

Board of Education Regular Meeting

Tuesday, June 12, 2018 6:30 PM

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

I. Call to Order	Speaker (s): Chris Drake
II. Salute to the Flag	Speaker (s): Chris Drake
III. Adoption of Agenda	Speaker (s): Chris Drake
IV. District Highlights	Speaker (s): Chris Drake
IV.A. Middletown Transition Center	Speaker (s): David Burns
IV.B. Middletown High School Blue Tube Student Award Recognition for Travelers Insurance Company's Connecticut State DMV Safe Driving Video Competition	Speaker (s): Colleen Weiner
IV.C. DECA Student Recognition at International & State Competitions	Speaker (s): David Reynolds
IV.D. ISTE Make It Happen Award Recognition	Speaker (s): Michael Conner
V. Public Session	Speaker (s): Chris Drake
VI. Communications	Speaker (s): Chris Drake
VI.A. Report of Student Representative	Speaker (s): Tyler Wenzel
VII. Consent Agenda	Speaker (s): Chris Drake
VII.A. Minutes of May 8, 2018 BOE Regular Meeting	Speaker (s): Chris Drake
VII.B. Minutes of May 30, 2018 BOE Special Meeting	Speaker (s): Chris Drake
VII.C. Professional Improvement Fund - First Reading	Speaker (s): Enza Macri
VII.D. Grants Report June, 2018	Speaker (s): Natalie Forbes
VII.E. Carl D. Perkins Grant	Speaker (s): Natalie Forbes
VII.F. ED049 Submission for Purchase of Three Vehicles for the Vocational Agriculture Program	Speaker (s): Natalie Forbes
VII.G. Fresh Fruits and Vegetables Grant	Speaker (s): Natalie Forbes
VII.H. Café Services - Healthy Food Certification	Speaker (s): Janet Calabro
VII.I. Policy #6114 Emergencies and Disaster Preparedness (Revision) - Second Reading	Speaker (s): Cheryl McClellan
VII.J. Adult Education - Killingworth Library Annual Lease Renewal	Speaker (s): Jim Misenti
VII.K. Adult Education - Executive Summary for Program Enhancement Project Grant Proposal	Speaker (s): Jim Misenti
VII.L. Extended Field Trip - MHS Track & Field Trip to Meet in North Carolina, June, 2018	Speaker (s): Jennifer Price
VII.M. Extended Field Trip - MHS Yearbook Trip	Speaker (s): Jennifer

	to Bryant University, June, 2018	Price
VII.N.	Extended Field Trip - MHS Music Trip to Cantate Music Festival, New Hampshire, October, 2018	Speaker (s) : Stephanie Zak
VII.O.	Extended Field Trip - MHS DECA College Prep Trip, Maryland, November, 2018	Speaker (s) : David Reynolds
VII.P.	Extended Field Trip - MHS DECA international Career Development Conference, Florida, April, 2019	Speaker (s) : David Reynolds
VIII.	Department Reports	
VIII.A.	Financial Report	Speaker (s) : Lynda MacPherson
VIII.A.1.	Action on Line Item Transfer Report	Speaker (s) : Lynda MacPherson
VIII.B.	Facilities Department	Speaker (s) : John Cross
VIII.C.	Personnel Report	Speaker (s) : Michele DiMauro
VIII.C.1.	Recognition of New District Coaches	Speaker (s) : E Macri/A Clarke
VIII.D.	Transportation Report	Speaker (s) : Mark Langton
IX.	Superintendent's Report	Speaker (s) : Michael Conner
IX.A.	Strategic Plan Update	Speaker (s) : Michael Conner
IX.B.	WWMS Interdisciplinary Team	Speaker (s) : Michael Conner
IX.C.	Middle School Integration, Innovation and Improvement Committee	Speaker (s) : Michael Conner
IX.D.	NWEA End-of-Year Presentation	Speaker (s) : Enza Macri
IX.E.	District Data Team	Speaker (s) : Enza Macri
IX.F.	District News	Speaker (s) : Chris Drake
X.	Committees	
X.A.	Budget Committee	Speaker (s) : Sean King
X.B.	Curriculum Committee	Speaker (s) : Lisa Loomis
X.C.	Facilities Committee	Speaker (s) : Deborah Cain
X.D.	Policy Committee	Speaker (s) : Cheryl McClellan
X.E.	Representative Reports (ACES/Cultural Council/TEMS)	Speaker (s) : C Drake/A Dempsey-White/C McClellan
X.F.	Ad Hoc Expulsion Review Committee	Speaker (s) : Anita Dempsey-White
X.G.	WWMS/Keigwin Building Committee	Speaker (s) : Chris Drake
XI.	Action Items	
XI.A.	Approval of 2018 - 2019 BOE Meeting Schedule	Speaker (s) : Chris Drake

XI.B.	Naming Committee - Request for Farm Hill Stage to be Named After Carole Crayton	Speaker (s) : Chris Drake
XI.C.	MOU Between the Board of Education and the Middletown School Administrators Association Re Adding a Full-Time Dean Position at the Elementary level	Speaker (s) : Michael Conner
XI.D.	Bylaw #9221 Filling Vacancies (Readoption) - First and Final Reading	Speaker (s) : Cheryl McClellan
XI.E.	Bylaw # 9222 Resignation/Removal from Office (Revision) - First Reading	Speaker (s) : Cheryl McClellan
XI.F.	Policy #1250 Visit to the Schools (Revision) - First and Final Reading	Speaker (s) : Cheryl McClellan
XI.G.	Policy #6146 Graduation Requirement (Revision)- First and Final Reading	Speaker (s) : Cheryl McClellan
XII. Future Agenda Items		Speaker (s) : Chris Drake
XII.A.	New Items	
XII.B.	Personnel Matter Regarding Middletown High School Administrator (Proposed for Executive Session)	Speaker (s) : Chris Drake
XII.B.1.	Executive Session	Speaker (s) : Chris Drake
XII.B.2.	Public Session	Speaker (s) : Chris Drake
XIII.	Superintendent Year-End Review (Proposed for Executive Session)	Speaker (s) : Chris Drake
XIII.A.	Executive Session	Speaker (s) : Chris Drake
XIII.B.	Public Session	Speaker (s) : Chris Drake
XIV. Adjournment		Speaker (s) : Chris Drake

Board of Education Regular Meeting
May 8, 2018, 6:30 PM
Middletown Common Council Chambers

I. CALL TO ORDER

Board Members Present: Deborah Cain, Anita Dempsey-White, Edward Ford Jr., Sean King, Lisa Loomis, Cheryl McClellan, Jonathon Pulino, and Marilyn Rios

Board Members Absent: Chris Drake

Others Present: Superintendent of Schools Dr. Michael Conner, Associate Superintendent Dr. Enza Macri, Director of Pupil Services and Special Education Amy Clarke, Director of District Operations and Fine Arts Marco Gaylord, Director of Technology Mike Skott, Director of Facilities John Cross, Manager of Financial Operations Lynda MacPherson, Middletown High School (MHS) Principal Colleen Weiner, Director of Athletics, Student Activities, Health and Physical Education Elisha DeJesus, Woodrow Wilson Middle School (WWMS) Principal Cheryl Gonzalez, Keigwin Middle School Principal Silvia Mayo Molina, Assistant to the Superintendent/Board Secretary Marcy Poppel, and fourteen (14) visitors.

Board Vice Chair McClellan stated Chair Drake is out-of-state and she will lead tonight's meeting.

The meeting was called to order at 6:32 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 was made with a motion by Mr. King and a second by Mr. Ford.

AMENDMENT TO THE MOTION: Move to amend the motion to add an action item, Agenda Item XI.E. RFP for Legal Services as distributed to the Board on May 7th passed with a motion by Mr. King and a second by Mr.

MOTION: Ford and passed with a unanimous vote.

Superintendent of Schools Dr. Michael Conner welcomed Mayor/parent Dan Drew.

IV. DISTRICT HIGHLIGHTS – MACDONOUGH TEACHER AND STUDENT RECOGNITIONS

Dr. Conner called Macdonough Elementary School Principal Damian Reardon forward. Principal Reardon recognized Grade 5 student Jackson Drew for taking second place for his letter about the novel, Wonder in the Connecticut Writing Project – students asked to write a poem or speech and write a letter, judged on State and National Level – grades 4 through 6.

Principal Reardon recognized student Layla Pini and shared that there is an essay contest each year by SISMA, a non-profit organization in New York. There were over 9,000 essays submitted. Layla's essay was in response to the question: Imagine you volunteer at a nonprofit organization to manage their money, help it grow, and protect it from risk. What would your nonprofit organization support and why is it important to you? How would you invest their money in stocks, bonds and mutual funds. She took first place in this competition.

Mr. Reardon recognized and extended thanks to Jackson's and Layla's STEM teacher John Ferrero.

Principal Reardon called forward Macdonough teacher Sarah Claffey. He shared that this year she submitted a grant to the Fund for Teachers Foundation. Her request was selected for funding and she will receive a fellowship to go to Costa Rica this summer. She will use her findings to compare to the United States. He added that Ms. Claffey is the first teacher in Middletown to ever receive a fellowship.

V. PUBLIC SESSION

Vice Chair McClellan explained the rules of Public Session.

No one addressed the Board and Public Session was closed at 6:41 PM.

VI. COMMUNICATIONS

VI.A. Report of Student Representative

Student Representative Tyler Wenzel reported on activities and district-wide happenings and recognitions stating the Student Council is in the process of awarding their annual scholarship. AP testing is this week and next week. MHS Diversity Day was yesterday and students had the ability to see three guest speakers throughout the day to learn about diversity in the school, community and world. The Middletown Track and Field team held their annual Middletown Invitational on Friday and Saturday which was very successful. He congratulated medal winners and those who competed. The MHS Junior Prom is May 19th. Lawrence Elementary School is very proud of students Dania, Havenie, Julie-Ann, and Zaynab. These four 5th grade girls participated in the Connecticut Music Educator's Association (CMEA) Elementary Honors Choir. It was comprised of approximately 200 students in Grades 4 – 6 from districts in Connecticut. The girls spent many hours practicing with Music Teacher Mrs. Scala in preparation for the event. Congratulations are also given to Jamara and Dania for their participation in the CMEA Elementary Honors Band. A special thank you to Band Director Ms. Otto for her help in preparing our talented musicians.

VII. CONSENT AGENDA

MOTION: Move to approve the Consent Agenda passed with a motion by Mr. King and a second by Mr. Ford – unanimous vote.

VII.A. Minutes of April 10, 2018 BOE Regular Meeting

VII.B. Grade 6 - 8 Science Textbook Adoption - Final Approval

VII.C. Athletic Department End of Season Report - Winter 2017 - 2018

VII.D. Grant Revenue Summary SY2018

VII.E. NoVo Grant

VII.F. Extended Field Trip - Keigwin Grit Squad to Massachusetts

VII.G. Extended Field Trip - Keigwin Grade 6 Trip to Boston Science Museum

VII.H. Extended Field Trip - MHS Blue Tube Trip to Russia to Compete in the World Cup

VII.I. Extended Field Trip - Grades 6-12 CSSR Transformational School Out of State Site Visits to NYC and New Hampshire

VIII. DEPARTMENT REPORTS

VIII.A. Financial Report

VIII.A.1. Action on Line Item Transfer Report

Director of Facilities John Cross came forward and responded to questions about the Facilities line item transfer. There was a brief discussion on purchasing and purchasing off the bid list, sharing of machines, demonstrations, piloting (at 2 schools) equipment purchased and time line of oil tank replacement at Macdonough and Moody Schools.

MOTION: Move to approve the Line Item Transfer Report and additional line item transfer request was made with a motion by Mr. King and a second by Mr. Ford -- unanimous vote.

VIII.B. Facilities Department

VIII.C. Personnel Report

VIII.D. Transportation Report

IX. SUPERINTENDENT'S REPORT

Superintendent Conner shared that he was one of the speakers at Middletown High School's Diversity Day recently and thanked Principal Colleen Weiner and Mr. Trevor Charles. Thirty students participated in his session, "Demography Isn't Your Destiny." Yesterday renowned educator, Dr. Bill Daggett, was in district. Dr. Daggett is the founder and creator of the International Center for Leadership in Education. In the morning he met with the Senior Management Team, visited two schools, participated in a luncheon (Board member Deborah Cain participated), and he brought a new level of innovation from both economic and instructional standpoints to administrators at the Administrative Council meeting (Board member Cheryl McClellan participated). He provided reassurance of the direction the district is headed. He noted the level of uncertainty, but said uncertainty will bring higher levels of outcomes for our students. The International team will be working closely with our district during the 2018 – 2019 school year.

IX.A. Strategic Plan Update

Dr. Conner provided an update on his Strategic Plan. The first session occurred approximately two weeks ago. He said the district is moving in a great direction in developing the structural elements of the actual plan itself. The next Planning Team session is May 17th from 11 AM to 2 PM for the Senior Management Team, District Departments, and Liaisons and also our Strategic Planning Team will meet from 3 PM to 5:30 PM to review the goals that were aligned to the research and the feedback that was developed from the last session and moving toward a high level discussion around the theory of action for our Strategic Plan itself. It is anticipated that the Strategic Plan will be brought to the Board at its August Retreat.

IX.B. Hanover Research Report: Best Practices Around Middle School Integration

Dr. Conner stated that our district is about to embark on a new endeavor to merge our two middle schools. He introduced Cate Keller and Meredith Cox of Hanover Research (Washington D.C.) who are participating this evening via telephone. Mr. Skott made the connection. Dr. Conner directed Board members to the presentation at their places. Ms. Keller and Ms. Cox provided an overview, shared the project background, definition of terms, review of the research, small learning communities ("SLCs") research on disadvantaged populations in SLCs, designing SLCs, curriculum and instruction component (student-driven learning), visual of what 3 categories of SLC models look like, and SLC enrollment. There was a discussion around research-supported best practices when transitioning and readiness for practitioners, leaders, parents, and student, as well as best approaches to use when starting this transition. They spoke about teacher teams, training, SLCs, requirements for effective teaming, and shared sample configurations for interdisciplinary teams. They reviewed scheduling models and provided examples of flexible/collaborative scheduling options. Lastly, they reviewed class length and their research findings in that area.

Dr. Conner said there will be a middle school committee. Ms. Keller spoke about change management, the three components, and shared recommendations and project sequence based on their findings. Ms. Keller, Ms. Cox, and Dr. Conner responded to questions about an alternative scheduling model at the middle school and alignment with the high school structure. Dr. Conner stated he will be seeking recommendations for members of the committee. Dr. Conner thanked Ms. Keller and Ms. Cox.

Dr. Conner responded to Ms. Dempsey-White's question on teacher receptivity of this new initiative. Ms. Dempsey-White stated they want to be sure that teachers and administrators are motivated and

involved. She said the Board is looking and pressing for change. Dr. Conner said students want smaller classrooms, greater interaction with teachers, and high school students want more courses.

IX.C. District News

X. COMMITTEES

X.A. Budget Committee

Budget Committee Chair Sean King provided an overview of last evening's Budget Committee meeting. A presentation was given to the Budget Committee by Mike Harris, the City's Energy Consultant, on an opportunity he is working on to purchase green energy credits which in turn go towards the purchase of electricity that is produced by a bio-gas farm located in Thompson, Connecticut. The credits would provide us 17% net reduction in our electricity cost for each unit of electricity covered by those credits. Mr. King said it is a way to save money on our electricity costs. He added that the goal is to have the proposal presented to the Board at our next meeting to take action on if it looks good. Mr. King said our Cafeteria Services has been approached by an organization offering some level of donation to assist families who are delinquent on their school lunch accounts. He said this is being looked into this and he anticipates it will be discussed at the next Budget Committee meeting.

X.B. Curriculum Committee

Curriculum Committee Lisa Loomis shared discussions from the last Curriculum meeting on April 25th. At the next meeting they will continue discussions on equity and access. Ms. Loomis responded to questions.

X.C. Facilities Committee

Facilities Committee Chair Deborah Cain stated the committee did not meet in April. They will meet in May.

X.D. Policy Committee

Policy Committee Chair shared that the committee met on April 24th and reviewed several policies which are on tonight's agenda, two first readings and two first and final readings. The Policy Committee meets on the third Tuesday of each month at 8:30 AM at the IT Annex and she encouraged members of the public to come to a meeting.

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

ACES: Dr. Macri provided a brief update in Mr. Drake's absence and stated we have our increase – 2.9% is the amount that was voted on and approved for next year for Thomas Edison Magnet School.

Cultural Council: Anita Dempsey-White said the next meeting is May 16th.

X.F. Ad Hoc Expulsion Review Committee

Ms. Dempsey-White said they will be meeting once every three months. They should be coming up on a meeting shortly.

X.G. WWMS/Keigwin Building Committee

There is no report as Chris Drake is not present this evening.

XI. ACTION ITEMS

XI.A. Policy #1250 Visits to the Schools (Revision) - First Reading

Policy Committee Chair Cheryl McClellan explained the revisions to this policy for a first reading and recommended approval of the first reading. There was a discussion about the language removal that

BOE members must follow the same rules as the general public. Several Board members expressed concern. Mr. King recommended tabling this policy and send back to Committee. The committee will discuss alternative language and will provide more information at the next meeting when the policy is up for a second reading.

MOTION: Move to table the first reading of Policy #1250 Visits to the Schools passed with a motion by Mr. King and a second by Mr. Ford – unanimous vote.

There was further discussion and comment on this policy. Ms. Cain said Board member are assigned their “adopted” school(s) and are expected to visit schools. There was discussion on Board members visiting schools without an appointment. Dr. Macri stated there have been instances when Board members have demanded to speak with a principal immediately. Ms. Rios said, although she is a Board member, she is also a parent, and sees this as a safety measure and was not offended by the policy.

XI.B. Policy #5125.11 Health/Medical Records (New/Mandated) - First and Final Reading

Policy Committee Chair Cheryl McClellan explained this new, mandated policy and recommended approval of its first and final reading. There was discussion.

MOTION: Move to approve the first and final reading of Policy #5125.11 Health/Medical Records passed with a motion by Mr. King and a second by Mr. Ford – unanimous vote.

XI.C. Policy # 6114 Emergencies and Disaster Preparedness (Revision) - First Reading

Policy Committee Chair Cheryl McClellan explained the revisions to this policy and recommended approval of the first reading. Dr. Conner responded to Mr. King’s question about the School Safety and Security Plan.

MOTION: Move to approve the first reading of Policy #6114 Emergencies and Disaster Preparedness passed with a motion by Ms. Cain and a second by Mr. Ford – unanimous vote.

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

Policy Committee Chair Cheryl McClellan explained the revisions to this policy and recommended approval of its first and final reading. Mr. King asked for a clarification about the changes to the bold and highlighted sections. There was a discussion.

MOTION: Move to table and send back to Committee Policy #6146 Graduation Requirements passed with a motion by Mr. King and a second by Mr. Ford – unanimous vote.

XI.E. RFP for Legal Services

MOTION: Move to approve the draft RFP for Legal Services that was distributed to the Board on May 7, 2018 was made with a motion by Mr. King and a second by Ms. Loomis.

There was a discussion and Ms. Cain inquired if Ms. Poppel provided physical copies of the document to Board members and if this needed to be acted on this evening. Ms. Cain requested a recess for Board member review of the document prior to action.

Vice Chair McClellan called a brief recess at 8:24 PM. The meeting was called back to order at 8:31 PM.

Vice Chair McClellan stated that the action before the Board at this time is an RFP for Legal Services.

MOTION: Move to approve the RFP for Legal Services passed with a motion by Mr. King and a second by Mr. Ford – unanimous vote.

XII. FUTURE AGENDA ITEMS

XII.A. New Items

There were none.

XIII. ADJOURNMENT

MOTION: Move to adjourn at 8:33 PM passed with a motion by Mr. Pulino and a second by Mr. Ford – unanimous vote.

Respectfully Submitted,

Marilyn S. Rios
Secretary

MSR/mp

Board of Education Special Meeting
May 30, 2018, 6:00 PM
Woodrow Wilson Middle School Library/Media Center

I CALL TO ORDER

Board Members Present: Deborah Cain, Chris Drake, Edward Ford, Jr., Sean King, Lisa Loomis, Cheryl McClellan, and Marilyn Rios

Board Members Absent: Anita Dempsey-White and Jonathon Pulino

Others Present: Superintendent of Schools Michael Conner, Ed.D., Associate Superintendent Enza Macri, Manager of Financial Operations Lynda MacPherson, Manager of Human Resources Michele DiMauro, and five (5) visitors.

Chair Drake called the meeting to order at 6:04 PM.

II. LINE ITEM TRANSFERS

Manager of Financial Operations Lynda MacPherson distributed the line item transfers and explained them. There was a discussion on transfers.

MOTION: Move to approve the line item transfers as outlined by Ms. MacPherson passed with a motion by Mr. King and a second by Ms. Cain – unanimous vote.

III. ACTION ON A PERSONNEL ITEM

Manager of Human Resources Michele DiMauro explained this personnel action item, an unpaid leave of absence for Ann Buchanan, Middletown High School Library Media Specialist.

MOTION: Move to approve the Personnel Action as outlined by Ms. DiMauro passed with a motion by Mr. King and a second by Ms. McClellan – unanimous vote.

IV. NATIONAL EXECUTIVE SERVICE CORPORATION DATA FINDINGS

Dr. Conner introduced Bill Brautigam from the National Executive Service Corps. (NESC) who presented the results of a Central Services Organization Needs Assessment which they conducted by a committee consisting of NESC representatives and Central Office representatives. Mr. Brautigam presented the objectives of this evening, project scope, activities conducted, a process improvement roadmap, interviews conducted, shared findings, and presented recommendations.

There was a discussion. Dr. Conner spoke on next steps and stated they are part of Goal #2 of his original plan, adding it will take 3 – 5 years. At the second Board meeting in June, Phase I discussions will continue.

V. DISCUSSION OF SUPERINTENDENT EVALUATION

Chair Drake called a recess at 7:33 PM. The meeting was called back to order at 7:49 PM.

MOTION: Move to go into Executive Session at 7:49 PM passed with a motion by Mr. King and a second by Mr. Ford – unanimous vote.

A. Executive Session

MOTION: Move to return to Public Session at 8:34 PM passed with a motion by Mr. King and a second by Mr. Ford – unanimous vote.

VI. ADJOURNMENT

MOTION: Move to adjourn at 8:34 PM passed with a unanimous vote.

Respectfully Submitted,

Marilyn S. Rios
Secretary

**Executive Summary
Professional Improvement Fund
June 1, 2018**

On May 31, 2018, members of the Board of Education and the Middletown Federation of Teachers met to review applications for Professional Improvement Fund grant awards. In all, \$5,000.00 total was awarded. Of the seventeen applications submitted, the committee recommends the approval, either whole or in part, of all the following seven:

1.	"RULER- Continuation of Tier 1 Social, Emotional, Behavioral Implementation" Kathleen Suden, School Psychologist/ Lawrence	Requested: \$740.00 Approved: \$740.00
2.	"Coping and Support Training (CAST)" Kate Stanley, Social Worker, MHS	Requested: \$534.66 Approved: \$534.66
3.	"Equine Insights" Amanda Thomson, VoAg, MHS	Requested: \$740.00 Approved: \$740.00
4.	"Structured Literacy Series 2018, Expert Teaching is the Treatment for Students with SLD/Dyslexia" Katie Seifert, SP EIST, Wesley School	Requested: \$1,650.00 Approved: \$1,650.00
5.	"The Woodrow Wilson Professional Book Club" Erin Carter, Special Education, WMS	Requested: \$494.56 Approved: \$350.00
6.	"Increasing Author, Protagonist, and Genre Diversity in Language Arts as a Catalyst for Engagement, Empowerment, and Equity" Buster Nelson, Language Arts, Keigwin	Requested: \$1,872.12 Approved: \$ 160.00
7.	"Teaching Digital Design" Nicole Iovanne, Art, MHS	Requested: \$ 650.00 Approved: \$ 650.00
Total amount of proposals awarded		\$4,824.66

Respectfully submitted,

Enza Macri, Ed.D.
Associate Superintendent

1. Grant Awards

The following grants were confirmed this month for SY18

Grant Title	Funder	SY18	SY17
2018/19 21C Afterschool (Keigwin & Woodrow Wilson Schools)	Community Development Block Grant/City of Middletown	\$8,306	\$10,454.57
Perkins Supplemental	State of CT	\$34,961	\$0
Parent Leadership Alumni	SERC	\$3,000	\$0

2. Vo-Ag and MHS Project Close Out

- State audit is expected by 8/2018

3. Project AWARE

- Middletown is one of three districts (Windham and Naugatuck are the other two) chosen by the CT State Dept. of Education (CSDE) for its application to SAMHSA (Substance Abuse and Mental Health Services Administration) for a Project AWARE grant. The grant program is designed to help state and local education agencies:
 - Increase awareness of mental health issues among school-aged youth
 - Train educators and other youth-serving adults to detect and respond to mental health issues
 - Connect children, youth, and families who may experience behavioral health issues with appropriate services
- If the state's application is successful the grant will provide up to \$1,800,000 to the state for up to five years. A proposed plan for the first 3 years was shared with the district.
- A letter of support was provided to CSDE for its June 4, 2018 grant submission to SAMHSA.
- News of the Award is anticipated in October 2018.

4. School Building Alliance Grant

- There are 31 projects in the Grant of which 10 have been completed.
- John Cross, Facilities Director is overseeing the work.
- BOE must approve all projects as complete at its September 2018 meeting.

Respectfully submitted,
Natalie Forbes, Director of Grant Services

EXECUTIVE SUMMARY
CARL D. PERKINS GRANT

Signed into law on August 12, 2006, the Carl D. Perkins Career and Technical Education Improvement Act (Perkins IV), sets out a vision of career and technical education for the 21st century. Perkins IV, now linked directly to the achievement standards legislated in No Child Left Behind, promotes reform, innovation, and continuous improvement in career and technical education to ensure that students acquire the skills and knowledge they need to meet challenging state academic standards and industry-recognized skill standards.

Districts receiving Perkins funds are required to offer a core curriculum taught by certified career and technical education teachers, in at least three of the following areas:

- | | |
|-----------------------------|--------------------------------|
| *Agriculture Education | *Business & Finance Technology |
| *Cooperative Work Education | *Family and Consumer Sciences |
| *Marketing Education | Medical Careers |
| *Technology Education | |

Additionally, at least one of those programs must result in concentrators. All students who reach the threshold of concentrator are to be tested in the state Career and Technical Education Assessment. *A concentrator is a student who takes at least two credits of a career and technical education sequence in a given instructional program.* Middletown provides for concentration in the areas with an asterisk (*). This year we will be conducting a preliminary review of best practices in the Medical Careers area with an eye to potentially adding a Medical Careers program under the Perkins Grant in 2019-20 SY.

Funding for the 2018-19 school year will provide for:

- Professional development for Perkins area staff (5% required) around Common Core alignment in the career and technical education subject areas;
- Upgraded technology for Cooperative Work Experience, Hospitality and Tourism, Video Production, and Pre-Engineering;
- Transportation to state and national competitions and field trips for Marketing, Pre-Engineering, and Accounting and Personal Finance students; and
- Student instructional materials and computer kits for the Robotics, Engineering, Cooperative Work Experience, Hospitality and Tourism, Accounting, Personal Finance, Marketing, Video Production, and Child Development programs.
- Substitute teachers to cover Teacher/Director visits to best in class Medical Careers programs in the state

The purpose of this grant program is to develop more fully the academic, career, and technical skills of students in Grades 9-12 who elect to enroll in career and technical education programs, and to strengthen post-secondary linkages.

Funding Requested: \$61,376

SUBMITTED BY: NATALIE FORBES, DIRECTOR OF GRANT SERVICES

ED049 SUBMISSION for Purchase of three Vehicles for the Vocational Agriculture Program

Middletown Public Schools is applying to the Commissioner of Administrative Services to purchase three new vehicles for the Middletown Vocational Agriculture program. The three vehicles are: (1) a Crew Cab-four door pickup which will be used to pull the livestock and horse trailer; (2) a fully enclosed Live Stock and Horse trailer; (3) an Activity vehicle to transport up to 16 students and teacher.

The application is a four step process:

1. Approval is required from the Connecticut State Department of Education (approval has been attained and is attached as the Education Specifications).
2. A resolution from the Common Council approving the submission (Resolution was approved at the Council's June 4, 2018 meeting).
3. Approval by the MBOE of the Education Specifications and to submit the proposal (Certified minutes required)
4. Electronic submission of request and supporting documentation to the Commissioner, Department of Administrative Services and her representatives via the State Grants System

The cost of the individual vehicles is as follows:

1. Truck capable of transporting driver + up 4 passengers (Crew Cab, four door pickup)- \$36,970.00
2. Trailer suitable for transporting livestock and horses: \$31,730.00
3. Activity vehicle: \$54,990.00

For this application the written approval of the request by the CSDE will serve as the education specifications. The costs and specifications were researched by Amanda Thomson, VoAg teacher in conjunction with Thomas Moniello, mechanic. Cost comparisons were reviewed and state bid list vendors were accessed. The MBOE will review and give written approval of the education specifications via its motion.

On January 18, 2017 Amanda Thomson, VoAg teacher, surveyed 15 Regional Agriculture Science and Technology Centers regarding their equipment. Her inquiries revealed:

- 11 programs have a truck capable of transporting more than 2 passengers and/or use as a tow vehicle.
- 9 programs have a trailer suitable for transporting livestock and/or horses.
- 8 programs have 2 or more passenger vehicles capable of transporting 12 or more passengers.

Agriculture Centers that participated in the survey include Bloomfield, Glastonbury, Killingly, Lebanon, Ledyard, Region 1, Region 6, Region 14, Region 19, Sound School New Haven, Southington, Stamford, Suffield, Trumbull, and Wallingford.

The Middletown VoAg program is currently ranked #1 in the State by the CT Department of Education. Additionally, this year we ranked #1 in all 4 curriculum areas: Animal Science, Plant Science, Natural Resources & Agricultural Mechanics. Current enrollment is 120 students.

The abovementioned vehicle upgrades are imperative to ensure the continued excellence in teaching and learning at the Middletown Vocational Agricultural Center through educational activities and community engagement such as: educational clinics, providing animal assisted therapy at hospitals and schools; animal exhibitions and contests.

Total cost for 3 vehicles = \$123,690.00

State reimbursement via ED049 grant is 80% x \$123,690.00 = \$98,952.00

BOE Match = \$24,738.00 funded from the 18-19 Board of Education Vehicle Services budget

Respectfully submitted: Natalie Forbes, Director of Grant Services

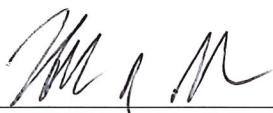
Agricultural Science and Technology Education Grants Review/Approval

Date: June 4, 2018
Grant #: TBD
Ag Center: Middletown

Construction Equipment Alteration to Existing Grant

I have reviewed the grant application and:

- there are no issues or concerns
- issues and/or concerns were addressed by Ag Center, (see attached)
- The following equipment request is denied:



Harold Mackin, Education Consultant
Agriculture Science & Technology Education

June 4, 2018

Date



Melissa Hickey
Reading/Literacy Director
Academic Office

6/5/18

Date

Upon Approval, forward to:

Michelle Dixon,
Office of School Construction Grants and Review
Department of Administrative Service
450 Columbus Boulevard, Suite 1503 North
Hartford, CT



Agricultural Science & Technology Education Equipment Request Form

Date of Request: 6/1/18

Grant Number: ~~10049~~ **TBD**

School: Middletown Agriculture, Science and Technology Center

Item	Description	Estimated Cost	Explain how the equipment will be utilized within the curriculum to enhance instruction.	Provide reasons the equipment is required for meeting student needs, (SAE, FFA, Career Skills)	Provide other pertinent information to justify the request
Truck capable of transporting driver and up to 4 passengers and suitable for towing	Crew cab, four door pickup truck	\$36,970.00	<p>This equipment will enhance instruction and experiential learning opportunities for all Ag students, but notably in regards to Animal Science.</p> <p>This vehicle would allow us to fully embrace our small livestock and miniature horse program, by allowing students to participate in regional shows, fairs and educational clinics.</p> <p>In addition, it would support our community outreach in regards to our Mattabeset FFA Animal Ambassadors therapy animal program.</p> <p>All curriculum areas (Plant Science, Ag</p>	<p>SAE: Truck could be utilized in lieu of teachers' personal vehicles for SAE visits</p> <p>FFA: Truck would transport student CDE teams to practices as well as competitive events</p> <p>Career Skills: Enhanced ability to transport students to agribusinesses & events would improve experiential learning opportunities & provide more meaningful, career-related connections within the agricultural community.</p>	<p>11 of 15 CT Ag centers have a similar vehicle; is considered standard equipment.</p> <p>The dump truck currently operated by the Ag center is not capable of transporting passengers, and the dump body is rusty, the tailgate is no longer functioning, and the wooden sides are splintered.</p>

			<p>Mechanics, And Natural Resources) would benefit from the improved ability to bring small groups of students directly into the field of study, transporting tools, equipment etc. in the truck, while connecting with members of the agribusiness community.</p>		
<p>Trailer suitable for transporting livestock and horses.</p>	<p>Gooseneck, 2+1 configuration with modifications</p>	<p>\$31,730.00</p>	<p>This equipment will support the Animal Science curriculum by allowing the safe and comfortable transport of large and small livestock animals and horses year-round, while also being able to carry carriage driving carts and other related equipment safely.</p> <p>This will benefit students by improving their access to participate in industry events, such as shows, fairs and clinics with our school livestock animals and miniature horses.</p> <p>In addition, this equipment will support</p>	<p>Improving student's access to participate in area shows, fairs, events and clinics with our school owned animals supports the district's mission to provide more equitable opportunities to students and will also enhance SAE, FFA and Career Readiness.</p> <p>Our miniature horses and are not only trained as therapy horses, but in carriage driving and other competitive events. Our small herd of registered Boer goats are able to be shown at local events and fairs. Our students frequently are offered</p>	<p>9 of 15 Ag centers surveyed have a vehicle capable of transporting horses and/or livestock; it is considered standard equipment.</p> <p>While the Ag center currently has a stock trailer suitable for livestock, it is generally not considered ideal for transporting horses. In addition to being open-sided, which is problematic in case of inclement or cold weather, it has some rust damage and is at least 20+ years old.</p> <p>The modifications on the specific requested equipment is uniquely suited to provide</p>

			<p>those students who are registered as Pet Partners therapy animal teams with our miniature horses to provide community outreach on a year-round basis.</p>	<p>opportunities to participate in educational clinics, shows and other events by respected local organizations; unfortunately, many of these invitations are currently declined because we lack adequate transportation for animals and/or students.</p> <p>This equipment would open the doors wide open for many students to participate in these experiential learning opportunities within the local agriculture community.</p>	<p>flexibility for transporting livestock, miniature horses and/or full sized horses, along with carriage driving carts and equipment, all at the same time and safely.</p>
Activity Vehicle	Fleet Van, 16 passengers	\$54,990	<p>This equipment will enhance experiential learning opportunities for all students, across all Ag curriculum areas, by enhancing access to local agricultural businesses and events. The Ag program is often limited as far as transporting number of students to field trips, as well as offering simultaneous in-class</p>	<p>This equipment would allow students to attend FFA events, and also enhance Career Skills by allowing students to attend area agricultural events as well as visits to local agribusinesses.</p>	<p>8 of 15 Agriculture Centers have 2 or more passenger vehicles; this is considered standard equipment.</p> <p>Currently, our 2nd activity vehicle has been deemed unsafe for transporting students and is at least 20+ years old.</p>

EXECUTIVE SUMMARY
FRESH FRUITS AND VEGETABLES GRANT

The district is applying to the State Department of Education (SDE), Bureau of Health/Nutrition, Family Services, and Adult Education for a Fresh Fruits and Vegetables Grant for Macdonough and Farm Hill Schools. Eligibility is governed by the percentage of F/R lunch eligible students but selection is dependent on the number of participating schools and their respective F/R percentages as the funds are limited.

The requirements of the program state that the fresh fruits and vegetables purchased with the grant must be provided to students outside the regular breakfast and lunch programs.

This program was piloted at Macdonough School in 2005-06 and since that time, it has been successful in introducing a variety of fresh fruits and vegetables to students who may otherwise not have the opportunity to experience the variety of produce offered. Students are encouraged to explore and experience a wide assortment of produce and to expand their knowledge of good nutrition.

Activities are incorporated into a range of content areas to promote wellness, nutrition, and healthy choices. Macdonough School has demonstrated commitment to the overall goal of the program to improve student wellness and health through recreation activities and nutrition education. A Communications Plan ensures that information is shared on nutrition and program initiatives with students, parents, teachers and community through: morning announcements, postings on the school website, sharing links to nutritional websites with teachers, tweets on the Macdonough Twitter account, and the Food Services Director conducting in class presentations.

Objectives for the program include:

- Providing daily snack choices that consist of fresh fruits and vegetables to encourage exploration of new food choices;
- Incorporating nutrition awareness through the Fresh Fruits and Vegetables program to increase healthy food choices for students and their families; and
- Involving students in at least 15 minutes of daily physical activity, with at least 40% of activity being moderate-to-vigorous.

Level of funding is determined by SDE. No budget is required with submission.

SUBMITTED BY NATALIE FORBES, DIRECTOR OF GRANT SERVICES

**Submitting Connecticut's
Healthy Food Certification Statement
for School Year 2018-19**

**for
Public School Sponsors of the
National School Lunch Program**

Section 10-215f of the Connecticut General Statutes



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

May 14, 2018

SUBMITTING CONNECTICUT'S HEALTHY FOOD CERTIFICATION STATEMENT FOR SCHOOL YEAR 2018-19

Connecticut State Department of Education • May 2018

<http://portal.ct.gov/-/media/SDE/Nutrition/HFC/App/HFCApplicationSteps.pdf>

This guide applies only to **public school sponsors** of the National School Lunch Program (NSLP). Private schools and residential child care institutions are not eligible for Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes.

Public school sponsors must complete the annual HFC Statement (Addendum to ED-099 Agreement for Child Nutrition Programs) using the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). All public sponsors of the NSLP must submit their online 2018-19 HFC Statement by **July 1, 2018**.



For information on HFC, visit the CSDE's [HFC](#) webpage or contact Susan S. Fiore, M.S., R.D., Nutrition Education Coordinator, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103, 860-807-2075, susan.fiore@ct.gov.


This document is available at <http://portal.ct.gov/-/media/SDE/Nutrition/HFC/App/HFCApplicationSteps.pdf>.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, Levy.Gillespie@ct.gov.

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CSDE CONTACT INFORMATION

SCHOOL NUTRITION PROGRAMS STAFF	
COUNTY	CONSULTANT
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14) OTHER AREAS: Special Milk Program (SMP)	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
Hartford County (includes Region 10) Middlesex County (includes Regions 4, 13, and 17)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
New Haven County (includes Regions 5, 15, and 16) New London County Tolland County (includes Regions 8 and 19) Windham County (includes Region 11) OTHER AREAS: Claims processing	Susan Alston susan.alston@ct.gov 860-807-2081
OTHER NUTRITION PROGRAMS STAFF	
Fresh Fruit and Vegetable Program Food service management companies	Andy Paul andrew.paul@ct.gov 860-807-2048
Seamless Summer Option (SSO) of the NSLP Summer Food Service Program (SFSP)	Caroline Cooke caroline.cooke@ct.gov 860-807-2144
Community Eligibility Provision (CEP) School Wellness Policy	Donna Heins donna.heins@ct.gov 860-807-2082
Food Distribution Program (USDA Foods)	Allison Calhoun-White allison.calhoun-white@ct.gov 860-807-2008 Monica Pacheco monica.pacheco@ct.gov 860-807-2086
Healthy Food Certification (HFC) Nutrition Education	Susan Fiore susan.fiore@ct.gov 860-807-2075
For a complete listing of Child Nutrition Programs staff, see Child Nutrition Staff and Responsibilities .	
<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p>Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education Child Nutrition Programs 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841</p> </div> </div>	

1 — HFC OVERVIEW

Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.) requires each board of education or governing authority for all public schools participating in the National School Lunch Program (NSLP) to certify annually to the CSDE whether they will follow the Connecticut Nutrition Standards (CNS) for all foods sold to students separately from reimbursable meals in the U.S. Department of Agriculture’s (USDA) school nutrition programs. The CNS applies to all competitive foods offered for sale to students on school premises at all times from all sources including cafeterias, school stores, vending machines, fundraisers, and any other sources of food sales to students.

- “**Sale**” means the exchange of foods and beverages for a determined amount of money or its equivalent, including tickets, coupons, tokens, and similar items. This includes any activities that suggest a student donation in exchange for foods.
- “**School premises**” include all areas of the property under the jurisdiction of the local or regional board of education, the regional vocational-technical school system, or the governing authority district or school.

Public school sponsors must document their district’s annual certification using the online HFC Statement (Addendum to ED-099 Agreement for Child Nutrition Programs). Sponsors complete the annual HFC Statement using the Connecticut State Department of Education’s (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System).

Districts that choose to comply with the CNS receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free, and reduced) served in the district in the prior school year. Information on the HFC requirements and a list of current HFC districts are available on the CSDE’s [HFC](#) webpage.

FOOD EXEMPTIONS

Foods that do not comply with the CNS can only be sold to students on school premises if the local board of education or school governing authority votes to allow exemptions and the following criteria are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the foods are not sold from a vending machine or school store.

- The “**school day**” is the period from midnight before to 30 minutes after the end of the official school day.
- An “**event**” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity, e.g., soccer games, school plays, and school debates are events but soccer practices, play rehearsals, and debate team meetings are not.

1 | OVERVIEW

- “**Location**” means where the event is being held. For example, cookies can be sold on the side of the soccer field during a soccer game, but cannot be sold in the school cafeteria while a game is played on the soccer field.

The vote on whether to allow food exemptions is part of the district’s annual HFC Statement. For more information, see the CSDE’s handout, [Exemptions for Foods and Beverages in Public Schools](#).

HFC STATEMENT

The annual HFC Statement (Addendum to ED-099 Agreement for Child Nutrition Programs) is valid for one school year (July 1, 2018, through June 30, 2019). It addresses:

- whether the district will or will not follow the CNS for all competitive foods offered for sale to students on school premises at all times from all sources; and
- if the district certifies for the healthy food option, whether the district will or will not allow exemptions for foods that do not meet the CNS, providing that the sales comply with the exemption criteria. For more information, see “[Food Exemptions](#)” on page 1.

Each board of education or school governing authority for all Connecticut public school districts that participate in the NSLP must submit the annual HFC Statement to the CSDE by **July 1, 2018**, or the district is ineligible for participation during the upcoming school year. For more information, see the CSDE’s PowerPoint presentation, [Application Procedures for Healthy Food Certification](#), and the “[Apply](#)” section of the CSDE’s HFC webpage.

BEFORE BEGINNING THE HFC MODULE

Before beginning the online HFC module in the CSDE’s CNP System, the board of education or school governing authority must have voted on HFC and an electronic copy (Word or PDF) of the meeting minutes must be available for uploading. The minutes must indicate the date of the board meeting and whether the district “will” or “will not” implement the healthy food option. If the district implements the healthy food option, the minutes must also indicate whether the district “will” or “will not” allow food exemptions. For more information, see “[Food Exemptions](#)” on page 1 and the CSDE’s handout, [Exemptions for Foods and Beverages in Public Schools](#).

HFC districts must also have contact information available for the district’s HFC contact person, superintendent, food service director, business manager, staff person responsible for operating any school stores and culinary arts programs in the district, and contact person for each interschool agreement with other public schools.

WHO COMPLETES THE HFC STATEMENT

The district’s **claims preparer** and **authorized signers 1 and 2** have different responsibilities to prepare for completing and submitting the annual HFC Statement in the CNP Online System. Table 1 summarizes the steps outlined in this guide that must be completed by each person.

District Staff Responsibilities for Completing the Online HFC Statement			
Person	Responsibility	HFC Districts	Non-HFC Districts
Claims Preparer	Enroll district in 2018-19 application process for school nutrition programs	Steps 1-7 on pages 7-10 (see Section 2)	Steps 1-7 on pages 21-24 (see Section 3)
Authorized Signer 1 or 2	Complete, certify, and submit the HFC Statement	Steps 8-16 on pages 11-20 (see Section 2)	Steps 8-12 on pages 25-30 (see Section 3)

Each public school sponsor of the NSLP has two designated representatives authorized to enter into an agreement with the CSDE to operate Child Nutrition Programs (ED-099 Agreement for Child Nutrition Programs) and sign the claims for reimbursement.

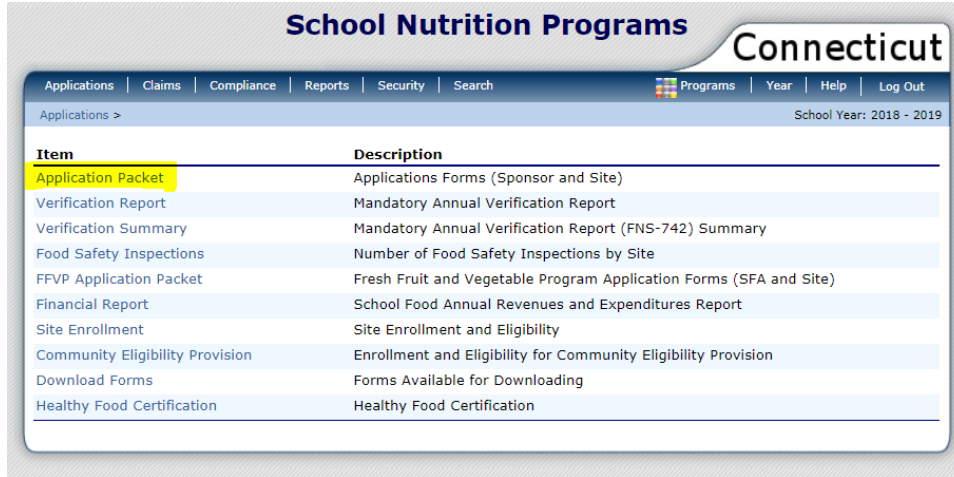
- **Authorized signer 1** is the designated representative who is authorized to sign the ED-099 Agreement for Child Nutrition Programs and submit claims for reimbursement. This person is the head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, president, or chairperson of the board).
- **Authorized signer 2** is the designated representative who is authorized to sign the claims for reimbursement in the absence or incapacity of the first designated individual. This person is the assistant superintendent, business official, principal, headmaster, city or town manager, executive director, or deputy commissioner.

Each public school sponsor of the NSLP has one person designated as the **claims preparer**, who prepares and enters claims for reimbursement. This person must enroll the district in the 2018-19 application process for school nutrition programs (steps 1-7) *before* authorized signer 1 or 2 can complete the remaining steps to certify and submit the HFC Statement.

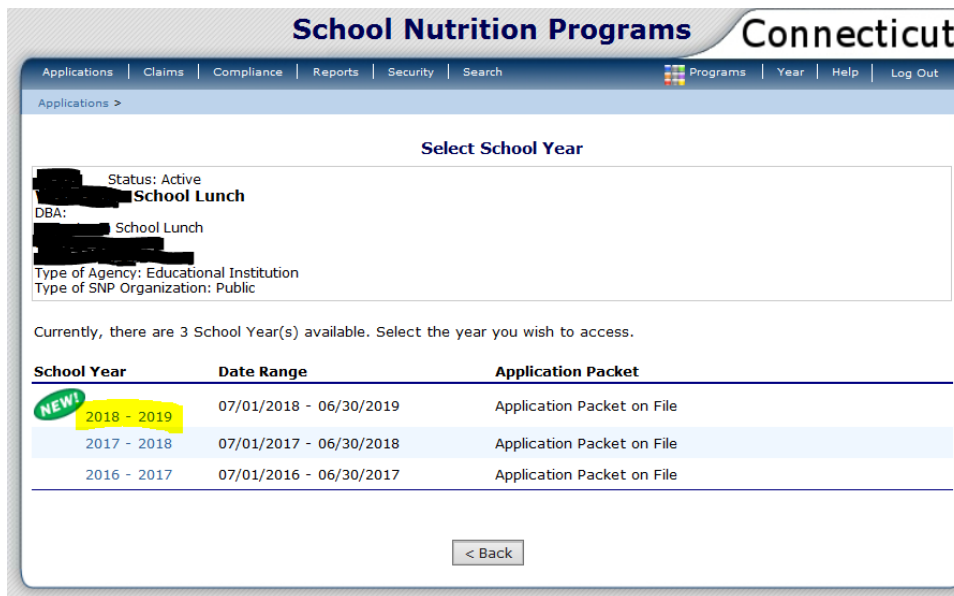
The online HFC Statement must be certified by authorized signer 1 or 2. If you are not sure who your district designated as the claims preparer and authorized signers 1 and 2, check the district’s current year sponsor application in the CNP System. For more information, see “Steps for Checking Sponsor’s Designated Contacts” on the next page.

STEPS FOR CHECKING SPONSOR'S DESIGNATED CONTACTS

1. Click on **Applications** in the CNP System, then click on **Application Packet**.



2. Select **school year 2018-2019**, next to the green “New!” button under **School Year**.



- Click on **View** under **Action**.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2018 - 2019

2018 - 2019 Application Packet

Status: Active
School Lunch
 DBA: School Lunch
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify Details	➔ Sponsor Application Checklist Summary	Original	Pending Validation

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer Option	0	0	0	0	0	0	0

< Back | Submit for Approval | Withdraw Packet

Show Packet History

- The SNP application for School Year 2018-2019 will appear. Scroll down to view the name of the **Claim Preparer**, and the names of **Authorized Representative #1** and **Authorized Representative #2**.

Claim Preparer

18. Name: Salutation: Mr. First Name: Last Name:

19. Email Address: [Redacted]

20. Phone: (860) [Redacted] Ext: Fax: (860) [Redacted]

21. Title: Food Service Director

Authorized Representative #1

22. Name: Salutation: Dr. First Name: Last Name:

23. Email Address: [Redacted]

24. Phone: (860) [Redacted] Ext: Fax: (860) [Redacted]

25. Title: Superintendent

Authorized Representative #2

26. Name: Salutation: Mr. First Name: Last Name:

27. Email Address: [Redacted]

28. Phone: (860) [Redacted] Ext: Fax: (860) [Redacted]

29. Title: Business Manager

2 — APPLICATION STEPS FOR HFC DISTRICTS

IMPORTANT INFORMATION

- ▶ This section applies only to **HFC districts**. Non-HFC districts must follow the steps in section 3.
- ▶ The **claims preparer** must first **enroll** the district in the 2018-19 application process for school nutrition programs (see steps 1-7) *before* **authorized signer 1 or 2** can access the HFC module in the CNP System to complete, certify, and submit the HFC Statement (steps 8-16). **If the claims preparer has not enrolled the district, authorized signer 1 or 2 will not be able to enter any information for HFC.**
- ▶ The online HFC Statement can only be certified by **authorized signer 1 or 2**. For more information, see “Who Completes the HFC Statement” in section 1.

1. The **claims preparer** accesses the Connecticut State Department of Education’s (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. The **claims preparer** logs in with **User ID** and **Password**.

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On



 CT State Department of Education
 Child Nutrition Programs Online System

School Nutrition Sponsors: Contact the Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681 for assistance.

Child and Adult Care Food Program (CACFP) Sponsors: Contact CSDE staff for assistance.

Summer Food Service Program Sponsors: Contact Caroline Cooke for assistance.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

Links

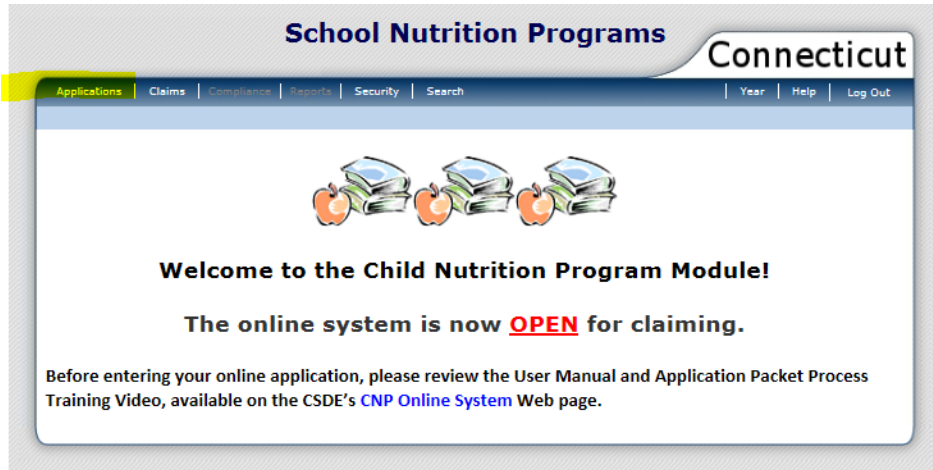
- [State Department of Education](#)
- [CACFP Resources](#)
- [SNP Resources](#)



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2 | HFC DISTRICTS

- The *claims preparer* clicks on **Applications** at the top left of the screen.

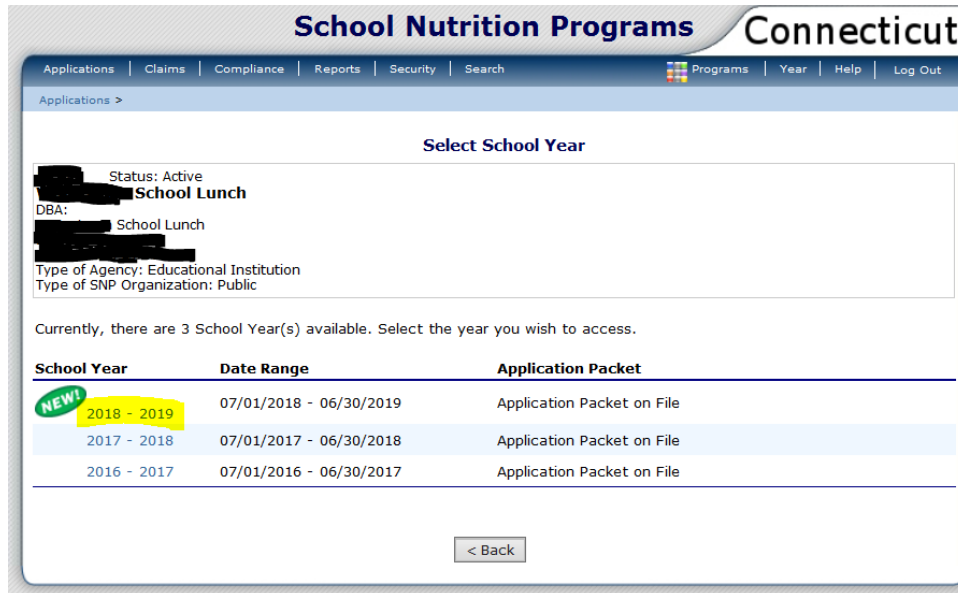


- The *claims preparer* clicks on **Application Packet** (the first selection under **Item**).

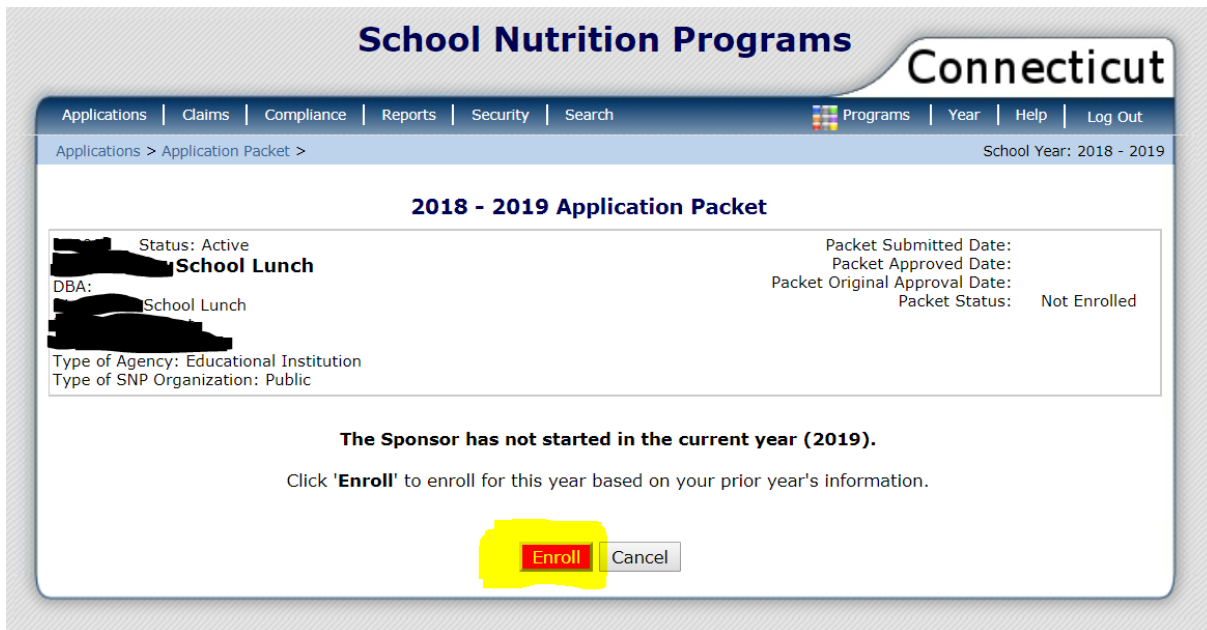
The screenshot shows the 'School Nutrition Programs Connecticut' website with the 'Applications' menu selected. The page displays a table with two columns: 'Item' and 'Description'. The 'Application Packet' item is highlighted in yellow. The table lists various application forms and reports.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading
Healthy Food Certification	Healthy Food Certification

- The *claims preparer* clicks on school year **2018-2019**, next to the green “New!” button under **School Year**.



- The *claims preparer* clicks on **Enroll**, then clicks **OK**.



7. The **2018-2019 Application Packet** screen appears. The *claims preparer* clicks on **Applications** at the top left of the screen.

- ▶ **NOTE: Stop – The *claims preparer* does NOT complete the application process to participate in the USDA school nutrition programs.** The CSDE will notify sponsors when it is time to start the online application process for school nutrition programs. *Authorized signer 1 or 2* continues with step 8 (see page 11).

The screenshot shows the 'School Nutrition Programs Connecticut' interface. The main heading is '2018 - 2019 Application Packet'. Below this, there is a form with the following details:

- Status: Active
- DBA: School Lunch
- Type of Agency: Educational Institution
- Type of SNP Organization: Public
- Packet Submitted Date: [Blank]
- Packet Approved Date: [Blank]
- Packet Original Approval Date: [Blank]
- Packet Status: Not Submitted

Below the form is a table with the following columns: Action, Form Name, Latest Version, and Status.

Action	Form Name	Latest Version	Status
View Modify Details	➔ Sponsor Application Checklist Summary	Original	Pending Validation

Below the table is a summary table with the following columns: Site Applications, Approved, Pending, Return for Correction, Denied, Withdrawn/Closed, Error, and Total Applications.

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer Option	0	0	0	0	0	0	0

At the bottom of the form, there are three buttons: '< Back', 'Submit for Approval', and 'Withdraw Packet'. A link for 'Show Packet History' is also present.

NOTE: This completes the *claims preparer's* role in the online HFC Statement process. After completing steps 1-7 to **enroll** the district in the 2018-19 application process for school nutrition programs, the *claims preparer* cannot complete any other information for HFC in the CNP System. The district's *authorized signer 1 or 2* must complete steps 8-16 to certify and submit the HFC Statement (see pages 11-20).

NOTE: The district’s *authorized signer 1 or 2* must complete steps 8-16 below to certify and submit the HFC Statement.

8. *Authorized signer 1 or 2* clicks on **Healthy Food Certification** at the bottom left of the screen under **Item**.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading
Healthy Food Certification	Healthy Food Certification

- The **Healthy Food Certification Statement** screen appears. *Authorized signer 1 or 2* clicks on **Modify** under **Action** at the bottom left of the screen. The **Healthy Food Certification Statement for School Year 2018-2019** appears starting with **Section 1 – Background**.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2018 - 2019

Healthy Food Certification Statement

Status: Active
School Lunch
 DBA: School Lunch
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2018 - 2019		Not Started
View	2017 - 2018		Approved

< Back

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > VIEW | MODIFY | DELETE

Healthy Food Certification Statement For School Year: 2018 - 2019

Status: Active
School Lunch
 DBA: School Lunch
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Note: All Connecticut public school districts that participate in the National School Lunch Program (NSLP) must complete this form. Public schools include regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies. Private schools and residential child care institution (RCCIs) do not complete this form. Healthy Food Certification (HFC) applies only to public schools.

Child State Department of Education
 Addendum to Agreement for Child Nutrition Programs (ED-099)
 Healthy Food Certification Statement

Section 1 - Background

Section 10-215e of the Connecticut General Statutes (C.G.S) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). C.G.S. Section 10-215f requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System, and the governing authority for each state charter school, interdistrict magnet school, and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. C.G.S. Section 10-215b further provides additional funding to NSLP participants who annually certify compliance with the CNS.

10. **Section 2 – Certification Statement:** *Authorized signer 1 or 2* clicks on the “Will” button, then **checks (☑) the box** to certify and sign the application, and completes sections 3-6 on the online HFC Statement (see steps 11-16).

Section 2 - Certification Statement

Must be completed by all Connecticut public school districts that participate in the NSLP.

On behalf of the Board of Education or Governing Authority and pursuant to C.G.S. Section 10-215f, I hereby certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the CNS published by the CSDE, (select appropriate button)

Will
 Will not

comply with the CNS during the period of July 1, 2018 through June 30, 2019. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and fundraising activities on school premises, whether or not school sponsored.

I certify that the above selection reflects the HFC decision of the Board of Education or Governing Authority, as indicated in the attached meeting minutes. *Note: By checking this box, the authorized representative is **signing** the HFC Statement.*

- **NOTE:** Only *authorized signers 1 and 2* can certify and sign the HFC Statement. If the box is not checked, the error message below will appear.

Code	Error Description
500072	Section 2 - Certification Statement - Authorized signer 1 or 2 must certify Section 2. Note: You must have security access to certify the HFC Statement.

11. **Section 3 – Exemption Statement:** *Authorized signer 1 or 2* clicks on the appropriate button for food exemptions (“Will exclude...” or “Will not exclude...”), based on the vote of the board of education or school governing authority.

Section 3 - Exemption Statement

To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked "will" in Section 2.

Pursuant to Section 10-215f of the Connecticut General Studies, I hereby acknowledge that the Board of Education or Governing Authority, (select appropriate button)

Will exclude from certification food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
 Will not exclude from certification food items that do not meet the CNS.

- a. Select “Will exclude...” if the board of education or school governing authority voted **to permit** the sale to students of any food items that do not meet the CNS, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.
- b. Select “Will not exclude...” if the board of education or school governing authority voted **not to permit** the sale to students of any food items that do not meet the CNS.

12. **Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099):**

Authorized signer 1 or 2 checks (☑) the box to indicate that the district is amending their ED-099 Agreement for Child Nutrition Programs to include certification of compliance with the CNS and application for funding related to the CNS. This addendum covers the period from **July 1, 2018, through June 30, 2019.**

Section 4 - Amendment to Agreement for Child Nutrition Programs (ED-099)

To be completed only by districts/schools choosing the healthy food option, i.e., those districts/schools that checked "will" in Section 2.

Pursuant to Section 10-215f of the Connecticut General Statutes, the agreement for Child Nutrition Programs (ED-099) with the Board of Education or Governing Authority is hereby amended to include the above certification statement of compliance with the CNS and application for funding related to those standards. This addendum covers the period from July 1, 2018 through June 30, 2019.

13. **Section 5 – Board Meeting Meetings:** **Authorized signer 1 or 2** uploads a copy of the minutes from the meeting of the board of education/governing authority. The minutes must indicate:

- the date of the meeting;
- that the district will follow the CNS for all competitive foods offered for sale to students on school premises at all times from all sources; and
- whether the district will or will not allow exemptions for foods that do not meet the CNS, providing that the sales comply with the exemption criteria (see step 11). For more information, see “[Food Exemptions](#)” on page 1.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the board of education/governing authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSDE's handout, [Exemptions for Foods and Beverages in Public Schools](#).

Add

Attachment Count: 0

- a. If the board meeting minutes are **successfully uploaded**, the screen will display the date and time of the upload and the attachment account.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the Board of Education/Governing Authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSDE's handout, [Exemptions for Foods and Beverages in Public Schools](#).

Add

View | Modify | Delete

✓ Attached on: 5/7/2018 1:20:32 PM

Attachment Count: 1

- b. If the board meeting minutes are **not uploaded**, the error message below appears.

Code	Error Description
500030	Section 5 - Board Meeting Minutes - At least one document must be uploaded.

14. Section 6 – HFC District Contact Information (Parts A-D): *Authorized signer 1 or 2* enters the contact information for the district’s HFC contact person (part A), superintendent (part B), food service director (part C), and business manager (part D).

Section 6 - HFC District Contact Information

Note: This form must be completed by all public school districts that choose to implement Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes (C.G.S.). Contact information is used to generate mailing lists and e-mail groups to provide districts with important information regarding HFC implementation.

A. District Contact Person for Healthy Food Certification

Name: Salutation: [v] First Name: [] Last Name: []
 Title: []
 Email Address: []
 Phone: [] Ext: [] Fax: []

Street Address
 Address Line 1: []
 Address Line 2: []
 City: []
 State: [] Zip: []

The district contact person is the point person identified by the district for coordinating the implementation and monitoring of HFC under C.G.S. Section 10-215f. This person will field questions, organize trainings and contact the CSDE for assistance when necessary. The district may consider using the team leader for School Wellness Policy in this capacity. For more information, see the CSDE's handout, Responsibilities of District Contact Person for Healthy Food Certification.

B. District Superintendent

Name: Salutation: [v] First Name: [] Last Name: []
 Title: []
 Email Address: []
 Phone: [] Ext: [] Fax: []

Street Address
 Address Line 1: []
 Address Line 2: []
 City: []
 State: [] Zip: []

C. District School Food Service Director

Name: Salutation: [v] First Name: [] Last Name: []
 Title: []
 Email Address: []
 Phone: [] Ext: [] Fax: []

Street Address
 Address Line 1: []
 Address Line 2: []
 City: []
 State: [] Zip: []

D. District Business Manager

Name: Salutation: [v] First Name: [] Last Name: []
 Title: []
 Email Address: []
 Phone: [] Ext: [] Fax: []

Street Address
 Address Line 1: []
 Address Line 2: []
 City: []
 State: [] Zip: []

15. **Section 6 – HFC District Contact Information (parts E-G):** *Authorized signer 1 or 2* clicks on “Yes” or “No” to indicate whether the district has interschool agreements (part E), school stores (part F), and culinary arts programs (part G). If the answer is “Yes,” *authorized signer 1 or 2* enters the contact information for the person responsible for each applicable area.

► **NOTE:** The contact information fields for each area only displays if *authorized signer 1 or 2* clicks on “Yes.” If *authorized signer 1 or 2* clicks on “No,” the contact information fields for that area will **not** display.

E. Interschool Agreement
Does your school district provide lunches through a CSDE-approved interschool agreement to another PUBLIC school outside of your school district, e.g., another public school district, charter school, interdistrict magnet school or endowed academy? <input type="radio"/> Yes <input checked="" type="radio"/> No
F. School Store
Does your school district operate a school store or similar school-based enterprise that sells food or beverages to students? <input type="radio"/> Yes <input checked="" type="radio"/> No
G. Culinary Arts Program
Does your school district operate a culinary arts program that sells food or beverages to students? <input type="radio"/> Yes <input checked="" type="radio"/> No

- Part E – Interschool Agreement:** *Authorized signer 1 or 2* clicks on “Yes” or “No” to indicate if the district has any approved interschool agreements with **public** schools. If the answer is “Yes,” *authorized signer 1 or 2* enters the contact information for each public school for which the district has an interschool agreement. For more information on interschool agreements, see CSDE [Operational Memorandum No. 5-18: Interschool Agreements for School Year 2018-19](#).

► **NOTE:** This section applies only to interschool agreements with **public** schools. Do **not** include interschool agreements with private schools. Private schools are not eligible for HFC.

E. Interschool Agreement

Does your school district provide lunches through a CSDE-approved interschool agreement to another **PUBLIC** school outside of your school district, e.g., another public school district, charter school, interdistrict magnet school or endowed academy? Yes No

List only PUBLIC schools that have indicated on the interschool agreement that they will comply with HFC under C.G.S. Section 10-215f. Provide complete contact information for each school. Attach additional pages as necessary.

Do not include agreements with private schools.

Name of school:

Address Line 1:

Address Line 2:

City:

State: Zip:

Name:

Title:

Email Address:

Phone: Ext: Fax:

Does your school district have an approved Interschool Agreement** on file with the CSDE? Yes No

Name of school:

Address Line 1:

Address Line 2:

City:

State: Zip:

Name:

Title:

Email Address:

Phone: Ext: Fax:

Does your school district have an approved Interschool Agreement** on file with the CSDE? Yes No

[Add Another School](#)

**Lunches served at recipient schools are only included in the sponsoring district's total lunches for HFC funding if 1) the recipient school certifies on their interschool agreement that they will comply with HFC; and 2) the CSDE receives the 2018-2019 interschool agreement by July 1, 2018. For a sample interschool agreement, see the CSDE's [Forms for School Nutrition Programs](#) webpage.

- Part F – School Store:** *Authorized signer 1 or 2* clicks on “Yes” or “No” to indicate if the district has any school stores that sell food or beverages to students. If the answer is “Yes,” *authorized signer 1 or 2* enters the contact information for the person responsible for the school store.

F. School Store

Does your school district operate a school store or similar school-based enterprise that sells food or beverages to students? Yes No

Please provide contact information for the person responsible for the school store, e.g., teacher advisor.

Name:

Salutation	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

- Part G: Culinary Arts Program:** *Authorized signer 1 or 2* clicks on “Yes” or “No” to indicate if the district has a culinary arts program that sells food or beverages to students. If the answer is “Yes,” *authorized signer 1 or 2* enters the contact information for the person responsible for the culinary program.

G. Culinary Arts Program

Does your school district operate a culinary arts program that sells food or beverages to students? Yes No

Provide the contact information for the person responsible for culinary program.

Name:

Salutation	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Title:

Email Address:

Phone: Ext: Fax:

Street Address

Address Line 1:

Address Line 2:

City:

State: Zip:

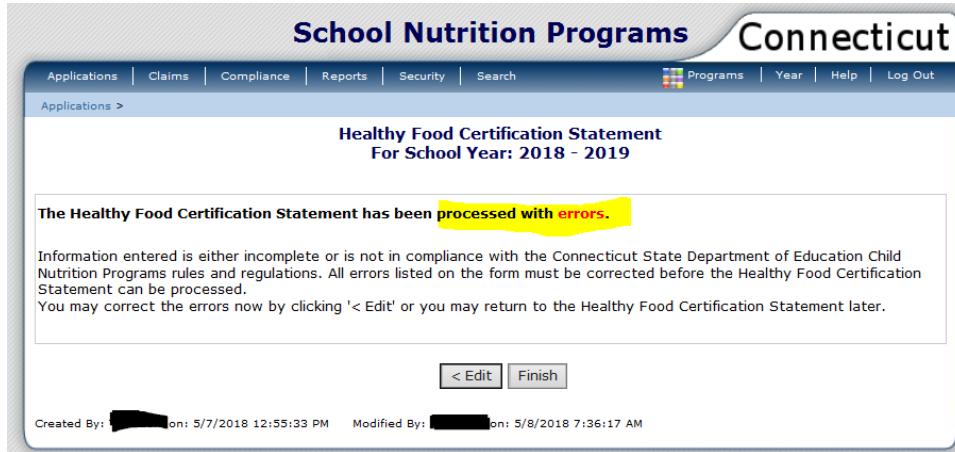
16. When all information is complete, *authorized signer 1 or 2* clicks **Save**.



- a. **Submission without Errors:** If the application is complete without any errors, the message below displays. The name of the authorized signer and the date and time appears at the bottom of the message.



- b. **Submission with Errors:** If the application has any errors, an error message will display for each error. *Authorized signer 1 or 2* clicks **Edit** to return to the HFC Statement and correct the errors.



► **NOTE:** The errors and codes will display at the top of the HFC Statement.



3 — APPLICATION STEPS FOR NON-HFC DISTRICTS

IMPORTANT INFORMATION

- ▶ This section applies only to non-**HFC districts**. HFC districts must follow the steps in section 2.
- ▶ The **claims preparer** must first **enroll** the district in the 2018-19 application process for school nutrition programs (see steps 1-7) *before* **authorized signer 1 or 2** can access the HFC module in the CNP System to complete, certify, and submit the HFC Statement (steps 8-12). **If the claims preparer has not enrolled the district, authorized signer 1 or 2 will not be able to enter any information for HFC.**
- ▶ The online HFC Statement can only be certified by **authorized signer 1 or 2**. For more information, see “[Who Completes the HFC Statement](#)” in section 1.

1. The **claims preparer** accesses the Connecticut State Department of Education’s (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. The **claims preparer** logs in with **User ID** and **Password**.

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On



CT State Department of Education
Child Nutrition Programs Online System

School Nutrition Sponsors: Contact the Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681 for assistance.

Child and Adult Care Food Program (CACFP) Sponsors: Contact CSDE staff for assistance.

Summer Food Service Program Sponsors: Contact Caroline Cooke for assistance.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

Links

- State Department of Education
- CACFP Resources
- SNP Resources



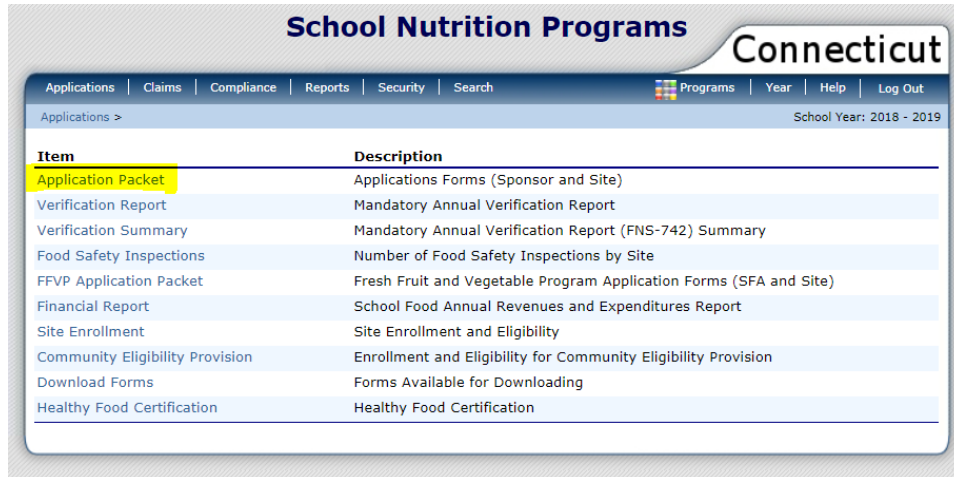
Copyright © 2017 Colyar Technology Solutions

3 | NON-HFC DISTRICTS

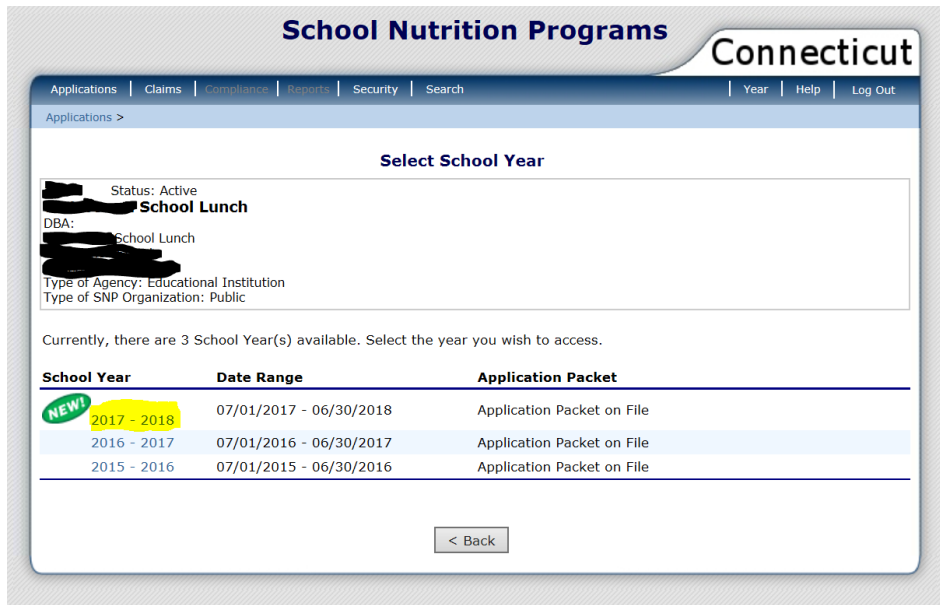
3. The *claims preparer* clicks on **Applications** at the top left of the screen.



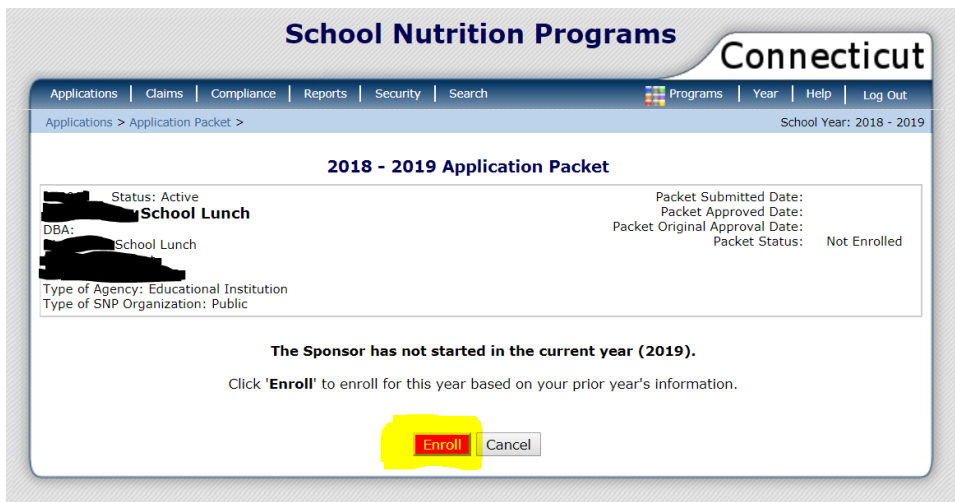
4. The *claims preparer* clicks on **Application Packet** (the first selection under **Item**).



- The *claims preparer* clicks on school year **2018-2019**, next to the green “New!” button under **School Year**.



- The *claims preparer* clicks on **Enroll**, then clicks **OK**.



3 | NON-HFC DISTRICTS

- The **2018-2019 Application Packet** screen appears. The *claims preparer* clicks on **Applications** at the top left of the screen.

► **NOTE: Stop – The *claims preparer* does NOT complete the application process to participate in the USDA school nutrition programs.** The CSDE will notify sponsors when it is time to start the online application process for school nutrition programs. *Authorized signer 1 or 2* continues with step 8 (see page 25).

The screenshot shows the 'School Nutrition Programs Connecticut' interface. The main heading is '2018 - 2019 Application Packet'. Below this, there are details for a 'School Lunch' program, including its status (Active), DBA, and agency type. A table below shows the application status for 'Sponsor Application' as 'Pending Validation'. At the bottom, a summary table provides counts for various application categories.

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer Option	0	0	0	0	0	0	0

NOTE: This completes the *claims preparer's* role in the online HFC Statement process. After completing steps 1-7 to **enroll** the district in the 2018-19 application process for school nutrition programs, the *claims preparer* cannot complete any other information for HFC in the CNP System. The district's *authorized signer 1 or 2* must complete steps 8-12 to certify and submit the HFC Statement (see pages 25-30).

NOTE: The district's *authorized signer 1 or 2* must complete steps 8-12 below to certify and submit the HFC Statement.

8. *Authorized signer 1 or 2* clicks on **Healthy Food Certification** at the bottom left of the screen under **Item**.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading
Healthy Food Certification	Healthy Food Certification

3 | NON-HFC DISTRICTS

- The **Healthy Food Certification Statement** screen appears. *Authorized signer 1 or 2* clicks on **Modify** under **Action** at the bottom left of the screen. The **Healthy Food Certification Statement for School Year 2018-2019** appears starting with **Section 1 – Background**.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2018 - 2019

Healthy Food Certification Statement

Status: Active
School Lunch
 DBA: School Lunch
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2018 - 2019		Not Started
View	2017 - 2018		Approved

< Back

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > VIEW | MODIFY | DELETE

Healthy Food Certification Statement For School Year: 2018 - 2019

Status: Active
School Lunch
 DBA: School Lunch
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Note: All Connecticut public school districts that participate in the National School Lunch Program (NSLP) must complete this form. Public schools include regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies. Private schools and residential child care institution (RCCIs) do not complete this form. Healthy Food Certification (HFC) applies only to public schools.

Child State Department of Education
 Addendum to Agreement for Child Nutrition Programs (ED-099)
 Healthy Food Certification Statement

Section 1 - Background

Section 10-215e of the Connecticut General Statutes (C.G.S) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). C.G.S. Section 10-215f requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System, and the governing authority for each state charter school, interdistrict magnet school, and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the CNS. C.G.S. Section 10-215b further provides additional funding to NSLP participants who annually certify compliance with the CNS.

10. **Section 2 – Certification Statement:** *Authorized signer 1 or 2* clicks on the “Will not” button, then checks (☑) the box to certify and sign the application, and completes section 5 (see step 11).

Section 2 - Certification Statement

Must be completed by all Connecticut public school districts that participate in the NSLP.

On behalf of the Board of Education or Governing Authority and pursuant to C.G.S. Section 10-215f, I hereby certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the CNS published by the CSDE, (select appropriate button)

Will
 Will not

comply with the CNS during the period of July 1, 2018 through June 30, 2019. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and fundraising activities on school premises, whether or not school sponsored.

I certify that the above selection reflects the HFC decision of the Board of Education or Governing Authority, as indicated in the attached meeting minutes. *Note: By checking this box, the authorized representative is signing the HFC Statement.*

- ▶ **NOTE:** Only *authorized signers 1 and 2* can certify and sign the HFC Statement. If the box is not checked, the error message below will appear.

Code	Error Description
500072	Section 2 - Certification Statement - Authorized signer 1 or 2 must certify Section 2. Note: You must have security access to certify the HFC Statement.

- ▶ **NOTE:** Sections 3-4 and 6 apply only to districts that certify “will” in section 2. They will not display when *authorized signer 1 or 2* selects “will not” in section 2.

3 | NON-HFC DISTRICTS

11. **Section 5 – Board Meeting Meetings:** *Authorized signer 1 or 2* uploads a copy of the minutes from the meeting of the board of education/governing authority. The minutes must indicate:

- the date of the meeting; and
- that the district **will not** follow the CNS for all competitive foods offered for sale to students on school premises at all times from all sources.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the board of education/governing authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSDE's handout, [Exemptions for Foods and Beverages in Public Schools](#).

Add

Attachment Count: 0

a. If the board meeting minutes are **successfully uploaded**, the screen will display the date and time of the upload and the attachment account.

Section 5 - Board Meeting Minutes

Sponsors must upload the minutes from the meeting of the Board of Education/Governing Authority indicating if HFC was approved and if the district/school will allow food exemptions that meet the exemption criteria. For more information, see the CSDE's handout, [Exemptions for Foods and Beverages in Public Schools](#).

Add
View | Modify | Delete ✓ Attached on: 5/7/2018 1:20:32 PM

Attachment Count: 1

b. If the board meeting minutes are **not uploaded**, the error message below appears.

Code	Error Description
500030	Section 5 - Board Meeting Minutes - At least one document must be uploaded.

12. When all information is complete, *authorized signer 1 or 2* clicks **Save**.



- a. **Submission without Errors:** If the application is complete without any errors, the message below displays.

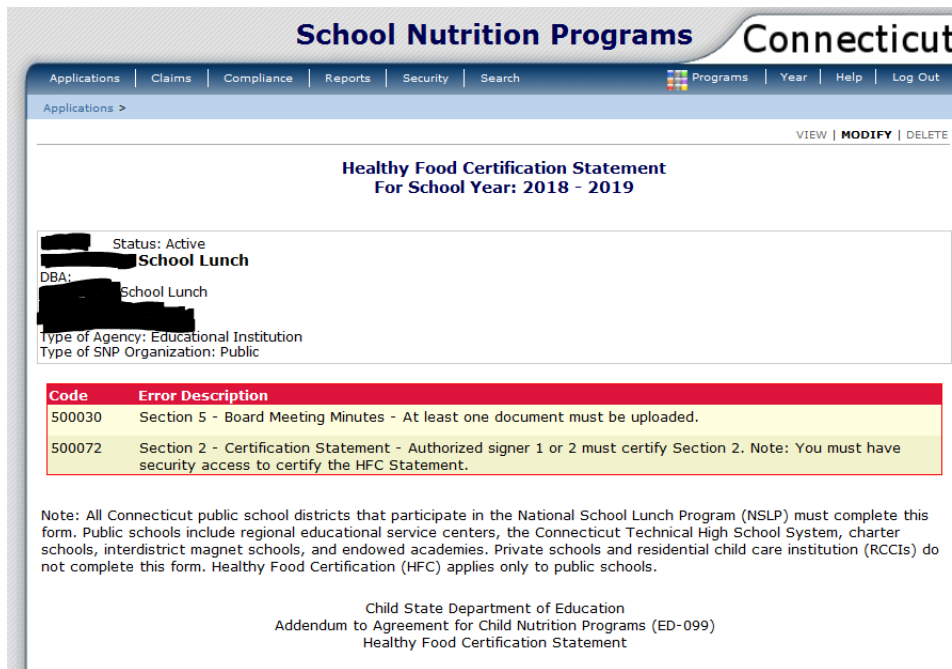


3 | NON-HFC DISTRICTS

- b. **Submission with Errors:** If the application has any errors, an error message will display for each error. *Authorized signer 1 or 2* clicks **Edit** to return to the HFC Statement and correct the errors.



► **NOTE:** The errors and codes will display at the top of the HFC Statement.



4 — HFC RESOURCES

Complying with Healthy Food Certification PowerPoint:

<http://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFCPresentationComplying.pdf>

Connecticut Nutrition Standards (CSDE webpage):

<http://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Connecticut Nutrition Standards PowerPoint:

<http://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Evaluating Foods for CNS Compliance (“How To” section of the CSDE’s CNS webpage):

<http://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/How-To>

Food and Beverage Requirements for Fundraisers:

<http://portal.ct.gov/-/media/SDE/Nutrition/HFC/FundraisersHFC.pdf>

Food and Beverage Requirements for School Stores:

<http://portal.ct.gov/-/media/SDE/Nutrition/HFC/StoresHFC.pdf>

Food and Beverage Requirements for Vending Machines:

<http://portal.ct.gov/-/media/SDE/Nutrition/HFC/VendingHFC.pdf>

Fundraiser Requirements PowerPoint:

<http://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFCPresentationFundraisers.pdf>

Guide to Competitive Foods in Schools:

<http://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/CompetitiveFoodsGuide.pdf>

Healthy Food Certification Application (“Apply” section of the CSDE’s HFC webpage):

<http://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Apply>

Healthy Food Certification (CSDE webpage):

<http://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

List of Acceptable Foods and Beverages (CSDE webpage):

<http://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Questions and Answers on Connecticut Statutes for School Foods and Beverages:

<http://portal.ct.gov/-/media/SDE/Nutrition/HFC/CTStatutesQA.pdf>

Requirements for Selling Foods and Beverages in Adult Education Programs:

<http://portal.ct.gov/-/media/SDE/Nutrition/HFC/AdultEdHFC.pdf>

Resources for Healthy Foods and Beverages in Schools:

<http://portal.ct.gov/-/media/SDE/Nutrition/HFC/ResourcesHealthyFB.pdf>



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Instruction

Emergencies and Disaster Preparedness

All employees of the school system are responsible for the safety of students at all times.

The administration shall require the building principal to maintain procedures and an emergency response manual for fire, civil defense, and other emergencies, and to insure the maintenance of the fire alarm system and regular and emergency exits of all buildings.

First Aid

At least one person at each school site should hold current first aid and/or CPR certification.

The Board of Education recognizes that the health, welfare and safety of its students and employees are dependent upon sound emergency preparedness planning. All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times. District staff shall be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster as well as to a disaster when it occurs.

The Superintendent or his/her designee shall use state-approved School Security and Safety Plan Standards and the accompanying School Security and Safety Plan Template to be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System when updating District and site-level emergency and disaster preparedness plans. Each school in the District, each school year, will develop and implement a school security and safety plan. Such plan shall be based upon the standards issued by the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) and the accompanying School Security and Safety Plan Template. In addition to preparedness and response, the plan shall provide guidance on recovery from any emergency incident.

Each school shall establish a school security and safety committee which will assist in developing and administering the school's security and safety plan. The members of the Committee shall include a local police officer, local first responder, teacher and administrator from the school, a mental health professional, a parent or guardian of a student at the school and any other person deemed necessary; (school nurse, custodian, local health director, transportation coordinator, etc.)

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules
10-231 Fire drills

52-557b “Good Samaritan Law.” Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children’s Safety (Section 86, 87, 88)

10-222m – School security and safety plans. School security and safety committees

10-222n – School security and safety plan standards

Policy adopted: September 3, 1996
Policy revised: June 6, 2006
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Attached is the rental agreement for use of the community room at the Killingworth Library. Middletown Adult Education has utilized this space for the past 15 years for students in the Haddam/Killingworth areas who are completing their diploma requirements. Funds to pay for the annual rental are provided by the state adult education grant.

Building Use Permit – Killingworth Library

This form must be submitted to the library for approval at least two weeks in advance of an activity and must be approved by the Library President and/or Library Director.

Organization: **Middletown Adult Education**

Date(s) Room Needed: **Sept. 1, 2018 – June 30, 2019*** Hours of Use: **9am – 12:30pm***
* MAE is welcome to schedule time in August to set up for the new school year & access the room prior to 9am during the school year as needed.

Room(s) Requested for Use: **Meeting Room**

Purpose of Activity: **Educational Classes**

Primary Contact with Organization

Name/ Title: **James G. Misenti, Director**

Address: **398 Main Street
Middletown, CT 06457**

Email: **jmisenti@maect.org**

Phone: Work: **860-343-6044** Mobile or home: **860-343-3866**

Properties & Equipment: Please itemize (or attach list) of properties and equipment you intend to use and/ or store on-site for the duration of the meeting room rental.
Computers, TV, Classroom teaching materials

A signed application signifies the organization's agreement to abide by the regulations listed in the accompanying Meeting Room Policy. Rules for meeting room use should be made clear to whomever is present and in charge of the meeting(s).

Approval Signature & Date (for Organization):

Approval Signature & Date (for Killingworth Library):

Alison Karam, KLA President *4-30-18*

Fee (Library will invoice the organization): **\$14,000**

Please mail this signed form to:

President, Killingworth Library Association, P.O. Box 725, Killingworth, CT 06419

Killingworth Library Association, Inc.

Building Rules & Regulations Instructions for Use of the Meeting Room

Occupancy Limits: No group larger than the approved occupancy of 49 will be permitted in the room.

Key: Arrangements for picking up the key to the room are to be made with the Head Librarian prior to use of the room. Any librarian on staff can review the unlocking and locking procedures and can answer questions regarding guidelines.

Furnishing and Equipment: Groups are responsible for arranging, setting up, and putting away furniture within the time reserved. The library will not be responsible for equipment, supplies, exhibit materials or any other items owned by an individual or group used in the Meeting Room. Set up of materials prior to meeting time is subject to availability. Arrangements are to be made with the Head Librarian. The library is not responsible for articles left on the premises before or after a meeting.

Kitchen Facilities: Kitchen facilities for serving refreshments are available by previous arrangement. The kitchen must be left in a clean, orderly condition.

Damages: No materials may be affixed to the wall surfaces or tack boards without prior permission from the librarian. The organization will be responsible for any damage to library equipment or premises. Such damage will be reported promptly to the librarian, who will arrange for professional repairs or cleaning, the cost of which will be borne by the organization.

Fees: No fees are charged to fraternal, civic or charitable organizations for use of the rooms; however, donations to the library are encouraged.

Smoking: In accordance with Connecticut State Law, no smoking is allowed on library premises, including in the Reading Garden.

Alcoholic beverages: None may be served.

Clean Up: The Meeting Room is to be left in the same condition as found. Users are responsible for accomplishing all the tasks listed on the checklist posted in the Meeting Room and kitchen including, but not limited to, locking doors, turning off lights, shutting and locking windows, adjusting thermostats to 65 in winter and 75 in summer (or turning off the air-conditioning if used), storing tables and chairs or arranging them as they were found, wiping surfaces used, removing trash to bins, sweeping floor. Broom and cleaning supplies are located in the kitchen closet and lower cabinets.

Locking Up: Please lock the door leading directly outside from the Meeting Room, the two hallway doors leading from the Meeting Room to the lobby, and the front doors (if applicable—not all users unlock the front doors) before leaving the building. Key is to be dropped into the Book Drop immediately after locking up the library.

Safety: If a fire alarm sounds anywhere in the library, all Meeting Room users must evacuate the building.

Killingworth Library Association, Inc.

Liability: The organization using the Meeting Room is responsible for supervising the meeting and ensuring that meeting attendees adhere to the library's Code of Conduct. Meetings which will interfere with normal library use will not be permitted. An adult must contract for use of the room by juvenile groups, and adequate adult supervision must be provided. Children must be supervised at all times.

Failure to comply with library policies and Code of Conduct will result in a cancellation of the event and/or a denial of future requests for use of the room.

The library's Board of Directors or their employees or agents of the Town of Killingworth are not liable for any claims arising from use of the facilities.

Attached is the Executive Summary for the Adult Education Program Enhancement Project grant proposal. This is the second year of a three year grant that totals \$232,600. The State Department of Education requires Board of Education approval.

Executive Summary
2018-2019 Adult Education Program Enhancement Projects

Middletown Adult Education is requesting a continuation of funding for Program Enhancement Initiatives through the State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education. This is the second year of three year funding.

This initiative comprises six programs. These are: Workforce Readiness, Transition to Post-Secondary Education and Training, Family Literacy Services, Expansion of the National External Diploma Program, Corrections Education and Other Institutionalized Individuals and English Language Acquisition and Integrated English Literacy and Civics Education.

The following is a summary of each program:

Workforce Readiness – This project is designed to promote the self-sufficiency and capacity of adult education students to meet the challenges of a rapidly changing labor market. It ensures that adult education students have the necessary skills and credentials to be successful in the workforce.

Transition to Post-Secondary Education and Training - This project builds on our three high school programs by offering students additional experiences to create a bridge for transition to post-secondary and training experiences.

Family Literacy - Adult Education will provide a full array of services, including classes for all levels of adult basic education. Early Childhood Education will provide developmentally appropriate programming for infants and toddlers of adult education students. Parents will attend parenting classes and Parent and Child Interactive Literacy Activities will include classroom activities, field trips to local community resources. Employment Readiness activities are included.

Expansion of the National External Diploma Program (NEDP) - This project will continue to provide the National External Diploma Program (NEDP) and Advanced Adult Basic Education (ABE) to residents of the lower Connecticut River Valley. This program is held at the Old Saybrook site. The ABE component is expanded in this project.

Corrections Education and Other Institutionalized Individuals or Special Populations – Adult Education students with multiple barriers to high school completion and employment entry will be addressed in this project. Basic Skills that are necessary for successful entry and retention in the workplace will be emphasized.

English Language Acquisition and Integrated English Literacy and Civics Education – Through this project, non-native students are enrolled in an ESL class to target listening, speaking, reading, writing and numeracy. Civic engagement occurs by students taking part in democracy related activities that improve one's community, nation, and the world. Students will be encouraged to participate in employment readiness training. A citizenship class is provided and was available for participants of this project, as needed.

Instruction
Field Trips and Community Service

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: **Middletown High School** Date of Request: **May 31, 2018**

Name of Club or Activity: **MHS Track and Field**

Trip To: **Greensboro, NC** Purpose: **New Balance Outdoor Track and Field National Meet**

Number of Students Participating: **2-3**

Number of students eligible to go on the field trip: **3**

Dates of Trip: From: **6/14/18** To: **6/18/18** # of school days missed: **2 (finals)**

Names of Teachers and Chaperones:

1. **Jennifer Price**
2. **Lori Canaday**
3. **James White**

Number of Non-Chaperone Adults going on trip:

Transportation: Bus Van Train **Plane: X** **Car: Rental: X** Other

Are fund-raising activities planned: **No** If so, describe:

Amount of money raised through fundraisers:

Lodging: **Hotel/Motel: X** Camp Private Home

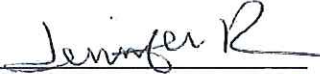
Insurance Arrangements for Staff and Students:

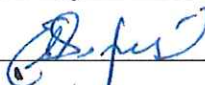
Cost per Student: **\$0** Cost per Teacher and/or Chaperone: **TBD**

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

a.

b.

Name of teacher making request: **Jennifer Price** 

Approved by Department Head at secondary level: **Elisha De Jesus** 

Approved by Principal: **Colleen Weiner** 

Authorized by Associate Superintendent: **Erna Macri** 

Superintendent Approval: _____ Date: _____

Narrative --

Dylan Drescher and Veronica Meyer have qualified to compete in the Javelin throw at the New Balance Outdoor Track and Field National meet on the weekend of June 15-17th, 2018. This is an incredible accomplishment that few student/athletes are able to achieve. The meet will be held at North Carolina A&T University in Greensboro North Carolina. We are planning on leaving Wednesday, June 13th in the evening, flying out of TF Green Airport in Providence and landing in Charlotte, North Carolina. Thursday will be a practice day at the facility. The two student athletes will compete on Friday, June 15th. On Saturday, there are two free clinics, one for javelin and one for shotput that we plan on attending. Sunday will be an exciting day, where the student athletes will be able to watch competitors in the running event finals as well as the closing ceremonies. Our flight back will be on Monday, June 18th, arriving at TF Green in the late evening.

I believe that this experience will be an exciting end to the high school track and field career of these two accomplished student/athletes. Both plan to go on to compete on their college teams and this trip will certainly give them some large meet experience.

Instruction
Field Trips and Community Service

EXTENDED FIELD TRIP REQUEST FORM

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

Name of School: **Middletown High School** Date of Request: **May 31, 2018**

Name of Club or Activity: **MHS Track and Field**

Trip To: **Greensboro, NC** Purpose: **New Balance Outdoor Track and Field National Meet**

Number of Students Participating: **2-3**

Number of students eligible to go on the field trip: **3**

Dates of Trip: From: **6/14/18** To: **6/18/18** # of school days missed: **2 (finals)**

Names of Teachers and Chaperones:

1. **Jennifer Price**
2. **Lori Canaday**
3. **James White**

Number of Non-Chaperone Adults going on trip:

Transportation: Bus Van Train **Plane: X** **Car: Rental: X** Other

Are fund-raising activities planned: **No** If so, describe:

Amount of money raised through fundraisers:

Lodging: **Hotel/Motel: X** Camp Private Home

Insurance Arrangements for Staff and Students:

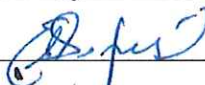
Cost per Student: **\$0** Cost per Teacher and/or Chaperone: **TBD**

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

a.

b.

Name of teacher making request: **Jennifer Price** 

Approved by Department Head at secondary level: **Elisha De Jesus** 

Approved by Principal: **Colleen Weiner** 

Authorized by Associate Superintendent: **Erna Macri** 

Superintendent Approval: _____ Date: _____

Narrative --

Dylan Drescher and Veronica Meyer have qualified to compete in the Javelin throw at the New Balance Outdoor Track and Field National meet on the weekend of June 15-17th, 2018. This is an incredible accomplishment that few student/athletes are able to achieve. The meet will be held at North Carolina A&T University in Greensboro North Carolina. We are planning on leaving Wednesday, June 13th in the evening, flying out of TF Green Airport in Providence and landing in Charlotte, North Carolina. Thursday will be a practice day at the facility. The two student athletes will compete on Friday, June 15th. On Saturday, there are two free clinics, one for javelin and one for shotput that we plan on attending. Sunday will be an exciting day, where the student athletes will be able to watch competitors in the running event finals as well as the closing ceremonies. Our flight back will be on Monday, June 18th, arriving at TF Green in the late evening.

I believe that this experience will be an exciting end to the high school track and field career of these two accomplished student/athletes. Both plan to go on to compete on their college teams and this trip will certainly give them some large meet experience.

Instruction
Field Trips and Community Service

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. **This form must be type written and ALL items filled in or marked N/A.**

Name of School: MHS Date of Request: 5/2/2018

Name of Club or Activity: Cantate Music Festival

Trip To: Keene State College Purpose: Adjudication and Festival Performance

Number of Students Participating: approx. 20

Number of students eligible to go on the field trip: 20

Dates of Trip: From: 10/19/2018 To: 10/19/2018 # of school days missed: 1

Names of Teachers and Chaperones:

1. Stephanie Zak	5.
2. parent TBD	6.
3. parent TBD	7.
4. parent TBD	8.

Number of Non-Chaperone Adults going on trip: TBD

Transportation: Bus: Van Train Plane: Car Other

Are fund-raising activities planned :yes If so, describe: music fundraiser (TBD)

Amount of money raised through fundraisers: (depends on price of bus transportation)

Lodging: NO Hotel/Motel: NO Camp NO Private Home NO

Insurance Arrangements for Staff and Students: none

Cost per Student: \$ (bus transportation only) Cost per Teacher and/or Chaperone: \$0

Cost per Nurse: \$0 Cost per Paraprofessional: \$0

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

Name of teacher making request: Stephanie B. Zak

Approved by Department Head at secondary level: [Signature]

Approved by Principal A. M. Higgins

Authorized by Associate Superintendent: [Signature]
Superintendent Approval: _____

Date: 5/10/18

[Signature]

Purpose of Field Trip: The Music Faculty at KSC, under the direction of Dr. Sandra Howard, is providing this invitational festival to our students at no charge. We believe in the importance of outreach to high school choral colleagues in an effort to promote music education.

Students will be participating in group activities: involved in group adjudication as well as performing as a full ensemble. Other performances include Keene State Concert Choir, Chamber Singers and the Keene Vocal Consort. The festival will culminate in a combined "all sing" selection including participating high schools and KSC choirs.

This event is set in a non-competitive and supported environment.

Instruction
Field Trips and Community Service

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. This form must be type written and ALL items filled in or marked N/A.

Name of School: **MIDDLETOWN HIGH SCHOOL** Date of Request: **4/30/2018**

Name of Club or Activity: **MIDDLETOWN DECA**

To: **BALTIMORE, MD** Purpose: **COLLEGE, CAREER AND CURRICULAR PREPARATION @ POWER TRIP AND INNOVATIONS CONFERENCE**

Number of Students Participating: **20**

Number of students eligible to go on the field trip: **150**

Dates of Trip: From: **11/15/18** To: **11/18/18** # of school days missed: **2**

Names of Teachers and Chaperones:

- | |
|----------------------------------|
| 1.DAVID REYNOLDS, TEACHER |
| 2. VIVIAN SHEEN, TEACHER |

Number of Non-Chaperone Adults going on trip: **0**

Transportation: Bus: **Y** Van **Y** Train: **Y** Plane: **Y** Car **Y** Other **Y**

Are fund-raising activities planned: **Y** If so, describe: **VARIOUS INCLUDING DAILY OPERATION OF THE SCHOOL STORE, WORKING AT LYMAN'S CORN MAZE, CAR WASH AND BAKE SALE**

Amount of money raised through fundraisers: **APPROXIMATELY \$1000**

Lodging: Hotel/Motel: **X** Camp **Y** Private Home **Y**

Insurance Arrangements for Staff and Students: **PERSONAL, BOE AND DECA**

Cost per Student: **\$450** Cost per Teacher and/or Chaperone: **\$450**

Cost per Nurse: **\$0** Cost per Paraprofessional: **\$0**

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

Name of teacher making request: **DAVID REYNOLDS, DECA ADVISOR, COORDINATOR OF CAREER AND TECHNICAL EDUCATION**

Approved by Department Head at secondary level: *[Signature]*

Approved by Principal: *[Signature]*

Authorized by Associate Superintendent: *[Signature]*

Superintendent Approval: _____ Date: _____

The Ultimate DECA Power Trip



Description

The "Ultimate DECA Power Trip" is a weekend conference (students will miss two school days, Thursday and Friday) in Baltimore, MD., in which students will network with professionals and other DECA students from around North America, attend educational seminars and activities related to college and career preparation and attend an opening and closing session with inspirational speakers. On Saturday, when the students are at their seminars and activities, the chaperones will be at professional development, at the same venue, related to preparing students for college and careers.

I am requesting to take a small group, up to 20 students (which will be approximately 10 seniors and 10 juniors) via bus or train. Students will be home by 7pm Sunday afternoon which is not late and will not impact attending school on Monday. This will be our sixth consecutive year attending. The past five years have been excellent trips.

The cost of the conference, without spending cash included, is approximately \$450. This will be defrayed by our planned fund-raising activities. Students will room in four to a room where possible to reduce costs.

With regards to finances, many students have the cost of their conference lowered/defrayed not only by fund-raising but also based on financial need. Middletown DECA works very hard to ensure equitable access and that no student is denied attendance for financial hurdles.

With regards to equity, Middletown DECA has always been as diverse as it has been successful. The demographics of the overall DECA membership, its student leadership, and those students that participate in these conferences, closely mirror that of Middletown High School. In fact, there was zero achievement gap on the 2017 state Marketing exam (an exam our students earned #1 on).

Middletown DECA is the City of Middletown's largest and best student organization that prepares our young people for college and careers, with a long-standing tradition of student excellence and this educational conference is a piece of the program. For seven consecutive years our program has been recognized by DECA Inc. and the US Army as a top international chapter and for the past four consecutive years has been ranked #1 by the State of Connecticut Department of Education. Please approve this request.

Thank you in advance!





Embark on a quest that will awaken your thirst for knowledge, and put yourself in control as you customize your own itinerary of vibrant programming during **The Ultimate DECA Power Trip**.



LEARNING AND LEADERSHIP LABS

Learning and leadership labs will focus on one powerful component each hour. From college to career and chapter to compete, these learning and leadership labs will engage DECA members.



COMPETITIVE EXCELLENCE EXPERIENCE

Become the ultimate competitor in a DECA role-play. Members must pre-register for this activity. Top performers will be recognized at Sunday's closing session courtesy of Johnson & Wales University.



COLLEGE, CAREER AND COMPANY EXHIBITS

Searching for the perfect institution to start your post-secondary studies? Want to discuss career opportunities? Looking to expand the product line for your school-based enterprise? See who is exhibiting at www.deca.org/power.



GENERAL SESSIONS

Experience action-packed general sessions designed to motivate and "move" you.



EDUCATOR PROFESSIONAL LEARNING SERIES

The Professional Learning Series powered by DECA will engage educators in professional development focused on curriculum and instructional content that supports preparing students for college and careers and connects the conference content to the classroom.

CLASSROOM CONNECTION

This conference will reinforce 21st Century Skills. Through participating in interactive sessions, DECA members will be able to:

Financial, Economic, Business + Entrepreneurial Literacy

- Make appropriate personal economic choices
- Understand the role of the economy in society
- Use entrepreneurial skills to enhance workplace productivity and career options

Creativity + Innovations

- Use a wide range of idea creation techniques
- Create new and worthwhile ideas

Critical Thinking + Problem Solving

- Interpret information and draw conclusions based on the best analysis

Communication + Collaboration

- Demonstrate ability to work effectively and respectfully with diverse teams

Leadership + Responsibility

- Use interpersonal and problem-solving skills to influence and guide others toward a goal
- Demonstrate integrity and ethical behavior in using influence and power
- Act responsibly with the interests of the larger community in mind

FRIDAY, NOVEMBER 10

3:00 PM - 6:00 PM REGISTRATION

■ Registration Desk 2, 5TH Floor

3:00 PM - 10:30 PM SHOP DECA

■ Grand Ballroom Foyer

7:00 PM - 8:15 PM OPENING SESSION

■ Grand Ballroom G-L | See page 11.

8:30 PM - 9:15 PM 9:30 PM - 10:15 PM LEADERSHIP LABS

■ See pages 15 and 17.

11:30 PM CURFEW

SATURDAY, NOVEMBER 11

7:00 AM - 4:30 PM CONFERENCE HEADQUARTERS

■ Registration Desk 2, 5TH Floor

8:00 AM - 4:00 PM COLLEGE, CAREER AND COMPANY EXHIBITS

■ Franklin Hall + Foyer | See pages 49 and 51.

8:00 AM - 4:30 PM SHOP DECA

■ Grand Ballroom Foyer

8:30 AM - 11:30 AM LEARNING LABS

■ See pages 21, 25 and 29.

8:30 AM - 4:00 PM COMPETITIVE EVENTS EXPERIENCE

■ Grand Ballroom I-L | See page 19.



8:30 AM - 4:00 PM ADVISOR PROFESSIONAL LEARNING SERIES

■ Meeting Room 411-412 | See page 47.

11:30 AM LEADERSHIP LUNCHEON



Honoring our chartered association officers and chartered association advisors. By invitation.

■ Grand Ballroom C-D

11:30 AM - 12:45 PM LUNCH ON YOUR OWN

1:00 PM - 4:00 PM LEARNING LABS

■ See pages 35, 39 and 43.

4:30 PM EXPERIENCE PHILADELPHIA

6:00 PM - 8:00 PM 8:30 PM - 10:30 PM DECA AFTER DARK

■ Lucky Strike | See page 53.

11:30 PM CURFEW

SUNDAY, NOVEMBER 12

9:00 AM - 10:30 AM CLOSING SESSION

■ Grand Ballroom G-L | See page 55.



AGENDA

AT-A-GLANCE



2019 DECA
PHILADELPHIA
MARKET
CONFERENCE HOTEL
11-12 NOVEMBER
2019

Instruction
Field Trips and Community Service

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. This form must be type written and ALL items filled in or marked N/A.

Name of School: **MIDDLETOWN HIGH SCHOOL** Date of Request: **4/30/2018**

Name of Club or Activity: **MIDDLETOWN DECA**

To: **ORLANDO, FL** Purpose: **COLLEGE, CAREER AND CURRICULAR PREPARATION @ INTERNATIONAL CAREER DEVELOPMENT CONFERENCE**

Number of Students Participating: **32**

Number of students eligible to go on the field trip: **150**

Dates of Trip: From: **4/26/19** To: **5/1/19** # of school days missed: **4**

Names of Teachers and Chaperones:

1.DAVID REYNOLDS, TEACHER
2.LEE SCHWARTZMAN, TEACHER
3.VIVIAN SHEEN, TEACHER
4.SAMUEL FAULKENBERRY, TEACHER

Number of Non-Chaperone Adults going on trip: **0**

Transportation: Bus: **Y** Van Train Plane: **Y** Car Other

Are fund-raising activities planned: **Y** If so, describe: **VARIOUS INCLUDING DAILY OPERATION OF THE SCHOOL STORE, WORKING AT LYMAN'S CORN MAZE, CAR WASH AND BAKE SALE**

Amount of money raised through fundraisers: **APPROXIMATELY \$3000**

Lodging: Hotel/Motel: **X** Camp Private Home


Insurance Arrangements for Staff and Students: **PERSONAL, BOE AND DECA**

Cost per Student: **\$1100** Cost per Teacher and/or Chaperone: **\$1100**

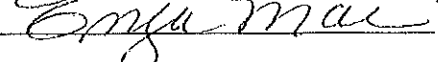
Cost per Nurse: **\$0** Cost per Paraprofessional: **\$0**

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

Name of teacher making request: **DAVID REYNOLDS, DECA ADVISOR, COORDINATOR OF CAREER AND TECHNICAL EDUCATION**

Approved by Department Head at secondary level: 

Approved by Principal: 

Authorized by Associate Superintendent: 

Superintendent Approval: _____ Date: _____

Distributive Education Clubs of America - DECA

Middletown DECA has competed in the International Career Development Conference for the past 37 years. This year the conference will be held in Orlando, FL from April 26 through May 1, 2019.

The purpose of this conference is to enable students to engage in competitive events and educational academies that will extend their skills for college, curriculum and careers and more specifically marketing, management, finance and hospitality. DECA competitive events are rigorous learning activities designed to evaluate the student's achievement of these skills through performance indicators. Students will take lengthy, comprehensive written tests and perform multiple oral presentations in a marketing-related area. Not only have students spent hundreds of hours preparing for their state competition but will spend hours preparing at the Internationals as well.

Over the past ten years, Middletown DECA has had 346 state winners and multiple international winners. This year, at the Connecticut State Conference, Middletown DECA was the recipient of 49 awards in the competitive events (which included 18 first-place winners) which is head and shoulders above any other school. Moreover, Middletown DECA has been recognized by DECA as a top chapter internationally for the past seven years, for achievement by Governor Rell, and many years by the Middletown Common Council. At last year's International Conference 21 marketing students from Middletown received international certificates of merit for placing in the top twenty percent, six students were international finalists (top 20 worldwide), two students were top 10 worldwide, and six students won best in their group internationally for presentations and two students won international medals for best test score.

Middletown DECA has been ranked #1 by the State of Connecticut for Marketing education for four consecutive years and our Career and Technical Education department has been ranked #1 for two consecutive years. These types of conferences have a direct impact on student achievement and post-secondary and career success.

The cost of the conference is approximately \$1100.00 per student which includes transportation and lodging. All arrangements will be made in conjunction with Connecticut DECA which is affiliated with the State Department of Education. David Reynolds, Coordinator of Career and Technical Education and DECA advisor will chaperone this trip along with three other certified teachers. It is mandated by National and Connecticut DECA that if eight or more students attend the International Conference an additional chaperone will be needed because of liability issues.

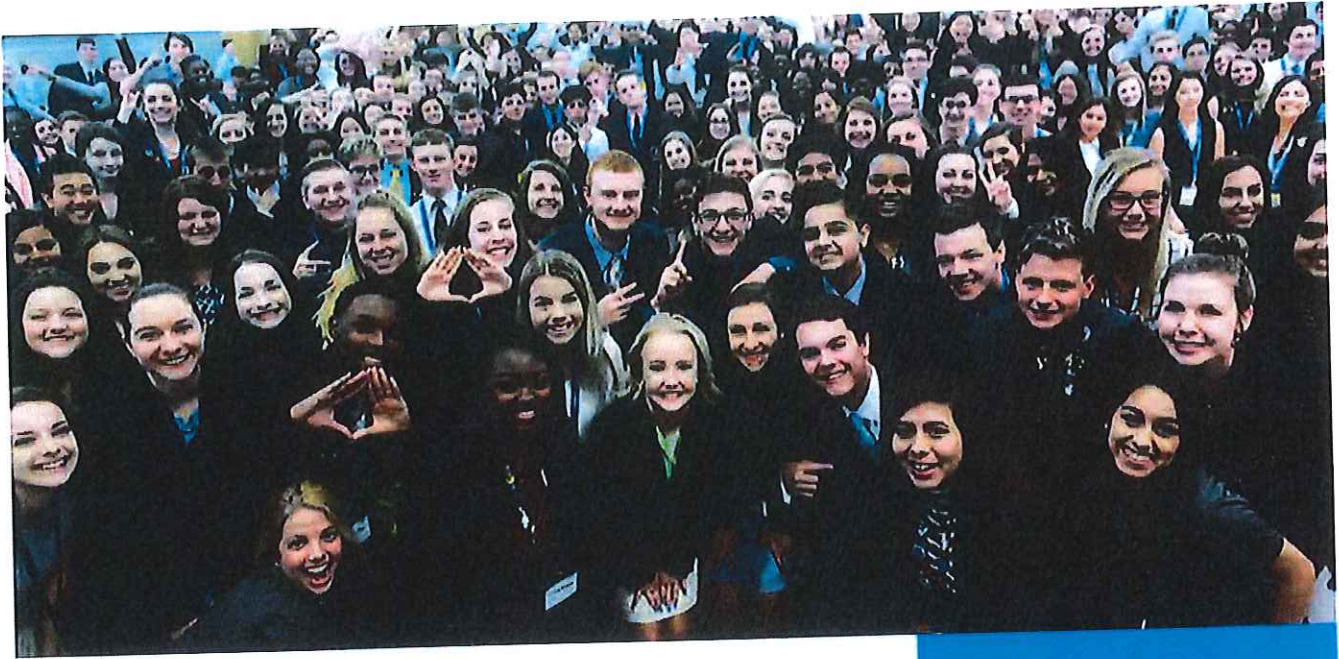
DECA students who place in the top three in their specific categories, at our state conference, are invited to compete at the international conference. Scholarship money from prominent business colleges are available and awarded to MHS DECA students who attend the international conference. Students will miss a total of four days of school while attending this trip. A few weeks prior to the conference Mr. Reynolds meets with parents and students to discuss all rules and procedures to assure a safe conference. At this meeting, all students are instructed to make appointments with their teachers for all class and homework missed. This missed work will be due no later than the Monday prior to the trip. Many students have chosen to bring select work with them on the trip to complete during the flight or other times.

With regards to equity, Middletown DECA has always been as diverse as it has been successful. The demographics of the overall DECA membership, its student leadership, and those students that participate in these conferences, closely mirror that of Middletown High School. In fact, there was zero achievement gap on the 2017 state Marketing exam (an exam our students earned #1 on).

With regards to finances, many students have the cost of their conference lowered/defrayed not only by fund-raising but also based on financial need. Middletown DECA works very hard to ensure equitable access and that no student is denied attendance for financial hurdles.

In conclusion, please approve this student conference. The experience is one of the most rewarding yet most rigorous learning experience a student can get.





DECA

INTERNATIONAL CAREER DEVELOPMENT CONFERENCE

The DECA International Career Development Conference (ICDC) is the culmination of the DECA year. More than 19,000 high school students, teacher-advisors, business professionals and alumni gather for several days of DECA excitement.

DECA members demonstrate their college and career ready knowledge and skills by participating in DECA's industry-validated Competitive Events Program, aligned with Career Clusters, National Curriculum Standards and 21st Century Skills in the areas of marketing, finance, hospitality, management and entrepreneurship. These members have qualified to attend based on superior performance at the district and association level. More than 1,000 business professionals serve as expert judges to evaluate DECA members' mastery of these concepts.

In addition, thousands of members participate in DECA's Emerging Leader Series, which helps them attain 21st Century Skills in the areas of collaboration and teamwork, communication, critical thinking and problem solving and creativity. One highlight is the involvement of executive mentors who provide college and career advice.

Thousands of DECA advisors and educators participate in administering DECA's Competitive Events Program and Emerging Leader Series while also participating in professional learning activities.

CLASSROOM CONNECTION

DECA's International Career Development Conference supports educational initiatives.

- Career Clusters
- National Curriculum Standards
- 21st Century Skills
- Common Core State Standards
- Project-based Learning
- Personal Financial Literacy



The National Association of Secondary School Principals has placed this program on the NASSP National Advisory List of Contests and Activities for 2017-2018.

CONFERENCE FACTS



12,000

finalists from 55 chartered associations vying for international honors in DECA's Competitive Events Program.



3,000

DECA members engaging in leadership development activities preparing to be college and career ready.



1,000

business people who will serve as judges for international competition.



100+

exhibitors from a wide variety of colleges and businesses.



2,000

DECA advisors coaching their students and attending the Advisor Academy.



GEORGIA WORLD CONGRESS CENTER

285 Andrew Young International Blvd NW
Atlanta, GA 30313
gwcca.org
(404) 223-4000



#DECAICDC



Visit decadirect.org for previews and highlights.



Join the event at <http://bit.ly/decaicdc17>



DECA COMPETITIVE EVENTS

PRINCIPLES OF BUSINESS ADMINISTRATION EVENTS

Principles of Business Management and Administration **PBM**
Principles of Finance **PFN**
Principles of Hospitality and Tourism **PHT**
Principles of Marketing **PMK**

TEAM DECISION MAKING EVENTS

Business Law and Ethics Team Decision Making **BLTDM**
Buying and Merchandising Team Decision Making **BTDM**
Entrepreneurship Team Decision Making **ETDM**
Financial Services Team Decision Making **FTDM**
Hospitality Services Team Decision Making **HTDM**
Marketing Management Team Decision Making **MTDM**
Sports and Entertainment Marketing Team Decision Making **STDM**
Travel and Tourism Team Decision Making **TTDM**

INDIVIDUAL SERIES EVENTS

Accounting Applications Series **ACT**
Apparel and Accessories Marketing Series **AAM**
Automotive Services Marketing Series **ASM**
Business Finance Series **BFS**
Business Services Marketing Series **BSM**
Entrepreneurship Series **ENT**
Food Marketing Series **FMS**
Hotel and Lodging Management Series **HLM**
Human Resources Management Series **HRM**
Marketing Communications Series **MCS**
Quick Serve Restaurant Management Series **QSRM**
Restaurant and Food Service Management Series **RFSM**
Retail Merchandising Series **RMS**
Sports and Entertainment Marketing Series **SEM**

PERSONAL FINANCIAL LITERACY EVENT

Personal Financial Literacy **PFL**

BUSINESS OPERATIONS RESEARCH EVENTS

Business Services Operations Research **BOR**
Buying and Merchandising Operations Research **BMOR**
Finance Operations Research **FOR**
Hospitality and Tourism Operations Research **HTOR**
Sports and Entertainment Marketing Operations Research **SEOR**

CHAPTER TEAM EVENTS

Community Service Project **CSP**
Creative Marketing Project **CMP**
Entrepreneurship Promotion Project **EPP**
Financial Literacy Promotion Project **FLPP**
Learn and Earn Project **LEP**
Public Relations Project **PRP**

ENTREPRENEURSHIP EVENTS

Innovation Plan **EIP**
Start-Up Business Plan **ESB**
Independent Business Plan **EIB**
International Business Plan **IBP**
Business Growth Plan **EBG**
Franchise Business Plan **EFB**

MARKETING REPRESENTATIVE EVENTS

Advertising Campaign **ADC**
Fashion Merchandising Promotion Plan **FMP**
Sports and Entertainment Promotion Plan **SEPP**

PROFESSIONAL SELLING AND CONSULTING EVENTS

Financial Consulting **FCE**
Hospitality and Tourism Professional Selling **HTPS**
Professional Selling **PSE**

ONLINE EVENTS

Stock Market Game **SMG**
Virtual Business Challenge Accounting **VBCAC**
Virtual Business Challenge Fashion **VBCFA**
Virtual Business Challenge Hotel Management **VBCHEM**
Virtual Business Challenge Personal Finance **VBCPF**
Virtual Business Challenge Restaurant **VBCRS**
Virtual Business Challenge Retail **VBCRT**
Virtual Business Challenge Sports **VBCSP**

Not all chartered associations offer all events. Please check with your chartered association advisor for events offered in your chartered association.

Middletown Board of Education
BOE Transfer of Funds

Date Range: 31-May-2018 to 07-Jun-2018 For FY 2018

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 36388 Date: 07-Jun-2018						
From 1010-940-2630-000-54103-00000	CARE/UPKEEP GROUNDS: SNOW PLOWING/SANDING	30,000.00		30,000.00	2,310.28	
To 1010-940-2600-000-54421-00000	OPER/MAINT PLANT: DISPOSAL	135,000.00	10,977.13	145,977.13		2,310.28
	TRANSFER TO ACCOMODATE DISPOSAL EXPENDITURES					
Total Transfer for Central Office					2,310.28	2,310.28
Journal#: 36382 Date: 04-Jun-2018						
From 1010-100-2210-110-56410-00000	CURR: ELA*TEXTBOOKS	8,000.00	-1,950.20	6,049.80	2.63	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	39,872.45	49,872.45		2.63
From 1010-100-2210-150-56110-00000	CURR: LIT & READ*INSTR SUPPL	20,000.00	5,160.98	25,160.98	.44	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	39,872.45	49,872.45		.44
From 1010-100-2220-440-56500-00000	LIBR/MEDIA: SUPPL*TECH RELATED	21,562.00	-1.53	21,560.47	32.87	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	39,872.45	49,872.45		32.87
From 1010-100-2210-000-58901-00000	CURR: EDUC SUPPORT [ALL SCHL]	5,500.00	-500.00	5,000.00	7.72	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	39,872.45	49,872.45		7.72
From 1010-100-2210-000-58903-00000	CURR: PROF DEV IMPRV [ALL SCHL]	44,000.00	-1,761.97	42,238.03	2,203.62	
To 1010-100-2210-000-56900-00000	CURR: SUPPL*OTHER [ALL SCHL] to purchase curriculum supplies	63,500.00	-31,862.36	31,637.64		2,203.62
Total Transfer for CURRICULUM					2,247.28	2,247.28
*** Grand Total To Transfer					4,557.56	4,557.56



Middletown Public Schools

Facilities Department Report

June 2018

Prepared by John R. Cross

Personnel

- Mid-day shift custodian at high school interviews conducted. Selection being forwarded to City
- Building Superintendent Test completed by City, new list to be forwarded to Facilities for interviews.

Projects

- Alliance Grant project purchase orders issued. Summer work being scheduled.
- Oil Tanks for replacement projects ordered for MacDonough and Moody Schools.
- Snow School sidewalk replacement bid, contract being issued
- New walk in freezers at Wesley, Farm Hill and Spencer bid and awarded.

General Facilities Items

- Spring roof cleaning underway.
- AC unit start up commencing.
- Spencer boiler section inspected for repair. One new section required. Work to commence.
- Soffit trim at Spencer completed.
- WWMS Project CM RFP completed, submitted to City for issue.
- 3 year AHERA inspections completed.

PERSONNEL ACTION:

Leave(s) of Absence:

Barton, Elise C., General Music Teacher at Wesley Elementary School employed in Middletown since September 2016, has requested a child rearing leave of absence up to eight (8) weeks. The effective date is August 30, 2018.

Appointment(s):

Charpentier, Sonja K. is appointed as a Math Teacher at Woodrow Wilson Middle School. Her position on the salary scale is Step 6 of the Master's Salary Scale, salary \$59,969.00. Ms. Charpentier earned her Baccalaureate at Saint Mary's College in Maryland and Master's at Central Connecticut State University.

Ericson, Natalie J. is appointed as a Special Education Teacher at Farm Hill School. Her position on the salary scale is Step 1 of the Bachelor's Salary Scale, salary \$46,699.00. Miss Ericson earned her Baccalaureate at the University of Delaware.

Kochan, Kelly is appointed as a Science Teacher at Woodrow Wilson Middle School (one year position). Her position on the salary scale is Step 5 of the Master's Salary Scale, salary \$57,992.00. Mrs. Kochan earned her Baccalaureate and Master's at the University of Connecticut.

Oslan, Katherine is appointed as a Math Teacher at Woodrow Wilson Middle School. Her position on the salary scale is Step 10 of the Master's Salary Scale, salary \$79,271.00. Ms. Oslan earned her Baccalaureate at Saint Joseph College, and Master's at Mitchell College.

Ramachandran, Gomathi is appointed as a Science Teacher at Woodrow Wilson Middle School. Her position on the salary scale is Step 1 of the 6th Year Salary Scale, salary \$54,025.00. Ms. Ramachandran earned her Baccalaureate at Bharathiar University in India, Master's at University of Madras in India, and a 2nd Master's at University of Connecticut.

STATUS OF CERTIFIED EMPLOYMENT:

Resignation(s)/Retirement(s):

Bialek Jr., Thomas S., Physical Education Teacher (Middletown High School) employed in Middletown since August 2005, has submitted his resignation for the purpose of personal reasons effective June 20, 2018.

Sharp, Deborah, Elementary Teacher (Spencer School) employed in Middletown since September 1978, has submitted her resignation for the purpose of retirement effective June 20, 2018.

Shaw, Victoria, Elementary Teacher (Moody School) employed in Middletown since August 2015, has submitted her resignation for the purpose of personal reasons effective June 20, 2018.

Vosper, Dinah, Spanish Teacher (Woodrow Wilson Middle School) employed in Middletown since November 1993, has submitted her resignation for the purpose of retirement effective June 20, 2018.

Vacancies for 2018-19 School Year

- Elementary Teacher – 4 Positions (Snow School, (2) Spencer School, Moody School)
- Math Teacher
- Music Teacher – 2 Position (Wesley/Biel/Mac, Spencer/FH)
- Physical Education Teacher – District
- Spanish Teacher – 1 Position (Woodrow Wilson Middle School)

Middletown Public Schools
PARAPROFESSIONALS LEAVE OF ABSENCES/NEW HIRES/RESIGNATIONS/RETIREMENTS
Personnel Action – June 12, 2018

New Hires

	<u>Name</u>	<u>Start Date</u>	<u>Description</u>	<u>Location</u>
1				
2				
3				

Leave(s) of Absence:

Auzbiter-Mikunda, Karolina, Paraprofessional in the Pre-K program at Snow School employed in Middletown since April 2015, has requested an extension of her unpaid child-rearing leave of absence for the 2018-19 school year. The effective date is August 27, 2018.

Resignations

	<u>Name</u>	<u>Resign/Retirement</u>	<u>Description</u>	<u>Location</u>
1	Cayer, Diana	Resignation	Paraprofessional	Bielefield
2	Johnson, Chassidy	Resignation	Paraprofessional	Middletown High School
3	Warner, Rebecca	Resignation	Paraprofessional	Woodrow Wilson Middle School

Vacancies for 2017-18 School Year

- Woodrow Wilson Middle School – 1 Positions
- Middletown High School- 1 position
- Snow- 1 position



Middletown Public Schools

Mark Langton,
Manager of Transportation

TRANSPORTATION REPORT

May 1, 2018 THROUGH May 31, 2018

2017 – 2018 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	32	11	15	3	25	15	5	3	7	
SCHOOL TRANSPORTATION CHANGES	155	11	15	5	13	14	10	8	2	
LEFT DISTRICT / SCHOOL	2	9	13	1	10	8	10	8	3	
BUS DRIVER COMPLAINTS	0	1	1	0	0	1	1	0	0	
BUS CONDUCT REPORTS	101	208	63	68	58	47	90	91	116*	
BUS ACCIDENTS	0	1	1	2	0	1	1	1	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

- ❖ Bus accident on 5/11/18. Bus was traveling on South Main Street when a deer ran out in front of the bus. Bus struck deer. Only 3 MHS students on board with no injuries to students. Another bus arrived to the scene to transport the students to school. Middletown PD was called as well as Transportation Manager Mark Langton and DATTCO Safety Department to the scene.
- ❖ During the month of May we were working with several schools along with bus drivers. The goal was to correct student behavior while on the bus. This resulted in an increase of bus conduct reports but also had a positive effect on the student's behavior.

District Data Team

Meeting Agenda & Minutes

Meeting Norms

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

Date of Meeting: 06/5/18

Time: 8:30-11:00 a.m.

Place: Middletown High School

Roles:

Facilitators: Enza Macri, Amy Mullen, Patrick Hubeny, Julie Sheppard, Keri MacLean, Michelle Gohagon, Crystal Caouette

Time-Keeper: Jim Gaudreau

Note-Taker: Kaitlin Ortiz

*Send celebrations to Kaitlin Ortiz by Friday, June 1st. You must have one Math, one ELA and one Climate celebration supported by quantitative data and the strategies that contributed to the growth made.

**District Data Team
Meeting Agenda**

Time Allotted	Agenda Item	Description	Expected Outcomes	Minutes
8:30-8:45 Enza Macri and MHS	Introductions Review DDT minutes from 2/5/18 Review Agenda Celebrations shared by all schools	Introductions Review DDT minutes from 2/5/18 meeting and provide clarification, if needed Review Agenda Celebrations		<ul style="list-style-type: none"> - DDT went over celebrations (see below for all celebrations)
8:45-9:30	Spring NWEA/Climate Data Presentation	Spring NWEA/Climate Review Data Overview	Members will have an understanding of the Spring 2018 data	Overview of presentation that will be brought to the Board of Education this month: <ul style="list-style-type: none"> - Math grades 2-5 subgroup proficiency comparison (spring 17 to spring 18: overall decreases. Winter 18 to spring 18: overall increases). - Math grades 2-5 growth goals by subgroup (spring 17 to spring 18: overall decreases. Winter 18 to spring 18: overall increases). - Math grades 6-10 subgroup proficiency (spring 17 to spring 18: overall decreases. Winter 18 to spring 18: overall increases). - Math grades 6-10 growth goals by subgroup (spring 17 to spring 18: overall decreases. Winter 18 to

				<p>spring 18: overall increases).</p> <ul style="list-style-type: none"> - Math grades 2-10 subgroup proficiency comparison (spring 17 to spring 18: overall decreases. Winter 18 to spring 18: overall increases). - Math grades 2-10 growth goals by subgroup (spring 17 to spring 18: overall decreases. Winter 18 to spring 18: overall increases). - ELA grades 2-5 subgroup proficiency (increases seen from spring 17 to spring 18 and winter 18 to spring 18) - ELA grades 2-5 subgroup growth data (increases seen from spring 17 to spring 18 and winter 18 to spring 18) - ELA grades 6-11 (increases seen from spring 17 to spring 18 and winter 18 to spring 18) - ELA grades 6-10 subgroup growth data (increases and decreases seen from spring 17 to spring 18 and winter 18 to spring 18) - ELA grades 2-10 growth data (increases and decreases seen from spring 17 to spring 18). - Climate: Michelle Gohagon went through her entire presentation. Principals can log in and access their survey data for their schools. Data should be shared with staff.
9:30-10:30	ELA, Math, and	Review of action	Members will evaluate	<ul style="list-style-type: none"> - ELA, Math and Climate committees

<p>Amy, Keri, Patrick, Julie, Michelle, Crystal</p>	<p>Climate sub- committees break- out group work</p>	<p>research minutes from 2/5/18 and provide clarification if needed.</p> <p>Members will analyze Spring 2018 data including action research surveys, determine the effectiveness of strategies, and make adjustments as needed.</p>	<p>progress of DDT strategy.</p> <p>Members will have a common understanding of the Winter 2017 data and the effectiveness of the strategies implemented. DDT members will determine how this information will be shared with their SDT to facilitate implementation.</p>	<p>met to discuss data and next steps for the action research plans.</p>
<p>10:30-10:40 Amy, Keri, Patrick, Julie, Michelle, Crystal</p>	<p>Debrief DDT of Data Analysis from sub-committees</p>	<p>Facilitators will share strategy updates from sub-committee work.</p>	<p>Members will understand district-wide focuses for improving student achievement.</p>	<p>-Math: The team looked at trends, strengths and weaknesses in data. The use of interim blocks helped and was a strategy that helped make gains. Grade 2 and 6 had larger gains (fall to spring). Next year we will test everyone in fall to get better data. Data trends are positive and guided math structures are in place. Personalizing and pacing learning will also significantly support students next year.</p> <p>-Climate: Excitement for new communications consultant next year. A list of strategies are created for the new communications officer to help improve communications. Parent communication: call or text or messenger.... Are we overusing any of those? Maybe we can get better participation in survey if we don't overuse communication devices such as messenger.</p> <p>-Language Arts: Guided reading was our overall strategy which was successful. NWEA Map skills didn't support the action research. We will not use MAP skills next year. We will</p>

				use a different measure and will also incorporate goal setting into the new SRBI structure.
10:40-10:55 Michelle Gohagon	Unconference PD Overview	Facilitator will share the unconference structure which will be utilized on August 27th PD.	Members will understand the expectations of an unconference professional development experience.	n/a
10:55-11:00 Amy and Enza	DDT Rubric Future Meetings Adjourn	Complete DDT Rubric Next Meeting	Team will complete DDT Rubric and assess our progress.	Team completed rubric together.

Celebrations:

Bielefield	<p>Math NWEA:</p> <p>83% of students in one of our third grade classes met their growth targets for the Spring NWEA. This is greater than a 20% increase than the percentage meeting their growth targets for the winter testing block. The success is attributed to: student goal setting; continued improvement in Guided Math Stations, and Small group targeted and differentiated instruction.</p> <p>Reading NWEA:</p> <p>85% of second graders met their Growth Goals in Reading. This is an increase from 50% in the winter. The success is attributed to: Focused, targeted small group instruction through Guided Reading, fidelity of implementation of Foundations, and working closely with the interventionists to provide targeted interventions to many fluid tier 2 groups throughout the year.</p> <p>Climate/Attendance..... We are all still alive?? I will try to come up with something more data driven tomorrow... lol</p>
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Farm Hill**Math:**

On the NWEA math assessment the number of Grade 2 students meeting their personal growth goal in the Hispanic subgroup increased by 26% from Winter to Spring 2018 due to the full implementation and ongoing professional development in guided math, NWEA student reports to guide instruction, and SRBI math support.

On the NWEA math assessment the number of Grade 4 students meeting their personal growth goal in the Black subgroup increased by 15% and in the Hispanic subgroup by 14% from Winter to Spring 2018 due to the full implementation and ongoing professional development in guided math, NWEA student reports to guide instruction, SRBI math support, and student conferencing/goal setting.

Reading:

On the NWEA reading assessment the number of Grade 2 students meeting their personal growth goal in the Hispanic subgroup increased by 18% from Winter to Spring 2018 due to the varying levels of DOK, an increased focus on task design within balanced literacy, and NWEA student reports to guide instruction and SRBI support.

On the NWEA reading assessment the number of Grade 3 students meeting their personal growth goal in the Black subgroup increased by 23% and in the Hispanic subgroup by 20% from Winter to Spring 2018 due to the varying levels of DOK, an increased focus on task design within balanced literacy, and NWEA student reports to guide instruction and SRBI support.

Climate: Farm Hill will be implementing their third and final PBIS day on June 18. Students showing STARR behavior for the third trimester will enjoy a fun time at a luau. Students will enjoy a variety of stations with their grade level such as a photo booth/dancing, crafts, volcano making, water balloon toss, and games such as pineapple bowling. We are very excited about our PBIS day!

Lawrence

Climate: As of April 30, 2018, only 4.5% of students are considered chronically absent. Frequent communication with families regarding importance of attendance and hand-written notes, many personal phone calls or emails sent to families.

Math: Here is the second grade math data from winter to spring. Focused small group instruction on areas of weakness, data mining the CFA's and targeting difficult topics, customizing technology programs to match students' weaknesses and giving students repeated practice in those areas of difficulty

Lawrence NWEA Math Grade 2 Winter 2018 Raw Numbers			
	# of Students Who Met Growth Goal	Total # of Students	

Lawrence NWEA Math Grade 2 Winter 2018 Raw Numbers			
	# of Students Who Met Growth Goal	Total # of Students	

Black	10	15	65%
Hispanic	5	9	56%
F/R	7	12	58%
Spec. Ed.	1	1	100%
All	30	46	65%

Lawrence NWEA Math Grade 2 Spring 2018 Raw Numbers

	# of Students Who Met Growth Goal	Total # of Students	
Black	12	15	80%
Hispanic	7	9	78%
F/R	11	12	92%
Spec. Ed.	1	1	100%
All	35	45	78%

Language Arts:

grade 1 AIMSweb data

. Implementation of Foundations with fidelity, focused small-group instruction in areas of difficulty, Lexia practice for students who needed the phonics practice, balanced literacy structure to literacy blocks

Gr. 1		Winter % at goal	Spring % at goal
	PSF	42/46=93%	44/46=96%
NWF	39/46=85%	39/46=85%	
R-CBM	37/46=80%	37/46=80%	

Macdonough	<p>Reading:</p> <ul style="list-style-type: none"> • 91% of a grade 5 class met their growth goals for NWEA due to focused and differentiated small group instruction. <p>Math:</p> <ul style="list-style-type: none"> • 90% of second graders met their growth goal for NWEA based on implementation of targeted instruction during guided math. <p>Climate:</p> <ul style="list-style-type: none"> • 25% of our families attended our first "Bright Night" event which presented parents with take home activities for reading, math, and technology to do with their children over the summer to prevent summer slide. We paired this activity with one of our monthly family engagement nights which we feel helped boost our attendance.
Moody	<p>ELA:</p> <p>In Reading, the number of students who met their growth goal in Grade 3 improved from 66% to 87% which is a 21% gain. In Reading, the number of students who met their growth goal in Grade 5 improved from 56% to 74% which is an 18% gain. We attribute this growth to Guided Reading Groups, Independent Reading, teacher created written responses for each ELA unit to practice turning the questions around and providing evidence in responses. Also, they provided students with their past NWEA score and their new goal number before the test so that they could see that they needed to push a little harder to reach the next goal.</p> <p>Math:</p> <p>In Math, the number of students who met their growth goal in Grade 5 improved from 38% to 87% which is an 49% gain. We attribute this growth to a focus on problem solving work beginning the first week of the unit instruction. Throughout the unit, the skills are applied through problem solving rather than just rote application.</p> <p>Climate:</p> <p>We had a very successful Science Fair/Pasta Dinner/and Peabody Museum Night. We had 77 Science Fair participants and over 250 people attend the Pasta Supper. The fifth grade students earned a portion of the proceeds used for their trip to Surbridge, These funds were earned with serving tips, as well as an auction of baskets made by grade 5.</p>
Snow	<p><u>NWEA PROFICIENCY:</u></p> <ul style="list-style-type: none"> • All grade levels made proficiency gains in Math, however grade 5 and 3 showed the greatest percentage increase (grade 3 increased by 16% and grade 5 increased by 11%) <p><u>NWEA GROWTH:</u></p> <ul style="list-style-type: none"> • There was a 22 pt gain in the percentage of students meeting their growth band goals in grade 4. • Grade 5 made close to a 20 pt. gain (19 in Math, 18 in reading) in the percentage of students meeting their growth band goals. <p><u>Climate Celebration:</u> Panorama Spring Survey Results:</p> <ul style="list-style-type: none"> • Barriers to Engagement: 94% favorable responses (+6 from the fall survey) • School Climate: 86% favorable responses (+15 from the fall survey)

	<ul style="list-style-type: none"> • School Fit: 78% favorable responses (+9 from the fall) • With the question: Is Snow School Welcoming? We received a 100% favorable response
<p>Spencer</p>	<p>LANGUAGE ARTS and MATH:</p> <p>In NWEA, for Math, our students in grades 2-5 who were at or above grade level standard in the Fall grew from 37% to 45% to the Spring .</p> <p>In NWEA, for Reading, our students in grades 2-5 who were at or above grade level standard in the Fall grew from 48% to 53% in the Spring.</p> <p>In NWEA, for Math, our students in grades 2 who were at or above grade level standard in the Fall grew from 33% to 58% in the Spring .</p> <p>In NWEA, for Reading, our students in grades 2 who were at or above grade level standard in the Fall grew from 43% to 65% Spring .</p> <p>Growth seen in NWEA was due to the fidelity of guided reading and guided math and utilizing the small group time to focus on the needs of our students. It is also attributed to the use of student goal setting conferences. Here, students were given graphs with their math and reading data. They met with teachers and wrote strategies they wanted to work on in order to meet their growth goals.</p> <p>CLIMATE: The Spencer Reading Committee hosted a One School, One Book night this Spring. Our families read The One and Only Ivan and participated in a variety of activities. On our reading night, we had 48 children attend with an adult for a total of 118 people. We received positive feedback from families and students. We are currently working on what it will look like next year!</p>
<p>Wesley</p>	<p>MATH 69% of students in grade 5 made their spring band growth on the NWEA Map Assessment. This is a 33% increase from winter (36% at goal). This positive growth trend was due to the use of individual student goals and spiral review at their RIT band.</p> <p>READING Three grades had over 87% of their students meet their spring band growth on the NWEA Map Assessment. Grade 2 - 88%, Grade 3 - 87% and Grade 5 - 88%. This positive growth is attributed to conferencing with students on their independent reading (Reading Counts program) and setting individual student goals.</p> <p>CLIMATE Wesley School held their first annual Art Show where students selected their own art piece to be displayed. This event was combined with a Science Fair and Book Fair. Chromebooks were also set up for parents to complete the Panorama School-Family Survey and we had more parent responses than the previous 4 spring surveys.</p>
<p>Keigwin</p>	<p>Keigwin Climate Data Celebration:</p>

In our March 2018 PBIS Georgia parent survey of 100 parents, we increased our median score by 19% from 2.49 to 2.96 out of 4 points. We attribute these results to an increased focus on parent communication via email, phone calls and teacher recruitment of family members for school events.

Language Arts Data Celebration:

In our ELA Spring NWEA MAP test, we increased in Black subgroup by 4.9% and in our Hispanic subgroup by 6.9% from our Winter benchmark

Math

On Math NWEA, Grade 6 students overall and in all subgroups, increased math proficiency on the NWEA benchmark assessment from Winter 2018 to Spring 2018; Black Students increased by 10%, Hispanic students increased by 12%, Free/ Reduced increased 16% and Special Education students increased by 1%. Overall there was a 10% gain in the percent at/or above proficiency.

The strategies that led to growth:

Continued efforts to focus on conceptual understanding has also allowed for more retained knowledge.

Focus on giving more open-ended tasks that require a higher level of cognitive demand.

Engaging students in more student-centered learning tasks.

Strategizing vertically and horizontally to develop more rigorous and relevant problem solving tasks and rubrics to help students understand strategies to improve given actionable feedback.

Goal Setting with students to identify personal improvement plans.

Structuring a revamped intervention program that targets the unique needs of learners and provides them with personalized learning plans.

Woodrow

ELA:

Grade 8 students in All, Black, Latinx, and FR increased in proficiency AND increase the percentage of students meeting their growth goal. This can be contributed to an increase in the Lexile level of the reading in the curriculum.

Climate:

Reduction in teacher sick days. 28 fewer sick days used for a decrease of 5.34%

Math:

On Math NWEA, Grade 8 students overall and in all subgroups, increased math proficiency on the NWEA benchmark assessment from Winter 2018 to Spring 2018; Black Students increased by 4%, Hispanic students increased by 4%, Free/ Reduced increased 7% and Special Education students increased by 1%. Overall there was a 4% gain in the percent at/or above proficiency.

The strategies that led to growth:

Continued efforts to focus on conceptual understanding has also allowed for more retained knowledge.

Focus on giving more open-ended tasks that require a higher level of cognitive demand.

Engaging students in more student-centered learning tasks.

	<p>Strategizing vertically and horizontally to develop more rigorous and relevant problem solving tasks and rubrics to help students understand strategies to improve given actionable feedback.</p> <p>Goal Setting with students to identify personal improvement plans.</p> <p>Structuring a revamped intervention program that targets the unique needs of learners and provides them with personalized learning plans.</p>
MHS	<p>ELA: Grade 9 students in All, Black, Latinx, and FR increased in proficiency AND increase the percentage of students meeting their growth goal. This can be contributed to a rigorous curriculum and the teachers on the grade 9 IDT team believing that all students can succeed at high levels.</p> <p>Math: On Math NWEA Grade 9 students overall and in all subgroups, increased math proficiency on the NWEA benchmark assessment from Winter 2018 to Spring 2018; Black Students increased by 14%, Hispanic students increased by 3%, Free/ Reduced increased 13% and Special Education students increased by 9%. Overall there was a 10% gain in the percent at/or above proficiency.</p> <p>100% Participation in Science</p>
ELL	<p>LAS Links reaching Mastery: 14.7% (184 students taking assessment, 27 reached proficient in Overall, Reading and Writing) State EL Data consultant says state mastery average is 12%</p> <p>District EL Celebration on May 9th at MacDonough: 120 people attended, up from 84 the previous year. All schools except Wesley and Snow represented. Lots of native food and engagement by families.</p> <p>NWEA (EL Students at 6th-8th): Overall: Reading Overall: 13/16 (81%) reached band target 6th- 80% reached their band target. 21.9 average point increase. 7th- 86% reached their band target. 17.7 average point increase. 43% jumped to next band. 8th- 75% reached their band target. 17 average point increase. 25% jumped to next band while 50% jumped two bands. Math Overall: 12/16 (75%) reached band target 6th- 80% reached their band target. 15 average point increase. 20% jumped to next band. 7th- 86% reached their band target. 17.7 average point increase. 43% jumped to next band while 29% jumped two bands. 8th- 50% reached their band target. 7.1 average point increase. 25% jumped to next band while 25% jumped two bands.</p>
PPS	<p>Academic: The percent of grade 2 to 5 students in the special education subgroup who met proficiency on reading NWEA increased by 6% from spring to spring, and there was an increase of 3% of students in this subgroup meeting growth goals from spring to spring. We attribute this to improved Tier I instruction, specifically Foundations. We also attribute this to improved specialized instruction due to continued professional development in multi-sensory code based reading instruction like SPIRE, Wilson, and Ortin Gillingham</p>

Of note is that this is not cohort data. When students in the special education subgroup are meeting their grade level targets they are exited from special education. Whereas students who are far from meeting grade level targets may be identified and added to the subgroup. Meaning we are taking high performing student data out and adding low performing data into the analysis. I believe if we could look at cohort data this would demonstrate more significant growth. We are looking forward to Alpine being fully operational so we can look at cohort data.

Climate goal celebration - recognize WWMS, first for their decreases in ISS and OSS Suspension. Specifically for the special education subgroup. There was a decrease of 17% in OOS and a 16% of ISS for the special education subgroup. I attribute this to the commitment of the administration to use alternatives to suspension to respond to student behavior such as restorative practice interventions and the implementation of the Suspension Consideration Process before suspending identified students.

Central Office

Math:

All students in grades 2-5 in all subgroups increased in math proficiency on the NWEA benchmark assessment from Winter 2018 to Spring 2018; Students overall increased by 8.6% and F/R increased by 11.7%.

All students in grades 2-5 in all subgroups increased in the percentage of students meeting their growth goals in math on the NWEA benchmark assessment from Winter 2018 to Spring 2018. Students overall increased by 19.8% and F/R increased by 20.7%.

The strategies that led to this growth:

- Fidelity to the Guided Math framework and increased focus on differentiating instruction
- Focused and intensive coaching visits to support Guided Math
- Professional development (including peer visits) to build teacher capacity and curriculum writing to build resources to implement in the Guided Math block

ELA:

All Students in grades 2 -5 increased in reading proficiency by a minimum of 7 percentage points from the spring 2017 to the spring 2018 NWEA benchmark. The reasons for this increase are teacher fidelity to the Balanced Literacy Framework and the District Literacy curriculum.

All Gr 2-5 students subgroups of increased proficiency achievement on the Reading NWEA benchmark by a minimum of 6 and a maximum of 12 percentage points from Spring 2017-Spring 2018. This increase is due in part to teacher fidelity to Balanced Literacy Framework and District Literacy curriculum as an increased focus on effective culturally responsive teaching practices.

MIDDLETOWN BOARD OF EDUCATION
BUDGET COMMITTEE
Minutes
Monday, May 7, 2018, 5:30 PM
Dr. Alfred B. Tychsen Administration Building

BOE Members Present: Sean King (Chair) and Lisa Loomis

Also Present: Dr. Conner, Dr. Macri, Lynda MacPherson, Janet Calabro, Chris Bourne, Vincent Loffredo, Community Member, Patricia Alston, Community Member, Michael Harris

The meeting was called to order at 5:35 PM.

1. Minutes of April 9, 2018 Meeting

Motion to approve minutes made by Sean King and Second by Lisa Loomis - unanimous vote to approve minutes

2. Line Item Transfers

A discussion was held regarding several line items: A question was raised about the transfer to cover electrical repairs at the high school - there is no current maintenance contract in place to cover such repairs. Another question addressed the transfers for instructional supplies - those supplies will begin being used in the current academic year but will also be available for continued use during the next academic years. A question was raised regarding the transfers for kaivac machines - they will be purchased from the state bid list without further bidding by the district, not sure if they have been used in the schools by demonstration yet, the machines are used to sanitize bathrooms and are more effective than traditional brushes and mops.

3. Finance Report

Ms. MacPherson presented an updated finance report. A question was raised about account 52190 - that account holds certain stipend money for special education students. Another question was raised about legal services account - additional money was appropriated in anticipation of multiple contract negotiations to occur during the 2018-19 school year. Another question was raised regarding the homeless/DCF transportation line item - the purpose of this line item was clarified to address which students' transportation costs are drawn from this account. There was also a brief discussion regarding the legal services RFQ - it will be added to tomorrow's regular meeting agenda.

4. Energy Consultant

Mike Harris gave a presentation regarding an opportunity for the district to save money on its energy costs, approximately \$48K-80K over ten years. The program runs through Fort Hill Ag Grid LLC, a farm based operation that uses an anaerobic digester to create electricity with methane gas. The district would purchase net meter credits, which would entitle the district to a rebate on its electric bill of 17% per credit. The contract would have a 10 year term. The purchase of the credits would finance the farm's operation project. The returns would be guaranteed, with little to no risk to the district. The city has asked to share half of benefit with water/sewer. It is also possible for the

district to assign benefit credits to specific school. In order to proceed, we need approval from city hall the city attorney and then he will return to get approval from BOE.

Mr. Harris also provided an update on the high school fuel cell. The contractor had been running the unit at 10% over capacity, about 440 kw/h. The district had to sell the excess energy at an 8c/kwh loss, plus the cost of the extra natural gas to produce the excess. Constellation is working with Mr. Harris to turn down the production to 400 kw/h, which is our max energy need. He is also working on trying to sell extra credits back to Constellation. Because the cell has been overproducing for about 1 year, we should receive a reimbursement of about \$25K

5. Food Services

Janet Calabro provided an update on our cafeteria services budget. We are presently on track to save about \$340K-400K in overall expenditures over last year; bids have gone out for supplies and food and we are anticipating costs to come in comparable to this year; there may be some small added expenses for this year, as we are running out of inventory, which is actually a good thing - as opposed to having to store food over the summer or discard it. There was also a discussion regarding an offer from the Middletown Young Democrats to make donations to help cover the unpaid cafe balances, which were highlighted at the last meeting; Ms. Calabro, Ms. MacPherson and the donor will be working on logistics to coordinate receipt and appropriate application of the funds. Lastly, Ms. Calabro discussed the CEP program; she spoke with the state Dept of Ed and we are looking at having Snow and Spencer included with Farm Hill, MacDonough and Bielefield as part of the program. She will also explore whether our middle schools may be eligible for inclusion as well.

6. 2018-19 Budget

A brief discussion was held regarding the 2018-19 budget. Any necessary adjustments will be addressed after the Common Council votes on the appropriation at their meeting next week.

The next Budget Committee Meeting is scheduled for: June 11, 2018

The meeting adjourned at 7:00 PM.

Respectfully submitted,

Sean King

Budget Committee Chair

**MIDDLETOWN BOARD OF EDUCATION
CURRICULUM COMMITTEE**

May 23, 2018

Dr. Alfred B. Tychsen Administration Building

2:30 PM

<p><u>Board of Education Committee Members Present</u> Lisa Loomis, Chair</p>	<p><u>Also Present</u> Dr. Macri, Ass. Superintendent Michelle Gohagan, Director of Instructional Tech and PD Amy Mullen, ELA Coach K-5 Pat Hubeny, Math 6-12 Curr Supervisor Julie Sheppard, Math K-5 Curriculum Coach Sheila Daniels, Community Rep</p>
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Highlights of Meeting:

- Equity: Access to rigorous curriculum. Is our curriculum engaging students? Is that contributing to absenteeism and suspension
 - Racial Equity Plan and Policy - presented last week to Glenn Singleton and other districts - documents still need work, but policy will need to go through policy committee. Will have an equity policy covering all identities as well as an racial equity policy. Have an educational equity policy adopted last summer, then work with SERC lead to creation of an equity plan, now policy is being revised to align with plan. Goal is to have plan and policy revisions completed by 6/12 to bring to policy committee for 1st reading, but that is an ambitious timeline, so it may not be ready until September policy committee meeting
 - Chronic absenteeism - Black and Latino and Free/Red meals students absent at higher rates. We have made huge progress at elementary level. Getting accurate chronic absentee data at high school is complicated now by process for collecting data, most high schools our size have 1 person whose job it is to keep attendance data. Currently an attendance committee meets at least once a month and is working with national org Attendance Works to look at attendance data - transportation may be issue, may need to change calendar to adjust to new demographics (i.e. no school on 3 Kings Day), students often not coming on delayed opening or early dismissal days. Need to think about role of teacher in getting kids to school - calling home, checking in with kids. Increasing the role of advisory and advisors is something we could try to increase relationships and adults reaching out to families. Tackling high school attendance is very different from attendance at other levels.
 - Suspension - Black and Latino and Free/Red meals students suspended at higher rates. This data must be put in school improvement plan which is shared out. Anecdotal evidence is that the courageous conversation circles have helped teachers accept this data more. New data warehouse system (Alpine Achievement) will help with viewing trends in data. Also, increasing student engagement through personalization will decrease referrals. PD is needed for teachers in restorative practice and managing behaviors and support in being reflective practitioners. Students have noticed this and have a lot to say about who gets in trouble and how.

Next Meeting:

- Report on impact of schedule change at WWMS
- Interdisciplinary Team highlight next year's pilot

**The meeting adjourned at 3:45 PM
The next meeting will be June 13, 2018 at 2:30 PM
at Dr. Alfred B. Tychsen Administration Building**

Respectfully submitted,
Lisa Loomis,
Curriculum Committee Chair

Upcoming meetings:
March 21, 2018
April 25, 2018
May 23, 2018
June 13, 2018

Keigwin: Chronic Absentecism

	2014-2015	2015-2016	2016-2017
Overall	0.8%	10.1%	5.7%
Free/Reduced	1%	13.5%	10.1%
Paid	0.5%	2.7%	1.4%
General Education	0.9%	10.5%	5.1%
Special Education	0.0%	7.5%	10.0%
ELL	0.0%	0.00	0.0
Black	0.0%	7.8%	4.5%
Latinx	1.6%	21.2%	11.5%
White	1.0%	7.7%	2.1%
Asian	0.0%	11.1%	0.0
Pacific Islander			
Native American			
Two or More Races	1.0%	10.5%	17.9%

Wilson: Chronic Absenteeism

	2014-2015	2015-2016	2016-2017
Overall	13.3%	6.2%	8.4%
Free/Reduced	19.5%	12.5%	14.6%
Paid	8.1%	1.3%	3.8%
General Education	13.1%	4.8%	7.2%
Special Education	14.9%	18.1%	17.1%
ELL	36.4%	10.0%	15.0%
Black	13.4%	8.1%	14.5%
Latinx	13.9%	10.9%	16.0%
White	12.3%	4.8%	4.5%
Asian	13.0%	0.0	7.4%
Pacific Islander			
Native American		0	0.0
Two or More Races	20.7%	6.7%	5.4%

MHS: Chronic Absenteeism

	2014-2015	2015-2016	2016-2017
Overall	14.0%	14.9%	16.2%
Free/Reduced	21.1%	21.5%	23.1%
Paid	8.5%	10.0%	11.3%
General Education	12.9%	13.8%	
Special Education	23.0%	23.8%	25.7%
ELL	35.7%	27.6%	28.0%
Black	15.0%	13.7%	14.1%
Latinx	25.7%	26.6%	28.0%
White	11.9%	12.4%	13.9%

Asian	7.0%	9.6%	5.5%
Pacific Islander	0.0	0.0	
Native American	0.0	14.3%	33.3%
Two or More Races	8.6%	20.0	24.5%

High School Suspension Data

	2014-2015				2015-2016				2016-2017			
	% (n) of students who received ISS by subgroup	% (n) of overall subgroup who received ISS	% (n) of students who received OSS by subgroup	% (n) of overall subgroup who received OSS	% (n) of students who received ISS by subgroup	% (n) of overall subgroup who received ISS	% (n) of students who received OSS by subgroup	% (n) of overall subgroup who received OSS	% (n) of students who received ISS by subgroup	% (n) of overall subgroup who received ISS	% (n) of students who received OSS by subgroup	% (n) of overall subgroup who received OSS
Black	37 (40)	14 (40)	40 (24)	8 (24)	34 (42)	15 (42)	44 (20)	7 (20)	38 (43)	17 (43)	46 (22)	9 (22)
Hispanic	25 (27)	18 (27)	33 (20)	13 (20)	31 (39)	21 (39)	18 (8)	4 (8)	31 (35)	20 (35)	27 (13)	7 (13)
White	34 (37)	6 (37)	27 (16)	2 (16)	32 (40)	6 (40)	31 (14)	2 (14)	27 (30)	5 (30)	25 (12)	2 (12)
F/R Meals	66 (71)	13 (71)	80 (48)	9 (48)	69 (83)	16 (83)	76 (34)	6 (34)	62 (70)	14 (70)	69 (33)	7 (33)
Paid Meals	34 (37)	5 (37)	20 (12)	2 (12)	31 (39)	6 (39)	24 (11)	2 (11)	38 (43)	6 (43)	31 (15)	2 (15)
Spec Ed	29 (31)	22 (31)	35 (21)	15 (21)	20 (25)	18 (25)	36 (16)	12 (16)	27 (31)	22 (31)	31 (15)	12 (15)
E.L.	3 (3)	11 (3)	7 (4)	14 (4)	2 (2)	7 (2)	0 (0)	0 (0)	2 (2)	8 (2)	2 (1)	4 (1)

Middle School Suspension Data

	2014-2015				2015-2016				2016-2017			
	% (n) of students who received ISS by subgroup	% (n) of overall subgroup who received ISS	% (n) of students who received OSS by subgroup	% (n) of overall subgroup who received OSS	% (n) of students who received ISS by subgroup	% (n) of overall subgroup who received ISS	% (n) of students who received OSS by subgroup	% (n) of overall subgroup who received OSS	% (n) of students who received ISS by subgroup	% (n) of overall subgroup who received ISS	% (n) of students who received OSS by subgroup	% (n) of overall subgroup who received OSS
Black	33 (39)	20 (39)	36 (17)	9 (17)	35 (36)	20 (36)	28 (11)	6 (11)	37 (58)	32 (58)	39 (26)	14 (26)
Hispanic	27 (32)	19 (32)	23 (11)	7 (11)	36 (37)	23 (37)	26 (10)	6 (10)	28 (43)	24 (43)	39 (26)	15 (26)
White	31 (36)	6 (36)	34 (16)	3 (16)	24 (24)	4 (24)	41 (16)	3 (16)	25 (39)	8 (39)	15 (10)	2 (10)
F/R Meals	69 (81)	17 (81)	70 (33)	7 (33)	74 (75)	17 (75)	67 (26)	6 (26)	80 (125)	28 (125)	88 (59)	13 (59)
Paid Meals	31 (36)	7 (36)	30 (14)	3 (14)	26 (27)	5 (27)	33 (13)	2 (13)	20 (31)	6 (31)	12 (8)	2 (8)
Spec Ed	24 (28)	24 (28)	17 (8)	7 (8)	27 (28)	23 (28)	18 (7)	6 (7)	26 (41)	34 (41)	27 (18)	15 (18)
E.L.	4 (5)	23 (5)	6 (3)	14 (3)	6 (6)	24 (6)	3 (1)	4 (1)	0.6 (1)	4 (1)	2 (1)	4 (1)

Middletown Public Schools -Board of Education
Facilities Committee Meeting Minutes

Held at the Board of Education Building, Room "A" on May 16, 2018

The meeting was called to order at 5:40 PM.

Present:

Chair Deborah Cain, John Cross, Sean King, Vinnie Loffredo
Michael Harris and Cheryl McClellan

I. Introduction

II. Review of March 26, 2018 Meeting Minutes

Accepted by Sean King and seconded by Michael Harris.

III. Trades Issues within the District

There has been some improvement regarding the vandalism at the Middletown High School but a meeting with the Principal and/or the Elisha DeJesus (AD) along with staff in those areas affected would help the situation.

IV. Alliance Grant Expenditure Update

John Cross has issued purchase orders for all the work that was scheduled as well as the equipment to meet the deadline of October 2018. The security part was excluded from this grant.

V. Future Woodrow Wilson Middle School Update

John Cross stated the legislation had passed and we are ready to go but just waiting for the Governor to sign. \$40K will be utilized by the Board of Education with surveys, establishing utilities, construction management at risk, which means they will need to have to job be within the budget. The higher the budget, the more fee they get which is best for a school building known as a Project Labor Agreement (PLA).

VI. Middletown High School Fuel Cell Status

The fuel cell was being run at a greater capacity (440 kilowatts (kW)) than the school needs. This created a financial penalty for the project. That situation has now been corrected and decreased to 400 kW to 400. The accumulated revenue from the overproduction is paid by Eversource once per year. A check for about \$22,000 is expected within the next couple of weeks representing excess energy sales from 2017.

Constellation has been asked if they will remedy the penalty situation.

VII. Five-year District Plan for Air-Conditioners

John Cross brought up the intention of Dr. Michael Conner's vision to keep the schools open all year long so there is concern about air-conditioning these areas. An alignment will need to be set up then a plan has to go in place. Parks & Recreation department will need to be part of the future conversations in regards to the paying of the facilities and its costs.

VIII. Middletown High School Track Update

There are no issues at this time.

IX. Status of Underground Tanks at Macdonough & Moody Schools

The tanks for the schools have been ordered and there will be a meeting with the State in the near future to finalize the project which will be completed before the end of September 2018.

X. Discussion of Solar Master Plan for School (M. Harris)

This was discussed with Dr. Connor and Michael Harris is currently asking for a solar master plan that will review all school locations and roof conditions. An initial engineering estimate based on the recent completed solar project at the Higby Water Treatment plant indicates the school could possibly save as much as \$6M over a twenty (20) year period if all schools deploy solar .

XI. Possible Staff Addition (D. Cain)

John Cross would like to see Maintenance and Carpenter assistants put into the budget which was approved Monday. He is keeping a few older trucks that can be adapted into vehicles he will be able to use.

XII. Money Saving Opportunity w/Virtual Net Metering (M. Harris)

The Budget Committee has approved participation in a virtual net meter credit (VNMC) project that will save the district about \$40,000 per year on energy costs.

XIII. Change of Meeting Dates (June 20 and November 21) 2018

It was unanimously agreed there will be no June 20, 2018 meeting.

The next meeting on Wednesday, September 19, 2018 will be held at the Middletown High School Library at 5:30 PM instead of the Board of Education.

The Wednesday, November 21, 2018 meeting will be changed to Tuesday, November 13, 2018 @ 5:30 PM and will be held at City Hall, Room #B-19 at 5:30 PM instead of the Board of Education.

XIV. Miscellaneous

Michael Harris stated that the Moody School solar has been off line for over a year. While we have funded a diagnosis of the problem, the repairs will cost an additional \$900.00. A purchase order needs to be issued to Sunlight Solar for this amount to bring the system back on line generating no-cost solar electricity. The value of the e=solar energy lost whole the system was down is about \$20,000.

The next meeting will be on Wednesday, May 16, 2018 and will be held at the Board of Education Building, Conference Room "A".

The following meetings will be on (no meetings in July or August) 09/19/18, 10/17/18, 11/21/18, 12/19/18, 01/16/19, 02/27/19, 03/27/19, 04/24/19, 05/15/19 and 6/19/19 for the 2018 -2019 fiscal year.

The meeting adjourned at 7:00 PM and was accepted by Deborah Cain and seconded by Sean King.

Respectfully,

Leslie A. Spatola

Leslie A. Spatola
Facilities Committee Recording Secretary
Board of Education - Middletown Public Schools

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE
Minutes
Tuesday, May 15, 2018
IT ANNEX, 310 Hunting Hill Avenue, Middletown, CT
8:30 A.M.**

Board of Education Policy Committee Members Present:

Cheryl A. P. McClellan, Chair
Edward Ford, Jr.
Christopher Drake, Chair Board of Education (phone conference)

Also Present:

Dr. Michael Conner, Superintendent
Kathleen Bengtson, Administrative Assistant
Colleen Weiner, Principal-Middletown High School
Dr. Patricia Charles, Former Superintendent
Marco Gaylord, Director of Operations
Meg Susi, Community Member
Natalie Forbes, Director of Grant Services
Chris Sugar, Community Member

Meeting was called to order at 8:34 A.M.

The following policies and bylaws were reviewed:

#1250 – Visits to the Schools - History on this policy “This Policy is old April 13, 2004 and required updating. The Regulations for this policy had been updated on April 10, 2018, by the administration with the newest procedures for school visitors. Marco Gaylord had reviewed this policy and recommended we insert the proposed CABE wording to replace the original policy.”

This policy was tabled at the May 8, 2018, Board Meeting and returned to the Policy Committee for further review. Cheryl spoke to policy. The policy changes were not to restrict Board Members but to take measures to implement strict rules for all visitors. In changing times, this is necessary to protect our students and staff. This rule applies to all people. Chris Drake and Ed Ford agreed and are in favor of the proposed changes.

Visits to the Schools

~~*The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools.*~~

~~*The Superintendent shall establish regulations that will:*~~

- ~~*1. Encourage visitors to observe our schools.*~~
- ~~*2. Ensure that public visits will not hinder the educational program.*~~

~~3. Require all visitors to register in the principal's office upon arrival at the school.~~

~~Board of Education members who visit schools of their own volition have no more authority than any other citizen. Board of Education members have authority only in regularly called meetings of the Board of Education, or when delegated specific tasks by specific Board of Education action.~~

The Board of Education encourages visits by citizens, residents, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with Administration Regulation #1250a-c and any other applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area/main office of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

This revised Policy #1250 was again reviewed and the Policy Committee recommended it be brought forward as is to the next BOE meeting for its first reading.

#3280 – Gifts, Grants and Bequests -

#3280.1 –Grants -

#3290 – Funds Management/ Grants and Other Revenue

The above three policies were discussed. Dr. Conner had requested these policies be reviewed and updated. We need to be sure we have all our policies and procedures in place to accept grants and donations. There should be no conflicting policies. A full discussion took place.

Natalie Forbes, Director of Grant Services, will review these policies and regulations and bring her recommendations back to the Policy Committee at its next meeting.

#6146 – Graduation Requirements - This policy was tabled by the BOE at its last meeting. Dr. Conner was concerned that the option of providing a Connecticut Seal of Biliteracy was not shown on this revised policy. Kathy brought forth a policy containing the wording for the seal and also had a question on the Performance Expectations and how many requirements were required for graduation.

Colleen Weiner said there are numerous assessments.

Dr. Conner stated he has a blueprint from the State on Biliteracy. He has a model to emulate, but not adopt, just to guide us. Ultimately, many of our EL students are students in AP classes.

Colleen said, at this time, we do not have personnel in place to meet the Connecticut Seal of Biliteracy component. We need to work with Guidance and start talking about 6, 7, and 8 grades. Ultimately we need to go from one to two credits and need to adopt 2 or 3 more languages. Dr. Conner suggested the students take a survey to see what languages would interest them.

Meg questioned requirement of SAT, why not being able to opt out? Colleen said there is 95% participation in the SAT. Dr. Conner stated we need to follow the State requirements.

Christopher Sugar suggested this policy be brought forward with its proposed changes, and when we have the Connecticut Seal of Biliteracy component in place, we can then update it to include the new revisions.

The proposed changes are as follows:

“Performance Expectations

In addition to earning course credits as outlined, Middletown High School students must demonstrate a level of proficiency for specific learner outcomes in English, mathematics, science, and social studies consistent with Common Core State Standards (CCSS).

Students must satisfy four (*five beginning with the class of 2023*) requirements for graduation:

- successfully obtain twenty-two (22) credits (*25 credits beginning with the class of 2023*) **in required areas of study;**
- perform twenty (20) hours of community service;
- ~~attain proficiency participation in CAPT NGSS (Next Generation Science Standards);~~
- ~~attain proficiency participation~~ in SAT; and
- (*beginning with the class of 2023*) - create a senior demonstration project or its equivalent.

Students may also demonstrate ~~this level of~~ proficiency in the following ways:

- ~~1. If a student demonstrates proficiency on the CAPT science and SAT, he/she will automatically meet the graduation requirement for performance in the related academic area. (i.e., English, mathematics, science, and social studies)~~
1. Students ~~who fail to demonstrate the required proficiency in a particular discipline~~ may enroll in Middletown High School summer program to develop and demonstrate proficiency in ~~that English, mathematics, social studies and PE discipline.~~ The summer work reflecting proficiency standards will become part of their portfolios to be reviewed by a team of assessors.
2. The Board of Education may grant students high school credit for successful completion of coursework earned from an accredited institution of higher learning taken either during the school year or summer months.”

The Revised Policy #6146 was reviewed and the Policy Committee recommended it be brought forward to the next BOE meeting for its first and final reading.

#6146.2 – Statewide Proficiency / Mastery Examinations -- This policy was reviewed by the Committee last month, but after that meeting more CAGE recommended changes were noted and Chair Cheryl McClellan decided to have it reviewed again at our next Policy meeting. Dr. Enza Marci had reviewed the CAGE policy and recommended certain paragraphs be inserted. There were references to the CAPT testing which are no longer in effect. Said references were removed.

The recommended changes are as follows:

“Each student in grades three through eight inclusive and grade ~~ten~~ **eleven** shall take the statewide mastery examinations.

Students who meet or exceed the statewide mastery goal on all components of ~~the tenth~~ **eleventh** grade SAT and Next Generation Science Standards (NGSS) ~~Connecticut Academic Performance Test (CAPT)~~, shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for all components. Students who have not met goal are encouraged – but not required – to ~~retake that portion of the CAPT~~ **the SAT**, even those who have achieved proficiency.

Achieving a satisfactory score on the ~~CAPT~~ **SAT** test shall not be the sole criterion for graduation.

Special education students shall participate in mastery testing except when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of a checklist as specified by the State Board of Education.

All English learners (ELs) including recently arrived, defined as those students whose initial entry date in a U.S. school is less than two years (24 months) prior to test administration are required to participate in all content areas of the state summative assessment.

All students identified as English Learners (EL) regardless of how long they have been enrolled in school shall take the mastery examination in all content areas (reading/language arts, mathematics, science). Scores on each component of the mastery examination for English learners who have been enrolled in school in this state or another state for fewer than twenty (20) school months shall not be used for the purposes of calculating the school accountability index as defined in C.G.S. 10-223e.

The Board of Education recognizes that federal law requires full participation of all students on the state summative assessments, with a minimum standard for the participation rate of at least 95 percent of all students and all student groups for each subject. Further, the Board realizes there are consequences for districts and schools not meeting this participation role threshold on these state summative assessments.

The school district shall annually report to the State Board of Education indicators of (a) instructional improvement and, (b) student progress as a result of testing, remedial assistance and compensatory program in accordance with C.G.S. 10-14m et seq.”

As the Policy Committee had just recommended new changes in Policy #6146 – Graduation Requirements, it felt this policy #6146.2 should again be reviewed to make certain it conforms with the revised graduation requirement policy. The Committee refers this Policy back to Dr. Enza Macri for her further review.

This Policy #6146.2 will be brought back at the next Policy Committee meeting for further consideration.

#7551 – Naming School Facilities/Student Memorials - Dr. Patricia Charles requested the stage at Farm Hill be named after deceased teacher, Carol Crayton.

Dr. Conner noted, the procedure is: *“Any person or group requesting to name or rename a school facility, “School Facility” is defined herein as a school or any other building under the authority of the Board of Education, and any area inside or outside of a school or building, including but not limited to, offices, media centers/libraries, classrooms, cafeterias, gymnasiums, athletic fields and amenities, concession stands, press boxes, garages, etc., will be required to submit a request in writing to the Superintendent of Schools who shall forward said request to the Board of Education. “*

Dr. Charles will attend the next Board Meeting to voice her request.

The Policy Committee requested the following reference, be added to the policy.

Legal Reference: Middletown City Charter 23-22

Kathy will add the reference. This policy does not need to be brought forward to the Board.

#9221– Filling Vacancies – BYLAW – This bylaw was reviewed by the City attorneys and they said it was fine to stand as is.

The current Bylaw #9221 was reviewed and the Policy Committee recommended it be brought forward to the next BOE meeting for its READOPTION and first and final reading.

#9222– Resignation/Removal from Office – BYLAW – This revised CAGE bylaw was sent to the Policy Committee members for their review before the meeting. After consultation with the City attorneys, the proposed changes to the bylaw are as follows:

State law provides that municipal officers seeking to resign from office must submit a written resignation to the municipal clerk. The resignation takes effect upon the date specified in the resignation or, if no date is specified, upon the date of its submission to the clerk.

Removal from Office

~~The chairperson of the Board may be removed from office by a two thirds/majority vote of the membership of the whole Board, and in case the office of chairperson shall become vacant, the Board shall, within 30 days thereafter fill the vacancy for the unexpired term.~~

**Legal Reference: Connecticut General Statutes
7-103 Resignation of municipal officers**

The revised Bylaw #9222 was reviewed and the Policy Committee recommended it be brought forward to the next BOE meeting for its first reading.

Meeting was adjourned at 10:05 A.M.

The next Policy Committee meeting is scheduled for Tuesday, June 12, 2018 at 8:30 A.M.

Respectfully submitted,
Kathy Bengtson
Administrative Assistant

Middletown Board of Education
2018-19 Regular Meeting Schedule

2018

August 21 (Full-Day BOE Retreat)

September 11

October 9

October 23 (Academic Data & Goal-Setting Workshop)

November 13

December 11

2019

January 8

January 22 (BOE Budget Workshop)

February 12

February 26 (BOE/Common Council Budget Workshop)

March 12 (Academic Data Workshop)

March 26

April 9

May 14

June 11

June 25 (Optional Workshop)

Carole Crayton

1964 graduate of Central State University, receiving her Masters in 1972 from Eastern Michigan University. She taught for 5 years in Wisconsin and Michigan prior to coming to Middletown in 1969. She taught in Westfield School from September 1969 until May of 1970 when she resigned (due to pregnancy).

She was assigned to the then newly created second grade at Moody School in January of 1972 , receiving tenure in 1975 and transferred to a 5th grade position at Farm Hill in 1978 ,resigning in June of 2007.

Awards Received

1992 – The Community and University Services for Education (CAUSE) Executive Committee reviewed her proposal for a mini-grant program, “Journey with Us through Japan: A Land of Many Islands”, and received an award of \$300.

1987 – Awarded funding for her proposal “Project Hi-Tech” by the Improvement Fund Committee.

Accomplishments

2002 – President Anthony J. Cernera of Sacred Heart University sent a letter stating – “Those of us with young children at home make it a habit to post their “gold star “papers on the refrigerator, so that everyone in the family can see what excellent progress they are making. Well, I have something to share with you that deserve similar recognition. It shows how far you have come in your chosen profession, and the profound difference you are making. At the beginning of every academic year, Sacred Heart University traditionally asks each incoming freshman to offer the name of one teacher who has made a significant difference in his or her life. I am pleased to tell you that Danielle Albanese credits you with this positive influence and I felt sure you would like to know, Of course, we don’t go into teaching because of the accolades – but it certainly does feel good.”

2001, 2003– Letter of accommodation from Principal for showing fine example of the excellence in teaching in our district by enhancing student teacher future career by sharing classroom and experiences.

1989 – Appointed Co-Chairperson for position of Teacher to Assist the District in Assessing Existing k-12 Programs for Summer School Enrichment and Remediation.

1987 - Develop Common Core of learning project

1987 – Develop Colonization and Growth Program for Grade 5.

1986 – Assist in writing of Evaluation Reports for Language Arts Grades 1-6.

1985 – Newspaper Advisor at Farm Hill

1985 – Assisted in writing of revised Criterion-Referenced Tests for grades K-6.

Productions

1997 – Produced 5th Grade play, **ALL ABOARD FOR THE USA I**

Letter from then Principal, Patricia Charles of Farm Hill School noting she was struck by the fun the children were having while they were performing. Carole has always been committed to developing self-esteem and personal confidence and that what Carole had done for these children will stay with them for the rest of their lives.

1995 – Produced Grade 5 Play **“A SALUTE TO DISNEY”**.

1993 – Produced Grade 5 Play **“AROUND THE WORLD”**

1974 – Program and film **K.I.D.S.**

Summer Programs

2006, – Summer Curriculum Project to map and plan for the first 3 months of school in science and social studies using a co-teaching model especially targeted to meet the diverse needs of students entering 5th grade.

1998 – Summer Curriculum projects for mathematics and social studies for Grades K-5.

1992 – Summer Curriculum project **“Develop Diagnostic Reading Tests”**

1990 – Summer School program at intermediate level.

1989 – Remedial Summer School program, Grade 5 teaching position.

1989 – Developed the Reading Monitoring Program, Level K-6.

1988 – Remedial Summer School Program, Grade 6 teaching position.

1987 – Remedial Summer School Program, Grade 5 teaching position.

1986 - Remedial Summer School Program, Grade 5 teaching position.

Committees

1989 – Served on Early Childhood Committee to assist the school district with Priority Grant Project.

1988 – Served on Common Core of Learning Committee

1987 – Farm Hill School Building-Level Professional Development Committee

1996 – Interview Committee member for the elementary art teacher position.

1992, 1993, 1994, 1995 – Served on the K-12 Social Studies Curriculum Committee.

1994 – Assistance and Presentation of K-12 Social Studies Program Evaluation at BOE meeting.

1995 – Facilitator for the district's in-service program "Harcourt Brace-Treasury of Literature".

1994 – Support Teacher

1994 – Served on District-Wide Test Review Committee

1990 – Interview Committee for Elementary Principal

1984 – Farm Hill School Planning Committee

1978-79 – Elementary Social Studies Curriculum Committee

Carole Crayton

- Teacher with the Middletown Public Schools for 35 years.
- TEAM mentor
- Recognized by Sacred Heart University – incoming freshmen named her as the *Teacher That Made a Significant Impact on Their Life*
- Editor of *Read Our News & You Won't Lose* and the *Colonial Gazette* at Moody School.
- Sponsored the first and only reading tub, called Chubby Tubby, which to this day students recall with a smile and fondness. I recently spoke with a former student who advised that Mrs. Crayton's reading program inspired her to be a teacher and that she is a teacher today because of Mrs. Crayton.
- Farm Hill Newspaper, *Lion Tales*, Editor and Advisor
- Developed the Reading Monitoring Program for grades K-6
- Summer School Program Participant
- Started Farm Hill School plays including the inaugural *Farm Hill School Salutes America* which was recognized by President and Mrs. George H. Bush. The plays were videotaped and televised on Comcast Television in Middletown. Carole collaborated with Bette Turro Imme, the Director, and Louise Gordona, Music Teacher, on writing scripts and choosing songs. Carole also welcomed all teachers and staff to participate and contribute if they chose. Farm Hill School plays were praised by Middletown Mayors and Superintendents. Carole encouraged and taught her students to perform with confidence through preparation and discipline, while all the time creating a fun learning environment.

Plays included:

Hooray for Hollywood
A Salute to Disney
All Aboard the USA
Around the World
America, Of Thee We Sing
Broadway Around the World
A Salute to Disney

- 5th grade students were recipients of the United States Environmental Protection Agency's Award; Recognized and reported in the Middletown Press

- Annual Colonial Village presentation; students constructed 3-dimensional colonial villages
- Participated in the exchange program with Japan including a program on Japanese culture with Hiroko Kubo, Exchange Teacher.
- Classes enjoyed International Day which included short French and Italian language lessons.
- One of the most vibrant and colorful classrooms, every detail mattered right down to the welcome kits on each student's desk and the messages behind the bulletin boards. Students knew they were in a welcoming learning environment.
- Served on school and district committees: AVA HAS INFO
- Received the Teacher of the Year Award by the Detroit Free Press.

Suggested Naming Committee Membership

BOE Policy 7551 The Board shall create a committee, and the chairman shall appoint members including two Board members, two school administrators, two teachers, one PTA/PTO member, two community members, if appropriate, two student representatives and/or any additional appropriate members.

Board Members: To Be Determined

Administrators:

Loretta Rubin, Former Principal at Farm Hill School

Patricia Charles, Former Principal at Farm Hill and Keigwin Schools and Superintendent of Schools.

Jennifer Calabrese, Current Principal at Farm Hill School

Teachers:

Liz Caffrey – Current Farm Hill School Teacher

Liz has been teaching for 19 years; 3 years as a fourth grade teacher and 16 years as a third grade teacher.

Marie Serra, Retired

Marie Serra taught at Farm Hill School as a gifted and talented teacher in the PROBE program for 20 years. She worked across the hall from Carole. She also was Head Teacher at Farm Hill for 10 years. Marie also taught at Lawrence and Wesley Schools as well as Brewster School in Durham. Marie is a life member of the Association of Retired Teachers of Connecticut, Inc. and a life member of Middlesex County Retired Teachers Association. Marie is married to Joseph Serra, a Middletown State Representative.

Marie Termine, Retired

Marie Termine taught in Middletown for 34 years and at Farm Hill School for 22 years. She also taught at Lawrence School. She taught with Carole Crayton for 7 years as her grade 5 colleague. She is an active participant in the Middlesex County Retired Teachers Association.

Farm Hill PTO Rep: Amy Carta will represent the PTA on the naming committee. She is a current member of Farm Hill's PTA and was in Carole Crayton's class as a grade 5 student.

Community:

Donna Dinkins Hoggard & Jay Hoggard – Former Farm Hill parents.

Donna is a Clinical Social Worker and Registered Nurse. Her husband, Jay Hoggard, is an American Jazz vibraphonist who is an adjunct professor at Wesleyan University. Jay has provided jazz concerts to our students for many years.

Donna is also the daughter of New York City Mayor David Dinkins. The Hoggards are longstanding members of the Middletown community.

Diane Petras – Former Farm Hill grade 2 teacher for 8 years and mathematics support teacher for 4 years. Carole's 5th graders were Reading Buddies to Diane's 2nd grade students and the classes worked together on special activities for Martin Luther King Day. Diane's 2nd graders were also invited to come to Carole's fifth grade classroom to see the students' colonial villages and other special projects. Diane is active with Warm the Children and also serves as a Justice of the Peace. Diane and Carole Crayton were members of Alpha Delta Kappa and the local Beta chapter. Diane is a docent at the General Mansfield House and the Wadsworth Mansion as well as a member of the Friends of Russell Library and an election official for the City of Middletown. She is an active participant of the Women Walking in Faith group at St. Pius Church.

Alternates: Kerry Siena – former student and community member

Les Saunders - Former MPS School Counselor and community member.

READOPT BYLAW 9221

Bylaws of the Board

Filling Vacancies

The Common Council shall fill any Board vacancy according to the Middletown City Charter.

Legal Reference: Connecticut General Statutes
 9-187A Date term to begin.
 9-203 Number and term of members of boards of education.
 9-204 Minority representation on board of education.
 10-219 Procedure for filling vacancy on board of education.
 1-24 Who may administer oaths.
 1-25 Forms of oaths.
 10-218a Oath of office.
 Middletown City Charter

Bylaw adopted: November 1, 1994
Bylaw revised: September 9, 2008
Bylaw readopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Bylaws of the Board

Resignation/Removal from Office

Resignation

If for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the Board requests as early as possible notification of intent to resign so that the Board may plan appropriately.

When a member of a Board of Education shall cease to be a bona fide resident of the Town of Middletown, membership in the Board shall immediately cease.

State law provides that municipal officers seeking to resign from office must submit a written resignation to the municipal clerk. The resignation takes effect upon the date specified in the resignation or, if no date is specified, upon the date of its submission to the clerk.

~~Removal from Office~~

~~The chairperson of the Board may be removed from office by a two-thirds/majority vote of the membership of the whole Board, and in case the office of chairperson shall become vacant, the Board shall, within 30 days thereafter fill the vacancy for the unexpired term.~~

**Legal Reference: Connecticut General Statutes
7-103 Resignation of municipal officers**

Bylaw adopted: November 1, 1994
Bylaw readopted: February 10, 2009
Bylaw revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Visits to the Schools

~~The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools.~~

~~The Superintendent shall establish regulations that will:~~

- ~~1. Encourage visitors to observe our schools.~~
- ~~2. Ensure that public visits will not hinder the educational program.~~
- ~~3. Require all visitors to register in the principal's office upon arrival at the school.~~

~~Board of Education members who visit schools of their own volition have no more authority than any other citizen. Board of Education members have authority only in regularly called meetings of the Board of Education, or when delegated specific tasks by specific Board of Education action.~~

The Board of Education encourages visits by citizens, residents, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with Administration Regulation #1250a-c and any other applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area/main office of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

**Legal Reference: Connecticut General Statutes
53a-185 Loitering in or about school grounds: Class C misdemeanor**

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

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Instruction

Graduation Requirements

Graduation from our public schools attests (1) that graduates have satisfactorily completed the prescribed courses of study, and (2) that they have satisfactorily met those standards established by the faculty and state and approved by the Board of Education, (3) that they have fulfilled the legally mandated number and distribution of credits, and (4) that they have successfully demonstrated the performance expectations identified by the Middletown Board of Education in compliance with the legislature's HB 01-166.

After April first in any school year, the Board may establish a firm graduation date for the school year which, at the time of such establishment, provides for at least 180 days of school.

The Board of Education in compliance with state regulations shall require twenty-two (22) credits (***twenty-five (25) credits beginning with the class of 2023***) for graduation from high school. A credit is defined as the equivalent of at least a 40-minute class period for each school day of a school year. The following twenty-two (22) credits (***twenty-five (25) credits beginning with the class of 2023***) are necessary. Please note that the administration may make appropriate adjustments for transfer students.

English	4 credits (<i>including 1 English 9 credit and 1 English 10 credit</i>)
<i>beginning with the class of 2023</i>	4 credits (<i>including 1 English 9 credit and 1 English 10 credit</i>)
Mathematics	3 credits (<i>including 1 credit in Algebra I and 1 credit in Geometry</i>)
<i>beginning with the class of 2023</i>	4 credits (<i>1 credit Algebra I, 1 credit Geometry, 1 credit Algebra II or Statistics</i>)
Science	3 credits (<i>including 1 credit in biology or four years enrollment in the Agricultural Science and Technology program</i>)
<i>beginning with the class of 2023</i>	3 credits (<i>including 1 credit in biology, 1 credit Physical Science or four years enrollment in the Agricultural Science and Technology program</i>)
Social Studies	3.5 credits (<i>including 1 credit in United States History and .5 credit in civics</i>)
Physical Education/Wellness	2.0 credits 4 semesters

(Listing of credits continued on next page)

Instruction

Graduation Requirements (continued)

(Listing of credits continued from previous page)

Vocational/Fine Arts	1 credit
Fine Arts	
<i>beginning with the class of 2023</i>	1 credit
Electives	5.5 credits
<i>beginning with the class of 2023</i>	1.5 credits
World Language	
<i>beginning with the class of 2023</i>	1 credits
STEM	
<i>beginning with the class of 2023</i>	1 credit
Career and Life Skills	
<i>beginning with the class of 2023</i>	1.5 credits
Humanities	
<i>beginning with the class of 2023</i>	.5 credit
Senior Demonstration Project	
<i>beginning with the class of 2023</i>	1 credit
Total Credits through Class of 2022	22 credits
Total Credits <i>beginning with the Class of 2023</i>	25 credits

Community Service Requirement

Each student is required to complete twenty (20) hours of community service prior to graduation.

Instruction

Graduation Requirements (continued)

Performance Expectations

In addition to earning course credits as outlined, Middletown High School students must demonstrate a level of proficiency for specific learner outcomes in English, mathematics, science, and social studies consistent with Common Core State Standards (CCSS).

Students must satisfy four (*five beginning with the class of 2023*) requirements for graduation:

- successfully obtain twenty-two (22) credits (*25 credits beginning with the class of 2023*) in **required areas of study**;
- perform twenty (20) hours of community service;
- **attain proficiency participation in CAPT NGSS (Next Generation Science Standards)**;
- **attain proficiency participation** in SAT; and
- (*beginning with the class of 2023*) - create a senior demonstration project or its equivalent.

Students may also demonstrate **this level of** proficiency in the following ways:

- 1. If a student demonstrates proficiency on the CAPT science and SAT, he/she will automatically meet the graduation requirement for performance in the related academic area. (i.e., English, mathematics, science, and social studies)**
1. Students **who fail to demonstrate the required proficiency in a particular discipline** may enroll in Middletown High School summer program to develop and demonstrate proficiency in **that English, mathematics, social studies and PE discipline**. The summer work reflecting proficiency standards will become part of their portfolios to be reviewed by a team of assessors.
2. The Board of Education may grant students high school credit for successful completion of coursework earned from an accredited institution of higher learning taken either during the school year or summer months.

Exemptions

Special Needs: Students with special needs may be exempt from district performance standards as described in this policy if so indicated in their Individual Education Plans.

Instruction

Graduation Requirements

Awards of High School Diplomas

Students who complete all graduation requirements shall receive a diploma at the June commencement.

High School Diplomas and Veterans

The Board of Education shall award a high school diploma to any World War II Veteran or Veteran of the Korean Hostilities or Vietnam Era requesting such diploma who left high school for military service as defined in the statutes.

Legal Reference: Connecticut General Statutes

10-5c Board examination series pilot program. Issuance of certificate (as amended by P.A. 13-247)

10-14n State-wide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by Section 115 of PA 14-217)

10-16(l) Graduation exercises. (As amended by P.A. 96-108, An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates)—(As amended by P.A. 96-26 An Act Concerning Graduation Requirements and Readmission and Placement of Older Students)

10-221a High school graduation requirements. (As amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation, P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses and Other Subject Areas, P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 11-135, An Act Concerning Implementation Dates for Secondary School Reform, P.A. 13-57, An Act Concerning Honorary

Connecticut General Statutes (continued on next page)

Instruction

Graduation Requirements

Legal Reference: Connecticut General Statutes (continued)

Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes and P.A. 13-247, Budget Implementer Bill. and P.A. 15-237, An Act Concerning High School Graduation.) and PA 17-42 10-233(a) Promotion and graduation policies. (as amended by PA 01-166)
P.A. 13-108, An Act Unleashing Innovation in Connecticut Schools.
P.A. 13-247, An Act Implementing Provisions of the State Budget.
P.A. 15-237, An Act Concerning High School Graduation.)
P.A. 16-44(SS) (Section 310)

Graduation Requirements can be found on the District Website www.middletownschools.org

Policy adopted: September 3, 1996
Policy revised: August 22, 2000
Policy revised: June 12, 2001
Policy revised: June 11, 2002
Policy revised: June 22, 2004
Policy revised: April 10, 2007
Policy revised: June 16, 2009
Policy revised: May 11, 2010
Policy revised: June 15, 2010
Policy revised: February 10, 2015
Policy revised: March 8, 2016
Policy revised: October 10, 2017
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut