

Board of Education Regular Meeting

Tuesday, October 9, 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. Suburban - Hewlett Packard Donation Presentation	Speaker (s) : Michael Conner
IV.B. Bridge2Brilliance Steering Committee 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 September 11, 2018 BOE Regular Meeting	Speaker (s) : Chris Drake
VII.B. Grants Report	Speaker (s) : Natalie Forbes
VII.C. Policy #6146.2 Statewide Proficiency/Mastery Examinations (Revision) - Second Reading	Speaker (s) : Cheryl McClellan
VII.D. Extended Field Trip - MHS Senior Trip to New York City, NY 10-18-18	Speaker (s) : Lauren Pszczolkowski
VII.E. Extended Field Trip - Lawrence Elementary School Grade 5 Trip to Sturbridge, MA 11-1-18	Speaker (s) : Nancy Santostefano
VII.F. Extended Field Trip - MHS AP History Trip to New York NY 12-6-18	Speaker (s) : Bill Siebert
VII.G. Extended Field Trip - MHS BlueTube Trip to Seattle, WA 3-25-19	Speaker (s) : Lauren Pszczolkowski
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.D. Transportation Report	Speaker (s) : Mark Langton
IX. Superintendent's Report	Speaker (s) : Michael Conner
IX.A. Middletown High School Parent/Teacher Conferences Update	Speaker (s) : Colleen Weiner

IX.B.	Bridge2Brilliance Early Childhood Initiative Introduction	Speaker (s) : Michael Conner
IX.C.	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
X.G.1.	New Middle School Project Update and Introduction of Construction Management Firm	Speaker (s) : Chris Drake
XI. Action Items		
XI.A.	Alliance School Building - Remaining Projects - Accept As Complete	Speaker (s) : Natalie Forbes
XI.B.	Food Services Agreement for Child Nutrition Programs (ED-099)	Speaker (s) : Janet Calabro
XI.C.	Strategic Operating Plan Priority Implementation Steps	Speaker (s) : Michael Conner
XI.D.	Appointment of New Middletown High School Assistant Principal	Speaker (s) : Chris Drake
XII. Future Agenda Items		
XII.A.	New Items	Speaker (s) : Chris Drake
XIII.	Personnel Matter (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
September 11, 2018, 6:00 PM
Middletown Common Council Chambers

I. CALL TO ORDER

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

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 (arrived at 7:04 PM), Director of Facilities John Cross, Director of Grant Services Natalie Forbes, Manager of Financial Operations Lynda MacPherson, Manager of Human Resources Michele DiMauro, Manager of Transportation Mark Langton, Assistant to the Superintendent/Board Secretary Marcy Poppel, and thirty-seven (37) visitors.

Board Chair Drake called the meeting to order at 6:05 PM.

Chair Drake called a moment of silence in remembrance of 9 -11.

II. SALUTE TO THE FLAG

Student Rep Tyler Wenzel led the Pledge of Allegiance

Chair Drake stated that this evening's meeting started at 6:00 PM (one-half hour early) to allow the Board to hold an Executive Session in a room downstairs at the beginning of the meeting and the regular portion of the meeting will start at approximately 6:30 PM.

III ADOPTION OF AGENDA

MOTION: Move to adopt the agenda was made with a motion by Mr. King and a second by Ms. McClellan.

Chair Drake stated there was a request for an addition to this evening's agenda, an action item, an Extended Field Trip for the Middletown High School Vocational Agriculture Program.

MOTION: Move to amend the agenda to add action on an Extended Field Trip for the Middletown High School Vocational Agriculture Program trip to follow Agenda Item VII.A. Report of the Student Representative, as Agenda Item VII.B. passed with a motion by Mr. Drake and a second by Mr. Ford – unanimous vote.

MOTION: Move to adopt the agenda, as amended, passed with a unanimous vote.

IV. DISCUSSION ON SUPERINTENDENT'S CONTRACT

MOTION: Move to go into Executive Session at 6:08 PM for the purpose of a discussion on the Superintendent's Contract passed with a motion by Ms. McClellan and a second by Mr. Pulino – unanimous vote.

Chair Drake called a recess at 6:08 PM.

IV.A. Executive Session

MOTION: Move at 6:52 PM to suspend Executive Session and reconvene in Executive Session after Agenda Item XII.C. Fort Hill Ag-Grid Virtual Net Meter Credit Project passed with a motion by Mr. Pulino and a second by Ms. Loomis –unanimous vote.

By a consensus of the Board at 6:52 PM, it reconvened in Public Session.

IV.B. Public Session

V. DISTRICT HIGHLIGHTS

V.A. Athletic Department Recognition (All American Wrestler)

Dr. Conner called Coach Mark Fong and Elijah Jayson Cyr forward. Coach Fong shared that Eli was in the 2018 United State Marine Corps / USA Wrestling National Championships in the Junior division, 106 lb., weight class, GRECO-ROMAN style, and earned a Bronze Medal, making him an All-American. He placed third in the tournament. Eli has only been wrestling two years making this a phenomenal accomplishment in such a short time. Coach Fong added that through the sport of wrestling, Eli has transformed himself into a hard-working, responsible leader. He is a role model in the classroom.

V.B. New Teacher Welcome

Dr. Macri shared a PowerPoint presentation introduction of new teachers and administrators to the district for the 2018 – 2019 school year. Teachers present stood as Dr. Macri introduced each one. She introduced Sara Alberti, a new Supervisor in Pupil Services; Crystal Caouette as the new Grade 6 -12 Science Supervisor; Kaitlin Ortiz, as the new Dean of Students at Bielefield/Farm Hill Schools; Dan Raucci, as the Interim Assistant Principal at Keigwin Middle School; and Suzanne Shippee Lopez, Interim Principal at Bielefield School. Dr. Macri recognized teachers celebrating 30 years in the Middletown Public Schools: Tammy Sutton, Marta Landell, Sharon Ferrari, Maura Thompson, Jo Robinson, and Joann O’Leary. She recognized for 40 years of service: Charles Harwood and Carla Petruzzi. Dr. Macri invited all present to share in homemade cake in the lobby.

Chair Drake said he welcomed the new teachers a few weeks ago at the New Teacher Orientation program.

V.D. American Association of School Administrators (AASA) and Successful Practices Network (SPN)

Dr. Conner stated that the American Association of School Administrators (AASA) is partnering with the Successful Practices Network and are in the process of selecting 40 districts across the country to join a highly regarded national network to work throughout the year in an Innovation Network to study best practices and apply principals of innovation to their district-wide planning and work. Dr. Conner and his leadership team have been selected to participate. Dr. Macri said it is a partnership and participating from Middletown Public Schools will be Dr. Conner, Dr. Macri, Dwight Sharpe, Michelle Gohagon, and Jennifer Cannata. The team will participate in the kick-off in Columbus, Ohio on October 28, 2018. Other meetings include the February 14 - 16, 2019 AASA Winter Conference in Los Angeles, California, June 23 – 26, 2019 is the annual Model Schools Conference in Washington, D.C., and October 5, 2019 is the Capstone Meeting in Denver, Colorado. She said the team will share their findings throughout the year with the Board of Education (BOE). Dr. Conner said this is a tremendous honor for Middletown Public Schools and thanked the BOE for their support.

V.C. Recognition of Strategic Planning Team

Dr. Conner asked Strategic Planning Committee members present this evening to please stand so and be recognized. He said 49 individuals have participated since March 13, 2018 in developing a Strategic Operating Plan (SOP) for our district. They worked 77 hours and an additional 28 additional hours to ensure the completion of the SOP. He stated this evening the BOE will be asked to vote on this plan. On behalf of the Middletown Board of Education, Central Office, and himself, he thanked everyone who participated on the Strategic Planning Committee for their contribution.

VI. PUBLIC SESSION

No one addressed the Board in Public Session.

VII. COMMUNICATIONS

VII.A. Report of Student Representative

Student Representative Tyler Wenzel reported that the Student Council Executive Board has started its work on plans for this school year. He said he is the new President of the Student Council, and the new Vice President is Allison Dube. As their previous advisor, Mr. Raucci, has taken a new role at Keigwin School, they are welcoming Mrs. Warner as their new advisor and appreciate her stepping up to this role. There are 2 vacancies on the Student Council Executive Board which they hope to fill soon. They are in the beginning stages of filling the regular Student Council so work can begin. Colleges are beginning to come to Middletown High School (MHS) to share their information. The National Honor Society has elected their President and Vice President of their chapter and congratulations go out to Maamle Adjoka-Nartey and Rose Romano. The National FFA President, Brianna Holbert, visited MHS and gave a talk to MHS students about her journey and how she got to where she is now. President Holbert visited on September 4th and 5th and Vocational Agriculture students and others had the pleasure of meeting her personally and provided her with a tour of MHS. He shared that this year MHS has 490 students enrolled in Advanced Placement (AP) courses. Some new courses at MHS include AP Computer Science and AP Chemistry. The MHS Homecoming Game is October 12th and the Homecoming Dance will be on October 13th.

(Additional Action Item)

VII.B. Action on the Extended Field Trip of the Middletown High School Vocational Agriculture Program

Ms. Rebecca Isaacson shared that the Vocational Agriculture Department has been invited by the State FFA to participate in an outreach program at the Eastern States Exposition in Massachusetts on September 24, 2018. Twelve students will make floral corsages promoting Agricultural Education to the community. The activity allows them to practice floral design skills taught in class and public speaking skills. There is no cost to students.

MOTION: Move to approve the Extended Field Trip of the Middletown High School Vocational Agriculture Program to travel to Massachusetts on September 24, 2018 to the Eastern States Exposition passed with a motion by Ms. McClellan and a second by Mr. Pulino – unanimous vote.

VIII. CONSENT AGENDA

Ms. Cain requested the removal of Agenda Item VIII.E. Alliance School Building – Accept as Complete.

MOTION: Move to approve the Consent Agenda, as amended, passed with a motion by Ms. Cain and a second by Mr. Ford – unanimous vote.

VIII.A. Minutes of August 22, 2018 BOE Regular Meeting

VIII.B. Minutes of July 19, 2018, 6:15 PM BOE Special Meeting

VIII.C. Minutes of June 26, 2018, BOE Regular Meeting

VIII.D. Grants Report

VIII.F. Primary Mental Health Grant - Wesley School

VIII.G. Extended Field Trip - MHS Boys & Girls Crew Team Trip to Compete in Saratoga Springs, New York, October, 2018

VIII.H. Extended Field Trip - MHS Vo-Ag Trip to National FFA Convention, Indianapolis, October, 2018

VIII.I. Extended Field Trip - WWMS French to Quebec, Canada, February, 2019

VIII.J. Athletic Report for Spring & 2017-2018 Year End

VIII.K. Letter of Acceptance of Suburban Stationers Donation

ITEM REMOVED FROM THE CONSENT AGENDA:

VIII.E. Alliance School Building - Accept as Complete

Director of Grant Services Natalie Forbes came forward and stated that for the purposes of the State reporting she requested this item be addressed by the Board separately. She requested the Board accept as complete the 22 projects as identified in her Executive Summary.

MOTION: Move that the Board accept as complete the 22 Alliance School Building Projects as outlined in Ms. Forbes' Executive Summary passed with a motion by Ms. Loomis and seconded by Ms. Dempsey-White – unanimous vote.

IX. DEPARTMENT REPORTS

IX.B. Facilities Department

Director of Facilities John Cross thanked and commended his staff for the great job they did over the summer, especially in light of the intense heat in August. Chair Drake recognized Mr. Cross and Ms. Forbes on their efforts with regard to the new middle school project. Mr. Cross responded to Mr. King's question on what is remaining to be done on the Alliance Grant projects. Mr. Cross also provided an update on the positive feedback received on the bus loop/parent drop off at MHS, noting it is much safer, although the traffic is still heavy due to there being only one way in and way out. Mr. Cross encouraged Board members to visit the front of the high school. He stated he cannot thank his staff enough for all their hard work. They completed a lot of projects under a short time in difficult conditions.

IX.A. Financial Report

Ms. MacPherson stated that the financial report she provided Board members at the Budget Committee meeting is the year-end report for fiscal year 2018. She stated that the Common Council did approve to let the BOE carry over funds to use on Dr. Conner's initiatives under the Strategic Operating Plan. Some Board members stated they did not have the financial report.

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

Ms. MacPherson stated there are line item transfers, however, not in the Board meeting packet. Ms. MacPherson stated that Ms. Walcott was out of the office last week. There was a discussion. Ms. MacPherson stated she will provide the Financial Statement to Board members. In response to the question Ms. MacPherson asked about action on the Line Item Transfer, Chair Drake said they should be submitted for approval at the October regular BOE meeting.

IX.C. Personnel Report

There were no questions for Manager of Human Resources Michele DiMauro.

IX.D. Transportation Report

There was discussion about assigned seating on certain grade buses. Mr. Langton explained that assigned seating on Keigwin buses is showing a reduction in conduct reports and proving successful. He said they are trying to better regulate students' bus rides and the school bus should be considered a mobile classroom. He added that the effort is to minimize distractions. He stated that the majority of problems are at the rear section of the school bus. There was discussion about bus driver interaction with problem students. Mr. Langton emphasized the goal that that classroom conduct should be the same on school buses. He responded to questions about PDES days, notifying parents in advance, and adding information to the district website. He said they are still working the situation.

X. SUPERINTENDENT'S REPORT

Dr. Conner gave an update on the opening of school sharing that he visited all eleven schools. He noted the great certified staff Convocation with Dr. Bill Daggett and the successful three-day administrator retreat. He said the district is off to a great start.

X.A. Connecticut School Finance 101 Presentation

Dr. Conner introduced Erika Haynes, Director of Community Engagement and Martha Deeds, Senior Policy Analyst at Connecticut School Finance Project who provided an overview of School Finance 101. Ms. Haynes shared the organization's history, goals, provided comparisons of Middletown to several other districts, funding sources based on learning needs of each student, equality vs. equity, challenges, Middletown demographics, per student spending, explained the Education Cost Sharing formula passed by the Connecticut General Assembly in 2017 for public schools, Alliance districts being held harmless.

There was a discussion. Dr. Conner noted that Middletown received \$114,750 in additional funding from the Connecticut State Department of Education for Temporary Emergency Impact Aid for Displaced students in the 2017 – 2018 school year. Board member Lisa Loomis suggested the Connecticut School Finance 101 presentation be shared with the Common Council.

Ms. Deeds presented Special Education information, noting that the State of Connecticut spends more than \$784.6 million annually on special education noting this is the amount the State reports to the Federal Government. Connecticut is one of only four states which does not separate funding for Special Education students. She spoke of local funding and minimum budget requirement amounts. Chair Drake stated that Middletown falls in the bottom 20%. Mr. King stated that Middletown has a very high percentage of non-taxable properties. Ms. Deed's shared Middletown's median household income which falls in the middle of peer towns and below similar towns, noting mill rates vary significantly.

Chair Drake called a brief recess at 8:37 PM for the Control Room can change DVDs. He called the meeting back to order at 8:53 PM.

Ms. Deeds said Connecticut is only one of four states without a system for funding Special Education for students. She said Connecticut public school districts have experienced wide changes in the area of Special Education spending over the past five years, noting Special Education costs are incredibly unpredictable at the district level due to the fact that students have a wide variety of needs. It is very difficult for school districts to predict their Special Education costs. Ms. Deeds shared DRG information and added that in-district expenditures account for 77% of all Special Education spending. She said our district will see wide swings in our Special Education budget line.

Ms. Haynes said she distributed information on their company and their website has community pages and they will put this presentation on their website. Ms. Haynes and Ms. Deeds responded to questions.

X.B. Summer School Report

Dr. Macri said teacher Chris Darby is the director of the Summer School Program at Middletown High School. Dr. Macri provided an overview. Mr. Darby shared that this was his 2nd summer in this role. He said it is a credit recovery program. He spoke of the percentage of students eligible versus students who actually took the courses. He said they experimented with teacher Sal Morello offering Physical Education as a course as part of the Summer School program. They also experimented with independent study which Mr. Morello oversaw. Discussions took place between himself, Guidance Head Ralph D'Amato and Mr. Marco Gaylord regarding expanding summer courses in the future. He stated the tuition was raised for out-of-town students and did not receive negative feedback, noting Middletown's classes are below Wethersfield and West Hartford. In the future, he would like to advertise the program earlier in the school

year through the Middletown High School Guidance Department for next summer. Mr. Darby responded to questions.

X.C. District News

Chair Drake welcomed everyone back for the new school year. He thanked BOE members for volunteering their time to attend the Board Retreat in late August in which the Board delved into the new Strategic Operating Plan.

XI. COMMITTEES

XI.A. Budget Committee

Budget Committee Chair Sean King provided an overview of last evening's meeting. There was a discussion about insurance and students who could not pay the \$30 for Chromebook insurance. Technician Damian Dontfraid responded to questions adding that his department is handling needs on a case-by-case basis to ensure students receive them.

XI.B. Curriculum Committee

Curriculum Committee Chair Lisa Loomis reported that the Curriculum Committee's first meeting will be on October 18, 2018.

XI.C. Facilities Committee

Committee Chair Deborah Cain reported the Facilities Committee will meet on September 19, 2018 at 5:30 PM.

XI.D. Policy Committee

Committee Chair Cheryl McClellan reported that the September 13th meeting is cancelled and review of several policies are underway by staff. The next Policy Committee will be in November.

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

ACES: Representative Chris Drake reported that the ACES will meet on Thursday.

Cultural Council: There was no report from Representative Anita Dempsey-White

TEMS: Cheryl McClellan, TEMS Representative, stated she has not be notified when TEMS next meeting will be held.

XI.F. Ad Hoc Expulsion Review Committee

Ms. Dempsey-White stated she will follow up.

XI.G. WWMS/Keigwin Building Committee

Building Committee Vice Chair Chris Drake reported that interviews will take place on Thursday of potential construction management firms. He stated that this morning he attended a meeting in Hartford at the Department of Administrative Services (DAS) which was also attended by Building Committee Chair Mary Bartolotta, Superintendent Dr. Conner, Director of Facilities John Cross, Ms. Forbes, Mayor Drew, Mayor's Chief of Staff Sara Mendillo, TSKP Architect representatives, with the DAS for a pre-preparation meeting to establish the roles and responsibility of DAS and the Middletown delegation for the new middle school. Mr. Drake said the next big milestone is the creation of a high-level schematic submitted by the architect firm, TSKP. Mr. Drake stated he will schedule a 20-minute presentation to the Board by our architect and introduce the new construction manager.

XII. ACTION ITEMS

XII.A. Middletown 2021: Keys to Innovation and Equity Strategic Plan Adoption

Dr. Conner said the Board had the opportunity unwrap the Strategic Plan at its Retreat on August 22nd. He hopes the Board will adopt this plan so the work for the next three years can move forward.

MOTION: Move to adopt Middletown 2021: Keys to Innovation and Equity Strategic Plan passed with a motion by Ms. Loomis and a second by Mr. Ford – unanimous vote

XII.B. Research Study by Kerry Maxwell in the SCSU Doctoral Program

Dr. Macri stated that Kerry Maxwell, an Ed.D. candidate in Educational Leadership at Southern Connecticut State University would like to conduct a quantitative, non-experimental study in the Middletown Public Schools to examine staff demographic correlation of the construct of academic optimism with a view of helping to inform the design of student-centered faculty development and educational practices. The project will examine the level of academic optimism among staff by gender, ethnicity, and years of experience. Dr. Macri said it will take approximately 5 – 10 minutes for each teacher to do the survey and she will share the results with the Board.

MOTION: Move to approve the Research Study by Kerry Maxwell in the SCSU Doctoral Program was made with a motion by Mr. Pulino and a second by Ms. Loomis.

Dr. Macri responded to questions.

VOTE: Approval of the Research Study stated above passed with a unanimous vote.

XII.C. Fort Hill Ag-Grid Virtual Net Meter Credit Project

Chair Drake called Michael Harris, City Energy Consultant forward who provided an overview of this project. He said the district will receive a financial savings from the project. Mr. Harris said the project will take food and farm waste and convert it to electricity at a location in northeastern Connecticut. If we participate we will receive electricity credits. It is an agreement to purchase those credits over a ten-year span. It provides the district the opportunity to purchase the credits at 17% below the value. He said the project will involve New Britain, the Middletown Water & Sewer Department, and the Middletown Public Schools. He anticipates a savings to the district of approximately \$20,000 a year for ten years resulting in a total of \$100,000 over the ten years. Mr. Harris said it is basically a financial transaction to purchase credits and receive the benefits. Mr. Harris responded to questions about trigger and operation dates, approximate six-month time frame until facility is up and running, and clauses to end the contract. Ms. McClellan said it sounds too good to be true. Mr. Harris responded that this is renewable energy which benefits municipalities and farms. The discussion continued. Mr. Harris stated that no matter what happens, the district's price will always be that much less and the savings will be written into the contract. Mr. Harris explained how the allocations will be made.

Mr. Pulino called the question.

MOTION: Move to approve proceeding with the Fort Hill Ag-Grid Virtual Net Meter Credit Project and authorize the Superintendent of Schools to execute the contract passed with a motion by Mr. King and a second by Mr. Pulino – unanimous vote.

MOTION: Move to reconvene in Executive Session at 9:40 PM passed with a motion by Mr. King and a second by Mr. Pulino passed with a unanimous vote.

MOTION: Move to return to Public Session at 10:31 PM passed with a motion by Ms. Rios and a second by Mr. Pulino.

XII.D. Action on Superintendent's Contract

MOTION: Move to authorize Board Chair Chris Drake to act on behalf of the Board of Education to execute the Superintendent's contract passed with a motion by Ms. Loomis and a second by Mr. King – unanimous vote.

XIII. FUTURE AGENDA ITEMS

XIII.A. New Items

There were none.

XIV. ADJOURNMENT

MOTION: Move to adjourn at 10:33 PM passed with a motion by Ms. Rios and a second by Ms. McClellan – unanimous vote.

Respectfully Submitted,

Marilyn S. Rios
Secretary

MSR/mp

1. Grant Awards

The following grants were confirmed for SY19

Grant Title	Funder	SY18	SY17
FRC Parent Liaison/Macdonough School	United Way/State Appropriation –Matt Lesser	\$2,220	\$2,340
21C Afterschool Keigwin/WW	CSDE	\$82,765	\$124,147
21C Afterschool Farm Hill	CSDE	\$100,000	\$70,000
Evenstart Family Literacy	CSDE	\$98,485	\$98,485
ASTE VoAg Operating	CSDE	\$306,710	\$118,712
Adult Education (Provider)	CSDE	\$1,209,616	\$1,198,999
Adult Education (CoOperative)	CSDE	\$8,078	\$7,859
School Readiness (Snow)	CSDE	\$270,000	\$270,000
School Readiness Coordinator	CSDE	\$90,000	\$90,000
Magnet Transport	CSDE	\$142,800	\$152,100
Displaced Students	CSDE	\$114,750	\$0
Support Services for Youth and Families	United Way/ Young Leaders	\$3,540.47	\$1,500
Macdonough/Mr. Ferrero	CT Association for the Gifted	\$1,097.30	\$0
Adult Education CoOperative	CSDE	\$475,982	\$475,982
VoAg/Pet Partners	FFA (Future Farmers of America)	\$3,000	\$3,000

Respectfully submitted,
Natalie Forbes, Director of Grant Services

POLICY 6146.2(a)

Instruction

Statewide Proficiency/Mastery Examinations

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.

POLICY 6146.2(b)

Instruction

Statewide Proficiency/Mastery Examinations (continued)

Legal Reference: Connecticut General Statutes
10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by PA 03-174 and PA 03-168) PA 13-207, Section 115 of PA 14-217, PA 15-238 and PA 17-14)
10-14o Compensatory education grant. Financial statement of expenditures.
10-14p Reports by local and regional boards re instructional improvement and student progress.
10-14q Exceptions. (As amended by PA 01-205)
10-223e State-wide education accountability plan.
PA 15-238 An Act Concerning Students Assessments
34 CFR, Part 200 Regulations appearing in Federal Register, 9/13/06.

Policy adopted: September 3, 1996
Policy revised: August 28, 2001
Policy revised: February 10, 2004
Policy revised: September 11, 2007
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

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**

Date of Request: **October 18, 2018**

Name of Club or Activity: **Senior Class Trip**

Trip To: **NYC**

Purpose: **Senior Class Trip**

Number of Students Participating: **150**

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

Dates of Trip: **From: October 18, 2018 To: October 18, 2018** # of school days missed: **1**

Names of Teachers and Chaperones:

1. Lauren Pszczolkowski	5. TBD
2. Beth Shapiro	6. TBD
3. Bonnie Gaboury	7. TBD
4. Bill Siebert	8. TBD

Number of Non-Chaperone Adults going on trip:

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

Are fund-raising activities planned: If so, describe: **Various fundraising is planned**

Amount of money raised through fundraisers:

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: **\$ 125** Cost per Teacher and/or Chaperone: **\$ 1200**

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

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

Name of teacher making request: **Lauren Pszczolkowski**  9/17/18

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

Approved by Principal: **Colleen Weiner** 

Authorized by Associate Superintendent: **Enya Mac** 

Superintendent Approval: _____ Date: _____

SENIOR CLASS of 2019 NARRATIVE:

The class of 2019 would like to continue and resurrect the tradition of the senior class trip. The senior class trip gives the students a unique time to come together as a class and bond and celebrate the past 4 years they have spent together. The senior class executive board has requested a day trip to NYC. The students will have the opportunity to spend some guided time in the city, and then will board a boat where they sail around the NYC harbor and enjoy dinner and dancing as a class.

The trip is scheduled to depart at 7 am from MHS on Thursday, October 18, 2018 and return the same day at approximately 10 pm. The chosen tour package includes round trip bus transportation, dinner and a DJ dance party and photobooth. The total cost is \$125 per student and is open to all eligible seniors.

Sincerely,

A handwritten signature in black ink, appearing to read "Lauren Pszczolkowski". The signature is written in a cursive style with a large initial "L" and "P".

Mrs. Lauren Pszczolkowski,
Senior Class Advisor

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: Lawrence Elementary School

Date of Request: September 12, 2018

Name of Club or Activity: Grade 5

Trip To: Sturbridge Village, Sturbridge, MA

Purpose: for students to experience and understand the life of early colonists in New England

Number of Students Participating: 42

Number of students eligible to go on the field trip: 42

Dates of Trip: From: Nov. 1, 2018 To: Nov. 1, 2018 # of school days missed: 1

Names of Teachers and Chaperones:

1. Nancy Santostefano (Classroom Teacher)	5.
2. Delores Ford (Classroom Teacher)	6.
3. Joanne Lombardi (Paraprofessional)	7.
4. Parent Chaperones (to be determined after BOE decision)	8.

Number of Non-Chaperone Adults going on trip: 0

Transportation: Bus Van Train Plane Car Other

Are fund-raising activities planned: no If so, describe:

Amount of money raised through fundraisers: N/A

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students: N/A

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

Cost per Nurse: \$ Cost per Paraprofessional: \$
(if necessary) (if necessary)

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

- a.
- b.
- c.
- d. Other

Name of teacher making request: Nancy Santostefano

Approved by Department Head at secondary level: N/A

Approved by Principal: Jim Gaudreau



9/14/18

Authorized by Associate Superintendent:



Superintendent Approval: _____

Date: _____

Narrative justifying this field trip to the school curriculum and/or mission statement:

Middletown Curriculum:

Social Studies Unit 1: The First Americans

Objective 3: Students will learn about civilizations developed in the Americas.

Assessment: Performance Task focus is on New England Colonies and the different points of view of on colonization

Unit 2: Colonies

Objective 1: students will learn about the early New England colonies

Objective 5: students will identify home and village activities

Lawrence School Mission Statements:

The trip to Sturbridge Village supports 2 of our 6 mission statements from Lawrence School.

1. We engage learners by purposefully planning lessons that encourage inquiry and critical thinking, value student interest, and promote collaboration and discourse.
2. We value a comprehensive arts and physical education program that enhances the core curriculum and allows students to explore, experience, and appreciate world cultures, while encouraging creativity, curiosity, and healthy movement.

By participating in the field trip, students will be able to explore and delve deeply into how a community lived and survived at Sturbridge Village. The goal is for them to gain an appreciation for how others lived and to spark interest in them and a desire to have discourse over how the community functioned. Learning about the past can have a positive impact on the present and future, as students learn about the challenges and difficulties the community encountered.

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 TRIPPLICATE (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: **September 20, 2018**
 Name of Club or Activity: **AP History United States**
 Trip To: **New York Statue of Liberty, Ellis Island, Times Square** Purpose: **AP History Enrichment**
 Number of Students Participating: **Approximately 70**
 Number of students eligible to go on the field trip: **75**
 Dates of Trip: From: **12/6/18** To: **12/6/18** # of school days missed: **1**

Names of Teachers and Chaperones:

1. Bill Siebert	5.
2. Sophie Cestari	6.
3. Kathleen Polaske	7.
4. Kim Lane	8.

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

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

Are fund-raising activities planned: **N/A** If so, describe:

Amount of money raised through fundraisers: **N/A**

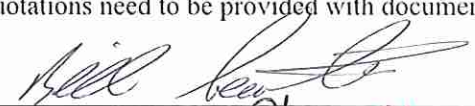
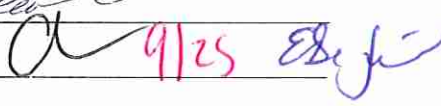
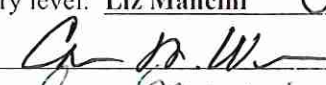
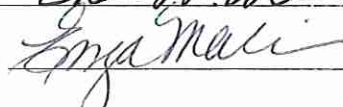
Lodging: **N/A** Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: \$ **Approx. \$40** Cost per Teacher and/or Chaperone: \$ **Free at National Park**

Cost per Nurse: \$ Cost per Paraprofessional: \$
(if necessary) (if necessary)

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

Name of teacher making request: **Bill Siebert** 
 Approved by Department Head at secondary level: **Liz Mancini**  **9/25**
 Approved by Principal: **Colleen Weiner** 
 Authorized by Associate Superintendent: 
 Superintendent Approval: _____ Date: _____

AP United States History

December 6, 2018. Trip to Statue of Liberty, Ellis Island Museum of Immigration, and walking tour of Times Square to Rockefeller Center/Central Park.

The purpose of this field trip is to examine the interconnections of democracy, industrialization, immigration, and urbanization that occurred in America in the late 19th early 20th century. Students will depart Battery Park just like immigrants 100 years ago; they will walk around the Statue of Liberty. From there, they will visit the National Museum of Immigration at Ellis Island to experience and examine the impact immigration has on the United States. Lastly, we will be dropped off at Times Square to see the result of America's industrialization and urbanization. This trip coincides with the College Board's Advanced Placement United States History recommended unit on Industrialization, Immigration, and Urbanization. Also, it ties in with Connecticut State guidelines analyzing migration, urbanization, and visiting a museum.

Thank you
Bill Siebert

**Middletown High School
BlueTube Television Club
Field Trip Request**

Middletown High School's BlueTube Television Club would like to attend the Student Television Network's 2019 Convention in Seattle Washington.

The convention dates are March 25- 30 2019. For five days the students will work with and attend seminars and exhibits with professionals from the television and film industry, participate in contests and have the opportunity to meet peers from across the country. Exhibitors include various colleges and universities, equipment professionals as well as professionals from the film and TV industry.

In the past 9 years BlueTube has been extremely successful at the STN convention, we placed 3rd in the Sweet 16 Film Competition and Placed First in the Hurley Surf Commercial Contest as well as an honorable mention in the Sitcom contest. Most importantly, students bring back an invaluable learning experience and a real world experience.

BlueTube is affiliated with the Student Television Network, which provides educational components of broadcast journalism, video production, filmmaking and media convergence. This organization works with students, teachers and professionals in the industry on both the middle school and high school level. Through this organization students are given varied opportunities for training, interaction, competition and critiques from qualified experts.

Students have been selected through a selection process, which included academic achievement, grade level, and participation in Advanced TV/Video Class, Morning News and Club. Chaperone's include Lauren Pszczolkowski, MHS TV/Video Teacher and BlueTube Advisor and husband, Heath St. Peter.

One of BlueTube's main focus is fundraising, so all students have the same opportunity to attend the trip if they wish. The students work very hard on fundraising and have several fundraisers planned such as selling daily morning news "shout-outs", commercial spots to local businesses, BlueTube mugs, student designed BlueTube t-shirts, pasta, car washes, restaurant nights, kettle korn sales, candle sales and so on.

Students are also invited to apply for a scholarship through STN and 3 past students from MHS have received this scholarship! The price per student is estimated to be about \$1,200.00 minus fundraising that includes Flight, Shuttle Service, Hotel, Contest Registration and Participation.

The students left in the classroom will continue to work on their regularly scheduled class work, and will not be hindered by the lack of Ms. Pszczolkowski's presence. All class periods will continue their education in the television/film field.

Middletown Board of Education
BOE Transfer of Funds

Date Range: 01-Jul-2018 to 04-Oct-2018 For FY 2019

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 36447 Date: 26-Jul-2018						
From 1010-063-2210-305-54300-00000	MHS: AGRIC*MAINT: REPLACEMT	7,850.00		7,850.00	1,070.00	
To 1010-063-2210-305-55010-00000	MHS: AGRIC*PURCH SVCS Veterinary Bills for animals, reptiles and amphibians for wellness care and emergency services.	1,930.00		1,930.00		1,070.00
Journal#: 36497 Date: 13-Sep-2018						
From 1010-950-2510-000-57300-00000	ACCT/BUDGET: NEW EQUIP	500.00		500.00	500.00	
From 1010-950-2510-000-56120-00000	ACCT/BUDGET: ADMIN SUPPL	3,500.00		3,500.00	76.00	
To 1010-950-2500-000-54440-00000	CENTRAL SVCS: RENTALS To pay for the quarterly Mail Machine Postage meter rental. Only 1 quarter was budgeted.	288.00		288.00		576.00
Journal#: 36498 Date: 14-Sep-2018						
From 1010-960-2320-000-55800-00000	EXEC ADMIN: TRAVEL/CONF	9,000.00		9,000.00	5,000.00	
From 1010-960-2575-000-52300-00000	EMPL BENEFITS: RETIREMENT CONTRIB	36,000.00		36,000.00	10,000.00	
To 1010-960-2320-000-58903-00000	EXEC ADMIN: PROF DEV IMPROVE To reappropriate funding To cover expenses for Harvard University Business Analytics Program as approved by the Board of Education.	20,000.00		20,000.00		15,000.00
Journal#: 36516 Date: 19-Sep-2018						
From 1010-100-2210-310-56410-00000	CURR: BUSINESS*TEXTBOOKS	5,875.00		5,875.00	3,775.00	
To 1010-100-2210-000-55800-00000	CURR: TRAVEL/CONF [ALL SCHL] to cover travel costs for Int'l Baccalaureate & DECA conference	17,150.00		17,150.00		3,775.00
Journal#: 36536 Date: 02-Oct-2018						
From 1010-062-2220-440-56420-00000	MHS: LIBR/MEDIA*LIBR MATLS	11,000.00		11,000.00	1,500.00	
To 1010-062-2220-440-55800-00000	MHS: LIBR/MEDIA*TRAVEL/CONFERENCES					1,500.00
From 1010-062-1000-190-56110-00000	MHS: SOC SCIENCE*INSTR SUPPL	3,500.00		3,500.00	1,500.00	
To 1010-062-1000-190-55800-00000	MHS: SOC SCI*TRAVEL/CONFERENCES In order to participate in ASCD (Association for Supervision and Curriculum Development) Equity conferences.					1,500.00
Journal#: 36540 Date: 02-Oct-2018						
From 1010-062-2410-000-55010-00000	MHS: PURCH SVCS	26,500.00		26,500.00	16,500.00	
To 1010-100-2210-000-51109-00000	CURR: CERTIFIED*CURR WRITING					16,500.00

Date Range: 01-Jul-2018 to 04-Oct-2018 For FY 2019

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
	To transfer funding for curriculum writing.					
Total Transfer for Central Office					39,921.00	39,921.00

Journal#: 36532 Date: 02-Oct-2018

From 1010-062-2410-000-53251-00000	MHS: STUDENT ACTIVITIES	6,500.00		6,500.00	1,400.00	
To 1010-062-2410-000-53240-00000	MHS: FIELD TRIPS For transportation for Humanities class and field trips throughout the year.					1,400.00

Journal#: 36533 Date: 02-Oct-2018

From 1010-062-1000-180-53220-00000	MHS: PHYS ED*IN SVC-PROF MTG/DEV	500.00		500.00	500.00	
To 1010-062-1000-180-53240-00000	MHS: PHYS ED*FIELD TRIPS For students to participate in a conference at UCONN.					500.00

Journal#: 36534 Date: 02-Oct-2018

From 1010-062-2410-000-56410-00000	MHS: TEXTBOOKS	9,682.00		9,682.00	2,500.00	
To 1010-062-1000-170-56410-00000	MHS: NAT/PHYS SCIENCE*TEXTBOOKS To purchase AP Chem textbooks.					2,500.00

Journal#: 36535 Date: 02-Oct-2018

From 1010-062-2410-000-56500-00000	MHS: SUPPL*TECH REL	7,500.00		7,500.00	4,300.00	
To 1010-062-1000-170-56500-00000	MHS: NAT/PHYS SCIENCE*SUPPL*TECH RELATED To purchase Chromebooks for the dept. when students forget theirs.					4,300.00

Total Transfer for MHS 8,700.00 8,700.00

Journal#: 36444 Date: 24-Jul-2018

From 1010-110-3000-910-55100-00000	ATHLETICS: PUPIL TRANSP	93,559.00		93,559.00	1,000.00	
To 1010-110-3000-910-53300-00000	ATHLETICS: PURCH PROF SVCS: TECH To cover Athletic Trainer Contract.	23,000.00		23,000.00		1,000.00

Total Transfer for Student Activities/Athletics 1,000.00 1,000.00

Middletown Board of Education
BOE Transfer of Funds

Date Range: 01-Jul-2018 to 04-Oct-2018 For FY 2019

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 36531 Date: 01-Oct-2018						
From 1010-054-1000-190-56900-00000	WWMS: SOC SCIENCE*SUPPL*OTHER	2,025.00		2,025.00	130.00	
To 1010-054-1000-190-53220-00000	WWMS: SOC SCIENCE*IN - PROF MTGS/DEVELOP					130.00
	Transfer funds to inservice line item so teacher can attend conference.					
				Total Transfer for WWMS		
						130.00 130.00
				*** Grand Total To Transfer		49,751.00 49,751.00



Middletown Public Schools
Facilities Department Report

October 2018

Prepared by John R. Cross

Personnel

- Building Superintendent Position at Moody will be posted, Temporary super in place.
- Job description for utility worker being revised.
- Final selections made for night custodian position at MHS (temp in place)
- Temporary accounts clerk in place, posting to be issued.

Projects

- Carpet replacement at selected classrooms will be scheduled for Christmas break.
- Fire alarm panel system repairs completed at MHS and Bielefield.
- General roofing repairs commencing prior to winter.

General Facilities Items

- Winter heating systems being prepared for season..
- New security bollard installation will be commencing at several schools.
- 3 year AHERA plan completed.
- AHERA LEA training completed.
- WWMS Project commissioning Agent RFP being advertised.
- WWMS CM selected O&G Industries.

PERSONNEL ACTION:

Leave(s) of Absence:

Faulkenberry, Samuel, Technology Teacher at Middletown High School employed in Middletown since September 2011, has requested a paternity leave of absence for three (3) weeks. The effective date is January 28, 2019.

Appointment(s):

None.

STATUS OF CERTIFIED EMPLOYMENT:

Resignation(s)/Retirement(s):

Doyle, Kevin M. Physics Teacher at Middletown High School employed in Middletown since August 2018, has submitted his resignation for the purpose of personal reasons effective October 5, 2018.

Ortiz, Roberto, Assistant Principal at Keigwin Middle School employed in Middletown since August 2014, has submitted his resignation for the purpose of personal reasons effective September 14, 2018.

Taroli, Kristen M., Special Education Teacher for the District (assigned to Snow Elementary School) employed in Middletown since August 2010, has submitted his resignation for the purpose of personal reasons effective October 26, 2018.

Vacancies for 2018-19 School Year

- Assistant Principal – Middletown High School
- Assistant Principal – Keigwin Middle School (currently Interim in place)
- Grades 6-12 English Language Arts Instructional Specialist/Coach – one-year position
- Pre School Teacher (.5 FTE) – one-year position

Middletown Public Schools
PARAPROFESSIONALS LEAVE OF ABSENCES/NEW HIRES/RESIGNATIONS/RETIREMENTS
Personnel Action – October 9, 2018

NEW HIRES:

	<u>Name</u>	<u>Start date</u>	<u>Position</u>	<u>Location</u>
1.	Katuzney, Heather	08/31/2018	Paraprofessional	Farm Hill Elementary School
2.	Fraulino, Elizabeth	09/06/2018	Paraprofessional	Woodrow Wilson Middle School
3.	Muzik, Christine	09/10/2018	Paraprofessional	Middletown High School
4.	Crane, Kaitlin	09/25/2018	Paraprofessional	Wesley Elementary School
5.	Alawatta, Amali	10/01/2018	Paraprofessional	Snow Pre-K School
6.	Rogalski, Melissa	10/01/2018	Paraprofessional	Lawrence Elementary School

Leave(s) of Absence:

None.

RESIGNATIONS:

	<u>Name</u>	<u>Date</u>	<u>Position</u>	<u>Location</u>
1.	McIntosh, Jenille	07/13/2018	Paraprofessional	Woodrow Wilson Middle School
2.	Amburgey, Stacy	09/07/2018	Paraprofessional	Snow Elementary School

Vacancies for the 2018-19 school year:

- Paraprofessional – Middletown High School
- Paraprofessional – Snow Elementary School
- Paraprofessional – Woodrow Wilson Middle School
- Behavior Technician – 3 vacancies

MIDDLETOWN BOARD OF EDUCATION
BUDGET COMMITTEE
Minutes
Monday, September 10, 2018, 5:30 PM
Dr. Alfred B. Tychsen Administration Building

BOE Members Present: Sean King (Chair), Lisa Loomis, Deborah Cain

Also Present: Dr. Conner, Dr. Macri, Lynda MacPherson, Marco Gaylord, Janet Calabro, Michelle DiMauro, Kathy Bengston, Damian Dontfraid, Vincent Loffredo, Community Member, Patricia Alston, Community Member,

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

1. Minutes June 11, 2018 Meeting

Minutes of the June 11, 2018 were approved. Moved by Lisa Loomis, Second by Sean King

2. Finance Report

A discussion was held regarding the final carryover balance from 2017-2018. Ms. MacPherson presented a final Expenditure Summary showing the final carryover amount of \$553,033.55. Further discussion was held regarding the use of an additional \$300,000 carryover from 2016-2017, which was used to offset a reduction in the general fund budget appropriation for 2018-2019, specifically related to SPED tuition costs. Specific appropriations for the \$553,033.55 carryover funds will be presented to the full BOE for approval.

3. Food Services Report

Ms. Calabro presented the final financial statement from the Cafe Funds account, which resulted in a deficit of \$90,209.74. A further extensive discussion was held regarding whether and how to “fund” this deficit and other historical deficit balances identified in a management letter issued to the city, as all expenses have actually been paid, and the deficit represents more of an accounting deficit rather than an actual budget shortfall. Additional suggestions were made to build a cafe deficit into the Board’s general fund appropriation request for future years. At the end of the discussion this issued was tabled for a future meeting.

4. Line Item Transfers

Ms. MacPherson presented two line item transfers for the Board’s approval on Tuesday. There was a discussion regarding the transfer of \$1000 to cover the cost of an athletic trainer contract. Mr. Gaylord and Dr. Macri explained that the contract is with a local organization that provides personal training services, typically the same trainer, to the athletic programs at the high school. The contract has been in place for many years without any increases in the costs for approximately eight years. It was procured in accordance with Board policy, and the increase largely reflects the addition of varsity sports programs, including lacrosse.

5. Ag-Grid Virtual Net Meter Credit Project

The contract for the Virtual Net Meter Credit Project, which was originally presented by Mike Harris at an earlier Budget Committee meeting, was reviewed. A brief discussion was held regarding the terms of the contract and a few questions were identified to be addressed with Mr. Harris at the next BOE meeting prior to approval.

6. Life Insurance RFP

Ms. DiMauro presented information regarding the process for procuring life insurance for district employees. The Board was invited by the city to share in the \$5000 cost (\$2500 each) for retaining a broker/consultant and participating with a coalition of other cities to place the term life insurance coverage as part of a larger risk pool. Ms. DiMauro explained that the cost was necessary to access the rates available to the coalition, which were expected to reduce the overall cost to the district for purchasing life insurance coverage for employees.

7. Chromebook Insurance

Ms. Bengston and Mr. Dontfraid presented information regarding the Board's policy's regarding the purchase of insurance for the Chromebooks issued to students in the middle and high schools. Further discussion was held regarding recent community feedback regarding the \$30 cost to families to insure the Chromebooks. It was clarified that the Chromebooks are not actually insured by a policy, but rather are self-insured by the district from the \$30 payments made to the district by families that choose to protect the devices from damage or other loss. There was additional discussion regarding how the district deals with families that cannot reasonably afford to pay the \$30 cost to protect the devices. Dr. Macri explained that no child who wants access to the devices will be denied due to inability to afford. However, improvement in communication to families on that point could be made, as the form that students must turn in to get the device gives an impression that no options are available to low-income families, aside from assuming the risk (up to \$500) if the device is lost or damaged. Administration will look into revising the regulation in order to make it more clear and improve communication to families through the schools to ensure that students understand that they will have access to the devices regardless of need.

8. Other

Mr. Loffredo inquired about the teacher and administrator contract negotiations and whether the Common Council had been notified of the negotiation timelines. Dr. Conner confirmed that the notice had been delivered to the Common Council

The meeting adjourned at 7:30 PM.

Respectfully submitted,

Sean King

Budget Committee Chair

MIDDLETOWN BOARD OF EDUCATION
BUDGET COMMITTEE
Minutes
Monday, October 1, 2018, 5:30 PM
Dr. Alfred B. Tychsen Administration Building

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

Also Present: Dr. Macri, Marco Gaylord, Janet Calabro, Amy Clarke, Christine Bourne, Vincent Loffredo, Community Member, Ed McKeon, Community Member,

The meeting was called to order at 5:46 PM.

1. Minutes September 10, 2018 Meeting

Minutes of the September 10, 2018 were approved. Moved by Lisa Loomis, Second by Sean King

2. Finance Report

This item was passed as no Finance Report was made available to the committee.

3. Food Services Report

Ms. Calabro reported that the final delinquent fund balance for 2017-18 was \$23,729, and the district received a donation of approximately \$1300 from a fundraising, leaving the final balance at \$22,429. She further reported that the transition from the MyPaymentsPlus to the new web interface has been successful, and families have been able to set up accounts and access their balances that were carried over from last year. She further presented a budget for hiring three new part-time cafeteria personnel to assist with an increase in the number of meals being served in the schools, which is likely due to the increase in the number of schools participating in the CEP program. One new staff member each will be placed at Snow, Spencer and Keigwin to work approximately 3 hours/day. The positions are permanent part-time 466 positions, which will further alleviate the need to continue hiring substitute staff members to fill the need. There was additional discussion regarding decreased meals being served at Macdonough, which is likely due to lower enrollment. There was additional discussion regarding the budget presented. Ms. Calabro stated that the cost of the additional employees would be offset by the additional reimbursements per meal that we will receive from the CEP program. She further stated that she will forward to the committee information regarding the additional food and supply costs for preparing the extra meals in order to provide a more complete picture of the financial impacts of the new positions.

4. Line Item Transfers

Several line item transfers were presented, including two that were discussed at the last committee meeting, but not acted upon by the Board at its last meeting. A brief discussion was held to explain Journal #36498 to address the changes in the Superintendent's contract. Further discussion was held regarding Journal #36516 to explain the travel expenses for five administrative staff members to attend an IB conference in Florida in order to further the strategic planning goal of establishing an IB school within the district. The transfer is also necessary to pay for food and lodging costs for staff to attend the annual DECA conference.

5. Discussion of New Cafeteria Positions

This item was discussed under agenda item 3 - Food Services Report

6. Other

There were no other items raised for discussion.

The meeting adjourned at 6:25 PM.

Respectfully submitted,

Sean King

Budget Committee Chair

Middletown Public Schools -Board of Education
Facilities Committee Meeting Minutes

Held at the Middletown High School Library on September 19, 2018

The meeting was called to order at 5:36 PM.

Present:

John Cross, Michael Conner, Sean King, Michael Harris
Cheryl McClellan, Marco Gaylord, David Bauer, Vinnie Loffredo
and Elisha DeJesus and John Giuliano as guests

I. Introduction - Deborah Cain absent, Cheryl McClellan ran meeting

II. Review of May 16, 2018 & June 19, 2018 Meeting Minutes

David Bauer and Cheryl McClellan accepted both May & June minutes.

III. Trades Issues Within the District

The tradespersons were busy during the summer but here were no major issues except the cyber-attack that was in the school district.

IV. Alliance Grant Expenditure Update

John Cross state that there is still a small amount of paving to be done at the Keigwin Middle School which should be completed by the end of September.

A consultant has been hired in regards to the Macdonough and Moody oil tank projects.

The loop alignment at the Middletown High School was about \$250k and about \$2M worth of work was done during the seven-week period this summer.

V. Future Woodrow Wilson Middle School Update

The necessary paperwork has been submitted. The plan will be to have a partial demolition the 2019 summer then build the main building in 2020 for a completion and opening day for fall of 2021.

VI. Five Year Facilities Plan for Air-Conditioners

This is part of the five-year Facilities Plan.

VII. Status of Underground Tanks at Macdonough and Moody Schools

An alignment will need to be set up for future scheduled work on these.

VIII. Possible Staffing Additions (D. Cain)

Deborah was absent from this meeting and unable to discuss which we will add to next month's agenda.

John Cross has hired an additional Carpenter and hoping to fill a Grounds position that is currently vacant. He also is in the process of obtaining a Maintenance Worker II/Utility Worker as well as an Accounting Clerk due to the current one transferring to Public Works.

IX. Money Saving Opportunity with Virtual Net Metering (M. Harris)

Michael Harris stated that the Board of Education has approved the contract for the Anaerobic Digester/Virtual Net Metering project the General Council has approved but needs proof of insurance. The project is for ten years earning \$400,000 in savings. A second project will bring us close to the \$1M savings mark over ten years. Savings accrue because we purchase the credits at a 17% discount then receive an Eversource credit on our bill at full value.

New item: We received a \$40,000 credit for the fuel cell which was applied to our bill fixing the overproduction penalty we paid in 2017. Also, we should try to use the signal from the fuel this winter for heating which is all set up for use.

X. Moody School Solar Repair Status

The inverter was repaired and the solar system is back on line as so is the monitoring.

XI. Teacher Facilities Order Communication Improvement

A meeting was held with the consultant to work with the Committee along with NESC and will go through the process to work along with the five-year plan that is already in progress. They are also looking into different technologies that could be included in the plan as well as updating the work order system and replacing punching time cards with the automation type. All goals are inter-related with the other departments.

XII. Plan to Alleviate Vandalism in Boys Locker Room

Discussion was had how to avoid vandalism as much as possible with supervision.

XIII. Miscellaneous

(continued)

- Page 3 -

Middletown has adopted the plan which is an understudy with Goal 2. The goal started in April 2018 with the Exploratory and two goals from NESC. The plan was reviewed and revised along with the past Facilities plan and blended both to address the needs of the district hoping to present it in spring of 2019 and hopefully would take effect in fall of 2019.

The meeting adjourned at 7:00 PM and was accepted by Michael Conner and seconded by Michael Harris.

The next meeting will be on October 17, 2018 @ 5:30 PM at the Board of Education. Conference Room "A".

Respectfully,

Leslie A. Spatola

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

EXECUTIVE SUMMARY
ALLIANCE DISTRICTS' SCHOOL BUILDING GRANT

Middletown's 2017-18 Alliance Districts' School Building Grant was awarded in the amount of \$1,080,000 representing 31 individual projects encompassing all schools. Of the 31 projects, 30 were complete with a total cost equal to the award of \$1,080,000. Project #29 (see below) was cancelled due to the exhaustion of grant funds necessitated by the prioritization of Project #21 (see below). All revision requests were submitted to the state as required.

The BOE is requested to Accept as Complete the remaining 8 projects below, which in addition to the 22 projects Accepted as Complete at its September 11, 2018 meeting for a total of \$370,807.13, concludes the 2017-18 Alliance School Building Project. Certified minutes from this meeting and the September meeting will accompany the close out paperwork.

Thanks to Mr. Cross, Facilities Director and his team, Tara Connelly, Grants Clerk, and the Business Office staff for their support in closing out the project.

The remaining projects have been completed:

28. Replace POS System (MHS)	\$54,008.05
21. Replace Sidewalks and Paving (Snow School)	\$364,672.25
8. Walk in Freezer (Wesley School)	\$40,091.00
9. Walk in Freezer (Farm Hill School)	\$42,649.00
10. Walk in Freezer (Spencer School)	\$38,401.00
7. BMS to EMS (Moody School)	127,550.00
30. Repave loading Dock/Fire Road/Dumpster Pad (Wesley School)	\$3,960.00
22. Repave loading Dock/Fire Road/Dumpster Pad (Keigwin Middle School)	\$37,861.57

This project was cancelled

29. Repave loading Dock/Fire Road/Playground Access (Lawrence School)	\$0.00
---	--------

TOTAL COST: **\$709,192.87**

SUBMITTED BY NATALIE FORBES, DIRECTOR OF GRANT SERVICES

ED-099 Revision 1/18
 7 CFR Part 210
 7 CFR Part 215
 7 CFR Part 220
 7 CFR Part 225
 7 CFR Part 226
 7 CFR Part 245
 7 CFR Part 250

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

AGREEMENT FOR CHILD NUTRITION PROGRAMS

08300

Child Nutrition Program Sponsor Agreement Number

Middletown Public Schools

Sponsor Name (Town, City, Board of Education, School, Organization, or Corporation)

311 Hunting Hill Avenue, Middletown, CT 06457

Street Address, City, State, Zip Code

For State Use Only	
Type of Agency	
<input checked="" type="checkbox"/>	Education Institution
<input type="checkbox"/>	Government Agency
<input type="checkbox"/>	For-profit Organization
<input type="checkbox"/>	Indian Tribe
<input type="checkbox"/>	Military Installation
<input type="checkbox"/>	Private Nonprofit Organization
<input type="checkbox"/>	Other:

This Permanent Single Agreement (Agreement) represents the United States Department of Agriculture's (USDA) requirement for state agencies to provide each school food authority (SFA) with a single Agreement when a state agency administers any combination of the USDA Child Nutrition Programs (CNPs). This Agreement replaces all previous Agreements with the Connecticut State Department of Education (CSDE) for each CNP indicated on page 2.

This Agreement shall be effective commencing on the approval date indicated on page 2 and remain in effect unless terminated as provided herein.

By signing this Agreement (page 15), the sponsor agrees to comply with the requirements for any CNP in which it is approved to participate.

The sponsor must comply with all requirements included in documents submitted as part of each CNP application, in addition to the requirements of this Agreement.

This is not an application to participate in a CNP.

ED-099 Agreement for Child Nutrition Programs

PROGRAM PARTICIPATION

Check all CNPs that apply.

School Nutrition Programs (SNP)

Type of Organization Entity (Check One):

- Public School Charter School Residential Child Care Institution
 Private School Camp Other: _____

For State Use Only		
CNP	Date Approved	Signature
<input checked="" type="checkbox"/> National School Lunch Program (NSLP)		
<input checked="" type="checkbox"/> School Breakfast Program (SBP)		
<input type="checkbox"/> Afterschool Snack Program (ASP)		
<input type="checkbox"/> Special Milk Program (SMP)		
<input type="checkbox"/> Seamless Summer Option (SSO)		

Child and Adult Care Food Program (CACFP)

Agreement Type (Check One):

- Independent Center Sponsor of Affiliated Sites
 Sponsor of Unaffiliated Sites Sponsor of Affiliated and Unaffiliated Sites

For State Use Only		
CNP	Date Approved	Signature
<input type="checkbox"/> Adult Day Care (ADC)		
<input type="checkbox"/> Child Care Center (CCC)		
<input type="checkbox"/> Day Care Homes (DCH)		

Summer Food Service Program (SFSP)

SFSP Code (Check One):

- School Food Authority National Youth Sports Program Residential Camp
 Private Nonprofit Unit of Government Non-residential Summer Camp

For State Use Only		
CNP	Date Approved	Signature
<input type="checkbox"/> Summer Food Service Program (SFSP)		

Food Distribution Program (FDP)

For State Use Only			
CNP	Date Approved	Signature	WBSCM * Business Partner ID
<input checked="" type="checkbox"/> Food Distribution Program (FDP)			4003057
* Web-based Supply Chain Management			

ED-099 Agreement for Child Nutrition Programs

DEFINITIONS

Child Nutrition Programs (CNP): Federally funded nutrition programs administered by the USDA according to the National School Lunch Act, as amended (60 Stat. 230, 42-USC 1751), and the Child Nutrition Act of 1966, as amended (80 Stat. 885, 42-USC 1771) and subject to all present and subsequent regulations issued pursuant to said statutes. Specifically, for the purpose of this Agreement, Child Nutrition Programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Afterschool Snack Program (ASP), Seamless Summer Option (SSO) of the NSLP, Food Distribution Program (FDP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP), herein referred to as CNPs.

Federal Assistance: Any funding, property, or aid that is provided to a state agency, sponsor, SFA, institution, or recipient agency for the purpose of providing CNP benefits or services to eligible participants.

Institution: A sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, emergency shelter, or adult day care center that enters into an Agreement with the state agency to assume final administrative and financial responsibility for CNP operations as defined in 7 CFR Part 226.

Recipient Agency (RA): Agencies or organizations that receive donated foods under 7 CFR Part 250, Food Distribution Program.

School: An educational unit as defined in 7 CFR parts 210, 215 and 220.

School Food Authority (SFA): The legal governing body that is responsible for the administration of one or more schools; and has the legal authority to enter into an Agreement with the state agency to operate CNPs.

Sponsor: A public, private nonprofit, or for-profit organization that is approved to operate a CNP as defined in 7 CFR parts 210, 215, 220, 225, 226, 240, and 250. The SFA, recipient agency, institution, or organization that is party to this contract.

State Agency: The state educational agency approved by the USDA to administer CNPs within the state as defined in 7 CFR Part 210, 215, 220, 225, 226, 240, and 250. For the purposes of this Agreement, the state agency is the CSDE.

Hereinafter, the institution, recipient agency, or SFA shall be referred to as Sponsor.

RESPONSIBILITIES

The CSDE agrees to reimburse or make advance payments in such amounts as are authorized by federal regulations to the Sponsor in connection with the CNP providing milk, breakfasts, lunches, suppers, or supplemental food to those eligible in accordance with any of the following regulations that are applicable to the chosen CNPs: National School Lunch Program Regulations (7 CFR Part 210), Special Milk Program Regulations (7 CFR Part 215), School Breakfast Program Regulations (7 CFR Part 220), Summer Food Service Program Regulations (7 CFR Part 225), Child and Adult Care Food Program Regulations (7 CFR Part 226), Determining Eligibility for Free and Reduced-price Meals and Free Milk in Schools (7 CFR Part 245), and Food Distribution Program Regulations (7 CFR Part 250), any amendments thereto. The CSDE shall reimburse or make advance payments to the Sponsor conditional

ED-099 Agreement for Child Nutrition Programs

upon the receipt of federal funding for the purposes described above, and the continuing eligibility of the Sponsor for the federal funds. The CSDE agrees to make payments, where applicable, in accordance with 7 CFR Part 240 (Cash in Lieu of Donated Foods), and any amendments thereto, and/or to donate foods to the Sponsor in accordance with 7 CFR Part 250 (FDP).

The Sponsor agrees to accept federal funds and/or donated foods for the operation of CNPs as agreed to herein in accordance with all applicable CNP regulations and any amendments thereto, and to comply with all the provisions thereof, and with all Connecticut statutes, administrative rules, policy manuals, memoranda, guidance, and instructions and any instruction or procedures issued by the USDA or the CSDE in connection therewith. The Sponsor further agrees to administer CNPs funded under this Agreement in accordance with provisions of 2 CFR Part 200 with further clarification issued in 2 CFR Parts 400, 415, 416, et al. (79 FR 75981), as applicable.

This Agreement shall be effective commencing on the date specified on page 2 by the individual CSDE program manager's approval and remain in effect unless terminated as provided herein. The Sponsor shall notify the CSDE whenever significant changes occur in their CNP operations.

The CSDE may terminate the Sponsor's participation in any CNP covered in this Agreement in accordance with the grant close-out procedures found in 2 CFR Parts 200.343, as applicable. If the CSDE terminates the Sponsor's participation in any CNP, the CSDE's action may also result in the termination of the Sponsor's participation in all CNPs.

Either party hereto may, by giving at least 30 days' written notice for NSLP, SBP, SMP, ASP, SFSP, and CACFP, terminate this Agreement. Upon termination or expiration of this Agreement, as provided herein, the CSDE shall make no further disbursement of funds paid to the Sponsor in accordance with this Agreement, except to reimburse the eligible Sponsor in connection with breakfasts, lunches, suppers, snacks, or milk served on or prior to the termination or expiration date of this Agreement. The obligations of the CSDE under the above-cited regulations shall continue until the requirements thereof have been fully performed.

Either party hereto may, by giving at least 60 days' written notice for FDP, terminate this Agreement. Upon receipt of evidence that the terms and conditions of the agreement have not been fully complied with by the RA, the FDP may terminate this agreement immediately by notice in writing to the RA. Subject to such notice of termination or cancellation, the RA agrees to comply with the instruction of the FDP either to distribute or re-donate all remaining inventories of USDA Foods in accordance with the provision of this agreement.

No termination or expiration of this Agreement shall affect the obligation of the Sponsor to maintain and retain records as specified herein and to make such records available for audit or investigation. Such records shall be retained for a period of three years after the date of the final claim for reimbursement in the fiscal year to which they pertain; unless audit or review findings have not been resolved, in which case the records shall be retained beyond the three-year period as long as required for resolution of the issues raised by the audit or review.

ED-099 Agreement for Child Nutrition Programs

USDA ASSURANCE OF CIVIL RIGHTS COMPLIANCE

The Sponsor hereby agrees that it will comply with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000);
- All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the CNP applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement; and
- the USDA nondiscrimination statement that in accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the CNP applicant by USDA. This includes any Federal agreement, arrangement or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the USDA FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

ED-099 Agreement for Child Nutrition Programs

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The Sponsor further agrees to comply with the anti-discrimination statutes of the State of Connecticut. Connecticut General Statutes 4a-60 and 4a-60a as amended mandates that the Sponsor agrees and warrants that in the performance of this contract that he/or she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, municipal public works contract or contract for a quasi-public agency project, the contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency project. The contractor further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56. For the purpose of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n.

This contract is subject to the Provisions of Executive Orders Number 3 and 17 promulgated on June 16, 1971, and February 15, 1973, respectively. As such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commission for violation of or noncompliance with said Executive Orders, or any state or federal law concerning nondiscrimination notwithstanding that the Labor Commission is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Orders No. 3 and 17 are incorporated herein by reference and made a part hereof. The parties agree to abide by the said Executive Orders and agree that the contracting agency and the State Labor Commission shall have joint and overall continuing jurisdiction with respect to performance of this contract and the requirements of the above referenced Executive Orders.

The Sponsor agrees to save harmless the Connecticut State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described above.

PROTECTION OF THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS CLAUSE

Pursuant to 88 Stat. 571. 20 USC 1232 (g), Public Law 93-380, Education Amendments of 1974, the Sponsor shall agree and warrant to:

1. permit the parents or legal guardians of children eligible to participate in the named CNPs to inspect and review any and all official records, files and data directly related to their children;
2. provide an opportunity for a hearing to challenge the content of their child's records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the children or their parents; and
3. establish and adhere to the policy of not permitting the release of children's personally identifiable records or files (or personal information contained therein) without the consent of their parents or legal guardians to any individual, agency, or organizations, except the following:

ED-099 Agreement for Child Nutrition Programs

- a. other school officials who have legitimate educational interests;
- b. officials of state health or state education programs;
- c. officials of other schools or school systems in which the student intends to enroll, upon the condition that the child's parents or legal guardians be notified of the transfer, receive a copy, if desired, and have an opportunity for a hearing to challenge the content of the record;
- d. officials of federal, state or local means tested nutrition programs with eligibility standards comparable to the NSLP; and
- e. an administrative head of an education agency, or state educational authorities in connection with an audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements that relate to such programs provided that, except when a collection of personally identifiable data is specifically authorized by Federal law, any data collected by such officials with respect to individual students shall not include information (including social security numbers) that would permit the personal identification of such students or their parents after the data so obtained has been collected.

The Sponsor hereby agrees that nondiscrimination policy procedures in accordance with applicable regulations for the named CNPs will be established and implemented as appropriate.

REQUIREMENTS FOR SPONSOR PARTICIPATION IN NSLP, SBP, AND SMP

This section applies only if an approval date for the NSLP, SBP, or SMP has been entered on page 2 and it has been signed by the CSDE.

The Sponsor and participating schools under its jurisdiction shall comply with all provisions of 7 CFR parts 210, 215, 220, and 245, **and all requirements developed pursuant to and imposed by these regulations that incorporate the Sponsor Application for Participation and Free and Reduced-price Policy Statement**, as well as applicable provisions of 2 CFR Parts 400, 415, 416, et.al, and all applicable requirements of the Connecticut General Statutes relating to CNPs, USDA guidance, and CSDE Operational Memoranda, hereby incorporated by reference.

The Sponsor further agrees to the following specific provisions, as applicable.

1. Maintain a nonprofit school food service and/or a nonprofit milk service and observe the requirements for and limitations on the use of nonprofit school food service revenues set forth in 7 CFR 210.14 and 7 CFR 220.7(e)(1), and the limitations on any competitive school food service as set forth in 7 CFR sections 210.11 and 220.12.
2. Limit its net cash resources to an amount that does not exceed three months' average expenditures for its nonprofit school food service or such other amount as may be approved in accordance with 7 CFR sections 210.19 (a), 220.7 (e)(1), and 220.13(I).
3. Maintain a financial management system as prescribed in 7 CFR sections 210.14(c), 220.13(I), and 215.7(d)(6):
4. Comply with the requirements of the USDA regulations regarding financial management (2 CFR Part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415).
5. Serve meals and snacks that meet the minimum requirements prescribed in 7 CFR sections 210.10 and 220.8, during the applicable meal period.
6. For pricing programs, to price meals and snacks as a unit.

ED-099 Agreement for Child Nutrition Programs

7. Serve CNP meals, milk, and snacks free or at a reduced-price to all children who are determined by the Sponsor to be eligible for such meals in accordance with the free and reduced price policy statements approved under 7 CFR Part 245.
8. Claim reimbursement at the assigned rates only for reimbursable meals and snacks served to eligible children in accordance with 7 CFR parts 210, 215.8, 215.10, and with the agreement. The Sponsor authority official signing the claim shall be responsible for reviewing and analyzing meal and milk counts to ensure accuracy, as specified in 7 CFR sections 210.8, 220.11, and 215.11. Acknowledge that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension or termination of the program as specified in 7 CFR 210.25. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, the penalties specified in 7 CFR 210.26 shall apply.
9. Count the number of free, reduced-price, and paid reimbursable CNP meals at the point of service, as approved by the CSDE.
10. Submit claims for reimbursement in accordance with 7 CFR sections 210.8, 220.11, 215.10, and procedures established by CSDE.
11. Comply with USDA requirements regarding nondiscrimination (7 CFR parts 15, 15a, 15b and FNS-113).
12. Make no discrimination against any child because of his or her eligibility for free or reduced-price meals, milk, or supplements (snacks) in accordance with the Free and Reduced-price Policy Statement.
13. Maintain, in the storage, preparation, and service of food and milk, proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
14. Maintain necessary facilities for storing, preparing, and serving food and/or milk.
15. Obtain for each school participating in the CNPs a minimum of two food safety inspections during the school year, conducted by the state or local governmental agency responsible for food safety inspections, publicly post inspection results, and provide a copy of the inspection report to a member of the public upon request.
16. Implement a food safety program meeting the requirements of 7 CFR 210.13 and 210.15(b)(5) at each facility or part of a facility where food is stored, prepared, or served.
17. Upon request, make all accounts and records pertaining to CNPs available to the CSDE and USDA FNS, for audit or review, at a reasonable time and place in accordance with 7 CFR sections 210.9(b)(17), 220.7(e)(13), and/or 215.7(d)(7). In accordance with 7 CFR 210.19(a)(4), the CSDE shall promptly investigate complaints received or irregularities noted in connection with the operation of the CNP, and shall take appropriate action to correct any irregularities. At the discretion of the CSDE, the investigations shall be conducted on an announced or unannounced basis.
18. Maintain files of currently approved and denied free and reduced-price applications and direct certification documentation with the supporting documentation, as specified in and in accordance with 7 CFR 245. If the applications and direct certification documentation are maintained at the Sponsor level, they shall be readily retrievable by school or site.
19. Retain the individual applications for free milk and/or free and reduced-price lunches and supplements (snacks) submitted by families for a period of three years after the end of the fiscal year to which they pertain except that, if audit findings have not been resolved, the records shall be retained beyond the three-year period and as long as required for the resolution of the issues raised by the audit.
20. Observe the limitations on the use of CNP revenues set forth in 7 CFR sections 210.14a, 220.7(e)(1), and 215.7(d)(1) and the limitations on any competitive school food service as set forth in 7 CFR 210.11b.

ED-099 Agreement for Child Nutrition Programs

21. Establish a local wellness policy that includes goals for nutrition education and physical activity, nutrition guidelines for all foods available on campus, guidelines for school meals not less restrictive than 7 CFR sections 210.10 and 220.8, and an implementation plan.
22. Enter into an agreement to receive donated foods as required by 7 CFR 250. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the CSDE.
23. Purchase, in as large quantities as may be efficiently utilized in its nonprofit school food service, foods designated as plentiful by CSDE.

NSLP AFTERSCHOOL SNACK PROGRAM (ASP)

This section applies only if an approval date for the ASP has been entered on page 2 and it has been signed by the CSDE.

In conjunction with all provisions of the NSLP, the Sponsor agrees to the following requirements.

1. Claim reimbursement only for meals served in afterschool care programs that meet all of the following criteria:
 - The program must be operated by a school that is participating in the NSLP;
 - The program must be sponsoring or operating an afterschool care program for children ages 3-18;
 - The program must provide regularly scheduled educational or enrichment activities in an organized, structured, and supervised environment; and
 - The program must meet state or local licensing requirements and health and safety standards.
2. Claim reimbursement only for snacks served to children who are not more than 18 years of age. Individuals, regardless of age, who are determined to be mentally or physically disabled are eligible to participate. If a child's nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that child during the remainder of the school year;
3. Claim reimbursement for no more than one meal supplement per child per day. Sites located in areas served by a school in which at least 50 percent of the enrolled children are eligible for free or reduced-price meals may claim reimbursement at the free rate for snacks served to all children eligible to participate in the ASP regardless of each child's eligibility for free or reduced-price meals. Sites in which less than 50 percent of the enrolled children are certified eligible for free or reduced-price meals must claim reimbursement based on each child's eligibility for free or reduced-price meals.
4. Serve meal supplements that meet the minimum requirements prescribed in 7 CFR.210.
5. Price the meal supplement as a unit.
6. Serve meal supplements free or at a reduced-price to all children who are determined by the Sponsor to be eligible for free or reduced-price school meals under 7 CFR Part 245 or choose to offer a nonpricing program.
7. If charging for meals, the charge for a reduced-price meal supplement shall not exceed 15 cents, as required by 7 CFR 210.9(c)(4).
8. Claim reimbursement at the assigned rates only for meal supplements served in accordance with this agreement;
9. Review each ASP two times a year. The first review shall be made within the first four weeks of ASP operation each school year. The second review must be completed during the remainder of the time that the ASP is in operation.

ED-099 Agreement for Child Nutrition Programs

10. Comply with all requirements of this part, except that claims for reimbursement need not be based on "point-of-service" meal supplement counts, as required by 7 CFR 210.9(b)(9).
11. Sites that are site/area eligible must maintain documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced-price meals and maintain total meal counts for these sites.
12. Sites that are not site/area eligible must record daily snack counts by student eligibility category and maintain documentation of free or reduced-price eligibility for all children for whom free or reduced-price snacks are claimed.
13. Maintain documentation of each child's attendance on a daily basis.
14. Maintain documentation of compliance with meal pattern requirements.

SEAMLESS SUMMER OPTION (SSO) OF THE NSLP

This section applies only if an approval date for the SSO has been entered on page 2 and it has been signed by the CSDE.

The SSO combines features of the NSLP, SBP, and SFSP. The purpose of the SSO is to feed children in low-income areas during the summer months, extended breaks of a year-round school schedule, or unanticipated school closures. The SSO reduces paperwork and the administrative burden that is normally associated with operating all three programs. To accomplish this, the above Sponsor requests an exemption of significant portions of the SFSP federal regulations of 7 CFR Part 225. In lieu of the exempt SFSP regulations, the Sponsor will follow applicable regulations in the NSLP and the SBP (7 CFR parts 210 and 220, respectively).

Required SFSP Provisions

SFSP regulatory provisions of 7 CFR, Part 225 that remain in force require that Sponsors comply with the provisions below.

1. 7 CFR 225.6(d)(1): Serve meals in areas in which poor economic conditions exist, that are not served by another.
2. 7 CFR 225.6(e)(1): To serve meals:
 - from May through September for children on school vacation;
 - at any time of the year, in the case of sponsors administering the SFSP under a continuous school calendar system; or
 - during the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the CSDE, a similar cause.
3. 7 CFR 225.6(e)(4): Agree to serve meals at no cost (except camps);
4. 7 CFR 225.6(e)(7): Claim reimbursement only for approved meals served without charge to children at approved sites, during approved meal service periods as required by 7 CFR Section 225.6(e)(7). This section prohibits permanent changes to the serving time of any meal unless approved by CSDE;
5. 7 CFR 225.14(c)(1): Demonstrate financial and administrative capability to operate the SSO, and accept final financial and administrative responsibility for the total program operations at all sites;
6. 7 CFR 225.14(c)(2): Have not been seriously deficient in operating the SSO;
7. 7 CFR 225.14(c)(3): Conduct a regularly scheduled food service for children from areas in which poor economic conditions exist or qualifies for as a camp;

ED-099 Agreement for Child Nutrition Programs

8. 7 CFR 225.14(d)(2): Open the meal service to children in the community as well as the summer school students, for meals served to children enrolled in summer school;
9. 7 CFR 225.16(b): Limit the number of meals that may be served, as specified in the regulations.
10. 7 CFR 225.16(d): Agree to indicate in an annual application that the meal pattern requirements that will be followed, those indicated in 7 CFR 225.16 or those in 7 CFR Sections 210.10 and 220.8. Further, agrees to indicate if offer versus serve will be implemented, and if so, that the implementation of offer versus serve will follow the corresponding requirements of the selected meal pattern.

Exempted SFSP Provisions

To operate the SSO, the Sponsor requests an exemption from the following SFSP regulatory provisions of 7 CFR, Part 225:

1. 7 CFR 225.6: CSDE application approval, paragraphs (a), (b), (c), (d), (e), (f), and (h) except paragraphs (d)(1), (e)(1), (e)(4), and (e)(7); and
2. 7 CFR Sections 225.7 through 225.18:
 - program monitoring and assistance;
 - records and reports;
 - program assistance to Sponsor;
 - audits and management evaluations;
 - corrective action procedures;
 - appeal procedure;
 - requirements for Sponsor participation, entire section **except** paragraphs (c)(1), (c)(2), (c)(3), and (d)(2);
 - management responsibilities of Sponsor;
 - meal service requirements, entire section **except** paragraph (b);
 - procurement standards; and
 - miscellaneous administrative provisions.

NSLP and SBP Regulations

The CSDE recognizes that NSLP and SBP regulations may conflict with SFSP requirements. The CSDE will provide technical assistance to sponsors to adapt requirements as necessary.

REQUIREMENTS FOR SPONSOR PARTICIPATION IN FOOD DISTRIBUTION PROGRAM

This section applies only if an approval date for the FDP has been entered on page 2 and it has been signed by the CSDE.

1. The Sponsor shall comply with all provisions of 7 CFR 250, and with other Federal regulations referenced in this part, as well as USDA policy, instruction, and guidance, and CSDE Operational Memoranda.
2. Prior to receiving USDA foods, the sponsor/RA shall enter into an agreement to receive donated foods as required by 7 CFR 250.11(b).
3. The RA shall ensure compliance with all requirements relating to food safety and food recalls.

ED-099 Agreement for Child Nutrition Programs

REQUIREMENTS FOR SPONSOR PARTICIPATION IN THE CACFP

This section applies only if an approval date for the CACFP has been entered on page 2 and it has been signed by the CSDE.

The Institution, as defined in 7 CFR 226.2, shall comply with all provisions of 7 CFR Part 226, and with other Federal regulations referenced in this part, as well as USDA policy, instructions and guidance, and CSDE Operational Memoranda, hereby incorporated by reference. The Institution further agrees to accept final administrative and financial responsibility for management of a proper, efficient, and effective nonprofit food service operation conducted principally for the benefit of enrolled participants. No institution may contract out for management of the CACFP.

The Institution further agrees to the following specific provisions, as applicable.

1. Child or adult care centers must have federal, state, or local licensing or approval to provide day care services to participants. Child or adult day care centers that are complying with applicable procedures to renew licensing or approval may participate in the CACFP during the renewal process, unless the CSDE has information that indicates that renewal will be denied. At-risk afterschool care centers shall comply with licensing requirements set forth in 7 CFR 226.17a(d). Each sponsored child or adult day care center must promptly inform the sponsoring organization about any change in its licensing or approval status.
2. Except for for-profit centers, child and adult day care centers shall be public, or have tax exempt status under the *Internal Revenue Code* of 1986.
3. Each child or adult day care center participating in the CACFP must serve one or more of the following meal types: breakfast, lunch, supper, and snack. Reimbursement cannot be claimed for more than two meals and one snack or one meal and two snacks provided daily to each participant. At-risk afterschool care centers shall comply with limits on daily reimbursement set forth in 7 CFR 226.17a (k). Adult day care centers cannot claim CACFP reimbursement for meals claimed under part C of title III of the Older Americans Act of 1965.
4. Each child or adult day care center participating in the CACFP shall claim only the meal types specified in its approved application in accordance with the meal pattern requirements specified in 7 CFR 226.20. Menus and any other nutritional records required by the CSDE shall be maintained to document compliance with such requirements.
5. For-profit child care centers cannot claim reimbursement for meals served to children in any month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free and reduced-price meals or were Title XX beneficiaries. However, children who only receive at-risk afterschool snacks and/or at-risk afterschool meals cannot be included in this percentage.
6. For-profit adult day care centers cannot claim reimbursement for meals served to participants in any month in which less than 25 percent of the enrolled participants were Title XIX or Title XX beneficiaries.
7. Each child or adult day care center except for outside-school-hours care centers, at-risk afterschool care centers, and emergency shelters shall collect and maintain documentation of the enrollment of each participant, including information used to determine eligibility for free and reduced-price meals in accordance with 7 CFR 226.23(e)(1).
8. Each child or adult day care center must maintain daily records of attendance and time of service meal counts by type (breakfast, lunch, supper, and snacks) served to enrolled participants, and to adults performing labor necessary to the food service. At-risk after-school care centers must maintain records as required by 7 CFR 226.17a(o).

ED-099 Agreement for Child Nutrition Programs

9. Each child or adult day care center must require key staff, as defined by the CSDE, to attend CACFP training prior to the center's participation in the CACFP, and at least annually thereafter, on content areas established by the CSDE.
10. Each institution shall comply with the recordkeeping requirements established in 7 CFR 226.10(d) and if applicable, in 7 CFR 226.15(e). Failure to maintain such records shall be grounds for the denial of reimbursement.
11. Each sponsoring organization must comply with all provisions of 7 CFR 226.15 and 7 CFR 226.16 and shall accept final administrative and financial responsibility for food service operations in all child care and adult day care facilities under its jurisdiction.
12. As outlined in 7 CFR 226.6, each new and renewing institution must submit to the CSDE information sufficient to document that it is:
 - financially viable;
 - administratively capable of operating the CACFP in accordance with this part; and
 - has internal controls in effect to ensure accountability.
13. Failure to comply with established due dates and timelines for all application and renewal information and monthly reimbursement claim filings may result in a lapse of claiming privileges and/or termination from CACFP participation.
14. The CSDE, USDA and other state or federal officials have the right to make announced or unannounced reviews of the institution's facilities and operations. Such reviews will be made during the institution's normal hours of child or adult care operations, and anyone conducting the reviews must produce photo identification that demonstrates they are employees of one of these entities.
15. Failure to maintain compliance with CACFP regulations 7 CFR 226 and other program requirements may result in the Institution being declared seriously deficient in the operation of the CACFP. Serious deficiencies that are not fully and permanently corrected within the specified time will result in the proposed termination and disqualification of the Institution and the responsible principals and responsible individuals from future CACFP participation. Termination from the CACFP will also result in the placement of the Institution and the responsible principals and responsible individuals on the National Disqualified List (NDL). While on the NDL, the Institution will not be able to participate in the CACFP as an institution or facility, and the responsible principals and responsible individuals will not be able to serve as a principal in any institution or facility or as a day care home provider in the CACFP. Institutions and individuals remain on the NDL until USDA's FNS, in consultation with the CSDE, determines that the serious deficiencies have been corrected, or until seven years after their disqualification. However, if any debt relating to the serious deficiencies has not been repaid, the Institution and individuals will remain on the list until the debt has been repaid.

REQUIREMENTS FOR SPONSOR PARTICIPATION IN THE SFSP

This section applies only if an approval date for the SFSP has been entered on page 2, and it has been signed by the CSDE.

The Sponsor shall comply with all provisions of 7 CFR Part 225, and all requirements developed pursuant to and imposed by these regulations that incorporate the Sponsor Application for Participation by reference, as well as applicable provisions of 2 CFR Parts 400, 415, 416, et.al and USDA and CSDE guidance, hereby incorporated by reference.

ED-099 Agreement for Child Nutrition Programs

The Sponsor further agrees to the following specific provisions, as applicable:

1. To retain final financial and administrative responsibility for the SFSP.
2. To operate a nonprofit food service.
3. To serve meals that meet the requirements and provisions set forth in 7 CFR 225.6(e) during times designated as meal service periods by the Sponsor, including.
 - from May through September for children on school vacation;
 - at any time of the year, in the case of sponsors administering the SFSP under a continuous school calendar system; or
 - during the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the CSDE, a similar cause.
4. To serve the same meals to all children.
5. To serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the SFSP.
6. To issue a free meal policy statement in accordance with 7 CFR 225.6(c).
7. To meet the training requirement for its administrative and site personnel as required under 7 CFR 225.15(d)(1).
8. To claim reimbursement only for the types of meals specified in this Agreement or in each annual update hereafter, and served without charge to children at approved sites during the approved meal service period, except that camps, as defined in 7 CFR 225.16(b)(1), shall claim reimbursement only for the types of meals specified in the Agreement or in each annual update hereafter and served without charge to children who meet the SFSP's income standards. This Agreement and each annual update hereafter shall specify the approved levels of meal service for the Sponsor's sites if such levels are required under 7 CFR 225.6(d)(2). No permanent changes may be made in the serving time of any meal unless the changes are approved by the CSDE.
9. To submit claims for reimbursement in accordance with procedures established by the CSDE, and those stated in 7 CFR 225.9. Claims for reimbursement will include meals counts at the site level.
10. In the storage, preparation, and service of food, to maintain proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
11. To accept and use, in quantities that may be efficiently utilized in the SFSP, such foods as may be offered under 7 CFR Part 250 (FDP).
12. To have access to facilities necessary for storing, preparing, and serving food.
13. To maintain a financial management system as prescribed by the CSDE.
14. Maintain on file documentation of site visits and reviews in accordance with 7 CFR 225.15(d)(2) and (3).
15. Upon request, to make all SFSP accounts and records pertaining to the SFSP available to state, federal, or other authorized officials for audit or administrative review, at a reasonable time and place.
16. To maintain all SFSP records for a period of three years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.
17. To maintain children on site while meals are consumed as required by 7 CFR 225.6(e)(15).
18. If seeking to operate in multiple states, to apply and enter into an agreement with each state agency. To make records available to each state agency in the respective state to assure the state agencies can complete their monitoring responsibilities.
19. To retain any funds remaining at the end of the SFSP year to use as start-up funds for the subsequent program year or for improving the sponsor's SFSP services in the subsequent SFSP year. As a final option, and to minimize expense, use toward the operation of other CNPs.

ED-099 Agreement for Child Nutrition Programs

This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. The Sponsor, by the signature of its authorized representative, hereby acknowledges that he/she has read this Agreement, understands it and agrees to be bound by its terms and conditions.

In order to effectuate the Programs of the National School Lunch Act, as amended (42 USC 1751) and the Child Nutrition Act, as amended (42 USC 1771), the Connecticut State Board of Education and

Middletown Board of Education

(Name of Corporation, Board of Education, or Governing Body)

enter into this Agreement and are subject to all legal rights and duties as provided herein and in the Attachments hereto, together with any amendments that shall become a part of this Agreement, as evidenced by the signatures below.

This is to certify that on October 9, 2018, as shown in the minutes of

Middletown Board of Education

(Name of Corporation, Board of Education, or Governing Body)

^{Date}
the individuals signing this agreement were authorized as noted.

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

Michael T. Conner, Ed.D.
Signature Printed Name
Superintendent of Schools 10-10-18
Title (Superintendent of Schools, Mayor, Selectman, President or Chairperson of the Board, Pastor, or Commissioner) Date

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

Lynda MacPherson
Signature Printed Name
Manager of Financial Operations 10-10-18
Title (Assistant Superintendent, Business Official, Principal, Headmaster, City or Town Manager, Executive Director, or Deputy Commissioner) Date

3. The signature below certifies the above action.

Marilyn S. Rios
Signature Printed Name
Board of Education Secretary 10-10-18
Title (Secretary of Corporation, Town Clerk, Secretary of the Board) Date

For State Use Only	
CONNECTICUT STATE DEPARTMENT OF EDUCATION	
<u>Kathy Demsey</u>	<u>Kathy Demsey</u>
Signature of Authorized Representative	Printed Name of Authorized Representative
Chief Financial Officer	
Title	Date