretary (15 hours per week) with a follow-up Board of Education meeting to present a long-term plan was made with a motion by Mr. Loffredo and a second by Ms. McClellan.

Discussion continued.

**VOTE:** Authorization to hire an interim dean of students and interim secretary (15 hours per week) with a follow-up Board of Education meeting to present a long-term plan passed with four (4) in favor – Ms. Cain, Ms. Biales, Mr. Loffredo, and Ms. Rios, one (1) opposed – Ms. Daniels, and one (1) abstention – Ms. McClellan.

Ms. Daniels left the meeting at 7:25 PM.

**III. ACTION TO CONSIDER MODIFICATION OF SUPERINTENDENT HEALTH BENEFITS**

Dr. Michael Conner requested the same insurance plan as the teachers. There was a discussion of differences between the Aetna PPO and the State Partnership Plan. The savings are substantial for the Board and the new superintendent.

**MOTION:** Move to approve the modification to Dr. Conner's contract to the State Partnership Plan from the administrator's plan passed with a motion by Mr. Loffredo and a second by Ms. Cain with a unanimous vote.

**IV. ADJOURNMENT**

**MOTION:** Move to adjourn at 7:30 PM passed with a motion by Mr. Loffredo and a second by Ms. Biales – unanimous vote.

Respectfully Submitted,

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Franca Biales, Secretary

**Board of Education Special Meeting**  
Wednesday, November 1, 2017, 5:00 PM  
Dr. Alfred B. Tychsen Administration Building

**Members Present:** Deborah Cain, Chris Drake, Vinnie Loffredo, Cheryl McClellan, and Marilyn Rios

**Members Absent:** Franca Biales, Sheila Daniels, Anita Dempsey-White, and Linda Szykowitz

**I. CALL TO ORDER**

Chair Loffredo called the meeting to order at 5:38 PM.

**II. STUDENT EXPULSION**

The student expulsion hearing was postponed.

**III. ACTION ITEMS**

A. Superintendent Agreement

Chair Loffredo shared the calculations for accrued sick, vacation and annuity payments to retiring Superintendent of Schools Dr. Patricia Charles.

**MOTION:** Move to accept the agreement as set forth November 10, 2017 which will replace all other agreements, terms and conditions as set forth in previous document passed with a motion by Mr. Loffredo and a second by Ms. Rios – unanimous vote.

B. Superintendent Contract Revision

Chair Loffredo stated the per diem rate was calculated by our attorney and there was new information on number of days that caused a new calculation (1/236 instead of 1/240) to be used for per diem. This was discussed with Dr Conner, incoming Superintendent of Schools.

**MOTION:** Move that Incoming Superintendent of Schools Michael Conner's per diem rate will be 1/236 and not 1/240 and will be reflected in his contract (option 2) passed with a motion by Mr. Loffredo and a second by Ms. Rios – unanimous vote.

**IV. ADJOURNMENT**

**MOTION:** Move at 5:45 PM to adjourn passed with a motion by Mr. Loffredo and a second by Ms. Rios – unanimous vote.

Respectfully Submitted,

\_\_\_\_\_  
Cheryl A.P. McClellan  
Acting Secretary

CAPM/mp

### 1. Grant Awards

The following grants were confirmed this month for SY18

Grant Title	Funder	SY18	SY17
Tri-Town Collaborative/WIOA	Workforce Alliance	\$39,047	\$37,205
Adult Ed. Transitional Strategies	Board of Regents/MxCC	\$26,000	\$26,153
Carl D. Perkins Career and Tech. Ed.	State of CT	\$61,376	\$64,957
21CCLC Afterschool Keigwin/Woodrow (4 <sup>th</sup> yr of grant = automatic reduction of 25%)	State of CT	\$124,417	\$165,530
School Readiness-Snow School	State of CT/City of Middletown	\$270,000	\$270,000

### 2. State Grants

- Dr. Conner attended a meeting at SDE where he was informed that Middletown would receive its \$2.8m Alliance Grant. To-date 25% of funds (1<sup>st</sup> quarter) have been received. However no formal documentation has been received by the District regarding submission of the grant application at this time.
- SDE advises that Primary Mental Health grant (Circle of Friends at Wesley Elementary) is on hold until it receives a spending plan from the Office of Policy and Management.
- Family Resource Center grants (Macdonough and Farm Hill). It is not known at this time if Middletown will retain both sites. Legislation passed with the budget requires districts with more than one FRC to close one. However the SDE has directed each site to submit a continuation plan. We await SDE direction on this matter.

### 3. Vo-Ag and MHS Project Close Out

Close Out meeting at the Dept. of Administrative Services is scheduled for 12/1/17.

Respectfully submitted,  
Natalie Forbes, Director of Grant Services

**MEMO**

**TO:** Middletown Board of Education  
**FROM:** Natalie Forbes, Director of Grant Services  
**RE:** SY17 State, Federal and Private Grants & Miscellaneous Revenue  
**DATE:** 10/26/17

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Please find attached the State, Federal and Private Grants & Miscellaneous Revenue report for SY16 and SY17. I delayed submitting this report due to the fact that three major grants from SY17 concluded on 9/30/17, and the State allows 30 days to reconcile encumbered and expended funds.

Total Grants and Miscellaneous Revenues are as follows:

Total State, Federal, Private Grants & Miscellaneous Revenue	SY16	\$20,046,251.14
	SY17	\$19,181,998.08

On May 22, 2017 the MBOE was received an award letter from DAS for the Alliance School Construction Grant, Round 2 in the amount of \$1,080,000. However, since the award must be ratified by the Bond Commission and it has not met, the award is pending Bond Commission approval and therefore was not applied to SY17. Per DAS it is anticipated that the Bond Commission will meet one month after the SY18 State Budget is signed by the Governor.

Further, it should be noted that of the 26 Receipt Accounts included on this report, only two are overseen by the Grants Department in conjunction with the individual grant coordinators/directors, #9010 Keigwin Parent Fees (21C Afterschool Program), and #9050 Dylan’s Wings (Unified Sports Field Day). A third, #8004 Pre-School Program Fees is supported by the Business Office, Pupil Services and Grants in conjunction with the Pre-School grant director and Pre- School site coordinator.

All final figures on the report are drawn from the Business Office’s 2016-17 Receipts/Grant List report.

Sincerely,  
Natalie Forbes

MIDDLETOWN PUBLIC SCHOOLS

State, Federal, and Private Grants & Miscellaneous Revenue

Received 2016-17 (as at 10/25/17)

EDUCATION GRANTS AND RECEIPTS

Acct. Code	Grant Name	Grant Type			Applicant(s)	Programs Supported by Grants	Received 2016-17
		Competitive	Allocation/Entitlement/Receipt				
2027	21st Century Community Learning Centers - Keigwin	X		Keigwin & WW Middle	The 21st CCLC grant is a five-year grant awarded to provide intensive afterschool academic support and enrichment activities four days per week for up to 110 students in Grades 6, 7 & 8 (2016/17 - Year 3).	\$165,530.00	
9010	21st Century Community Learning Centers - Parent Fees - Keigwin/WW		X	Keigwin & WW Middle	Parents are charged a participation fee for the afterschool programs, which may be waived based on need.	\$9,180.21	
2377	Adult Education		X	Adult Education	Middletown Adult Education provides academic programs, early childhood classes, family education, job training, workplace education, enrichment classes, counseling and assessment services.	\$1,204,867.00	
2378	Adult Education Cooperating Eligible Entity		X	Adult Education	Provides materials for Literacy Volunteers of Middletown to support adult literacy efforts.	\$8,050.00	
2371	Adult Education Even Start Family Literacy	X		Adult Education	Provides for an early childhood education classroom and adult academic instruction to enhance parenting skills through a variety of services and components.	\$138,383.00	
8034 & 8035	Adult Education -Other Receipts & Enrichment		X	Adult Education	Provides support for enrichment activities	\$113,833.56	
2021	Adult Education - PIP English Literacy/Civics	X		Adult Education	Adult Education offers program improvement opportunities in English literacy and civics instruction.	\$35,000.00	
2019	Adult Education - PIP Transition to Post Secondary	X		Adult Education	Adult Education offers program improvement opportunities to assist students in their transition to post secondary programs.	\$190,000.00	
8033	Adult Education Receipts		X	Adult Education	Receipts from participant fees to pay for the cost of providing the classes at various adult education sites.	\$421,340.00	
2766	After School Program	X		Bielefeld, Spencer, Snow Elementary Schools	In conjunction with YMCA, supports afterschool tutoring, homework club and enrichment activities	\$36,285.00	
2373	ASTE - Vo Ag Operating Cost		X	MHS/Vo Ag	Formula grant provided to regional vocational agriculture centers to support the operation of such centers.	\$114,503.00	
2769	Board of Regents MXCC	X		Adult Education	To support an intensive college transition program for students who need strengthening of math and english skills before entering community college.	\$26,153.00	
2799	Cafeteria/Food Services Receipts		X	District	Receipts collected by Cafeteria Services from food sales.	\$1,941,946.73	
2762	Camp Colter Wrestling	X		District	Supports summer wrestling program.	\$14,851.00	
2756	CAUSE- Wesleyan Mini Grant	X		District	Supports mini grants for teacher-led classroom activities not supported by BOE budget	\$4,978.35	

Acct. Code	Grant Name	Competitive	Allocation/ Entitlement/ Receipt	Applicant(s)	Programs Supported by Grants	Received 2016-17
8023	Central Office Receipts		X	District	Miscellaneous receipt account.	\$224,855.09
2782	CFMC Lawrence Exploring Science	X		Lawrence	Supports outdoor science explorations in collaboration with Everyone's Outside	\$1,470.00
2778	CFMC Bielefield Peaceful School Bus	X		Bielefield	Supports Peaceful School Bus initiative at Bielefield School	\$1,500.00
2779	CFMC Keigwin Science in Nature	X		Keigwin	Supports collaboration with CT Audubon Society for every Keigwin Student	\$2,750.00
2780	CFMC MHS Vex Robotics	X		MHS	Supports supplies for Afterschool Robotics program	\$3,000.00
8011	Chromebook Replacement Fund -Receipts		X	MHS	Optional parent coverage for replacement value if Chromebook is damaged	\$18,230.00
9050	Dylan's Wings	X		K-6	Supports Annual Unified Sports Field Day.	\$1,000.00
8099	EastConn - Team Mentor	X			Supports the cost of the TEAM Mentor stipends.	\$14,500.00
2747	EastConn - Coordinator School Health	X		MHS	Supports health awareness instruction for high school students	\$3,000.00
2388	Education Cost Sharing - Alliance District Grant		X	District	Provides district-wide school improvement focusing on raising the quality of instruction and educational services, wrap-around services support, and talent development.	\$3,028,157.00
2732	Elizabeth Swain Strings	X		District	Supports the Afterschool Strings program at the elementary schools.	\$28,010.00
8036	Even Start Family Learn Program -Receipts		X	District	Supports a Family Learn Program.	\$10,456.00
8037	Even Start --Receipts		X	District	Supports Even Start Program	\$2,171.95
2401	Excess & New Cost Special Education		X	District	State/federal reimbursements for students' tuition that exceeds the per pupil expenditure.	\$2,193,438.00
2360	Family Resource Center -Farm Hill	X		Farm Hill School	Provides programs for infants, toddlers, students, and adults at Farm Hill School. The program supports a full-time site coordinator and shares the program director with Macdonough School.	\$103,000.00
2359	Family Resource Center - Macdonough	X		Macdonough School	Provides programs for infants, toddlers, students, and adults at Macdonough School. The program supports a full-time site coordinator and shares the program director with Farm Hill School.	\$103,000.00
8093	Fingerprinting Receipts		X	District	New staff members are charged a processing fee for fingerprints and payments are made to the State Police Department.	\$3,991.50

Acct. Code	Grant Name	Competitive	Allocation/Entitlement/Receipt	Applicant(s)	Programs Supported by Grants	Received 2016-17
2047 & 2048	Fresh Fruits & Vegetables	X		Macdonough School	Provides fresh fruits and vegetables outside regular school meal times to students at Macdonough School.	\$18,014.00
2736	Hartford Symphony Donations			District	Supports collaboration with New Haven Symphony.	\$6,000.00
2042	IDEA - Section 611 - Part B - Individuals with Disabilities		X	District	Provides technology and support services for special needs students to address resource equity and equality of educational opportunity.	\$1,244,450.00
2043	IDEA - Section 611 - Part B - Non-Public		X	District	Provides equitable service opportunities for special needs students that attend non-public schools.	\$64,918.00
2142	IDEA - Section 619 - Part B - Preschool		X	District	Provides for instruction to at-risk and special education preschool students.	\$39,159.00
2776	Liberty Bank-21C STEM	X		Keigwin/Woodrow Wilson Afterschool	Supports STEM programs for 21C Afterschool program.	\$5,000.00
2777	Liberty Bank-Even Start	X		Adult Education	Supports Adult Education Even Start initiative	\$5,000.00
2734	Macdonough Afterschool Program	X		Macdonough Elementary School	Provides before and afterschool literacy and mathematics support and enrichment activities, for students at Macdonough School in partnership with the YMCA.	\$19,112.00
2785	Macdonough Technology Grant	X		Macdonough Elementary School	To support technology needs at Macdonough School	\$2,400.00
2786	Middletown Commission on the Arts	X		Keigwin/Woodrow Wilson Afterschool	To support artist-led mosaic project as part of the Middletown History Summer Project	\$1,000.00
8009	Maintenance/Rental Fee Receipts		X	District	Receipts for use of the school facilities to cover the cost of custodial overtime salaries for each event.	\$45,190.00
2757	MSAPC-21C	X		Keigwin/Woodrow Wilson Afterschool	Supports swim lessons for non swimmers	\$950.00
2783	MSPAC-PLTI	X		Parent Leadership	Children's Leadership component of Parent Leadership Training Institute	\$500.00
2759	MSAPC-WWMS	X		Woodrow Wilson Middle School	Supplies for Alternative space to traditional detention with the intention of teaching alternate coping skills such as meditation and mindfulness.	\$400.00
2703	Middletown Teen Theater		X	District	Receipts for student participation in summer and school year teen theater productions.	\$65,930.50
2775	NEAT POP		X	District	Supports Bookmobile fit out and activity	\$8,700.00
2758	Nellie Mae School-Family-Community Partnership	X		District	Supports School-Family-Community Partnership Planning.	\$15,000.00
2417	Out-of-Town Magnet Transportation		X	District	Provides transportation to the Greater Hartford Academy of Performing Arts and Thomas Edison Magnet School, contracted through Dattco.	\$161,200.00

Acct. Code	Grant Name	Competitive	Allocation/ Entitlement/ Receipt	Applicant(s)	Programs Supported by Grants	Received 2016-17
2716	Parent Leadership: People Empowering People & Voices for Families	X		District	Provides an advocacy and empowerment program for parents and their children (misc. funders).	\$27,182.00
2008	Perkins - Basic		X	District	Provides technology, in-school jobs/work experiences, job mentoring, and support for the vocational and business program areas at Middletown High School.	\$64,957.00
8004	Preschool Program Fee Receipts		X	District	Receipts from parent fees for the preschool program, paid on a sliding scale, to subsidize transportation and purchase instructional supplies for preschool classes.	\$79,252.00
2312	Primary Mental Health	X		Wesley School	Supports the Circle of Friends program to address social skills development for students that need to strengthen positive peer relationships.	\$19,650.00
2767	REGI Initiative	X		Macdonough Elementary School	Supports the 'Arts' component of STEAM	\$2,500.00
8001	Retirees/Cobra Insurance		X	District	Board of Education funds that are collected through payroll deduction and COBRA payments that subsidize the cost of health insurance for certified and paraprofessional staff.	\$3,545,251.22
2781	Rockfall Macdonough Classroom Outside	X		Macdonough	Supports a school year environmental program for Macdonough students	\$2,570.00
2738	Safe Schools/Healthy Students	X		District	Provides for behavioral and mental health identification and interventions for identified students.	\$553,500.00
2765	School Climate Transformation	X		Keigwin Middle School	Supports positive school climate behaviors	\$5,300.00
2055	School Attendance Model Kindergarten	X		Kindergarten	Reinforces: Making Attendance a Priority; Establishing Effective Attendance Policies; and Implementing School Attendance Model Kindergarten Program.	\$32,000.00
2392 & 2393	School Readiness		X	District	Provides 3- and 4-year-olds with quality extended-day preschool experiences at Snow School and a portion of the salary for the School Readiness Coordinator.	\$355,660.00
2721	Special Education - Medicaid		X	District	State reimbursements for special needs students.	\$217,042.66
8095	Special Education Tuition Reimbursement		X	District	Reimbursement to the district for special education tuition.	\$637,078.24
9150	Student Activities Receipts - MHS		X	District/MHS	Receipts from fees for student activities.	\$3,612.00
9151	Student Activities Receipts - WWMS		X	District/WWMS	Receipts from fees for student activities.	\$9,563.75
8021	Student Guardian Bus Camera		X	District	Receipts from fines imposed on drivers ticketed for infractions involving bus stops and student safety.	\$3,930.00
8005	Summer School Receipts		X	District	Receipts for fees paid by students to attend high school summer school to cover the cost of teaching staff.	\$2,095.00
2002 2003	Title I		X	District & Non-public 4	Title I funds provide for reading and mathematics intervention at Bielefield, Farm Hill, Macdonough, Spencer, and Snow Schools for students in Grades K-5, preschool support services, parent involvement, and instructional materials for	\$916,658.00

Acct. Code	Grant Name	Competitive	Allocation/Entitlement/Receipt	Applicant(s)	Programs Supported by Grants	Received 2016-17
2059	Title I Part A, Macdonough Focus School	X		Macdonough	Grant from SDE to support plan to address designation as Focus School in Science.	\$200,000.00
2126 & 2127	Title II - Part A		X	District & Non-public	Supports two teaching positions to reduce class size in the public schools and professional development for the non-public schools.	\$221,937.00
2038	Title III - Part A		X	District	Supports English Language Learner services and assessments for identified students.	\$26,158.00
2763	Tritown Collaborative	X		Adult Education	Supports out-of-school youth programs in workforce readiness programs.	\$37,205.00
2784	United Way -Summer Swim Club	X		Keigwin/Woodrow Wilson Afterschool	Supports swim lessons for non swimmers	\$850.00
9031	Unexpected Balance FY16		X	District		\$286,644.89
8003	Workers' Compensation Receipts		X	District	Payment for workers' compensation claims that is used to offset the workers' compensation premium.	\$61,047.43
					<b>TOTAL STATE, FEDERAL, PRIVATE GRANTS &amp; MISCELLANEOUS REVENUE 2016-17 as at 10/25/17</b>	<b>\$19,181,998.08</b>
					<b>TOTAL STATE, FEDERAL, PRIVATE GRANTS &amp; MISCELLANEOUS REVENUE 2015-16 as at 6/30/16</b>	<b>\$20,046,251.14</b>

## EXECUTIVE SUMMARY

### CONSOLIDATED APPLICATION FOR FEDERAL GRANTS FOR 2017-18

The State Department of Education requires school districts to submit a Consolidated Application for -2017-18 Federal grants. The funding levels indicated reflect the public school allocations only.

**1) Title I, Part A –Improving Basic Programs \$792,756.23**

Schools falling at or above the district average may qualify for Title I funding; schools below the district average do not qualify for services. The district may bypass a qualifying school for Title I services only if it houses a grade level that is not being served elsewhere in the district. If a school falls below the district average the following year, it may be grandfathered to receive Title I services for one year only. October 1, 2016, enrollment and free/reduced rates were used to determine Title I eligibility.

For the 2017-18 school year Bielefield, Farm Hill, Macdonough, Spencer, and Snow qualify for Title I services, as well as St. John Paul II School. Title I will provide funding for: parent engagement, instructional and classroom support, and interventionist positions. The non-public school receives curricular and supply support for the school year.

**2) Title II,Part A – Teacher/Principal Training and Recruitment \$125,175.71**

Title II, Part A, grant funds are intended to promote and support activities that increase student academic achievement through strategies such as improving teacher and principal quality, and increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools. Funds may be used for developing and implementing initiatives to assist in recruiting highly qualified teachers and principals, providing professional development activities, developing and implementing initiatives to promote retention of highly qualified teachers and principals, including programs that provide teacher mentoring from exemplary teachers, and hiring highly qualified teachers to reduce class size in Grades K-4.

This year these funds provide will support classroom positions to reduce class sizes at Lawrence and Snow.

**3) Title III –English Language Acquisition & Language Enhancement, incl. Immigrant Youth \$24,506**

Title III – English Language Acquisition and Language Enhancement – is designed to develop and conduct language instruction educational programs to increase limited English proficient children’s English proficiency in speaking, reading, writing, and comprehending English, and to increase their achievement in the core academic subjects. Title III funds will be used to support an interventionist (school day and extended day) to provide intensive instruction to identified limited English proficient students.

Total Public Funding for 2017-18 Title I, Title II-A & Title III Grants:\$ 942,437.94 (-14.8% from 2016-17)

Total Public Funding for 2016-17 Title I, Title II-A & Title III Grants:\$1,105,968 (+9.47% from 2015-16)

Total Public Funding for 2015-16 Title I, Title II-A & Title III Grants: \$1,010,280 (+2% from 2014-15)

I was interested to know how the entitlements grants are calculated. The following information was provided by the State Department of Education:

The U.S. Census Bureau's Small Area Income and Poverty Estimates Program (SAIPE) annually provides the U.S. Department of Education with Census poverty estimates (children ages 5-17) used to determine districts' Title I eligibility and calculate district Title I allocations. There is no correlation between Census poverty estimates and free/reduced lunch counts. Census poverty estimates are based on a statistical model incorporating data from the following sources:

- Census Bureau's American Community Survey
- Administrative records from federal income tax returns
- Supplemental Nutrition Assistance Program
- Most recent decennial Census
- Update to population estimates
- Data on Supplemental Security Income recipients
- Economic data from the Bureau of Economic Analysis

More information about SAIPE and additional information is available at <http://www.census.gov/did/www/saipe/about/index.html>:

The main objective of this program is to provide estimates of income and poverty for the administration of federal programs and the allocation of federal funds to local jurisdictions. In addition to these federal programs, state and local programs use the income and poverty estimates for distributing funds and managing programs.

The SAIPE program produces the following county and state estimates:

- total number of people in poverty
- number of children under age 5 in poverty (for states only)
- number of related children ages 5 to 17 in families in poverty
- number of children under age 18 in poverty
- median household income

In addition, in order to implement provisions under Title I of the Elementary and Secondary Education Act as amended, we produce the following estimates for school districts:

- total population
- number of children ages 5 to 17
- number of related children ages 5 to 17 in families in poverty

**The estimates are not direct counts from enumerations or administrative records, nor direct estimates from sample surveys.** Instead, for counties and states, we model income and poverty estimates by combining survey data with population estimates and administrative records. For school districts, we use the model-based county estimates and inputs from federal tax information and multi-year survey data to produce estimates of poverty. See the [Methodology](#) page for further details on the models and see [Information about Data Inputs](#) for details on the data sources.

Beginning with the SAIPE program's estimates for 2005, data from the [American Community Survey \(ACS\)](#) are used in the estimation procedure; all prior years used data from the Annual Social and Economic Supplements of the [Current Population Survey](#). Further details are given in a 2007 SAIPE report, [Use of ACS Data to Produce SAIPE Model-Based Estimates of Poverty for Counties](#) [PDF - 3.4M]. The U.S. Census Bureau, with support from other Federal agencies, originally created the SAIPE program to provide more current estimates of selected income and poverty statistics than the most recent decennial census. A brief history of the SAIPE program can be found on the [Origins of the Project](#) page. Prior to the creation of the SAIPE program the decennial census was the only source of income distribution and poverty statistics for households, families, and individuals if one needed data for "small" geographic areas, e.g., counties, cities, and other sub-state areas. The ten-year span between the release of decennial census data left a large gap in information concerning [fluctuations in the economic situation](#) [PDF - 191k] of the nation and local areas

This is the link to the information about how the Census poverty estimates are created: <http://www.census.gov/did/www/saipe/about/index.html>

SUBMITTED BY: NATALIE FORBES, DIRECTOR OF GRANT SERVICES

## EXECUTIVE SUMMARY

### TITLE IV, PART A GRANT

With the reauthorization in December 2015 of the Elementary and Secondary Education Act of 1965 (ESEA), the Every Student Succeeds Act (ESSA) provides funding under the newly authorized subpart 1 of Title IV, Part A with the intention of increasing state and local capacity to address three priority areas:

- 1) provide all students with access to a well-rounded education, as defined in ESSA section 8101 (52);
- 2) improve school conditions for student learning; and
- 3) improve use of technology in order to improve the academic achievement and digital literacy of all students.

The Connecticut State Department of Education (CSDE) will distribute SSAE grant funds to LEAs by formula, as an entitlement, based on the prior year's Title 1, Part A allocations.

For the 17-18 school year Middletown Public Schools is requesting support to offer a Blended Learning Leader's Summit to provide professional development to leverage personalized learning to deepen engagement, improve instruction, and transform the classroom learning environment at four Title 1 schools: Bielefield Elementary, Farm Hill Elementary, Macdonough Elementary, and Snow Elementary. These schools were chosen for the intervention based on local and state assessment scores.

The total grant request is \$14,498.

SUBMITTED BY: NATALIE FORBES, DIRECTOR OF GRANT SERVICES

## **NEW POLICY 3453**

### **Business/Non-Instructional Operations**

#### **School Activity Funds**

The basic purpose of education is to prepare each generation of children for life's experiences. An important segment of the educational program is extracurricular activities. These programs represent experiences which should be available to all students.

The various extracurricular programs which have been established by the Board of Education should ensure that young people have an opportunity to participate in these experiences.

The raising and expending of activity money by student bodies should have but one purpose — to promote the general welfare, education and morale of the students and to finance the normal legitimate extracurricular activities of the student body organization. The management of student activity funds shall be in accordance with sound business practices, including sound budgetary and accounting procedures and thorough audits.

Legal Reference: Connecticut General Statutes

10-237 School Activity Funds

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

# **DELETE POLICY 6145.8**

## **Instruction**

### **Activity Fund Management**

School activity funds will be expended only for purposes which benefit the student body of the school. All rules, regulations, and procedures for the conduct, operation and maintenance of extracurricular accounts, and for the safeguarding, accounting and auditing of all monies received and derived from those accounts are to contribute to that objective.

**Legal Reference:**      **Connecticut General Statutes**

10-237 School activity funds.

Policy adopted:      September 3, 1996  
Policy revised:      October 10, 2006  
Policy

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Overtime Report for September, 2017**  
**For Weeks Ending: 9/1, 9/8, 9/15, 9/22/2017**

<b>Month/Year</b>	<b>Description</b>	<b>Hours</b>	<b>Cost</b>
	<b>Custodial Department</b>		
September, 2016		193.25	7,217.99
September, 2017	Contracted coverage for employee absences, administrative leave, and overall custodial manpower shortage.	153.00	5,211.56
September, 2017	Man Out Overtime	187.75	6,205.51
September, 2016	Athletic Event Overtime	42.50	1,459.48
September, 2017	Athletic Event Overtime	65.00	2,450.82
	<b>Maintenance Department</b>		
September, 2016		108.50	5,533.44
September, 2017		103.75	4,902.10
September, 2016	Athletic Event Overtime	17.25	732.35
September, 2017	Athletic Event Overtime	7.00	288.54
	<b>Paraprofessionals</b>		
September, 2016		6.25	144.89
September, 2017	No overtime required	0.00	-
	<b>Clerical</b>		
September, 2016		40.50	2,032.02
September, 2017	Business office, human resources and transportation required overtime	22.50	1,070.83
	<b>Technology</b>		
September, 2016		0.00	-
September, 2017	Work on server after hours	6.00	403.48
	<b>Nursing</b>		
September, 2016	Paperwork, physical and new student registration	8.00	404.99
September, 2017	Paperwork, physicals and new student registration	4.75	246.95
	<b>Security Officers</b>		
September, 2016		20.75	920.13
September, 2017	School events	38.75	1,535.11
September, 2016	<b>TOTAL OVERTIME</b>	<b>437.00</b>	<b>18,445.29</b>
September, 2017	<b>TOTAL OVERTIME</b>	<b>588.50</b>	<b>22,314.90</b>

**Overtime Report for October, 2017**  
**For Weeks Ending: 9/29, 10/6, 10/13, 10/20, 10/27/2017**

<b>Month/Year</b>	<b>Description</b>	<b>Hours</b>	<b>Cost</b>
	<b>Custodial Department</b>		
October, 2016	General overtime and custodial manpower shortage	241.75	8,670.96
October, 2017	General Overtime	190.25	6,809.14
	Man Out Overtime	400.00	13,089.32
October, 2016	Athletic Event Overtime	82.25	2,878.59
October, 2017	Athletic Event Overtime	88.25	3,240.98
	<b>Maintenance Department</b>		
October, 2016	General Overtime	147.75	7,037.44
October, 2017	General Overtime	176.25	8,758.15
October, 2016	Athletic Event Overtime	0.00	-
October, 2017	Athletic Event Overtime	10.50	432.81
	<b>Paraprofessionals</b>		
October, 2016		4.00	190.00
October, 2017	Coverage for teacher absences, required training, late buses and late programs	0.00	-
	<b>Clerical</b>		
October, 2016		33.50	1,810.70
October, 2017	Transportation, Special Education and Business Office	27.25	1,349.80
	<b>Technology</b>		
October, 2016		2.00	89.58
October, 2017		5.00	264.75
	<b>Nursing</b>		
October, 2016		17.50	889.87
October, 2017		0.00	-
	<b>Security Officers</b>		
October, 2016		43.00	1,852.80
October, 2017	School events and coverage for absences	50.50	2,151.48
October, 2016	TOTAL OVERTIME	571.75	23,419.94
October, 2017	TOTAL OVERTIME	948.00	36,096.43

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 20-Oct-2017 to 16-Nov-2017 For FY 2018

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 36096 Date: 15-Nov-2017						
From 1010-930-2100-200-55105-00000	SPED: TRANSPORTATION*SUMMER	228,598.00		228,598.00	24,797.56	
From 1010-940-2700-000-55100-00000	STU TRANSP: PUPIL TRANS REG	3,495,463.00		3,495,463.00	6,260.82	
To 1010-100-2210-210-55100-00000	PRE SCHOOL: PUPIL TRANSP	247,175.00		247,175.00		29,800.34
To 1010-930-2100-200-55100-00000	SPED: PUPIL TRANSP	1,914,085.00		1,914,085.00		920.51
To 1010-940-2700-000-55100-10201	STU TRANSP: PUPIL TRANS-GHA	16,470.00		16,470.00		337.53
	To cover negative remaining balance in Pre-School Transportation, SPED Transportation, and Greater Hartford Academy transportation.					
Journal#: 36098 Date: 16-Nov-2017						
From 1010-100-2210-350-53900-00000	CURR: PERFORM ARTS*OTH PURCH SVCS	32,600.00		32,600.00	12,000.00	
From 1010-930-2150-000-53300-00000	SPEECH/HEAR/LANG: PURCH SVCS: TECH	50,000.00		50,000.00	5,000.00	
From 1010-100-2210-210-55010-00000	PRE SCHOOL: PURCH SVCS	26,007.00		26,007.00	15,500.00	
To 1010-960-2320-000-55010-00000	EXEC ADMIN: PURCH SVCS					32,500.00
	Transfer funds from lines with available free balances to Executive Admin Purchased Services. Funds to be used by Dr. Conner to support Strategic plans.					
	Total Transfer for Central Office				63,558.38	63,558.38
Journal#: 36093 Date: 09-Nov-2017						
From 1010-100-2210-190-56410-00000	CURR: SOC SCIENCE*TEXTBOOKS	4,000.00		4,000.00	1,825.85	
To 1010-100-2210-190-56110-00000	CURR: SOC SCIENCE*INSTR SUPPL	1,000.00		1,000.00		1,825.85
	To purchase instructional supplies.					
	Total Transfer for CURRICULUM				1,825.85	1,825.85
Journal#: 36055 Date: 02-Nov-2017						
From 1010-960-2320-000-58901-00000	EXEC ADMIN: EDUC SUPPORT	7,000.00		7,000.00	2,700.00	
To 1010-960-2570-000-55010-00000	PERS SVCS: PURCH SVCS	33,950.00		33,950.00		2,700.00
	Budget Transfer from Executive admin line to Purchased Services due to increased volume of SSCI Volunteer Background Screenings					
	Total Transfer for Human Resources				2,700.00	2,700.00
Journal#: 36081 Date: 03-Nov-2017						
From 1010-015-1000-170-55800-00000	KEIGWIN: NAT/PHYS SCIENCE*TRAVEL/CONF	700.00		700.00	700.00	

Date Range: 20-Oct-2017 to 16-Nov-2017 For FY 2018

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
To 1010-015-1000-170-57340-00000	KEIGWIN: NAT/PHYS SCIENCE*TECH REL HW/EQUIP funds no longer needed for Invention Convention. Funds to be used to purchase more tech equipment, scales, measurement equipment for labs.	400.00		400.00		700.00
Total Transfer for Keigwin School					700.00	700.00

Journal#: 36044 Date: 23-Oct-2017

From 1010-062-2410-000-56900-00000	MHS: SUPPL*OTHER	25,500.00		25,500.00	1,200.00	
To 1010-062-1000-160-55100-00000	MHS MATH*PUPIL TRANSPORTATION To provide the math team with busing to their meets this year.					1,200.00
Total Transfer for MHS					1,200.00	1,200.00

Journal#: 36042 Date: 20-Oct-2017

From 1010-930-2100-200-56110-00000	SPED: INSTR SUPPL	19,021.00		19,021.00	270.42	
To 1010-930-2100-200-57330-00000	SPED: FURNITURE AND FIXTURES Purchasing two (2) chairs for sped students.					270.42

Journal#: 36046 Date: 25-Oct-2017

From 1010-930-2100-200-56110-00000	SPED: INSTR SUPPL	19,021.00		19,021.00	598.00	
To 1010-930-2100-200-56500-00000	SPED: SUPPLIES*TECHNOLOGY RELATED NEED TO PURCHASE 2 IPADS FOR SPECIAL EDUCATION STUDENTS					598.00

Journal#: 36080 Date: 03-Nov-2017

From 1010-930-2100-200-55620-00000	SPED: TUITION TO OTHER DISTR OUTSIDE STA	180,124.00		180,124.00	99,141.45	
To 1010-930-2100-200-55630-00000	SPED: TUITION TO PRIVATE SOURCES Transfer balance to Private Tuition. Encumbered the funds for only student out-of-state.	3,140,324.00		3,140,324.00		99,141.45

Journal#: 36095 Date: 14-Nov-2017

From 1010-930-2130-000-56900-00000	HEALTH: SUPPL*OTHER	15,340.00	-915.60	14,424.40	915.60	
To 1010-930-2130-000-57340-00000	HEALTH: TECH REL HW/EQUIP NEW LAPTOP FOR MARY EMERLING, HEALTH SERVICES SUPERVISOR		915.60	915.60		915.60

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 20-Oct-2017 to 16-Nov-2017 For FY 2018

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Total Transfer for Special Education					100,925.47	100,925.47

Journal#: 36053 Date: 01-Nov-2017

From 1010-014-1000-160-56110-00000	WESLEY: MATH*INSTR SUPPL	1,000.00		1,000.00	407.00	
To 1010-014-1000-350-58100-00000	WESLEY: PERFORM ARTS*MEMBERSHIPS & DUES	130.00		130.00		2.00
To 1010-014-1000-110-56110-00000	WESLEY: ELA*INSTR SUPPL	2,000.00		2,000.00		405.00
	Funds needed to purchase additional items					

Total Transfer for Wesley School 407.00 407.00

\*\*\* Grand Total To Transfer 171,316.70 171,316.70

## **PERSONNEL ACTION:**

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

Ellis, Christopher Kelly, Rocks Teacher at Woodrow Wilson Middle School employed in Middletown since August 2009, has requested a paternity leave of absence until March 1, 2018. The effective date is February 8, 2018.

Ellis, Elisabeth, Elementary Teacher at Macdonough Elementary School employed in Middletown since August 2011, has requested a child rearing leave of absence until the remainder of the 2017-18 school year. The effective date is February 8, 2018.

Prince, Joseph, School Psychologist at Woodrow Wilson Middle School employed in Middletown since August 2013, has requested a paternity leave of absence for fifteen (15) days. The effective date is February 28, 2018.

Szolomayer, Makenna A., Special Education Teacher at Bielefield Elementary School employed in Middletown since August 2017, has requested a medical leave of absence until December 31, 2017. The effective date is November 7, 2017.

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

None.

## **STATUS OF CERTIFIED EMPLOYMENT:**

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

Boorman, Brian, Elementary Teacher (Snow School) employed in Middletown since September 1986, has submitted his resignation for the purpose of retirement effective December 31, 2017.

Carrano, Janet, Elementary Teacher (Wesley School) employed in Middletown since August 2000, has submitted her resignation for the purpose of retirement effective January 1, 2018.

## **Vacancies for 2017-18 School Year**

- Grades 6-12 Science Curriculum Supervisor
- Elementary Teachers – 2 Positions (Snow School & Wesley School)

**Middletown Public Schools**  
**PARAPROFESSIONALS LEAVE OF ABSENCES/NEW HIRES/RESIGNATIONS/RETIREMENTS**  
**Personnel Action – November 21, 2017**

**New Hires**

	<u>Name</u>	<u>Start Date</u>	<u>Description</u>	<u>Location</u>
1	Hickey, Ashley	10/18/17	Paraprofessional	Lawrence School
2	Iovene, Edith Marie	11/20/2017	Paraprofessional	Middletown High School
3	Keuhner, Bethany	10/23/2017	Paraprofessional	WWMS
4	Thompson, Morgan	10/30/2017	Paraprofessional	Lawrence
5	Wood, Torin	11/15/2017	Paraprofessional	Middletown High School

**Leave(s) of Absence:**

James, Desiree, Paraprofessional at Bielefield School employed in Middletown since September 2016, has requested a child-rearing leave of absence for twelve (12) weeks. The effective date is February 8, 2018.

**Resignations**

	<u>Name</u>	<u>Resign/Retirement</u>	<u>Description</u>	<u>Location</u>
1	Arnold, Cynthia	11/17/2017	Paraprofessional	Spencer School
2	Blasiak, Michelle	10/23/2017	Paraprofessional	Macdonough School
3	Ellis, Michael	11/08/2017	Paraprofessional	Middletown High School
4	Hoggard-Foye, Lakuandria,	11/10/2017	Paraprofessional	Spencer School
5	Ingman, Krista	11/14/2017	Paraprofessional	Middletown High School
6	Maldonado, Latia	11/10/2017	Paraprofessional	Farm Hill School
7	Miller, Marnie	11/08/2017	Paraprofessional	Woodrow Wilson Middle School
8	Sexton, Melinda	09/22/2017	Paraprofessional	Woodrow Wilson Middle School
9	Vodola, Amanda	11/15/2017	Paraprofessional	Middletown High School

**Vacancies for 2017-18 School Year**

- Farm Hill School – 1 Position
- Macdonough School – 1 Position
- Spencer School - 3 Positions
- Woodrow Wilson Middle School – 1 Position
- Middletown High School – 2 Positions

## Sub Rates 2017/18

Member/Non-Member - Organization	Custom Field Data - Substitute Teacher Rate	Custom Field Data - DRG
ACES	Daily Subs \$85 (certified), LTS after 40 days to BA Step 1	
Ansonia Public Schools	\$65/day	H
Bethel Public Schools	77	D
Bloomfield Public Schools	Kelly Services, LTS option for FT positions	G
Bolton Public Schools	\$75/day	C
Bristol Public Schools	Daily \$90, LTS day 80- \$115, Retired Teacher \$165	G
Brookfield Public Schools	75	B
Canterbury Public Schools	85	F
Canton Public Schools	86.44	C
Cheshire Public Schools	80	B
Colchester Public Schools	\$85 per day	D
Cromwell Public Schools	\$80 per day	D
Danbury Public Schools	\$90/day	H
Derby Public Schools	\$75 daily subs	H
East Granby Board of Education	\$85/day	D
East Haddam Public Schools	85	E
East Hampton Public Schools	\$85/day. LTS/Blg Sub \$90/day	D
East Hartford Public Schools	\$75 per day	H
East Haven Board of Education	Kelly Services, LTS 41st day \$244.42	G
Eastford Public Schools	75	E
Ellington Public Schools	80	C
Glastonbury Public Schools	85.00/95.00 after 25 days	B
Greenwich Public Schools	\$100/day	B
Griswold Public Schools	70	F
Groton Public Schools	Daily Subs \$85 (certified), BLD Sub \$90, Retired/Certified \$90 1st 40 days then BA Step 1	G
Hamden Public Schools	Kelly Services	G
Hampton School District	\$72/\$82	E
Integrated Day Charter School	80	
Killingly Public Schools	75.00/85.00 w/ certification	G
Ledyard Public Schools	80	D
Litchfield Public Schools	\$85 per day	E
Madison Public Schools	\$80 for the first 10 days, then \$100 starting on the 11th day	B
Manchester Public Schools	\$87.50 daily, LTS \$122 per day Cert, LTS < 40 days \$87.50, BLD Sub \$95	G
Meriden Public Schools	daily \$75/day (certified or hired TDP \$100), retired and commit to 4 days/wk \$100, LTS \$75 until day 40 then \$258	H
Middletown Public Schools	\$80.00 for daily subs, Building Subs \$80, retired subs \$90	G

## Sub Rates 2017/18

Member/Non-Member - Organization	Custom Field Data - Substitute Teacher Rate	Custom Field Data - DRG
Milford Public Schools	Daily \$90. LTS greater than 30 days BA Step 1, BLD Sub \$187.52, retired \$140	D
Monroe Public Schools	\$75 per day	B
Naugatuck Public Schools	\$75 daily (\$80 after they've worked 40 consecutive in same assignment), \$100 building, BA Step 1 after 40 days	G
New Britain Public Schools	\$75/day for non-certified and \$100/day for certified	I
New Canaan Public Schools	\$100	
New Milford Public Schools	\$75	D
New Milford Public Schools	75/day	D
Newington Public Schools	Daily \$80 for the first 40 days, then \$90 per day. LTS no benefits but on BA step scale, continuous subs \$150-\$175, Building subs Yr 1- \$90, Yr 2- \$95, Yr. 3 \$100, etc.	D
Newtown Public Schools	75	B
North Stonington Public Schools	85	E
Norwich Public Schools	85	H
Orange Board of Education	\$90 daily	B
Oxford Public Schools	80.00 per day	C
Plainfield Public Schools	\$80/ day non-cert, \$85/day cert	G
Plainville Community Schools	85	F
Portland Public Schools	75-100	E
Putnam Public Schools	\$100.00 PER DAY	G
Regional School District #01	\$85 per day	E
Regional School District #04	75	C
Regional School District #07	85	C
Regional School District #08	70	C
Regional School District #10	75	C
Regional School District #12	80	C
Regional School District #13	\$80/ day	
Regional School District #16	\$80/ day	
Regional School District #17	75	C
Regional School District #18	80	C
Ridgefield Public Schools	90	A
Rocky Hill Public Schools	\$75 first 20 days, \$80 after 21st day	D
Salem Board of Education	\$70 per day	C
Seymour Board of Education	75.00 per day	F
Shelton Board of Education	65/75/90	D
Somers Public Schools	85	C
Southington Public Schools	\$70 per day , \$100 retired teachers	D
Stamford Public Schools	90	H

### Sub Rates 2017/18

Member/Non-Member - Organization	Custom Field Data - Substitute Teacher Rate	Custom Field Data - DRG
Stonington Public Schools	85	D
Stratford Public Schools	\$85/day, \$100 retired teacher (extra \$10/day rule)	G
Suffield Public Schools	85	C
Thompson Public Schools	\$80 noncertified, \$85 certified	F
Tolland Public Schools	80	C
Torrington Public Schools	Kelly Services	G
Town of Lisbon BOE	\$80/day	E
Vernon Public Schools	\$90 Daily Subs / Building Subs \$98	G
Wallingford Public Schools	\$70 per day	D
Watertown Public Schools	75/day	D
West Hartford Public Schools	\$85	B
Westbrook Public Schools		E
Weston Public Schools	90	A
Westport Public Schools	100	A
Wethersfield Public Schools	80	D
Wilton Public Schools	95	A
Windsor Locks Public Schools	\$90	F
Windsor Public Schools	Kelly (\$90/day) LTS Days (1-20, \$107.10) (21-40, \$158.10) (41+, \$256.08) BLD Sub \$107.10	D
Woodbridge School District	\$110	B
Woodstock Public Schools	70 certified/65 noncertified	E

	DRG - GROUP G
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## Middletown Public Schools Sub Rates & Cost of Classroom Coverage

Title	Current Pay Rate per day	Comments	Current Amount of Subs
Daily Sub	\$ 80.00		49
Retired Sub	\$ 90.00		5
Building Sub	\$ 80.00		24
Long Term Sub Teacher	\$ 80.00	then after the 40th day BA Step 1 as per the MFT contract after the 40th day	7

Month	Classroom Coverage for the 2016-17 School Year	Classroom Coverage for the 2017-18 School
August	45.35	
September	\$ 1,446.09	\$ 617.81
October	\$ 7,672.50	
November	\$ 7,529.38	
December	\$ 9,309.10	
January	\$ 1,867.90	
February	\$ 9,374.70	
March	\$ 6,035.07	
April	\$ 9,251.23	
May	\$ 21,842.24	
June	\$ 5,022.39	
Total	\$ 79,350.60	

Budgeted	\$35,000.00	\$	35,000.00
Difference	\$44,350.60		



# Middletown Public Schools

Mark Langton,  
Manager of Transportation

## TRANSPORTATION REPORT

October 1, 2017 THROUGH October 31, 2017

2017 – 2018 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	32	11								
SCHOOL TRANSPORTATION CHANGES	155	11								
LEFT DISTRICT / SCHOOL	2	9								
BUS DRIVER COMPLAINTS	0	1								
BUS CONDUCT REPORTS	101	208								
BUS ACCIDENTS	0	1								

2016 – 2017 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	9	23	28	16	23	7	12	10	12	0
TRANSPORTATION CHANGES	222	19	25	15	17	12	11	12	7	0
LEFT DISTRICT / SCHOOL	21	11	29	20	20	16	8	7	1	5
DRIVER COMPLAINTS	0	2	0	0	0	1	0	0	1	1
BUS CONDUCT REPORTS	252	94	84	77	69	58	82	32	83	25
BUS ACCIDENTS	4	1	1	0	4	1	3	0	1	0

- ❖ Accident did not involve a vehicle. Sunday night's storm brought down trees and tree branches. Tree branch was buried under storm debris and broke as the right front tire drove over it and part of the branch struck the lower right service door window breaking it.

This was for Farm Hill RT#21, four students on board with no reported injuries. PD was on scene along with Mark Langton.



# Explore Middletown

Listening, Learning, and Understanding  
Superintendent's Entry Plan

Dr. Michael T. Conner





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Dear Middletown Families, Community Members, and Educational Stakeholders,

I am honored to serve as your new Superintendent of Middletown Public Schools! During my transition, I have met many constituents, city officials, and educational stakeholders who welcomed my family and me with open arms. I want to thank you for making my move to Middletown Public Schools seamless. The positive transition, coupled with a vibrant community, is the rationale I will be making Middletown my new home. Again, thank you for an amazing welcome to Middletown!

I learned a long time ago that good leaders “listen and learn” to understand the complexities of an organization. During my first 100 days in Middletown, I will be executing an entry plan entitled *Explore Middletown*. My entry plan will feature “Town Hall” forums, “Superintendent’s Night Out” at every school, meetings with various community/government leaders, and school visits so I can gain an understanding of Middletown Public Schools. Leadership is multi-faceted, adaptive, and transparent, which is why I will be listening and learning in the community. My goal is to build transparent relationships with constituents and educational stakeholders of Middletown so we can collectively ensure all students are receiving high quality learning experiences every day. Relationships are at the core of any high performing learning organization—thus, the importance I learn and understand the district from your lens. Interim reports and status updates of *Explore Middletown* will be provided to the community, as well as “sense making” meetings to share entry plan data findings. I look forward to this collaborative learning process as we inquire and reflect on approaches to improve Middletown Public Schools.

As I stated from the outset, it is truly humbling to join this coalition in Middletown. Thank you for your support and I look forward to growing and learning with you throughout the 2017-2018 academic year.

Regards,

*Dr. Michael T. Conner*

Michael T. Conner, Ed.D.  
Superintendent  
Middletown Public Schools



## Superintendent Entry Plan

### *Explore Middletown*

#### **“Listening, Learning, and Understanding”**

#### **Introduction**

To ensure a successful transition, *Explore Middletown* is an entry plan rooted in collective inquiry and learning. *Explore Middletown* is designed to provide platforms for reflection about our learning organization as well as identify strategic steps to accelerate student achievement. The entry plan is multidimensional that includes meeting with district leadership, educational stakeholders, executive union officials, community leaders/officials, school partners, parents, students, and teachers. Moreover, I will be reviewing our district’s structures, systems, and data to assess areas of progress and improvement.

*Explore Middletown* will be grounded on three critical goals. The entry plan will be implicitly underscored using a “Reflective Inquiry in Action” process that is focused on the following:

1. **Learning About the Community:** The Middletown community plays an active role in shaping a successful school district. During critical phases of implementation, my goal is to learn from our external partners, government officials, colleges/universities, and proponents of Middletown Public Schools.
2. **Learn About My Leadership:** Leadership in the context of guiding stakeholders to a vision is adaptive. All data outcomes and metrics in *Explore Middletown* will assist the framing of my leadership methods to ensure relationships and trust are grounded to improve teaching and learning conditions.
3. **Learn About the Organization:** Every day, educational leaders and stakeholders of Middletown Public Schools play a critical role in the development of our students. To address our growth areas, as well as strengthen the current structures/systems in place, I will be soliciting your insight on the current state of education in Middletown for ideas to improve our learning organization in a strategic manner.

Thank you for your engagement and participation in *Explore Middletown*. A key lever for our organizational success is having a deep understanding of the current state of education in Middletown and our structured next steps to reach desired academic outcomes. I look forward to meeting you within my first 100 days.



## ***Explore Middletown***

### **Framework and Goals**

#### **Framework**

*Explore Middletown* is structured into activities based on five strategic areas within an educational organization. Middletown Public Schools has defined strengths in each strategic area, as well as opportunities to grow. Feedback and data metrics from *Explore Middletown* will guide the development of our three-year strategic plan. The five strategic areas in the entry plan are outlined below:

1. **Governance, Policy, and Board of Education**
2. **Organizational Leadership, Capacity, and Alignment**
3. **Teaching, Learning, and Student Achievement**
4. **Community, Public Relations, Partnerships, and Communications**
5. **Operations and Finance**

#### **Goals**

There are five goals in *Explore Middletown* that are aligned to the five strategic areas of the entry plan. The goals of *Explore Middletown* consist of the following:

1. **Listen** and **Assess** the current state of the school district and core elements of the organization.
2. **Learn** the school district's alignment to the five strategic areas of the entry plan.
3. **Understand** and **Unwrap** major themes from *Explore Middletown* to align mental models for organizational coherence.
4. **Review** data to align priorities to a strategic planning process.
5. **Plan** efforts for strategic planning and execution.

The first 100 days of *Explore Middletown* is not an isolated or ad hoc process of learning, but one that explicitly foster dialogue using a collaborative and transparent discovery method. At the conclusion of *Explore Middletown*, stakeholders and community advocates will participate in semi-structured "sense-making activities" where stakeholders will begin the process for constructing a three-year Strategic Plan. This plan will serve as the guidepost to structure our coalition work for continuous improvement within the Middletown Public Schools.



## ***Explore Middletown***

### **Structure and Timeline**

#### **Structure**

*Explore Middletown* is categorized into three critical phases of **listening, learning, and understanding**. Within the three-tiered process, the first phase will engage stakeholders in structured learning platforms focused on deep reflection, transformational learning, and collective inquiry. The second phase will feature stakeholder groups in “sense-making sessions” of the data from the listen/learn tour. Moreover, during the second phase of *Explore Middletown*, a “transition team” of external experts will review the organization’s structures, systems, and priorities in selected strategic areas. Targeted recommendations and feedback will be presented to the Board of Education and community. The third phase of the entry plan will start the core work around developing a three-year strategic plan for the district. Goals, strategies, and other essential components of the plan will be introduced, which will coincide with data collected from Phase I and Phase II.

#### **Timeline**





## ***Explore Middletown***

### **Entry Plan Activities**

#### ***Strategic Area I: Governance, Policy, and Board of Education***

Activities designated in this area are structured to establish proactive/transparent relationships with Board of Education members, outline governance platforms between Superintendent/Board of Education members, and review policies to accelerate student achievement.

#### **Activities:**

- Meet with Board Chairman and individual Board of Education members.
- Meet with Board of Education Committee Chairs to determine collaboration and priority focuses for Middletown Public Schools.
- Review existing board policies for alignment to strategic priorities.
- Conduct school visits with Board Members.
- Host a “retreat” with Board of Education members and cabinet leaders.
- Review, establish, and develop mutual Board of Education and Superintendent goals.
- Identify professional development needs and develop a plan to build civic capacity around educational goals and priorities for the district.



## ***Explore Middletown***

### **Entry Plan Activities**

#### ***Strategic Area II: Organizational Leadership, Capacity, and Alignment***

The essential pillar for a district's success is having a high performing, results-orientated, executive team and senior staff. The focus of this strategic area is to assess the organization's alignment, efficacy, knowledge, and capacity to address the core priorities of the district. Designated activities in this strategic area will identify critical barriers for performance as well as strength areas that are advancing the organization's focus on teaching, learning, and innovation.

#### **Activities:**

- Review current central office staff structure.
- Conduct one-on-one interviews with central office administrators and review job descriptions.
- Conduct a needs assessment to assess efficiencies, functionality, and efficacy of current organizational structure.
- Examine the level of autonomy principals and schools have with current organizational structure and processes.
- Assess current structures for high-level district and committee meetings.



## ***Explore Middletown***

### **Entry Plan Activities**

#### ***Strategic Area III: Teaching, Learning, and Student Achievement***

The core impetus of any district's function is teaching, learning, and student achievement. During this strategic phase, activities are developed to listen, learn, and understand the current pedagogical processes for curriculum, instruction, assessment, interventions, resources, and learning.

#### **Activities:**

- Meet with district and building level instructional leaders to discuss achievement data, instructional programming, pedagogy, professional learning, and interventions.
- Meet with union leaders, school-based leadership teams and instructional leaders/teachers to discuss current state of education in Middletown Public Schools.
- Meet with custodians and paraprofessionals to discuss current state of education in Middletown Public Schools.
- Host "Town Hall" meetings with community members to discuss current state of education in Middletown Public Schools.
- Host a "Community Breakfast" with city officials and university/college partners to discuss current state of education in Middletown Public Schools.
- Host "Superintendent's Night Out" with School Governance Councils and Parent Teacher Associations to discuss current state of education in Middletown Public Schools.
- Review performance, perception, and demographic data in Middletown Public Schools.
- Conduct site-visits, lesson observations, and learning walks to assess current landscape of teaching and learning in Middletown Public Schools.
- Meet with Special Education Department (district and school leaders) to discuss and assess current landscape of student services.
- Examine current assessment practices and testing procedures in Middletown Public Schools.
- Meet with Early Childhood Council and Community Leaders to learn the core work of closing the preparation gap in Middletown.
- Conduct needs assessments in curriculum and SPED by transition team.
- Meet with district curriculum and instructional committees to discuss current state of education in Middletown Public Schools.



## ***Explore Middletown***

### **Entry Plan Activities**

#### ***Strategic Area IV: Community, Public Relations, Partnerships, and Communications***

Research contends that high performing districts have partnerships that are rooted on transparent communication lines. The listed activities in Strategic Area IV are designed to learn the district's approach to family outreach, branding, community relations, partnerships, and strategic communications.

#### **Activities:**

- Meet with Mayor Drew and Common Council Leaders on a monthly/bi-monthly basis to discuss current and future state of Middletown Public Schools.
- Review current internal and external communication strategies.
- Review current communications plan.
- Analyze current use of social media as a communications strategy.
- Meet with Instructional Technology Team to review structure, process, procedures, and functionality of communications.
- Meet with city department leaders, elected town officials, Chief of Police, Fire Chief, and Common Council Members.
- Meet with community partners, faith-based groups, and business officials to discuss current state of partnerships and public relations with Middletown Public Schools.
- Meet with Wesleyan University and Middlesex Community College to discuss current partnerships with Middletown Public Schools.
- Meet with local and state business partners to discuss current partnerships with Middletown Public Schools.
- Evaluate the quality of the district website and schools' website.
- Meet with State Department of Education and current educational partners to discuss current partnerships focused on academic and operational priorities.



## ***Explore Middletown***

### **Entry Plan Activities**

#### ***Strategic Area V: Operations and Finance***

Understanding the current strengths, opportunities, and strategies for improvement is a critical focus amongst our current fiscal challenges. It is essential that Middletown Public Schools use existing funding streams in a strategic manner that is responsible, while yielding the highest return of investment. As we strive for conditions to advance the student learning experience, activities in this area will assess the functionality of operations, working environments, human resources, and finance. The goal from this strategic area is to learn about the context of key areas as it pertains to operations in Middletown Public Schools.

#### **Activities:**

- Review all employee contracts.
- Learn and understand the district's operations and finance infrastructure.
- Review facility needs for all schools.
- Meet with Public Works and Recreation Department.
- Conduct one-on-one meetings with business manager, director of human resources, and director of operations.
- Meet with finance, human resources, and operations team.
- Ensure budget guidelines and processes are in alignment with city charters.
- Assess how budgeting is aligned to support student achievement and strategic priorities.
- Meet with transportation providers to discuss on-going improvement strategies and existing contracts.
- Review key district financial reports, budgets, most recent audits, and grants.
- Conduct a needs assessment in the area of finance, human resources, and operations from transition team.
- Conduct one-on-one meetings with central office staff.
- Review district and school climate survey.
- Review the district's safety, crisis, and communication plan.



## ***Explore Middletown***

### **Review and Outcomes**

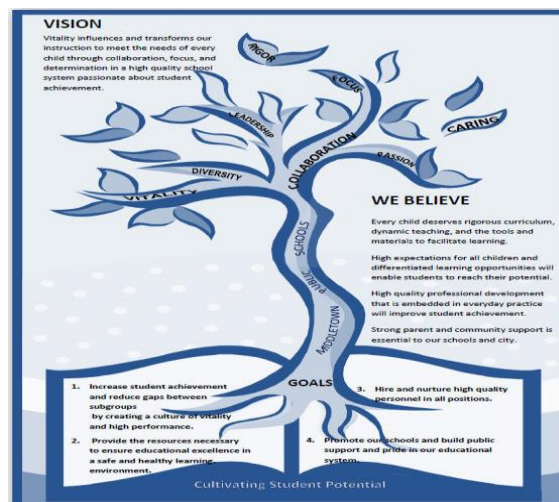
#### ***Review***

During interim segments of implementation, the Board of Education, in conjunction with the Middletown community, will be provided with updates of the entry plan. Moreover, accountability measures (i.e., Organizational Checklist) will be utilized to ensure key activities are completed within the designated timeline. Key data metrics from *Explore Middletown* will be reviewed and disaggregated to serve as the frame for the strategic planning process.

#### ***Outcomes***

At the conclusion of *Explore Middletown*, the following outcomes and next steps will be implemented to inform district level decisions and recommendations for systems improvement:

1. Summary report of feedback from stakeholders and community discussions during “listening, learning, and understanding” tour meetings.
2. Disseminate data findings from the organizational review in all designated strategic areas.
3. Disseminate efficiency findings from transition team.
4. Develop preliminary goals and strategies for strategic plan based on various data metrics from entry plan.



Middletown Public Schools



# Explore Middletown

Listening, Learning, and Understanding

Dr. Michael T. Conner

**Progress Report**



Preparing our students for the 21st Century



# *Explore Middletown*

## *Superintendent Entry Plan*

### **Strategic Area I: Governance, Policy, and Board of Education**

<b>Entry Goals</b>	<b>Not Started</b>	<b>In Process</b>	<b>Complete</b>
Engage in one-on-one meetings with all Board of Education members to build a positive and productive relationship			
Meet with the Board chairperson and Board committee chairs to determine how they work in partnership with the superintendent of schools and senior staff.			
Host "Board Retreat" to establish collaborative roles, responsibilities, and norms of behaviors/interactions			
Develop a process, structure, and timeline to measure current strategic initiatives and district improvement plans			
Review Board of Education goals and district performance indicators			
Establish a regular meeting time with the Board chairperson for reviewing and constructing agendas			
Share entry plan for feedback, guidance, and structure			
Conduct school visits with Board of Education Members			
Establish mutual Board of Education and Superintendent performance goals			



# *Explore Middletown*

## *Superintendent Entry Plan*

### **Strategic Area II: Organizational Leadership, Capacity, and Alignment**

<b>Entry Goals</b>	<b>Not Started</b>	<b>In Process</b>	<b>Complete</b>
Establish a transition team comprised of experts to review alignment, coherence, and efficiencies of organizational structures			
Establishing meeting protocols and structures designed to focus on increasing student achievement and continuous improvement within the organization			
Review the current central-office structure and services to determine the focus on improving student achievement while maximizing organizational efficiencies			
Review job responsibilities for all central office personnel			
Assess the current state of data monitoring, assessment management systems, and data warehouse			
Examine how much autonomy principals have in the current organizational structure and the processes used to make site-based decisions			
Conduct one-on-one meetings with central office administrators			
Conduct a retreat with senior staff to review the district's priorities, mid-year achievement outcomes, and other relevant data			



## *Explore Middletown*

### *Superintendent Entry Plan*

#### **Strategic Area III: Teaching, Learning, and Student Achievement**

<b>Entry Goals</b>	<b>Not Started</b>	<b>In Process</b>	<b>Complete</b>
Meet with district's school-based leadership teams to review disaggregated achievement data			
Review all performance, perception, and demographic data in Middletown Public Schools			
Determine the degree of rigor embedded in Middletown Public Schools and assess students' access to a challenging academic program			
Assess current professional development efforts for instructional growth			
Evaluate system-wide efforts focused on improving student and staff attendance			
Meet with union leaders and executive teams to discuss current state of education in Middletown Public Schools			
Host "Town Hall" meetings with community members to discuss current state of education in Middletown			
Host "Superintendent's Night Out" with School Governance Councils and Parent Teacher Associations at every school			
Host "Community Breakfast" with city officials and university/college partners, and local business partners			
Conduct site-visits, lesson observations, and learning walks to assess current landscape of teaching and learning			
Examine assessment practices and testing procedures.			
Meet with Early Childhood Council and advocates			
Conduct needs assessments in curriculum and SPED			
Meet with district committees to discuss current state of education in Middletown			
Assess the district's expectations for student academic success across all demographic groups. Review how resources are expended as a reflection of the district's commitment to meeting the needs of all students			



## *Explore Middletown*

### *Superintendent Entry Plan*

#### **Strategic Area IV: Community, Public Relations, Partnerships, and Communications**

<b>Entry Goals</b>	<b>Not Started</b>	<b>In Process</b>	<b>Complete</b>
Meet with Mayor Drew and Common Council Leaders on a monthly/bi-monthly basis to discuss current and future state of education in Middletown Public Schools			
Review internal and external communication strategies			
Review current communications plan			
Analyze use of social media as a strategy for communication			
Meet with city department leaders, elected officials, Chief of Police, Fire Chief, and Common Council Members			
Meet with community partners, faith-based groups, and business officials to discuss current state of partnerships and public relations			
Examine how much autonomy and authority principals have in the current organizational structure to ensure community members are a part of key decision-making			
Meet with Wesleyan and Middlesex Community College to discuss current partnerships with Middletown Public Schools			
Meet with State Department of Education and educational partners to discuss current partnerships focused on academic and operational priorities			
Evaluate the quality of the district website and schools' websites			
Evaluate internal communication protocols to board members, instructional leaders, instructional staff, non-instructional staff and central office staff			
Meet with instructional technology team to review structure, process, and procedures			

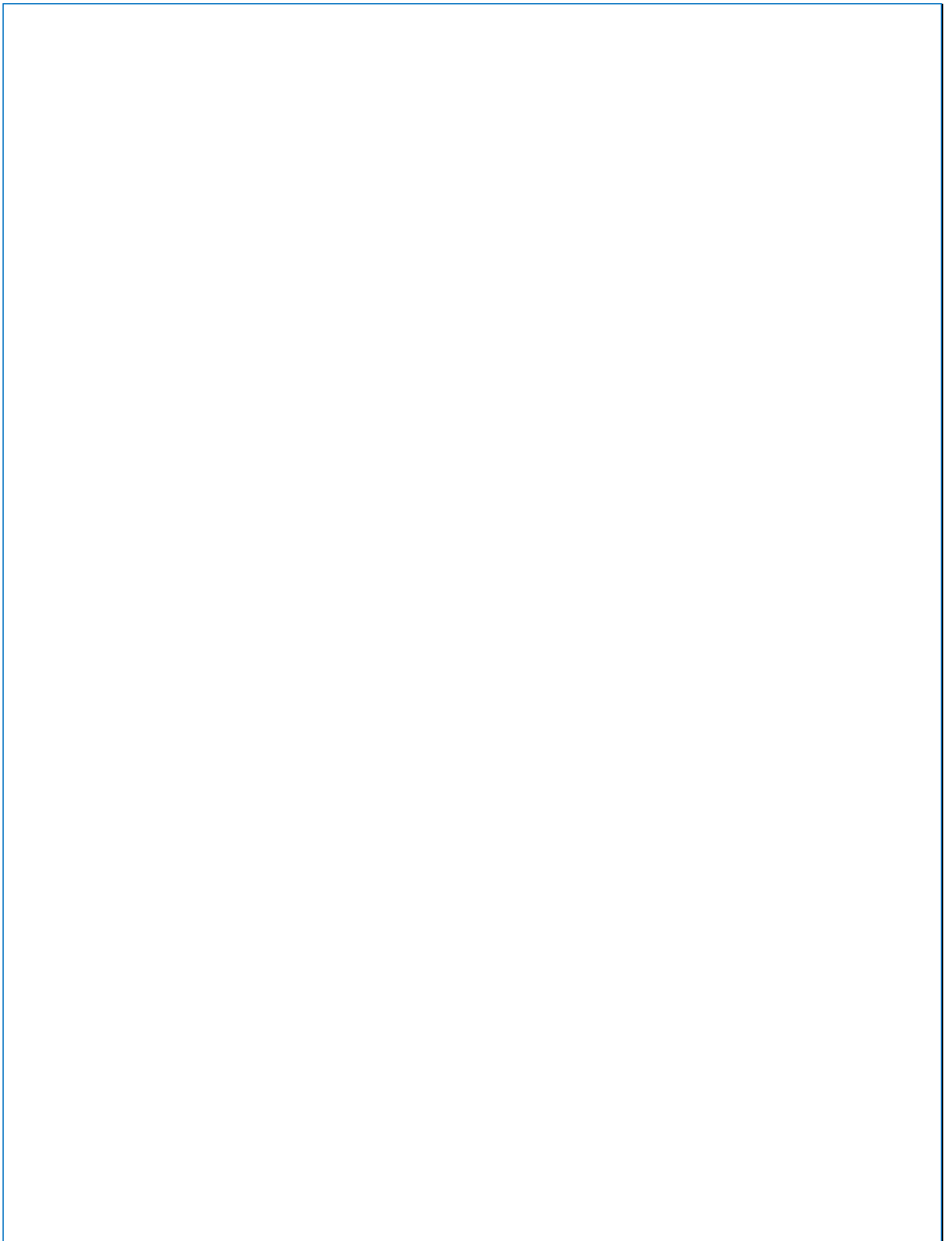


# *Explore Middletown*

## *Superintendent Entry Plan*

### **Strategic Area V: Operations and Finance**

<b>Entry Goals</b>	<b>Not Started</b>	<b>In Process</b>	<b>Complete</b>
Conduct needs assessment in the area of finance, human resources, and operations			
Conduct one-on-one meetings with director of human resources, business manager, and direct of operations to ensure that each has fidelity to its core function and to support student achievement			
Review the district's financial projections, resource allocation formulas and budgeting processes; assess how the district's budget and budget development process are aligned to support student achievement and strategic goals/areas			
Ensure budget process aligns to city charter mandates			
Review operational areas and structures within the current organizational structure to improve efficiency, effectiveness and support to schools			
Conduct one-on-one meetings with central office staff			
Review district and school climate survey			
Receive an update on how state and federal grants align with strategic goals and are being used to support student success			
Review how school governance councils and site-based leadership teams have autonomy with academic programming, budgeting, and staffing			
Review the district's safety, crisis, and communication plan			
Assess how budgeting is aligned to support student achievement and strategic priorities			
Review parent and community public opinion data regarding perceptions of MPS performance and communication preferences			
Examine the effectiveness of the district's informational and instructional technology plans			
Review facility needs for all schools			
Meet with Public Works and Recreation Department			



**Middletown Public Schools - Board of Education  
Communications Committee Meeting Minutes**

October 18, 2017, 4:00 PM, Board Room (Room 1)

**Present:** Marilyn Rios (chair), Franca Biales, Dr. Patricia Charles, and Mike Skott

**Absent:** Claudia Kehrhahn, Cheryl McClellan, and Christine Sherwood

Committee Chair Marilyn Rios opened the meeting at 4:00 PM.

1. Minutes

There were no minutes for review/approval.

2. Communication between schools, teachers, and families

The committee discussed various applications used by teachers: Remind classroom; DOJO; See-saw. It was noted that Steve Matthews provides professional development to teachers on a one-on-one basis. There was discussion on different communication methods and applications used; consistency among schools was suggested; Dr. Charles will survey the principals to see if one application for parent-use is possible. The new law regarding personally-identifiable information was discussed. The new registration system was reviewed. Returning family response is low. A hard copy to be sent home to parents for changes was discussed.

3. Website launch update

Teacher webpages are rudimentary; they had to redo them from scratch with the new website. Horizontal menus for schools have improved. It was noted that policies are not searchable. Mike Skott will address this. He is going through pages and making adjustments.

4. Facebook and Twitter Chromebooks one to ones Update

MHS: 1:1 – all students with device.

WWMS: Remaining devices are coming in next week.

Keigwin: Not bringing Chromebooks home.

Carts from WWMS for a charging station in each room

Bielefield: 1:1, I-pads in grades K and 1; Grades 2 – 5 Chromebooks

5. Parent Input

Parents are not savvy about Google classroom products. Teacher letters are not user-friendly. Watch the use of jargon. Check parent portal – who has never logged in? Mr. Skott will see if a list can be generated.

6. Goals for 2017 – 2018 School Year

- ID parent access through a district survey.
- Increase positive public relations about Middletown Public Schools.

7. Other

Kaject is a mobile hotspot. There is a limit of 500 megabytes.

Students sign out the device from MHS; \$3,500 per year for 10 devices.

The meeting adjourned at 5:03 PM.

**MIDDLETOWN BOARD OF EDUCATION  
CURRICULUM COMMITTEE**

**October 17, 2017**

**Dr. Alfred B. Tychsen Administration Building**

**9:45 AM**

<b><u>Board of Education Committee Members Present</u></b> Ms. Franca Biales, Chair Ms Sheila Daniels Ms Marilyn Rios	<b><u>Also Present</u></b> Dr. Enza Macri, Associate Superintendent Dr.Silvia Mayo-Molina, Principal, Keigwin Ms. Cheryl Gonzales, Principal, WWMS Mr. Kelly Ellis, STEM Teacher, WWMS Ms.Meg Susi, Community Member
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**Highlights of Meeting:**

- Discussion on how to meet the needs of fifth grade STEM students when they go to Middle School
- Dr. Macri reviewed the history of the STEM program at Macdonough
- Dr. Mayo-Molina shared hand outs regarding the sixth grade STEM program
- Ms. Gonzales and Mr. Ellis discussed the need for STEM in seventh grade. WWMS students have STEM only in eight grade.
- Ms. Susi shared her concerns about what happens with the STEM cohort once the students go to Middle School. Will they continue to be challenged?
- Discussion on the importance of rigor and grit.
- Dr. Macri feels the budget cuts will impact how much can get done.
- All science teachers at Keigwin are receiving PD and students will soon be one to one with Chromebooks.
- This topic needs to be discussed further.

**The meeting adjourned at 11:05 AM  
The next meeting will be November 21, 2017 at 9:30 AM  
at Dr. Alfred B. Tychsen Administration Building**

Respectfully submitted,  
Franca Biales,  
Curriculum Committee Chair

**2017 Curriculum Committee**

**Jan 17   Feb 28   March 21**

**April 25   May 16   June 13   Sept 19**

**Oct 17   Nov 21   Dec 19**

**Middletown Public Schools -Board of Education**  
**Facilities Committee Meeting Minutes**

Board of Ed Building, Conference Room "A" - October 18, 2017

The meeting was called to order at 5:32 PM.

Present:

Chair Deborah Cain, Vinnie Loffredo, Cheryl McClellan,  
John Cross, Jim D'Antonio, Michael Harris, Marco Gaylord  
and Dr. Patricia Charles

I. Introduction

II. Review of September 20, 2017 Meeting Minutes

Accepted by Vinnie Loffredo and seconded by Jim D'Antonio.

III. Building Committee Update

At present, this will have to wait until after the vote.

IV. Discussion of Air-Conditioners in District

Looking forward, there should be a plan on what schools would be on the schedule to get air-conditioning. Vinnie Loffredo asked for a matrix to address the schools that would be good candidates for ten years plus. The Lawrence, Wesley schools as well as the high school all has full air-conditioning. Blinds have been suggested but they do not solve the problem of cooling the building. They also cost about \$1200 to \$1500 per classroom and they change the look of the building.

V. Status on Farm Hill Parking Lot

The parking lot is complete however the current play structure is 30+ years old and should be removed. Replacement cost would be around \$75k to \$80K but there is a question as to whether it should be replaced at all. If it is to be replaced, there is hope that a grant would be available to help. Consideration of the special needs students should be included as well.

VI. Snow School Lighting & Mechanical Opportunities

Michael Harris stated there was an audit at the Snow School from Artis Energy and a lighting proposal from King-span Energy. Artist Energy didn't want to continue doing any further work until it was made clear that there are no remaining Honeywell strings attached, so they have never firmed up their proposal. It was confirmed that the previous Honeywell contract does not prevent us from doing additional energy efficiency work within the schools. Michael Harris will ask Artis to finish their proposal.

There was also some discussion of funding of energy projects and how to go about it. As a follow-up, Vinnie Loffredo asked Michael Harris to check with City Hall finance department to see if the Honeywell package they had was worthwhile.

VII. Middletown High Track

This has been completed but will continue to monitor for water.

VIII. Underground Tanks at Macdonough and Moody Schools

Grants were submitted. DEEP came to audit and require more work.

IX. Moody School Solar System Issues

The Green Bank requires that the system monitoring be repaired under the grant agreement that was signed. Sunlight Solar, who is a local solar contractor, provided a quote to investigate the problem as did a company recommended by the original monitoring company. Michael Harris will check if Sunlight Solar can repair the monitoring as well as fix the system, if needed. If they are able, then the recommendation is to have them do the work.

XI. Public Comment Item

A representative from ECOIN, which is a local environmental collective, asked if there was a provision for public comment at the facilities meeting. The answer is yes, the meeting is open to public comment but a better approach would be to make public comments at the Board of Education meeting so that they can inform the Facilities Committee of public input.

XII. Miscellaneous

Coolers are the list to be replaced at the Wesley School.  
IPMP (integrated Pest Management Plan) have a protocol for sticky traps

The meeting adjourned at 6:46 PM accepted by Deborah Cain and seconded by Jim D'Antonio.

The next meeting will be on Wednesday, November 15, 2017 and will be at the Board of Education Building, Conference Room "A". Following meetings will be on 12/20/17, 01/17/18, 02/21/18, 03/21/18, 04/18/18, 05/16/18, 06/20/18, no meetings in July or August, 09/19/18, 10/17/18, 11/21/18, 12/19/18 and 1/16/19.

Respectfully,

Leslie A. Spatola, Facilities Committee Recording Secretary

**MIDDLETOWN BOARD OF EDUCATION  
POLICY COMMITTEE  
Minutes  
Thursday, October 19, 2017  
IT ANNEX, 310 Hunting Hill Avenue, Middletown, CT  
8:00 A.M.**

**Board of Education Policy Committee Members Present:**

Sheila Daniels, Chair

**Also Present:**

Dr. Patricia Charles, Superintendent  
Christopher Sugar, Policy Community Member  
Jennifer Cannata, Principal Snow School  
James Gaudreau, Principal Lawrence School  
Elisha De Jesus, Director of Athletics  
Mary Emerling, Nurse Supervisor  
Monica Belyea, MPHRD, Wellness Committee Member  
Rob Smernoff, PE & Health Department Chair  
Ellie Gagnon, Booster Club member and parent  
Janet Calabro, Food Services Manager  
Kathleen Bengtson, Administrative Assistant

**The following policies were reviewed:**

**#1325 – Advertising and Promotion – POLICY** – Our current policy is dated April 13, 2004. Sheila Daniels requested this policy be addressed because she was contacted regarding a MHS Booster Club outside donation and the desire by the Booster Club to understand the policy and work with the Policy Committee on possible revisions to the policy. CABA had sent Kathy a packet containing numerous versions of this policy. It was noted the CABA policy examples were last updated in 2010.

Ellie Gagnon stated that Starbucks donated coffee and cups for the Booster Club's concession stand. As an act of appreciation, she wanted to put up an appreciation sign, but was told it was against policy. She informed the committee of her desire to look into fence banners, etc. as a means of fund raising, but also to strengthen the school district, community and business bonds. She would like to work with our community, make connections with local businesses to support athletics. Ellie asked if we could adjust the policy and make it more workable. Chris Sugar stated it must be clear there is no contract (i.e. Starbucks, etc.) and Ellie said there was no contract.

Dr. Charles asked whether we can do this for one sponsor and not all businesses. Chris Sugar said we are allowed to promote one business. It is not illegal, as long as all businesses have the same opportunity to advertise. Pat questions whether we should only allow nonfood companies.

Monica Belyea stated we want to be sure we do not conflict with the Wellness policy and that we do not advertise against the policy. Maybe, if we had a policy which is more flexible, similar to public radio, where it is not allowed to advertise, but the schools can thank donors at events.

Ellie noted other businesses support the MPS indirectly, noting four businesses that always help: Mondo's, Illiano's, Tractor Supply, and Ace through discounts from their menu on specified evenings and offering of space outside their places of business for bake sales and car washes. She asked what was the means of thanking them?

Athletic Director, Elisha De Jesus, voiced her reservation around banners on field fences. She stated a possible issue around maintenance of the banners, and who put them up and down as both would need to be done by our custodial or 466 staff due to union issues (if the jobs were taken on by the Booster Club, a grievance situation could arise).

In regard to concerns raised around advertising influencing students, Rob Smernoff stated we have two or three lessons in our health classes concerning signs and how to view them. If we allow signage at the discretion of the building principal or superintendent, he did urge us to only allow signs up during events. If signs were up there for a longer period of time, too many students would see the vendors' signs -- three of four weeks, which is not good for them. Sheila reminded the group that the Wellness Policy states signs cannot be up during any given school day.

Ellie sees this initiative as an opportunity to help the budget challenges, noting if people come to offer financial support, why not allow it. Ultimately, she would like to see the District support a banner program. Ellie said the Booster Club is looking to generate money and increase funds without being dependent upon selling food, that it desires continual income instead of just from concession sales at games.

Dr. Charles would not want to see signs that are in conflict with our wellness policy. Maybe within the booster group, might be acceptable, but we do not want to advertise foods and beverages.

Monica said the food companies must sell their products so kids will make the unhealthy choice. They have billions of dollars for marketing. We need to protect our youth.

Chris feels a banner program opens the door to having "Nascar like" uniforms. As an alternative, he suggested a Booster Wall sign or even two, which could be brought to each event and acknowledge sponsors and donors. At the event, an announcement could be made to look at the Booster Wall and also state the name of the donors. He voiced concern around the interpretation of any donations, noting it needs to be made public those donations were made to the Booster Club and not the Board of Education. Any means of garnering funds should be distinguished that the proceeds go to the Booster Club. The sign should be approved by an administrator.

James Gaudreau stated the PTA will have a banner "sponsored by" during the event and then take it down after the event. This is an example of what the Booster Club could do as noted above.

*Minor revisions were made to the current policy:*

## **“Advertising and Promotion**

The Board of Education recognizes that public schools should maintain careful controls on the way in which students are exposed to materials and announcements. ~~other than those directly related to school sponsored programs and activities.~~ Since school districts are public institutions, fully supported by public taxes, the Board has a clear responsibility to protect students and their families from exploitation by private interests including, but not limited to, commercial, cultural, economic, environmental, organizational and political exploitation.

There are situations, however, when it is educationally sound to make students more aware of the social environment and their roles as members of society. In such situations, judicious dissemination of information to students about community activities is warranted. Each situation requires individual consideration and the judgment of responsible school officials must be the decisive factor. Caution is to be exercised to prevent exploitation of the system and its students, who represent a large and captive audience.

It is the policy of this Board that the students, the staff, or the facilities of the Middletown Public School District shall not be used to advertise or promote commercial, organizational, cultural, or other non-school interests except that the district may:

1. Use instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the Superintendent.
2. Cooperate, through announcements and distribution of program material, with a town agency or non-profit community organizations that benefit students and their families, when such cooperation will not interfere with the school program.
3. Accept limited advertising on extracurricular activity schedules, ~~and programs,~~ **and/or via event announcements** at the discretion of the principal of the school involved.
4. Permit other exceptions if recommended by the Superintendent and approved by the Board of Education.
5. Allow temporary displays of advertising by community organizations utilizing school district facilities for community benefit outside the official school **day. calendar year.** All such displays shall be limited to the area being utilized and only for the duration of the activity. ~~All such displays shall be removed prior to the start of school in Fall.~~
6. Allow advertising for the purchase of photographic services in connection with the class pictures and the services and goods deemed necessary by the principal for the normal student activities of a high school.

It is the responsibility of the Superintendent to evaluate an act on all requests for the acceptance and use of material contributions involving advertising. He/she will have the final say on whether or not to permit the advertisement or promotion. The Superintendent is also authorized

to arrange for appropriate public acknowledgment and recognition of contributions to the improvement of school programs and facilities.”

**The Policy #1325 was reviewed and revised and the Committee recommended it be brought forward to the next BOE meeting for its first reading.**

**#5111 – Admission – POLICY** – Our current policy is dated November 19, 2013. Kathy checked with CAFE and it had not had any updates on this policy. Dr. Charles had questioned whether our district is still correct in requiring a birth certificate for registration of a student. Kathy checked with CAFE and that it is correct, the only exception is homeless students.

**The Policy #5111 was reviewed and since no changes were required recommended no action be taken.**

**#5118.1 – Homeless Students POLICY** – Dr. Charles spoke to this policy. There have been many legislative changes both in federal and state law. Dr. Charles had met with Ann Perzan who researched this policy and reviewed the information from both CAFE and Shipman & Goodwin. She had told Dr. Charles that Berlin School District had just changed its policy and regulation. Ann preferred the policy that referred to implementing the requirements of law with respect to homeless children and youth the federal and/or state law. The wording is as follows:

“In accordance with federal law, it is the policy of the Middletown Board of Education to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control. “

The regulations will follow the law and be similar to the Berlin Public School regulations.

**The proposed REPLACEMENT Policy #5118.1 was reviewed and the Committee recommended it be brought forward to the next BOE meeting for its first reading.**

**#6142.101 – Student Nutrition and Physical Activity (School Wellness) - POLICY –**

Sheila Daniels asked for this policy to be revisited as a Wellness Committee member, Policy Committee member, feeling this policy required another look, as many questions have come up since the last BOE meeting. She spoke of the efforts of the Wellness Committee, the Policy Committee, numerous meeting discussions of both committees in addition to a meeting of the

Administrators. Also, that 23 people attended a policy committee meeting (largest ever) to discuss the policy. There was consensus of all those people, and then the BOE rejected the policy. The District already has 3 elementary schools not allowing food for birthday celebrations. The Board's decision to allow fruits and vegetables for birthday celebrations, goes against what those schools were already acting on with success and what all other district schools had agreed to embrace. Sheila thanked Monica Belyea for speaking to the issue at the October BOE meeting and noted Monica's request for reconsideration was part of this policy being addressed again.

Monica raised the issue that there are a number of students with fruit and vegetables allergies. She also mentioned a second concern around the issue of cleanliness in preparing and cutting fruits and vegetables, stating that if fruits and vegetables are not washed properly, contamination can occur. This raises the question of who is supervising this preparation. It also brings the initial concern of health issues to the table. Monica noted the following five points to consider:

- Allergies
- Food safety
- Obesity
- Equity
- Healthy

Dr. Charles asked James Gaudreau about the principals' views - will they be fine with no food for birthdays. He thought 7 out of 8 of the elementary principals will be fine with it.

*The following revisions are proposed to the current policy:*

### **"Non-sold Foods and Beverages**

Use of food as a reward or for discipline can convey unintended messages about dietary behaviors and may be associated with the development of inappropriate food choices and patterns. Furthermore, use of food as a reward does not model healthful eating behaviors. Establishing an emotional connection between food and accomplishment encourages poor eating habits. Therefore, food should be discouraged as a reward and should never be used in a punitive manner.

~~All celebrations, including birthday, will allow fruits and vegetables to be brought in. Non food recommendations can be found in the Appendix. Fruits and vegetables are allowed to be brought in for other celebrations.~~

**Foods and beverages should not be brought to school by students or other persons for sharing among the class for birthdays, celebrations or other class events. Non-food recommendations can be found in Appendix.**

**Additionally, food should never be used to reward children for behavior, even fruits and vegetables. It leads to unhealthy food habits. Food should also not be denied to children as a form of punishment.**

Food brought in to support curriculum and instruction and special events (example: field day, 5<sup>th</sup> grade promotions, DARE, etc.) will be under the direction of both the teacher and principal, and nurse consultation if necessary. These events will be limited in number and monitored by the Administration.”

The Policy Committee requests the BOE take another look at this policy and reverse the change to the original recommended policy which was prepared with much consideration.

**The Policy #6142.101 was reviewed and the Committee recommended it be brought forward to the next BOE meeting as a Revised Policy for its first and final reading.**

The next Policy Committee meeting is scheduled for November 21, 2017.

/kfb

MIDDLETOWN HIGH SCHOOL--STATE PROJECT #083-0109  
ACCEPT AS COMPLETE

In June 2002 Middletown received a construction grant in support of the construction of a new High School. The state authorized cost is \$100,271,905.

The City of Middletown Finance Department has provided **final costs** as follows:

Middletown High School- \$96,838,427.21 + Bonding \$207,440.13 (91.08% of total bonding for projects) = **\$97,045,867.34**

In order to close out the project the following steps must be taken:

1. BOE submits the ED046 report to Dept. of Administrative Services (final costs).
2. BOE Accepts the Project as Complete at 11/21/17 Board Meeting.
3. BOE submits the ED049F to DAS which includes the date the BOE accepted the project as complete.
4. A copy of the approved, certified BOE minutes of 11/21/17 reflecting Step 2 is forwarded to the State.
5. BOE representatives meet with DAS for the close out meeting (This date has been set by the DAS for December 1, 2017).
6. The state audits the City's project records to determine final allowable costs. Exclusions may include: ineligible construction costs, bonding fees, and unauthorized cost increases.
7. State ascertains final payments and closes it out.

The BOE is asked to accept the Middletown High School building project, state project #083-0109, as complete with a total project cost of **\$97,045,867.34**.

SUBMITTED BY NATALIE FORBES, DIRECTOR OF GRANT SERVICES



Connecticut State Department of Education  
 Bureau of Health/Nutrition, Family  
 Services and Adult Education  
 Child Nutrition Programs  
 450 Columbus Boulevard, Suite 504  
 Hartford, CT 06103

FOR STATE USE ONLY	
Effective Date:	_____
<b>AGREEMENT NUMBERS:</b>	
School Programs	_____
Child Day Care Centers	_____
Adult Day Care Centers	_____
Day Care Homes	_____
Summer Food Service	_____

## AUTHORIZED SIGNATURES CHANGE FORM

Read the *Instructions to Complete the Authorized Signatures Change Form* before completing the form. Return this form to the CSDE Child Nutrition Programs at the address above.

This is to certify that on \_\_\_\_\_, as shown in the minutes of  
*Date*

Middletown Board of Education, Middletown CT

\_\_\_\_\_  
*Name of Corporation, Board of Education or Governing Body*

the following action was taken to revise the Authorized Signers of the **ED-099 Agreement for Child Nutrition Programs**.

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

\_\_\_\_\_  
*Signature*  
 Superintendent of Schools

\_\_\_\_\_  
*Title (Superintendent of Schools, Mayor, Selectman, President or Chairperson of the Board, Pastor or Commissioner)*

Michael Conner, Ed.D.

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

\_\_\_\_\_  
*Signature*  
 Financial Operations Manager

\_\_\_\_\_  
*Title (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director or Deputy Commissioner)*

Lynda MacPherson

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

3. The signature below certifies the above action.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title (Secretary of Corporation, Town Clerk, Secretary of the Board)*

This form is available at [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/sigchange.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/sigchange.pdf).  
 The instructions are available at [www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/sigchangeinstr.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/forms/sigchangeinstr.pdf)

**EXECUTIVE SUMMARY**  
**AUTHORIZED SIGNATORIES OF THE**  
**CONNECTICUT STATE DEPARTMENT OF EDUCATION FORM ED-099:**  
**AGREEMENT FOR CHILD NUTRITION PROGRAMS**

The retirement of Dr. Patricia Charles, Superintendent of Schools, has necessitated changing the authorized signatories of the ED-099 Agreement for Child Nutrition Programs.

The Superintendent of Schools is authorized to sign, and in the absence of the Superintendent, a second signatory is required.

Superintendent of Schools, Michael T Conner. Ed.D., and Lynda MacPherson, Manager of Financial Operations, will have the authority to sign claims for reimbursement.

This agenda item requests Board approval for the revision of authorized signatories of the ED-099 Agreement for Child Nutrition Programs.

## Community Relations

### Advertising and Promotion

The Board of Education recognizes that public schools should maintain careful controls on the way in which students are exposed to materials and announcements. ~~other than those directly related to school sponsored programs and activities.~~ Since school districts are public institutions, fully supported by public taxes, the Board has a clear responsibility to protect students and their families from exploitation by private interests including, but not limited to, commercial, cultural, economic, environmental, organizational and political exploitation.

There are situations, however, when it is educationally sound to make students more aware of the social environment and their roles as members of society. In such situations, judicious dissemination of information to students about community activities is warranted. Each situation requires individual consideration and the judgment of responsible school officials must be the decisive factor. Caution is to be exercised to prevent exploitation of the system and its students, who represent a large and captive audience.

It is the policy of this Board that the students, the staff, or the facilities of the Middletown Public School District shall not be used to advertise or promote commercial, organizational, cultural, or other non-school interests except that the district may:

1. Use instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the Superintendent.
2. Cooperate, through announcements and distribution of program material, with a town agency or non-profit community organizations that benefit students and their families, when such cooperation will not interfere with the school program.
3. ~~Accept limited advertising on extracurricular activity schedules, and programs, and/or via event announcements~~ at the discretion of the principal of the school involved.
4. Permit other exceptions if recommended by the Superintendent and approved by the Board of Education.
5. Allow temporary displays of advertising by community organizations utilizing school district facilities for community benefit outside the official school ~~day. calendar year.~~ All such displays shall be limited to the area being utilized and only for the duration of the activity. ~~All such displays shall be removed prior to the start of school in Fall.~~

## **Community Relations**

### **Advertising and Promotion**

6. Allow advertising for the purchase of photographic services in connection with the class pictures and the services and goods deemed necessary by the principal for the normal student activities of a high school.

It is the responsibility of the Superintendent to evaluate an act on all requests for the acceptance and use of material contributions involving advertising. He/she will have the final say on whether or not to permit the advertisement or promotion. The Superintendent is also authorized to arrange for appropriate public acknowledgment and recognition of contributions to the improvement of school programs and facilities.

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

# REPLACEMENT POLICY 5118.1

## Students

### Homeless Students

In accordance with federal law, it is the policy of the Middletown Board of Education to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

#### Legal References:

##### State Law:

10-253(e) School privileges for children in certain placements, non-resident children and children in temporary shelters

##### Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act. Pub. L. 114-95.

Policy adopted: January 14, 2003  
Policy readopted: June 7, 2005  
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **Instruction**

### **Student Nutrition and Physical Activity (School Wellness Policy)**

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. In accordance with federal and state law, it is the policy of the Board of Education to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require all meals served by the District meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture and the "Connecticut Nutrition Standards for Foods in Schools," whichever are greater. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

In developing goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, the District will, as required, review and consider evidence-based strategies and techniques.

#### **Goals for Nutrition Promotion and Education**

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines across the curriculum.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive standards-based school health education program and curriculum and will be integrated into other classroom content areas, as appropriate. Schools will link nutrition education activities with existing coordinated health programs or other comparable comprehensive school health promotion frameworks. (A standards-based program is a system of instruction, assessment, grading and reporting based on students demonstrating understanding of the knowledge and skills they are expected to learn.)

#### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in the District's physical education program.

## **Instruction**

### **Student Nutrition and Physical Activity (School Wellness Policy)**

#### **Goals for Physical Activity (continued)**

- Recess and other physical activity breaks; before and after school activities, and walking and bicycling to schools, where safe to do so, are encouraged and supported by the Board.
- Schools will work toward integrating daily physical activity for students (60 minutes as a best practice).

#### **Nutrition Guidelines for Foods Sold in Schools**

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Plate, published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education (“Connecticut Nutrition Standards for Foods in Schools”) in addition to federal and state statutes and national health organizations.

The focus is on moderating calories, limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District’s nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA beverage requirements. (Schools must follow whichever requirements are stricter).

All sources of food sales to students at school must comply with the “Connecticut Nutrition Standards for Food in Schools” including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law. Competitive foods\* or beverages shall be vetted through the Wellness Committee before sale to students at Middletown High School. Competitive foods will not be sold during the school day at the elementary and middle schools.

\*A “competitive food” is defined by 7 CFR 210.11 and 220.12 as any food item that is sold in competition to the reimbursable school meal.

## **Instruction**

### **Student Nutrition and Physical Activity (School Wellness Policy)**

#### **Reimbursable School Meals**

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### **Marketing**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA “Smart Snacks in School” nutrition standards. **Look-a-like snacks should not be sold during the school day.** A look-a-like snack is one that meets the Smart Snack standards in the school setting, but when purchased elsewhere, such as at a grocery store, fails to meet the USDA “Smart Snacks in School” nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. As the District/School Nutrition Services/Athletic Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

#### **Monitoring**

The Board designates the Superintendent or his/her designee to ensure compliance with this policy and its administrative regulations. He/She is responsible for retaining all documentation of compliance with this policy and its regulations, including, but not limited to, each school’s three-year assessment and evaluation report and this wellness policy and plan. The Superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the Board’s three-year assessment and evaluation.

The District shall develop a plan designed to achieve the involvement requirements in the development, implementation, monitoring, and assessment of this policy.

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy. The District, as required, will retain records and documents pertaining to the wellness policy which shall include the written school wellness policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment of the wellness policy and documentation to demonstrate compliance with the annual public notification requirement.

## **Instruction**

### **Student Nutrition and Physical Activity (School Wellness Policy)**

#### **Non-sold Foods and Beverages**

Use of food as a reward or for discipline can convey unintended messages about dietary behaviors and may be associated with the development of inappropriate food choices and patterns. Furthermore, use of food as a reward does not model healthful eating behaviors. Establishing an emotional connection between food and accomplishment encourages poor eating habits. Therefore, food should be discouraged as a reward and should never be used in a punitive manner.

All celebrations, including birthday, will allow fruits and vegetables to be brought in. Non-food recommendations can be found in the Appendix. Fruits and vegetables are allowed to be brought in for other celebrations.

**Foods and beverages should not be brought to school by students or other persons for sharing among the class for birthdays, celebrations or other class events. Non-food recommendations can be found in Appendix.**

**Additionally, food should never be used to reward children for behavior, even fruits and vegetables. It leads to unhealthy food habits. Food should also not be denied to children as a form of punishment.**

Food brought in to support curriculum and instruction and special events (example: field day, 5<sup>th</sup> grade promotions, DARE, etc.) will be under the direction of both the teacher and principal, and nurse consultation if necessary. These events will be limited in number and monitored by the Administration.

#### **Community Input**

The Superintendent or designee will provide opportunities, suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, members of the Board of Education, school administrators, and the public.

The District wellness committee is responsible for monitoring the implementation of the District's policy, evaluating policy progress, serving as a resource to school sites, and revising the policy as necessary. (Required by federal law only for districts that participate in the USDA child nutrition programs.) The committee will meet a minimum of two times annually or more as needed.

Committee membership shall consist of:

- District Food Service Coordinator
- Board Member
- Parent representative from each school level
- Student representative

- Staff member representative from each school level
- Administrative Representative, (Co-Chair)
- Physical Education and Health Program Leader, (Co-Chair)
- School Nurse
- Health Education Coordinator/Teacher
- Physical Education Coordinator/Teacher
- Other individuals appropriate to the evaluation process

## **POLICY 6142.101(e)**

### **Instruction**

#### **Student Nutrition and Physical Activity (School Wellness Policy)**

##### **Evaluation of Wellness Policy**

In an effort to measure the implementation of this policy, the Board of Education designates the Superintendent and principals as the people who will be responsible for ensuring that each school meets the goals outlined in this policy. To ensure continuing progress, the District will evaluate implementation efforts and their impact on students and staff at least every three years.

The District will make available to the public, the results of the three-year assessment and evaluation including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

The School Wellness Policy shall be made available annually, at a minimum, to students and families by means of school registration, student handbooks and the Board's website. This availability shall include the policy, including any updates to and about the wellness policy and the Triennial Assessment, including progress toward meeting the goals of this policy. In addition, the annual notification shall include a description of each school's progress in meeting the wellness policy goals; summary of each school's wellness events or activities; contact information for the leader(s) of the wellness policy team; and information on how individuals and the public can get involved.

Legal Reference: Connecticut General Statutes  
 10-16b Prescribed courses of study.  
 10-215 Lunches, breakfasts and the feeding programs for public school children and employees.  
 10-221 Boards of education to prescribe rules, policies and procedures.  
 10-215a Non-public school participation in feeding program.  
 10-215b Duties of state board of education re: feeding programs.  
 10-216 Payment of expenses.  
 10-215e Nutrition standards for food that is not part of lunch or breakfast program.  
 10-215f Certification that food meets nutrition standards.  
 10-221o Lunch periods. Recess.  
 10-221p Boards to make available for purchase nutritious, low-fat foods.  
 10-221q Sale of beverages.  
 Regulations of Connecticut State Agencies

10-215b-1 Competitive foods.

10-215b-23 Income from the sale of food items.

National School Lunch Program and School Breakfast Program;  
Competitive Food Services. (7 CFR Parts 210.11 and 220.12.)

## **POLICY 6142.101(f)**

### **Instruction**

#### **Student Nutrition and Physical Activity (School Wellness Policy)**

Legal Reference: Connecticut General Statutes (continued)  
The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265  
Nutrition Standards in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 & 220  
Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751  
Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)  
School Breakfast Program, 7 C.F.R. Part 220 (2006)  
National School Lunch Program or School Breakfast Program: Nutrition Standards for All Foods Sold in School (Federal Register, Vol. 78, No. 125, June 28, 2013)  
Local School Wellness Policy Requirements, 42 U.S.C. 1758b  
National Academies of Sciences, Engineering & Medicine Nutrition Standards for foods in schools.

Policy adopted: June 20, 2006  
Policy revised: March 9, 2010  
Policy revised: June 11, 2013  
Policy revised: March 17, 2014  
Policy revised: June 24, 2014  
Policy revised: June 27, 2017

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **Suggestions for Creative & Fun Fundraising**

- Gift wrapping
- Fun runs
- Walk a thons
- Bike a thons
- Jump rope a thons
- Community out reach (rake leaves, water gardens, mow lawns, walk a dog)
- Car wash
- Singing telegrams
- Talent show
- Read a thons
- Spelling bees
- Science fairs
- Carnivals
- Recycling cans/bottles
- Garage sales
- Sell items with school logo
- Bowl-a-thon
- Skate night
- Auction
- Treasure hunt
- Penny wars

## **Food Free Birthday Celebrations**

- Birthday child selects book to donate to the library. Their name and picture goes in front of the book.
- Birthday child shares an item special to them with their classmates (e.g. favorite book, favorite song, favorite stuffed animal, favorite picture or souvenir, etc).
- Birthday child chooses game classmates play at recess.
- Birthday child is the classroom “leader” for the day.
- Classmates design and decorate a Birthday crown to be worn by the Birthday child.
- Classmates prepare a page about the Birthday child; teacher compiles pages and then reads “book” to the class.
- Birthday child wears a special button for the day.
- Birthday child invites a special visitor to the class to read a story to classmates.
- Birthday child brings in photos of their life and explains pictures.
- Birthday child’s name is announced over the school PA system or at “All School Meeting.”
- Birthday child’s name is announced at lunch in cafeteria and everyone sings “Happy Birthday To You.”
- Birthday child and friend eat lunch with teacher in cafeteria.
- Additional recess time.

## Ideas for Alternatives to Using Food as a Reward

### Elementary Schools

- Make deliveries to office
- Teach class
- Sit by friends
- Eat lunch with Teacher or Principal
- Eat lunch outdoors with class
- Be a helper in another classroom
- Play a favorite game or do puzzles
- Stickers, pencils, or bookmarks
- Certificates
- Fun Video
- Extra recess
- Walk with Teacher or Principal
- Fun physical activity break
- School supplies
- Trip to treasure box filled with nonfood items (stickers, pencils, erasers, bookmarks, or desktop tents)
- Dance to favorite music in class
- Paperback book
- Show and Tell
- Bank system – Earn play money for privileges
- Teacher or volunteer reads special book to class
- Teacher performs special skill (signing, cartwheel, guitar, playing etc.)
- Read outdoors or enjoy class outdoors
- Extra Art time
- Have “Free Choice” time at the end of the day or end of class period
- Listen to headset to a book on tape
- Items that can only be used on special occasions (special art supplies, computer games, toys)

### Middle School Students

- Sit with friends
- Listen to music while working at desk
- Five-minute chat break at end of class
- Reduced homework or “no homework” pass
- Extra credit
- Fun video
- Fun brainteaser activities
- Computer time
- Assemblies
- Eat lunch outside or have class outside

### High School Students

- Extra homework or bonus points
- Fun video
- Reduced homework
- Late homework pass
- Donated coupons to video stores, music stores, or movies
- Drawing for donated prizes among students who meet certain grade standards