

Board of Education Special Meeting

Monday, March 8, 2021 6:30 PM

<https://www.youtube.com/c/MiddletownStream>

I. Call to Order	Speaker (s) : Deborah Cain
II. Salute to the Flag	Speaker (s) : Deborah Cain
III. Adoption of Agenda	Speaker (s) : Deborah Cain
IV. District Highlights	Speaker (s) : Deborah Cain
IV.A. MHS Scholarship Awards	Speaker (s) : Michael Conner
IV.B. Bielefield Grade 5 Black History Presentation	Speaker (s) : Michael Conner
V. Public Session	Speaker (s) : Deborah Cain
VI. Communications	Speaker (s) : Deborah Cain
VI.A. Report of Student Representative	Speaker (s) : Evan Davis
VII. Consent Agenda	Speaker (s) : Deborah Cain
VII.A. Minutes of February 9, 2021 BOE Regular Meeting	Speaker (s) : Deborah Cain
VII.B. Minutes of February 18, 2021 BOE Special Meeting	Speaker (s) : Deborah Cain
VII.C. Policy ##1140 Non-School Activities & Public Performance by Students & Distribution of Materials by Students - Delete Policy - Second Reading	Speaker (s) : Justin Taylor
VII.D. Policy #2100 Administrative Staff Organizations - Delete Policy - Second Reading	Speaker (s) : Justin Taylor
VII.E. Policy #2121 Lines of Responsibility - Delete Policy - Second Reading	Speaker (s) : Justin Taylor
VII.F. Policy #2130 Job Descriptions - Delete Policy - Second Reading	Speaker (s) : Justin Taylor
VII.G. Policy #2140 Superintendent of Schools - Delete Policy - Second Reading	Speaker (s) : Justin Taylor
VII.H. Policy #2210 Administrative Leeway in Absence of Board of Education Policy - Delete Policy - Second Reading	Speaker (s) : Justin Taylor
VII.I. Policy #2231 Policy and Regulation Systems - Delete Policy - Second Reading	Speaker (s) : Justin Taylor
VII.J. Policy #2260 Hold on Destruction of Records (Litigation) - New Policy - Second Reading	Speaker (s) : Justin Taylor
VII.K. #2270 Retention of Electronic Records and Information - New Policy - Second Reading	Speaker (s) : Justin Taylor
VII.L. Policy #2300 Statement of Ethics for Administration CHANGE POLICY TO #4100 Code of Ethics and Professional Responsibility for Personnel - Revised Policy - Second Reading	Speaker (s) : Justin Taylor
VIII. Department Reports	Speaker (s) : Deborah Cain

VIII.A.	Financial Report	Speaker (s) : Christine Bourne
VIII.A.1.	Action on Line Item Transfer Report	Speaker (s) : Christine Bourne
VIII.B.	Facilities Department	Speaker (s) : Peter Staye
VIII.C.	Personnel Report	Speaker (s) : Geen Thazhampallath
VIII.D.	Transportation Report	Speaker (s) : Mark Langton
IX. Superintendent's Report		Speaker (s) : Michael Conner
IX.A.	Vaccination Information Process/COVID Update	Speaker (s) : Michael Conner
IX.B.	Secondary Re-entry	Speaker (s) : Michael Conner
IX.C.	Elementary Re-entry	Speaker (s) : Michael Conner
IX.D.	District News	Speaker (s) : Michael Conner
X. Committees		Speaker (s) : Deborah Cain
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) : Justin Taylor
X.E.	Representative Reports	Speaker (s) : Deborah Cain
X.F.	New Middle School Building Committee	
XI. Action Items		Speaker (s) : Deborah Cain
XI.A.	Secondary Re-entry	Speaker (s) : Deborah Cain
XI.B.	Formation of the SRO exploratory committee	Speaker (s) : Deborah Cain
XI.C.	Approval of 2021-2022 School Year Calendar	Speaker (s) : Deborah Cain
XI.D.	Adoption of the 2021-2022 Board of Education budget	Speaker (s) : Deborah Cain
XI.E.	Action on Middle School French Course	Speaker (s) : Deborah Cain
XI.F.	Policy #2400 - REVISE - Evaluation of Administrators and Administration -First Reading	Speaker (s) : Justin Taylor
XI.G.	Policy #3000 - DELETE - Concept and Roses in Business & Non-Instructional Operations- First Reading	Speaker (s) : Justin Taylor
XI.H.	Policy #3280 - DELETE - Gifts, Grants and Bequests- First Reading	Speaker (s) : Justin Taylor
XI.I.	Policy #3280.1 - DELETE - Grants- First Reading	Speaker (s) : Justin Taylor
XI.J.	Policy #3321 - DELETE - Requesting Goods and Services (Requisitions)- First Reading	Speaker (s) : Justin Taylor
XI.K.	Policy #3324.1 - DELETE - Contracts-	Speaker (s) : Justin

	First Reading	Taylor
XI.L.	Policy #3325.1 - DELETE - Maintenance and Control of Materials- First Reading	Speaker (s) : Justin Taylor
XI.M.	Policy #3326 - DELETE - Paying for Goods & Services- First Reading	Speaker (s) : Justin Taylor
XI.N.	Policy #3453 - REPLACE - School Activity Funds- First Reading	Speaker (s) : Justin Taylor
XI.O.	Policy #3524.1 - REPLACE - Pest Management/ Pesticide Application- First Reading	Speaker (s) : Justin Taylor
XII.	Future Agenda Items	Speaker (s) : Deborah Cain
XII.A.	New Items	Speaker (s) : Deborah Cain
XIII.	Adjournment	Speaker (s) : Deborah Cain

Board of Education Regular Meeting

February 9, 2021 6:30 PM

Virtual Meeting

Board Members Present: Chairwoman Deborah Cain, Anita Dempsey-White, Dina Ford, Sean King, Lisa Loomis, Jonathon Pulino, Delita Rose-Daniels, Christopher Sugar, and Justin Taylor

Others Present: Superintendent of Schools Dr. Michael Conner, Chief Academic Officer Dr. Magda Parvey, Chief of School Operations and Communications Marco Gaylord, Chief of Administration Christine Bourne, Chief of Talent and Performance Management Geen Thazhampallath, Director of Information Technology Michael Skott, Director of Facilities Peter Staye, Director of Grant Services Natalie Forbes, Finance and Resource Management Specialist Cheryl Walcott, Manager of Transportation Mark Langton, Student Representative Michael Walker, Assistant to the Superintendent and Board of Education Joyce Carey and 130 visitors.

I. CALL TO ORDER

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

II. SALUTE TO THE FLAG

Ms. Ford led the Pledge of Allegiance.

III. ADOPTION OF AGENDA

A. Minutes of January 12, 2021 BOE Regular Meeting

MOTION: A motion to adopt the agenda was made by Mr. King with a second by Ms. Dempsey White.

IV. DISTRICT HIGHLIGHTS

A. Silent Service Award

Dr. Conner reviewed the Peter J. Marsh Scholarship Award. The students are gifted leaders. Dr. Conner and Ms. Weiner recommended the students for the National Award. Jim Warford spoke of the award. He praised the students and the district for their work during these challenging times. Ms. Weiner spoke of the students and thanked them for everything they do for their community. Both students were awarded a scholarship for higher education.

B. Family & Home Visitors

Dr. Conner spoke of the Family and Home Visitors and thanked them. He introduced Donna Marino of the Family School Connection office. Ms. Marino spoke of the job of the Home Visitors and the connections they make with the families. This is a free service for families. Home Visitors help families set goals, routines and be successful in their homes, schools and communities. Mr. Perez gave his story as a parent that has benefited from this service. He spoke of the many services that Michel connected him to. He shared his successes for both him and his children. Michel Gomez is a Family Home Visitor and she stated how proud she is of Mr. Perez. She described many of the community partners the program works with. She spoke about the challenges added due to the pandemic and how they overcame them and assisted their families. Colleen Alleyne spoke about the partnership that she builds with families. Meridad Carrion reviewed the data of the program. This helps to strengthen the partnership between families. The goal is progress. Kiana Dorce discussed the program at the high school. She focuses on the students and partners with the parents to help students achieve their goals.

V. PUBLIC SESSION

Chair Cain explained the rules of Public Session.

Jennifer Hobart, 1806 Manchester Rd, Glastonbury, President of Local Union 466. Board of Education staff (teachers, paras and administrators) were given a survey regarding returning students to school. City employees that work in school buildings were not given the survey. Ms. Hobart asked that the survey be sent to all employees that work in the buildings. Dr. Conner reminded Ms. Hobart of the shared services agreement with the city. He will work with Mayor Florsheim with City vs. Board of Education employee unions.

Brooke Carta, 905 Millbrook Rd., Vice President of 466. Ms. Carta spoke of the survey sent to Board of Education employees. City Employees that work in the schools were not invited to participate in the survey. She stated that all staff should be included in this input. She asked the Board Members to delay any action in changing the current plan.

Sergio Gonzalez, 52 Morgan St., Parent and Middletown community member. Mr. Sergio stated that all members of the community should be listened to. He encouraged the Board to listen to community by-in and the teachers and staff.

Robert Staib, 374 Ridge Rd., parent. Mr. Staib spoke about the challenge of distance learning. He stated it is time for everyone to get back into school. Mrs. Staib stated she is a school nurse and there has not been an outbreak in her school. She encouraged the Board to put the children back in school. They stated it is unacceptable for children to be on chromebooks while in the classroom.

Sigrid Atherton, 16 Braeburn Lane, parent. Ms. Atherton thanked everyone for their hard work. She has learned that students in the building are learning as though they are remote. She encouraged more social interaction between students and would like the hybrid to change to full time. She would like days that are missed to snow or holidays to be made up on Wednesday.

John Kilian 210 Ridge Rd., parent. Mr. Kilian shared his concern about parents in our community that need to work. He would like children to be allowed to distance learn within the school building in a different room. He stated that children are not passing the virus in the schools.

Christina Roche, 10 Country Club Rd, parent. Special education students are missing instruction. Ms. Roche understands the fears of educators however she feels that students could be one to two years behind.

Michelle Stotler 309 Fowler Ave, parent. Ms. Stotler would like students back in school full time. She is worried that there are long term effects for students. She thanked the teachers for their hard work, especially all of the staff at Farm Hill for what they have done.

Sandra Cardella 50 Simona Lane, teacher. Ms. Cardella stated she would like to have the students back full time but her class does not allow for social distancing. She asked that the Board hold off until the vaccine is available.

Rachel Brock, 40 Thimble Rock Rd., parent Ms. Brock thanked all of the teachers. Ms. Brock shared that the Hybrid model is unfair to teachers. Surrounding towns are back 4-5 days a week and our students are regressing.

Jennifer Pickett, 48 Red Glen Rd., parent. Ms. Pickett is part of cohort C and her children are thriving. Her children receive 1:1 attention daily. She asked the Board to let students remain in cohort C.

Michael Cho, 168 College St, teacher. Teachers are learning technology to teach both in person and online. He stated it is unrealistic to have some students in class and cohort C and not teach them all on zoom. He would like to go back however the risk is too great. He recognized all of the teachers for their work.

VI. COMMUNICATIONS

A. Report of Student Representative

Michael Walker shared that Minority Student Coalition is hosting a Docu-series for Black History Month. The Gay-Straight Alliance and Men of Excellence will also participate.

Chair Cain asked if the documentary will be shared with the public. Mr. Walker will look into it.

VII. CONSENT AGENDA

- A. Grant Status Report
- B. Interdistrict Grant
- C. Approval of Education Specifications for Roof Replacement at Farm Hill School
- D. Approval of Education Specifications for Roof Replacement at Wilbert Snow School
- E. Policy #1000 - Concept, Goals and Roles in Community Relations - DELETE POLICY - SECOND READING
- F. Policy #1100 - Communication with the Public - DELETE POLICY - SECOND READING
- G. Policy #1112.2 - School News Releases - DELETE POLICY - SECOND READING
- H. Policy #1120 - Board of Education Meetings - DELETE POLICY - SECOND READING
- I. Policy #1170 - Recognition of Citizens, Staff Members of Board of Education and Students - DELETE POLICY - SECOND READING
- J. Policy #1200 - Participation by the Public - DELETE POLICY - SECOND READING
- K. Policy #1210 - School Community Associations - DELETE POLICY - SECOND READING
- L. Policy #1220 - Citizens' Advisory Committees - DELETE POLICY - SECOND READING
- M. Policy #1251 - Loitering or Causing Disturbances - DELETE POLICY - SECOND READING
- N. Policy #1311 - Political Activities of School Employees - DELETE POLICY - SECOND READING
- O. Policy #1322 - Contests for Students - DELETE POLICY - SECOND READING
- P. Policy #1340 - Access to School Procedures and Materials - DELETE POLICY - SECOND READING
- Q. Policy #1500 - Relations between Area, State, Regional and National Association and the Schools - DELETE POLICY - SECOND READING
- R. Policy #1660 - Cooperative Arrangements with Business and Industry - DELETE POLICY - SECOND READING

Chair Cain pulled items C and D

MOTION: A motion was made to accept the Consent Agenda Items A, B and E-R was made by Mr. King and a second by Dr. Loomis - unanimous vote.

Item C. and D. will be tabled until the next meeting in March. Ms. Forbes shared she is exploring a technicality in the document. This will ensure the wording and sequence are accurate.

MOTION: A motion to table Item C and D-by Chair Cain second by Ms. Rose Daniels - unanimous vote.

VIII. DEPARTMENT REPORTS

A. Financial Report

Ms. Bourne shared the work of the Family Home Visitors and that she was proud of them. She further explained the separation of City vs. Board of Education employees.

A.1. Action on Line Item Transfer Report

Ms. Bourne provided an overview of the Financial Statement and Line Item Transfer Report. She explained changes due to Covid funds, employee leave and vacancies. Other changes are due to copy machines for Beman, sporting expenses and instructional supplies. There are no questions.

MOTION: Move to accept the Line Item Transfer Report was made by Mr. King and a second by Ms. Dempsey White-unanimous vote.

B. Facilities Department Report

There were no questions.

C. Personnel Report

There were no questions.

D. Transportation Report

There were no questions.

IX. Superintendent's Report

Dr. Conner reviewed regulations & policies passed by the Board of Education.

A. Re-entry 2021:

Dr. Conner thanked all the staff for their hard work during this difficult time. He introduced Mr. Gaylord to share the data to assist the Board members in their decision making. Mr. Gaylord shared that the comments from the surveys were turned over to all Board members. There have been zero student-to-student transmission and one staff-to-staff transmission. He reviewed all confirmed cases and survey results. Mr. Gaylord shared class sizes if cohort A and B combined and the number of students that would remain in cohort C. He shared the results of the staff survey and a breakdown by school. He thanked the 466 Union staff for their hard work. Mr. Gaylord responded to questions from the re-entry task force.

Ms. Dempsey White asked if there are enough desk shields for re-entry. Mr. Gaylord stated yes there is a supply of desk shields. She expressed her concerns regarding the teacher survey results. Mr. Thazhampallath shared that staffing could be an issue, however, it has improved and will continue to be monitored. Mr. Gaylord reminded everyone that the plan will remain flexible. Schools will continue to be looked at individually during the virus and if a building needs to go full remote that will still happen.

Ms. Rose Daniels asked what the demographics of the survey responses were for February 4. Mr. Gaylord responded that some people did not answer the question, but it is a good sample of the community. She asked if the district will continue to strengthen the cohort C model and how. Dr. Parvey shared that engaging cohort C has been a focus of the Task Force. Professional learning has focused on teaching both in person and online students. Dr. Parvey also highlighted the timeline of 10 days for school staff to adjust for re-entry. Ms. Rose-Daniels asked why 504 students could not return with IEP students. Mr. Gaylord and Dr. Conner stated it is

based on student's needs. Ms. Rose Daniels asked if elementary schools are equitable for social distancing? Mr. Gaylord stated that the requirement is as much space as possible. Desk shields are an extra safety measure MPS is providing. Mr. Staye reviewed the ventilation requirements.

Dr. Loomis shared her concerns with students in the school learning on devices as though they were home. She asked to clarify how staff will be supported with larger classrooms. Mr. Gaylord shared staffing numbers of paras and support staff will be looked at. Dr. Loomis asked if classes could be combined and make a teacher dedicated to cohort C. Dr. Parvey shared that is possible in some cases, but it would not be equitable for all schools. Mr. Thazhampallath added that details would need to be looked at. Dr. Loomis asked what Social Emotional supports are in place for students? Dr. Conner shared that many programs are in place through the Project Aware Grant and Kathy Thompson. MSEL, RISE, and home visitors are a few programs. Dr. Parvey added that SEL is in evaluations and every teacher is participating. There is also SEL for staff.

Mr. Taylor followed up with students in the classroom doing lessons on zooms. Dr. Parvey shared that some teachers have shared that zoom lessons are done on screens in the classroom to make sure that all children are getting the same instruction for shared lessons. Mr. Taylor asked if additional training is needed for teachers to not have in-person students learning on zoom. Dr. Parvey would like to follow up with teachers on this.

Mr. Sugar shared that surveys should have been distributed to all employees. Dr. Conner shared that the survey would have had to come from the city for 466 and UPSEU employees. Ms. Bourne shared more information on the shared services agreement. Mr. Sugar asked if re-entry is flexible due to spikes in the number of cases. Mr. Gaylord responded that the plan is fluid. Parents would have to remember that schools or classrooms could still go remote on very little notice. Mr. Sugar asked about the roles of non-certified staff during a building closure. Mr. Gaylord responded that they are dispersed to other buildings.

Ms. Ford stated not all families were able to participate in the survey due to different choices for different children within the family. Mr. Gaylord stated that there was an option of a dropdown menu on the survey for that situation and he also advised parents to email their responses to him if they could not properly access the survey. Ms. Ford asked about the return date if the Board accepts a plan. Dr. Parvey recommended a date of March 15 is ideal. It would allow for planning time and parent teacher conferences to take place. Ms. Ford asked if lunchtime would still be in the classroom. Mr. Gaylord stated that it would be reevaluated and reminded that all students have desk shields as an extra precaution.

Mr. King reminded everyone that teachers will need the same or more planning time. Dr. Parvey responded that teachers will continue to need Wednesdays as synchronous learning days. Teachers use this time for professional learning, meeting, collaborating and planning time.

Ms. Pawlak shared that Wednesday are also used packing materials for students, cleaning materials that students have used, scheduling time for parents to pick up materials, PPT and 504 meetings in addition to activities Dr. Parvey stated. Ms. Pawlak also stated that she has not been pulled out of the classroom as in the past for meetings during the week.

Ms. Rose Daniels asked how a shortage of paras and substitutes will affect staffing. Mr. Thazhampallath shared that Sara Alberti has been working on staffing the paras. There has been a positive move in the number of support staff. Mr. Gaylord added that Ms. Alberti stated that students would be supported with a 4 or 5 day reentry.

Dr. Conner introduced Kevin Elak from the City Health Department and Dr. O'Callahan. Dr. O'Callahan discussed the negative impacts caused by the pandemic. This includes food insecurity, behavior and mental health concerns and 211 calls. He stated there is a need for stability for families. He spoke of the risk of isolation and parental stress. Mr. Elak reminded everyone of their shared responsibilities as a community. Most infections are occurring in the community and not in the schools.

B. Beman Middle School FF&E Presentation

Dr. Conner introduced Janette O'Connell and Randall Luther from TSKP. Mr. Luther explained that the presentation is to approve the furniture for Beman Middle School. Ms. O'Connell reviewed the layout of Beman Middle School. She discussed the flexibility of the furniture. Chair Cain asked if any furniture would be brought from Woodrow Wilson. Ms. O'Connell stated that yes some furniture will be brought over. She shared that they are on budget.

C. District News

There was no district news.

X. **Committees**

A. Budget Committee

Mr. King gave an overview of the 2-8-21 meeting of the Budget Committee.

B. Curriculum Committee

Dr. Loomis gave an overview of the last meeting. The accreditation renewal process will be presented at the next meeting.

C. Facilities Committee

Chair Cain gave an overview of the Facilities Committee meeting. There will be a tour next week at Beman Middle School

D. Policy Committee

Mr. Taylor gave an overview of the Policy Committee meeting. All new policies will be reviewed during Action Items.

E. Representative Reports

There was no report.

F. New Middle School Building Committee

Ms. Dempsey White shared the committee has met. They went over the new furniture that was presented.

XI. **Action Items**

Chair Cain asked for an amendment to the Actions Items to add FF& E Furniture and Budget as Item C.1.

MOTION: A motion to add Item C. 1. FF & E Furniture and budget was made by Mr. Sugar and seconded by Mr. King - unanimous vote.

A. Re-entry 2021

Mr. Gaylord reviewed the options for re-entry with a revised date of March 15. All grades would return on March 15 to in-person learning with the exception of those that choose cohort C.

Chair Cain asked if there was a motion for option 1-remain in the hybrid model. There was no motion.

Chair Cain asked if there was a motion for option 2-Phased in 4 day re-entry with combined Cohort A and B and Cohort C remaining the same.

MOTION: A motion was made by Mr. Pulino and a second by Dr. Loomis.

Vote by roll call:

Chris Sugar: yay
Dina Ford: nay
Dr. Lisa Loomis: yay
Sean King: yay
Anita Dempsey White: nay
Justin Taylor: nay
Delita Rose-Daniels: nay
Jon Pulino: yay
Chair Cain: nay

The motion did not carry.

Chair Cain asked if there was a motion for option 3-4 day re-entry for PK-5 and 6-12 to remain in the hybrid model.

MOTION: A motion for Option 3 PreK-5 4 day re-entry while 6-12 remain in hybrid starting March 15 with asynchronous remaining on Wednesday was made by Ms. Ford and a second by Ms. Dempsey White.

Vote by roll call:

Chris Sugar: nay
Dina Ford: yay
Lisa Loomis: yay
Sean King: yay
Anita Dempsey White: yay
Justin Taylor: yay
Delita Rose Daniels: yay
Jon Pulino: yay
Chair Deborah Cain: yay

B. Italian 3 Proposal

Italian 3 will allow students to continue their language sequence.

MOTION: A motion to approve the Italian 3 Proposal for the 21-22 school year was made by Dr. Loomis and a second by Mr. Taylor - unanimous vote.

C. Deleveled Algebra I.

Mr. Cordaway shared beginning in the fall of 2021-2022 school year, the MHS math department will be implementing the Illustrative Math curriculum which scaffolds concepts and skills to meet each learners needs while also providing necessary enrichment. Illustrative Math Algebra 1 provides all students the opportunity to

“learn without limits” and supports our belief in equity. Therefore, we are pleased to offer each student the same opportunity by implementing the unlevleed course. This is in alignment with all other 9th grade core classes at MHS and in keeping with our on-going MPS equity work.

MOTION: A motion to approve Deleveled Algebra 1 was made by Dr. Loomis and a second by Mr. Taylor - unanimous vote.

C. I. FF & E Approval of Furniture

MOTION: Approval of FF & E presentation and budget and provide permission to submit information to the state was made by Mr. King and a second by Mr. Taylor - unanimous vote.

D. Policy #1140 Non-School Activities & Public Performance by Students & Distribution of Materials by Students - Delete Policy - First Reading

The recommendation from the attorney is to delete the policy as it is not necessary.

MOTION: A motion to approve Policy#1140 Non-School Activities & Public Performance by Students & Distribution of Materials by Students - Delete Policy - First Reading was made by Mr. Taylor and a second by Mr. King - unanimous vote.

E. Policy #2100 Administrative Staff Organizations - Delete Policy - First Reading

The recommendation from the attorney is to delete the policy as it is not necessary.

MOTION: A motion to approve Policy #2100 Administrative Staff Organizations - Delete Policy - First Reading was made by Mr. Taylor with a second by Mr. King - unanimous vote.

F. Policy #2121 Lines of Responsibility - Delete Policy - First Reading

The recommendation from the attorney is to delete the policy as it is not necessary.

MOTION: A motion to accept the Policy #2121 Lines of Responsibility - Delete Policy - First Reading was made by Mr. Taylor and a second by Dr. Loomis - unanimous vote.

G. Policy #2130 Job Descriptions - Delete Policy - First Reading

The recommendation from the attorney is to delete the policy as it is not necessary.

MOTION: A motion to approve Policy #2130 Job Descriptions - Delete Policy - First Reading was made by Mr. Taylor and a second by Mr. King - unanimous vote.

H. Policy #2140 Superintendent of Schools - Delete Policy - First Reading

The recommendation from the attorney is to delete the policy as it is not necessary.

MOTION: A motion to approve Policy #2140 Superintendent of Schools - Delete Policy - First Reading was made by Mr. Taylor and a second by Mr. King- unanimous vote.

I. Policy #2210 Administrative Leeway in Absence of Board of Education Policy - Delete Policy - First Reading

The recommendation from the attorney is to delete the policy as it is not necessary.

MOTION: A motion to approve Policy #2210 Administrative Leeway in Absence of Board of Education Policy - Delete Policy - First Reading was made by Mr. Taylor and a second by Mr. King - unanimous vote.

J. Policy #2231 Policy and Regulation Systems - Delete Policy - First Reading

The recommendation from the attorney is to delete the policy as it is not necessary.

MOTION: A motion to approve Policy #2231 Policy and Regulation Systems - Delete Policy - First Reading was made by Mr. Taylor and a second by Mr. Sugar – unanimous vote.

K. Policy #2260 Hold on Destruction of Records (Litigation) - New Policy - First Reading

The attorney recommended this policy as a new policy to adopt best practice.

MOTION: A motion to approve Policy #2260 Hold on Destruction of Records (Litigation) - New Policy - First Reading was made by Mr. Taylor and a second by Mr. King – unanimous vote.

L. Policy #2270 Retention of Electronic Records and Information - New Policy - First Reading

The attorney recommended this policy as a new policy to adopt best practice.

MOTION: A motion to approve #2270 Retention of Electronic Records and Information - New Policy - First Reading was made by Mr. Taylor and a second by Chair Cain – unanimous vote.

M. Policy #2300 Statement of Ethics for Administration CHANGE POLICY TO #4100 Code of Ethics and Professional Responsibility for Personnel - Revised Policy - First Reading

The attorney recommendation was to revise and move this policy to the 4000 series as #4100 with additional language.

MOTION: A motion to approve Policy #2300 Statement of Ethics for Administration CHANGE POLICY TO #4100 Code of Ethics and Professional Responsibility for Personnel - Revised Policy - First Reading was made by Mr. Taylor and a second by Mr. King – unanimous vote.

XII. FUTURE AGENDA ITEMS

XII.A. New Items

There are no new items

XIII. PERSONNEL MATTER - SUPERINTENDENT MID-YEAR REVIEW (purposed for Executive Session)

MOTION: A motion to table ItemXIII to a future date was made by Chair Cain and a second by Mr. Sugar - unanimous vote.

XIII. ADJOURNMENT

MOTION: Move to adjourn at 11:49 PM passed with a motion by Chair Cain and a second by Mr. King – unanimous vote.

Respectfully Submitted,

Anita Dempsey-White
Secretary

ADW/jc

MINUTES

Board of Education Special Meeting

February 18, 2021, 6:30 PM

Virtual Meeting

Board Members Present: Deborah Cain, Anita Dempsey-White, Sean King, Jonathon Pulino, Delita Rose Daniels (for Executive Session) and Justin Taylor

Board Members Absent: Dina Ford, Lisa Loomis, Christopher Sugar

Others Present: Superintendent of Schools Dr. Michael Conner, Chief of School Operations and Communications Marco Gaylord, Chief of Administration Christine Bourne, Director of Innovation & Grants Natalie Forbes, Assistant to the Superintendent and Board of Education Joyce Carey and 32 visitors.

I. CALL TO ORDER

Chair Deborah Cain called the meeting to order at 6:32 PM.

II. Approval of Education Specifications for Roof Replacement at Farm Hill School

The Board of Education is applying to the Department of Administrative Services for two roof replacement projects. The BOE is charged with the approval of the Education Specifications as prepared by Mr. Peter Staye, Director of Facilities. The applications require the submission of nine documents of which the Educational Specifications is one.

There were no questions.

MOTION: Move to approve the Educational Specifications for the Roof Replacement project for Farm Hill Elementary School as presented at tonight's meeting was made by Mr. Pulino and a second by Mr. Taylor – unanimous vote.

III. Approval of Education Specifications for Roof Replacement at Wilbert Snow School

The Board of Education is applying to the Department of Administrative Services for two roof replacement projects. The BOE is charged with the approval of the Education Specifications as prepared by Mr. Peter Staye, Director of Facilities. The applications require the submission of nine documents of which the Educational Specifications is one.

MOTION: Move to approve the Educational Specifications for the Roof Replacement project for Snow Elementary School as presented at tonight's meeting was made by Mr. Pulino and a second by Mr. Taylor. – unanimous vote.

IV. Personnel Matter-Superintendent Mid-Year Review (purposed for Executive Session)

MOTION: A motion to go into Executive Session was made by Chair Cain and a second by Mr. Pulino at 6:37 PM.

IV. A. Executive Session

IV. B. Return to Public Session

The meeting was brought back into Public Session at 8:19 PM.

IV. Adjournment

MOTION: Move to adjourn at 8:20 PM passed with a motion by Chair Cain and a second by Ms. Rose Daniels – unanimous vote.

Respectfully Submitted,

Anita Dempsey-White

Secretary

Community Relations

Students/Community

Non-School Activities and Public Performances by Students

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

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

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

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

Distribution of Materials by Students

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

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

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

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

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

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Policy revised: May 14, 2013

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

DELETE POLICY 2100

Administration

Administrative Staff Organization

The legal authority of the Board shall be transmitted through the Superintendent who shall organize the staff to achieve the school district's goals and objectives consistent with the District's educational philosophy.

The Superintendent will be responsible for developing a district staffing plan and shall review it with the Board annually prior to beginning budget planning for the subsequent year. Such staffing plans should encourage staff diversity. The administrative staff organization shall foster an environment of excellence where teachers can help students learn most effectively.

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

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Administration

Lines of Responsibility

District lines of responsibility shall be structured to:

1. Clarify responsibility from students through teachers, administrators, and the Superintendent, to the Board of Education.
2. Inform each member of the staff to whom he/she is responsible and for what functions.
3. Have each member of the staff responsible to only one immediate supervisor for any one function.
4. Specify appeals procedures for staff member disagreements from immediate supervisor through the Board of Education.
5. Provide effective lines of communication to keep each staff member informed of policies, regulations, significant district events, and other important information.

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

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Administration

Job Descriptions

All employees of the school system are subject to the policies of the Board of Education, applicable laws, and current employee agreements.

The Superintendent of Schools shall develop job descriptions for school district employees which shall include at a minimum:

1. Job title;
2. General statement of duties and listing of specific responsibilities;
3. To whom the employee is directly responsible;
4. Education or training required;

Job descriptions for all employees shall be provided to employees by the Superintendent and copies maintained in manual of job descriptions.

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

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

DELETE POLICY 2140

Administration

Superintendent of Schools

The Superintendent of School shall be elected by a majority vote of the Board of Education. The Superintendent shall serve as chief executive officer of the Board of Education and have executive authority over the school system and the responsibility for supervision of the school system.

The Board of Education will fix the salary and the term of office of the Superintendent.

Annually, the Superintendent shall submit to the Board of Education a full written report of the proceedings of the Board of Education and the condition of the schools during the school year preceding, with plans and suggestions for their improvement.

The Board of Education shall annually evaluate the performance of the Superintendent in accordance with guidelines and criteria mutually determined and agreed upon by the Board and the Superintendent.

Legal Reference: Connecticut General Statutes

10-157 Superintendents.

Policy adopted: March 21, 1995
Policy revised: May 11, 2004
Policy readopted: September 12, 2017
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Administration

Administrative Leeway in Absence of Board of Education Policy

When leadership decisions must be made or actions must be taken in the absence of existing Board of Education policy guidelines for administrative action, the Superintendent of Schools shall have the power to decide and act; the Superintendent's decisions and actions shall be reported to the Board of Education at its next regular meeting along with administrative recommendations for revisions of existing policies or additional which may be required.

Policy adopted: March 21, 1995

Policy adopted: April 13, 2004

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

Administration

Policy and Regulation Systems

Policy Manual

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. The Board policies, Board bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies

Policies are statements of intent adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy consideration, modification and adoption. The Superintendent shall develop a regulation specifying how policies will be developed and presented to the Board.

Regulations

Consistent with policy, the Superintendent shall specify required staff actions, and design the administrative arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the district shall be designated as "regulations," and placed in the district policy manual. Regulations shall be presented to the Board but the Board will not adopt regulations unless requested to do so by the Superintendent or unless required by federal or state law. The Superintendent is responsible for development and implementation of district regulations. He/she shall develop a system involving staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted Board policy, and capable of reasonable implementation.

The Superintendent is responsible for development and implementation of the school system's regulations. The Superintendent should as a matter of good administrative procedures, develop a system whereby staff members are involved in development of regulations in order to make certain that each regulation is complete, efficient, sufficient to the need, consistent with the adopted Board policy and capable of full implementation.

Administration

Policy and Regulation Systems

Bylaws

Bylaws are the rules governing internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the Superintendent will be directed to develop and present the Board an effective new or modified bylaw for consideration. The same procedure used for development of policies shall be used for development of bylaws.

Legal Reference: Connecticut General Statutes

10-157 Superintendents.

10-240 Control of schools.

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

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

NEW POLICY 2260

Administration

Holds on the Destruction of Electronic Information and Paper Records

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic information and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References:

Rules 34 and 45 of the Federal Rules of Civil Procedure
General Letter 2009-2 of the Public Records Administrator Record Retention
Schedules Towns, Municipalities and Boards of Education

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Administration

Retention of Electronic Records and Information

I. POLICY

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees.

II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS

The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as any electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the district’s computer systems and/or network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District’s computer systems, including any incidental personal use permitted in accordance with the Board’s policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Employees

Administration

Retention of Electronic Records and Information

should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

III. RETENTION OF ELECTRONICALLY STORED INFORMATION

Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator, available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

**Series 2000
Administration**

**ADMINISTRATIVE REGULATIONS REGARDING THE
RETENTION OF ELECTRONIC RECORDS AND INFORMATION**

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy ____ regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. DEFINITIONS

- A. E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public Records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any method.
- D. Digital Imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.

Administration

Retention of Electronic Records and Information

- E. Transitory Correspondence consists of communication that does not relate to an employee’s job responsibilities or has a short term administrative value.

- F. Routine Correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

III. E-MAIL CLASSIFICATION

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Employees shall use the following steps in determining whether to maintain e-mail messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

- 1. If the message is Transitory Correspondence, delete at will.
- 2. If the message is Routine Correspondence, retain for 2 years.
- 3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

Administration

Retention of Electronic Records and Information

IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.
3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indexes, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

Administration

Retention of Electronic Records and Information

Permanent	If records are to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.
Less than Permanent	These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form “Records Disposition Authorization” and attaching any supporting documentation, or by following the District’s process for documenting document destruction.

V. RETENTION OF ELECTRONIC RECORDS

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

Administration

Retention of Electronic Records and Information

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal References:

- Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
- Conn. Gen. Stat. § 7-109
- Conn. Gen. Stat. § 11-8 et seq.
- General Letters 96-2 and 2009-2 of the Public Records Administrator
- Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)
- Record Retention Schedules Towns, Municipalities and Boards of Education

- Frequently Asked Questions about E-mail, CT Public Records Administrator, available at <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

ADOPTED: _____
REVISED: _____
6/26/2020

Administration (PERSONNEL)

Statement of Ethics for Administrators

Code of Ethics and Professional Responsibility for Personnel

The Middletown Board of Education (the “Board”) requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board’s policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.

Administration (PERSONNEL)

Statement of Ethics for Administrators

Code of Ethics and Professional Responsibility for Personnel

11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee's official duties, that would tend to impair the employee's independent judgment or action in the performance of the employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill his/her professional duties.

12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill his/her professional duties.

13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of his/her duties as a Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances, **[OPTIONAL: in accordance with Board Policy #_____]**.

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.

15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.

16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Legal References:

Regulations of Connecticut State Agencies, § 10-145d-400a Code of Professional

~~POLICY 2300~~ POLICY 4100
Recommend putting in 4000 series.

Administration (PERSONNEL)

Statement of Ethics for Administrators

Code of Ethics and Professional Responsibility for Personnel

Responsibility for Teachers; Connecticut Code of Professional

Regulations of Connecticut State Agencies, § 10-145d-400b, Code of Professional
Responsibility for School Administrators

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Previously Policy #2300 Replaced and
renumbered to #4100 and Adopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Middletown Board of Education
BOE Transfer of Funds

Date Range: 02-Feb-2021 to 04-Mar-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 37574 Date: 10-Feb-2021						
From 1010-014-2220-440-55304-00000	WESLEY: LIBR/MEDIA*SUBSCRIPTIONS	1,000.00		1,000.00	117.28	
To 1010-014-2220-440-56420-00000	WESLEY: LIBR/MEDIA*LIBR MATLS	1,300.00		1,300.00		117.28
From 1010-014-1000-110-56115-00000	WESLEY: ELA*COMMON CORE MATL	1,800.00		1,800.00	291.53	
To 1010-014-1000-110-56110-00000	WESLEY: ELA*INSTR SUPPL	2,000.00		2,000.00		291.53
From 1010-014-1000-000-56110-00000	INSTRUCTIONAL SUPPLIES	7,000.00		7,000.00	388.84	
To 1010-014-2220-440-56420-00000	WESLEY: LIBR/MEDIA*LIBR MATLS	1,300.00		1,300.00		388.84
From 1010-014-1000-190-54300-00000	WESLEY: SOC SCIENCE*MAINT: REPLACEMT	1,800.00		1,800.00	1,800.00	
To 1010-014-1000-160-56110-00000	WESLEY: MATH*INSTR SUPPL	500.00		500.00		800.00
To 1010-014-1000-110-56110-00000	WESLEY: ELA*INSTR SUPPL	2,000.00		2,000.00		1,000.00
	Moving funds to cover Follett 2020 order and to purchase additional ELA books and Math intervention supplies.					
Journal#: 37577 Date: 12-Feb-2021						
From 1010-960-2310-000-53200-00000	BD OF EDUC: PROF EDUC SVCS	10,000.00		10,000.00	2,700.00	
To 1010-960-2310-000-53400-00000	BD OF EDUC: PURCH PROF SVCS: OTHER	12,500.00		12,500.00		2,700.00
From 1010-960-2310-000-53200-00000	BD OF EDUC: PROF EDUC SVCS	10,000.00		10,000.00	7,300.00	
From 1010-960-2310-000-53310-00000	BD OF EDUC: PURCH PROF SVCS: AUDIT	35,000.00		35,000.00	5,000.00	
From 1010-940-2660-215-56900-00000	SECURITY: CVD19: SUPPLIES OTHR		395,000.00	395,000.00	27,700.00	
To 1010-960-2310-000-53020-00000	BD OF EDUC: LEGAL SVCS	80,000.00		80,000.00		40,000.00
	To appropriate more funding to the Legal Services line due to very active Legal counseling Services needed during the pandemic.					
Journal#: 37588 Date: 02-Mar-2021						
From 1010-062-2120-430-53220-00000	MHS: GUIDANCE*IN SVC-PROF MTG/DEV	2,000.00		2,000.00	2,000.00	
From 1010-062-2410-000-55800-00000	MHS: TRAVEL/CONF	5,000.00		5,000.00	5,000.00	
From 1010-062-2410-000-53220-00000	MHS: IN SVC-PROF MTG/DEV	5,050.00		5,050.00	4,765.01	
To 1010-062-2410-000-55010-00000	MHS: PURCH SVCS	13,701.00		13,701.00		11,765.01
	Money needs to be reallocated for senior activities not usually held at school ie: Senior Field Day rather than Holiday Hill, etc.					
Journal#: 37589 Date: 02-Mar-2021						
From 1010-062-1000-180-53220-00000	MHS: PHYS ED*IN SVC-PROF MTG/DEV	500.00		500.00	500.00	
From 1010-062-1000-180-53240-00000	MHS: PHYS ED*FIELD TRIPS	500.00		500.00	500.00	
To 1010-062-1000-180-57300-00000	MHS: PHYS ED*NEW EQUIP	3,000.00		3,000.00		1,000.00
	Money Needs to be reallocated to purchase equipment that complies with COVID Protocols. ie: more equipment for individual sports, tennis raquets, etc.					
Journal#: 37590 Date: 02-Mar-2021						
From 1010-062-1000-120-53220-00000	MHS: FOREIGN LANG*IN SVC-PROF MTG/DEV	3,000.00		3,000.00	3,000.00	
From 1010-062-1000-120-55800-00000	MHS: FOREIGN LANG*TRAVEL/CONF	2,400.00		2,400.00	2,400.00	
To 1010-062-1000-120-56410-00000	MHS: FOREIGN LANG*TEXTBOOKS					5,400.00

Middletown Board of Education
BOE Transfer of Funds

Date Range: 02-Feb-2021 to 04-Mar-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
	Department needs to purchase Textbooks needed for New Italian III course.					

Journal#: 37591 Date: 02-Mar-2021

From 1010-062-1000-120-55010-00000	MHS: FOREIGN LANG*PURCH SVCS	5,500.00		5,500.00	4,904.00	
To 1010-062-1000-120-56110-00000	MHS: FOREIGN LANG*INSTR SUPPL	5,000.00		5,000.00		4,904.00
	Money was initially allocated for purchase of software. Teachers are now using free platforms but, students need consumable materials.					

Journal#: 37593 Date: 04-Mar-2021

From 1010-062-2410-000-58100-00000	MHS: MEMBERSHIP/DUES	10,900.00		10,900.00	3,161.00	
To 1010-062-2410-000-53251-00000	MHS: STUDENT ACTIVITIES	6,500.00		6,500.00		3,161.00
	To provide seniors with lawn signs, swag bags, caps and gowns,etc.					

Total Transfer for Central Office 71,527.66 71,527.66

Journal#: 37585 Date: 23-Feb-2021

From 1010-012-2410-000-53220-02125	MOODY: IN SVC-PROF MTG/DEV*SPED/ICM	400.00		400.00	400.00	
From 1010-012-2410-000-55301-00000	MOODY: POSTAGE	100.00		100.00	52.05	
From 1010-012-2410-000-55301-02125	MOODY: POSTAGE*SPED/ICM	25.00		25.00	13.49	
To 1010-012-2410-000-56120-00000	MOODY: ADMIN SUPPL	4,491.00		4,491.00		465.54
	Transfer request to purchase necessary supplies to support classroom innovation and instruction.					

Total Transfer for Moody School 465.54 465.54

Journal#: 37580 Date: 22-Feb-2021

From 1010-054-2410-000-56121-00000	WWMS: COPY PAPER	7,500.00		7,500.00	6,640.21	
To 1010-054-2410-000-56120-00000	WWMS: ADMIN SUPPL	5,041.00		5,041.00		5,510.21
To 1010-054-1000-000-56110-00000	WWMS: INSTR SUPPLIES	4,547.00		4,547.00		1,130.00
	Transfer from copy paper line to purchase instructional supplies for 5 core subject areas and summer reading books for Beman Middle School teachers...Grading for Equity: What					

Total Transfer for WWMS 6,640.21 6,640.21

Middletown Board of Education
BOE Transfer of Funds

Date Range: 02-Feb-2021 to 04-Mar-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
				*** Grand Total To Transfer		
				78,633.41	78,633.41	



Office of Talent & Performance Management
“Unlocking the Potential in ALL Students”

Chief of Talent & Performance Management Geen Thazhampallath
311 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1404
Email: thazg@mpsct.org, Web: www.middletownschoools.org

BOARD OF EDUCATION MONTHLY UPDATE
March 8, 2021

- **Recruitment & Retention Highlight Items:**
 - Collaborating with City re HR positions that need to be filled for Security (Wilson and MHS), Secretary (Snow, Adult Ed and McDonough), Cafe (Moody, Spencer, Snow)
 - Posted State wide, after collaborating with MSAA, 2 senior director positions in curriculum.
 - Continued to support Pupil Services to fill paraprofessionals' needs in March 2021 with returning students.
 - Posted Summer vacancies for SLA and Inaugural Director for Summer Boot Camp for Middle Grade Students. Associated Teachers, Interventionists etc for each summer program.
 - Hired varied tutors and leaders for grant funded 21st Century program

- **Covid-19 Related Issues/Special Circumstances:**
 - Supporting Covid response through Ops and Health; continued formal notifications. Pace has significantly slowed
 - Varied leaves applied for staff including as many as 6-10 maternity leaves in March, April and May.

- **Other Organizational Items:**
 - Office staffing/restructure a significant priority in Jan 2021. Admin III being hired and posted shortly.
 - Scanning projects completed for current staff.
 - Met with vendors to digitize and modernize FMLA and other leave requests as used by Hartford and other major cities. On line system/application for maternity, fmla medical etc situations.
 - Worked to understand and completely modernize portions of the on-boarding process for efficiency and effectiveness and timeliness. Took varied training sessions to modernize the onboarding process with a remarkable tool called Frontline that was funded graciously by the Board in 2019 and implemented by us in 2020 and is now being used thoroughly.
 - Working with Middle school leadership to consider consolidation impact on staffing for the new Middle School. Created tool. Team includes Dr. Parvey, Ms Gonzalez, Dr Mayor Molina, Sara Alberti, Chris Bourne. Met with State re Cert issues for intervention teams in early Feb. Letters of notice ready to be released regarding team and admin assignments.



MIDDLETOWN PUBLIC SCHOOLS

“Unlocking the Potential in ALL Students”

Mark Langton, Transportation Manager
 Huntington Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1417
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TRANSPORTATION REPORT

February 1, 2021 THROUGH February 28, 2021

2020 – 2021 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	18	12	3	2	4	0				
SCHOOL TRANSPORTATION CHANGES	118	8	4	1	2	2				
LEFT DISTRICT / SCHOOL	1	4	2	5	5	3				
BUS DRIVER COMPLAINTS	0	0	1*	0	0	0				
BUS CONDUCT REPORTS	2	10	9*	1	1	3				
BUS ACCIDENTS	2*	0	0	0	1*	0				

2019 – 2020 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	12	6	9	3	22	15	N/A	N/A	N/A	N/A
TRANSPORTATION CHANGES	41	21	9	13	10	13	N/A	N/A	N/A	N/A
LEFT DISTRICT / SCHOOL	7	3	11	7	10	7	N/A	N/A	N/A	N/A
DRIVER COMPLAINTS	2	0	0	0	1*	0	N/A	N/A	N/A	N/A
BUS CONDUCT REPORTS	64	65	34	45	51	58	N/A	N/A	N/A	N/A
BUS ACCIDENTS	1*	2*	0	0	2*	1*	N/A	N/A	N/A	N/A

**MIDDLETOWN BOARD OF EDUCATION
CURRICULUM COMMITTEE**

March 4, 2021

Zoom

5:32 PM

<p><u>Board of Education Committee Members Present</u> Lisa Loomis, Chair DeLita Rose-Daniels Justin Taylor</p>	<p><u>Also Present</u> Dr. Michael Conner, Superintendent Dr. Magda Parvey, Chief Academic Officer Michael Skott, Director of Technology Geen Thazhampallath, Chief of Talent and Performance Management Andres Alphonso, World Language Department Head Crystal Caouette, 6-12 Science Curriculum Supervisor Rebecca Deotte, Dept of Innovation & Grants Laura Morello, Community Member Sheila Daniels, Community Member Anita Ford Saunders, Communications consultant Gianna Thomas, MHS Student</p>
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Highlights of Meeting:

1. Middle School French for 2021-2022 Academic Year (Dr. Parvey and Andres Alphonso)
 - Steep decline in enrollment - Currently only 35 students enrolled (down from 209)
 - Recommendation is to discontinue French at middle school and expand Spanish offering to meet demand
 - Students who want to study French would still be able to study it at the high school and take AP French their senior year if desired
 - Board members request this be added as an action item on agenda for March 8th meeting

2. Communications Plan (Middletown 2024) -- Audit Discussion (Mr. Geen Thazhampallath and Anita Ford Saunders)
 - Identified need for improved communications (internal & external) for several years (neither city nor school district has ever had a Communications Dept)
 - Anita Ford Saunders (communications professional of over 40 years - strategic communications for non-profits, member of Middletown community) conducting audit to define need and guide next steps, then will design strategic plan, and guide implementation
 - Identified so far: internal - inconsistency in messaging, lack of clarity in messaging; external - is external messaging aligned with goals
 - Timeline: audit report will be shared by the end of the school year, and communication strategic plan developed over the summer

3. Science Saturdays -- Discussion and Introduction (Gianna Thomas -- MHS class of 2023, Ms. Crystal Caouette, Ms. Rebecca Deotte)
 - Once a month on Saturdays via Zoom March through the Summer

- Initial target audience: K-5 students but hope to expand to middle school. Use elementary teachers for outreach
- Gianna will shadow 21st Century facilitators in March and will gradually take on facilitation of sessions in May and June

The meeting adjourned at 6:16 PM
The next meeting will be April 1, 2021
Via Zoom

Respectfully submitted,
Lisa Loomis,
Curriculum Committee Chair

Middletown Public Schools -Board of Education

BOE Facilities Committee Meeting Minutes

Wednesday, February 17, 2021 at 5:30 PM

The Committee met at 5:30 PM to take a tour of the Beaman Middle School which was over around 5:25 PM. The meeting itself was held over Zoom and streamed on YouTube. Chairperson Deborah Cain called the meeting to order at 5:32 PM.

Present: Deborah Cain (Chairperson), Marco Gaylord, John Giuliano, Dan Penney, Vinnie Lofreddo – Community Member, David Bauer, Ray Linehan from BOE IT and Committee Secretary Leslie Spatola. Dr. Michael Conner, Sean King and Jonathan Pulino attended the meeting.

I. Introductions

II. Review of the January 20, 2021 Meeting Minutes

Chairperson Cain made a motion to accept the minutes as presented and was seconded by Mr. King.

III. Update of School Enrollment Study

Mr. Gaylord and Dr. Conner will be meeting with Malone and McBroom to discuss prior to the next Board meeting and will go through the Facilities Committee.

IV. Update of the 21/22 Plan of Capital Projects for 21/22

Mr. Staye was unavailable for an update but this will be discussed at the March 17, 2021 meeting.

IV. Discussion of Establishing Committee for the Snow and Farm Hill Roofing Projects

Mr. Gaylord emailed the Mayor requesting assistance to establish a building committee and perhaps doing a feasibility study. Mr. Lofreddo reiterated that one committee could do both projects. Each roof is estimated to be over \$500k and requires a committee. The goal is to get recommendations from the Board and to get a committee appointed by the March 2021 meeting at City Council. The Committee can consist of up to eleven persons and names can be given to Mr. Lofreddo in an email with the Mayor copied as well. The goal is to get both projects completed by the start of the next school year.

V. Miscellaneous

Mr. Lofreddo commented how impressed he was with the tour at the Beaman Middle School and realizes there is much more that needs to be done before the school officially opens but was very impressive and the innovation areas are going to be exciting to see.

(Continued)

Another walk through will be schedule in April to see the progress.

Dr. Conner spoke about the equity work that is currently going on within the district and the progress of broader shifts. Discussions on regionalization and equity strategy will be gathered at later dates.

The meeting adjourned at 7:05 PM by Chairperson Deborah Cain and seconded by Mr. Giuliano.

The next BOE Facilities Committee meeting will be on Wednesday, March 17, 2021 at 5:30 PM via Zoom.

Minutes recorded by Leslie A. Spatola,

Leslie A. Spatola

Facilities Committee Recording Secretary

MIDDLETOWN BOARD OF EDUCATION

POLICY COMMITTEE

Meeting Minutes

Tuesday, February 23, 2021

Virtual Meeting 5:30 P.M.

Board of Education Policy Committee Members participating:

Justin Taylor

Sean King

Dr. Lisa Loomis

Delita Rose-Daniels

Also participating:

Dr. Michael Conner, Superintendent

Marco Gaylord, Chief of Operations

Mike Skott, Director of Technology

Christine Bourne, Chief of Administration

Kathleen Bengtson, Administrative Assistant

Cody Altieri, Administrative Assistant

Colleen Weiner, Principal Middletown High School

Cheryl Gonzales, Principal of Woodrow Wilson Middle School

Jennifer Cannata, Principal of Moody School

Michele Clay, Community Member

The Virtual Meeting was called to order by Justin Taylor at 5:34 P.M. Justin Taylor and Marco Gaylord acknowledged Kathy and Cody for their help.

He turned the meeting over to Marco Gaylord.

Amendments to the Agenda. The following policies will be tabled to next Policy Committee meeting

3. Policy #2112 - REVIEW -Professional Development
7. Policy #3110 - REPLACE - Budget Planning
8. Policy #3160 - DELETE - Transfer of Funds Between Categories: Amendments
12. Policy #3320 - REPLACE - Purchasing Procedures
20. Policy #5123 - REVISE - Promotion/Acceleration/Retention (requested by Colleen Weiner)
21. Other - Policy #6146 - REVISE - Graduation Requirements.

Policy #1325 – REVIEW – Advertising & Promotion **TABLED**

Attorney's review: This policy appears appropriate as written. This policy was also reviewed at the previous Policy Committee Meeting.

At our previous policy meeting, Sean King questioned keeping the language that might be in conflict with the equity policy we just reviewed. Agrees with not using schools to promote, but concerned that cultural and environmental interests might be worthwhile to promote. Marco will discuss with our attorney. Would like to tweak (revise) this policy.

Sean King requested this policy be **TABLED** as he was not able to get this policy ready for this meeting, he will have it for the next meeting.

The Policy Committee requested this Policy #1325 be brought back to the next Policy Committee Meeting.

Policy #1411 – REVIEW – Law Enforcement Agencies The Committee reviewed this policy last meeting.

Attorney's review: The Board may wish to review this policy. The existing MOU with the police department should be reviewed.

Marco said he sent the information. Marco said the SRO's are not in the BOE budget, they are in the Police Department budget. Dr. Lisa Loomis shared an article from Connecticut Voices for Children.

Ratio for school guidance counselors - Marco believes we are at the 1 for 250. Colleen Weiner said we are good. We have three guidance counselors for Freshman class, which is 1 for 110 per counselor. With recent additions, we have been able to reduce caseload. We have a separate counselor for career and school readiness. Each class is a little different, but we are below the 1 for 250.

Dr. Lisa Loomis asked as a follow up, do we have social workers? Colleen said we have 2 ½ social workers and 2 school psychologists. We have a lot of support with our home visitor program.

Dr. Loomis pointed out one of the major themes from Dr. Conner's crowd sourcing program with the student participation was saying they needed more mental health support. Has any planning been put into place for that need?

Dr. Conner said the 2021-2022 budget presentation for March 2nd will show we have been working aggressively to expand the systems for mental health, social and emotional learning supports. You will see this heavily emphasized and reflected in the budget.

Christine Bourne said we will be adding guidance and psychology positions next year. She will be meeting with Dr. Parvey and Sara Alberti to talk about extra support. We have openings that need to be filled. Jen Cannata is trying to hire a home visitor to support elementary schools. In this environment, hiring has not been easy.

Dr. Conner said all of this work will be reflected in Goal 4 of Middletown 2024.

Michele Clay wanted to know what the training for the SRO's looks like? Marco said he will share the information he had sent out with her. He also stated if an SRO is out sick, etc., another SRO would cover, only officers with SRO training would cover.

Dr. Lisa Loomis has questions about the training. She appreciated the information sent. Felt nothing was addressed about de escalation, youth and adolescent development, mental health, trauma, recognizing mental health challenges and substance abuse, implicit bias, and restorative justice. All things she believes are essential in training an SRO, were not mentioned, and is very concerning to her.

Marco said Sargent Porter oversees the SRO's in Middletown.

Michele Clay believes this subject should be its own separate meeting. It cannot be addressed in 30 minutes.

Sean King also feels this subject and policy require its own meeting. It would be helpful to hear from Sargent Porter and one or more of the SRO's who are in the building. He suggested that Justin Carbonella also be invited to this meeting to speak about the Justice Review Board and other matters. More people need to be part of this discussion to be as close to right as we can.

DeLita Rose-Daniels thinks while the Justice Review Board serves the community well and alleviates a lot of students getting into the system, it is not the end all answer. This process needs to be reviewed.

Marco asked what is the path forward and do we need a new MRO with these services?

Dr. Conner wants an exploratory process with a small focus group to examine this more in depth and have a set of recommendations from this focus group that includes the voice of the students. The focus group will discuss policies, what the SRO training looks like and is it in place, all with deescalation in mind.

Colleen Weiner has seen immense growth in the SRO program and does have students who seek them out for issues that require privacy. They are accessible to administrators and students. There are a lot of layers to this subject. Jen Cannata agreed at the elementary level, they are building relationships with the students, not there for discipline.

Michele Clay remembers being in school with police officers in school. She has had trauma and would like to implement a policy that will allow for a bad day for a student. Want kids to understand they may need a moment. Maybe have mental health people at the table.

Dr. Loomis said BOE members and community members can brainstorm what questions they have, to determine the agenda for the first meeting and who should be invited. She wants students and parents to have time and not feel rushed to give their perspective. Feels we should have separate meetings one for students and parents and one for administrators and staff.

Dr. Conner said to bring this to a special meeting to get our community involved. Dr. Conner said sensitivity means we must deal with this. We are exactly at the right point. This is not just locally, it is occurring nationally.

Marco will develop a plan and meet with Justin Carbonella, Colleen Weiner and Cheryl Gonzalez and will communicate by email back to the committee and we will go from there.

The Policy Committee requested this Policy #1411 be put on hold until the focus groups and separate meetings have been held. When this is completed, this policy will be brought back to the Policy Committee for further review.

Policy #2112 – REVIEW – Professional Development TABLED -- The following is the notes from the previous Policy Committee meeting.

Attorney's review: This policy is not necessary and may be repealed.

No comments received.

Sean does have a comment from the Board Retreat last weekend. Fulfilling our duty as a Board, we might want to consider maintaining it with some language that addresses aligning through professional development with SOP goals.

Dr. Conner feels we should be underpinning SOP goals in alignment with policy. He asked Marco to forward Gwen some context to reference out of McAdam's book so that she will be able to add that language about restructuring policies specifically around the SOP, so there is some level setting when we actually develop the policy. When we are restructuring policies, everything should be aligned specifically around the SOP, including the language about professional learning and our value propositions that we set within the SOP.

Marco will work with our attorney and Dr. Conner to address keeping the policy and tweaking the language to develop it specifically around our SOP and the vision.

Any additional comments from Administrators, should be forwarded to Marco.

The Policy Committee requested this Policy #2112 be brought back to the Policy Committee for further review.

Policy #2250 – REVIEW – Monitoring of Product and Process Goals TABLED Marco said this policy also requested this be tabled as Dr. Conner and he still want to review this policy and align it with the SOP.

The following is the notes from the previous Policy Committee meeting.

Attorney's review: This policy is not necessary and may be repealed.

This policy was reviewed at the last Policy Committee Meeting.

No comments received.

Sean King views the SOP's progress goals, chart monthly monitoring represents the monitoring of our progress. He likes that tool, and if interpreting correctly feels we need to keep this policy.

Marco asked if we need to tweak it, Sean says not opposed to that, it is probably okay as is.

Dr. Conner wants to reform the policy to align with the SOP. Underpins McAdam's work around reformed policies and ensuring their accountability and progress towards meeting the specific organizational and performance goals and future goals determined by the BOE. That accountability system is there to ensure a level of transparency that the activity sets. Leading towards achieving the specific strategies and goals.

Dr. Loomis is curious why it is not necessary. Feels it is a very fundamental part of the Superintendent's job. Not sure if this is common practice. Dr. Conner said it is not common practice to have a copious monitoring system that outlines even down to the milestones that will be accomplished. Need to be held to very high standards of accountability no matter who is the leader. Adopted from the business model. Memorializing that will be critical to the district. Want to hold future superintendents to the same standard.

Marco will discuss further with our legal counsel.

The Policy Committee requested this Policy #2250 be brought back to the Policy Committee for further review.

Policy #2400 – REVIEW – Evaluation of Administrators and Administration

Attorney's review: The Board recently revised this policy; thus, while the policy is not necessary, the Board may wish to maintain the policy. Recommend revising the title and policy to address only the evaluation of the Superintendent and non-bargaining unit administrators.

Sean King and Dr. Loomis said okay with changing title.

NOTE: After the previous meeting Kathy questioned this language in the policy:

All other members of the administration who are not members of a bargaining unit, including but not limited to the **Associate Superintendent, Chief Academic Officer, Chief of Administration, Chief of School Operations and Communications, the Director of Facilities, and the Director of Innovation and Grants** shall be supervised and evaluated by the Superintendent, or the Superintendent's designee.

The Attorney stated this policy must be again reviewed by the Policy Committee to make any changes before bringing it to the Board of Education.

The Policy Committee were all in favor and requested this REVISED Policy #2400 be brought forward to the next Board of Education meeting for its first reading.

Policy #3000 - DELETE - Concept and Roses in Business & Non-Instructional Operations

Attorney's review: This policy is not necessary and may be repealed.

The Policy Committee were all in favor and requested this Policy #3000 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #3110 - REPLACE - Budget Planning **TABLED**

The Policy Committee were all in favor and requested this REPLACEMENT Policy #3110 be brought back to the Policy Committee for review.

Policy #3160 - DELETE - Transfer of Funds Between Categories: Amendments --TABLED****

The Policy Committee were all in favor and requested this Policy #3160 be brought back to the Policy Committee for review.

Policy #3260 - REPLACE - Sales & Disposal of Books, Equipment & Supplies **TABLED**

Attorney's review: Recommend replacing policy with Shipman model and add revisions in accordance with City Charter. Attorney to give us suggested replacement policy.

The Policy Committee were all in favor and requested this REPLACEMENT Policy #3260 be brought back to the Policy Committee for further review.

Policy #3280 - DELETE - Gifts, Grants and Bequests

Attorney response: Policy #1313 was replaced with Shipman's model which overlaps this policy, making #3280 obsolete and should be deleted.

The Policy Committee were all in favor and requested this Policy #3280 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #3280.1 - DELETE - Grants

Attorney response: Policy #1313 was replaced with Shipman's model which overlaps this policy, making #3280 obsolete and should be deleted.

The Policy Committee were all in favor and requested this Policy #3280.1 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #3320 - REPLACE - Purchasing Procedures **TABLED**

The Policy Committee were all in favor and requested this REPLACEMENT Policy #3320 be brought back to the Policy Committee for further review.

Policy #3321 - DELETE - Requesting Goods and Services (Requisitions)

Attorney response: This policy is not mandatory and recommend it be repealed.

The Policy Committee were all in favor and requested this Policy #3321 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #3324.1 - DELETE - Contracts

Attorney response: This policy is not mandatory and recommend it be repealed.

The Policy Committee were all in favor and requested this Policy #3324.1 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #3325.1 - DELETE - Maintenance and Control of Materials

Attorney response: This policy is not mandatory and recommend it be repealed.

The Policy Committee were all in favor and requested this Policy #3325.1 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #3326 - DELETE - Paying for Goods & Services

Attorney response: This policy is not mandatory and recommend it be repealed.

The Policy Committee were all in favor and requested this Policy #3326 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #3453 - REPLACE - School Activity Funds

Attorney response: Mandated policy. Recommend replacement with the Shipman Policy for consistency.

The Policy Committee were all in favor and requested this REPLACEMENT Policy #3453 be brought forward to the next Board of Education meeting for its first reading.

Policy #3524.1 - REPLACE - Pest Management/ Pesticide Application

Attorney response: Mandated policy. Recommend replacement with the Shipman Policy.

The Policy Committee were all in favor and requested this REPLACEMENT Policy #3524.1 be brought forward to the next Board of Education meeting for its first reading.

Policy #3542.22 - REPLACE - Food Service Personnel - Code of Conduct

Attorney response: Recommend replacing with the Model Code of Conduct Child Nutrition Program, for consistency. Marco met with Janet Calabro, Food Service Manager, to make sure that this is in line with all Federal and State requirements. She agreed and had no objections with the adoption of the Shipman Model.

NOTE: After this meeting Kathy questioned this optional language in the policy:

2. The Board's employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the Federal government, in whole or in part. **[Optional: 2 C.F.R. § 200.318 (c) (1) permits the Board to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. For example, the Board could include language such as the following: "In determining whether an item is an impermissible gratuity or of monetary value, the definition of 'gratuity' shall be anything of more than ten dollars in value."]**

In situations like this, the attorney stated this policy must be again reviewed by the Policy Committee to make any changes before bringing it to the Board of Education.

This REPLACEMENT Policy #3542.22 will be brought back to the Policy Committee for further review.

Policy #5123 - REVISE - Promotion/Acceleration/Retention (requested by Colleen Weiner)
TABLED

The Policy Committee requested this REVISED Policy #5123 be brought back to the Policy Committee for further review.

Policy #6146 - REVISE - Graduation Requirements (requested by Colleen Weiner) **TABLED**

The Policy Committee requested this REVISED Policy #6146 be brought back to the Policy Committee for further review.

No Other items discussed.

Justin Taylor said he was looking forward to these upcoming community forums in ways to engage with students, educators, administrators, and others related to the SRO policy. Makes most sense to move it to a larger audience.

ADJOURNMENT

The meeting was adjourned at 6:36 P.M.

The next virtual Policy Committee Special meeting is scheduled for March 16, 2021 with a time of 5:30 P.M.

Respectfully submitted,
Kathy Bengtson
Administrative Assistant

Bylaws of the Board

Committees

Standing Committees

As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment and function of such committees which shall:

1. be established through action of the Board of Education at the first regularly scheduled meeting after the November election, or as needed by a majority vote of the Board.
2. have their members appointed by the Board Chairperson
3. be informed in writing at the time of committee formation of committee purpose, functions, and duties;
4. make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
5. be reestablished or dissolved with the election of new Board members or at the discretion of the Board Chairman subject to a vote by the full Board.

The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all standing committees.

The Standing Committees of the Board of Education are:

- **Budget:** The Budget Committee shall have authority over educational spending, budget adjustments, contracts, and other financial matters of the Board.
- **Curriculum:** The Curriculum committee shall have authority over district curriculum, academic requirements – including graduation requirements – the acquisition and purchasing of educational technology, and other academic matters of the Board.
- **Facilities:** The Facilities committee shall have authority over the care and maintenance of all schools, school grounds, school assets and other property – real or personal – under the jurisdiction of the Board.
- **Policy:** The Policy committee shall have authority over Board policy and bylaws and the implementation and communication of such policy and other matters relating to communication and the legal responsibilities of the Board.

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Bylaws of the Board

Committees

Standing Committees (continued)

All board members are permitted to attend and participate in all Standing Committees of the Board. As Standing Committees are advisory in nature, there shall be no quorum requirements for committee meetings and rules of procedure need not be followed. Standing Committee procedure shall be at the discretion of the committee chairperson.

Ad Hoc Committees

Ad hoc committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved immediately upon completion of an assignment. The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all ad hoc committees.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

Legal Reference: Connecticut General Statutes
 1-7 through 1-18 and 1-200 through 1-241 of the Freedom of Information Act
 1-200 Definitions
 1-226 Meetings of government agencies to be public.

Bylaw adopted: November 1, 1994
Bylaw revised: June 2, 2009
Bylaw revised: March 11, 2014
Bylaw revised: June 10, 2014
Bylaw revised: April 10, 2018

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

July, 2021 (0 days)					August, 2021 (0 days)					<p style="text-align: center;">OPENING DAY FOR STUDENTS: September 9th, 2021</p> <p style="text-align: center;">CLOSING DAY: June 16th, 2022</p> <p style="text-align: center;">180 Student Days *** 184 Staff Days</p> <p style="text-align: center;">See Arrival/Dismissal Schedule</p>																																		
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27 PDES	28	29	30 PT		25 PDES	26	27	28	29	29	30				27 HR	28 HR	29 HR	30 HR	31 HR	31																								
February, 2022 (17 days)					March, 2022 (23 days)					April, 2022 (16 days)					May, 2022 (21 days)					June, 2022 (12 days)																								
Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri																				
	1	2	3	4		1	2	3	4					1	2	3	4	5	6				1	2	3																			
7	8	9	10	11	7	8	9 PT	10 PT	11 PT	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10																				
14	15	16	17	18	14	15	16	17	18	11 SB	12 SB	13 SB	14 SB	15 GF	16	17	18	19	20	13	14	15	16 OS	17																				
21 PR	22 WR	23 WR	24	25	21 PDES	22	23	24	25	18	19	20	21 PT	22 PT	23 PDES	24	25	26	27	20	21	22	23	24																				
28					28	29	30	31		25	26	27	28	29	30 MD	31				27	28	29	30																					

HOLIDAYS, VACATIONS AND PROFESSIONAL DAYS

First Student Day: September 9, 2021

- LD** - Labor Day: September 6, 2021
- CL** - Columbus Day: October 11, 2021
- EL** - Election Day, November 2, 2021 (no school for students)
- VD** - Veterans Day: November 11, 2021
- TR** - Thanksgiving Recess: November 25 & 26, 2021
- HR** - Holiday Recess: December 24, 2021 - January 2, 2022
- NY** - New Year's Day Observed: December 31, 2021
- MK** - Martin Luther King Day: January 17, 2022
- PR** - Presidents' Day: February 21, 2022
- WR** - Winter Recess: February 22 & 23, 2022
- GF** - Good Friday: April 15, 2022
- SB** - Spring Break: April 11 - 15, 2022
- MD** - Memorial Day: May 30, 2022

OS - One-Session Day-no lunch at High School (Gr. 9-12)

NT - New Teacher Professional Development -New Teachers Report

PD - No school for students - Teachers report to school (Districtwide)

PT - Parent-Teacher Conferences

MHS Graduation Day Tentative - June 16, 2022

Last Student Day: June 16, 2022

PD - PDES -Professional Development Days (PreK - 12)

Dates & explanations of **PD & PDES** days shown on **REVERSE SIDE**.

PDES (Breakfast will be served for Gr. K-5 -- lunch will be served Gr. K-12)

PDES (Gr. K-5 Early Release 1:00 p.m.)

PDES (Gr. 6-8 Late Arrival 10:30 a.m.) - (Gr. 9-12 Late Arrival 10:00 a.m.)

One-Session Days (OS): No lunch served on one-session days at the High School level (Gr. 9-12).

Dismissal: (Gr. K-5 1:00 p.m. - Gr. 6-8 12:00 p.m. - Gr. 9-12 11:00 a.m.)

Emergency Closing Make-Up Days will be taken in the following order:

1. June 17 through June 24, 2022 (6 days)
2. April vacation, if needed for make-up days, the order will be first to last. Therefore, the first snow day used in the April vacation will be April 11, 2022, then April 12, then April 13, and finally April 14. (4 days)
3. Finally, if needed, June 27 - June 30, 2022 (4 days)

Parent Teacher Conferences

* (Gr. K-5) - **PT* Days** December 1, 2, 3, 2021 and March 9, 10, 11, 2022 (Parent Conferences) (Gr. K-5 Dismissal 1:00 p.m.)

o (Gr. 6-8) - **PTo Days** December 1, 2, 3, 2021 and March 9, 10, 11, 2022 (Parent Conferences) (Gr. 6-8 Dismissal 12:00 p.m.)

■ (Gr. 9-12) - **PT■ Open House/Student Led Conferences** September 23, 2021, September 24, 2021 & April 21, 2022, April 22, 2022 **Full-Session Day** (Evening Parent/Student Led Conferences)

October 1, 2021 & April 22, 2022 **School begins 10 a.m.** (Morning Parent/Student Led Conferences)

Progress Reports Distributed

(Gr. 6-8) - Oct. 15, 2021; Jan. 25, 2022; & May 20, 2022

(Gr. 9-12) - Oct. 4, 2021; Dec. 10, 2021; Feb. 25, 2022; & May 6, 2022

Marking Term Closes

(Gr. K-5) - December 6, 2021; March 14, 2022 and June 16, 2022

(Gr. 6-8) - December 6, 2021; March 14, 2022 and June 16, 2022

(Gr. 9-12) - November 10, 2021; January 26, 2022; April 4, 2022 and June 9, 2022 (Exams June 10 thru 16)

Exam Dates -High School Only

► (Gr. 9-12)- **One-Session Days** - June 10 thru 16, 2022 **Final Exams**

Report Cards Distributed

(Gr. K-5) - December 1, 2, 3, 2021; March 9, 10, 11, 2022; and June 10, 2022

(Gr. 6-8) - December 1, 2, 3, 2021; March 9, 10, 11, 2022; and June 10, 2022

(Gr. 9-12) - November 19, 2021; February 4, 2022; April 8, 2022 and June 10, 2022

Early Dismissal - An unscheduled Early Dismissal is usually because of weather or other circumstances. Time will be announced the day of dismissal and can be found on our website - www.middletownschoools.org

Professional Development Days Explanations

NT – New Teacher Professional Development Day – All New Teachers Report – September 1, 2021

PD – Regular Professional Development Days All School Teachers (NO SCHOOL FOR STUDENTS)

September 3, 2021	September 7, 2021	September 8, 2021	November 2, 2021
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**PDES - Professional Development for all Elementary
and
Secondary (Middle & High) School Students**

**(Districtwide) Professional Development Days for All School Teachers and
All Elementary and Secondary (Middle & High School) Students to attend as indicated below.**

The Board of Education has voted to change the number of professional development days (early release/late arrival days) at all school levels for the 2021-2022 school year. The purpose of these early release/late arrival days for students is to provide professional development/training and collaborative planning time for teachers. This year the all schools will have 5 PDES days, the same days for all Elementary, Middle & High School Students: The Elementary students will have 5 early release days and all Secondary (middle and high school) students will have 5 late arrival days. (see below for dates and times for the designated MONDAYS).

The school calendar for the 2021-2022 school year with these teacher training days is on the reverse side. This calendar is also posted on the Middletown Public Schools website – www.middletownschools.org

PDES - (Breakfast will be served for Grades K-5. Lunch will be served at all schools Grades K-12)

Early Release for Elementary Students - Gr. K-5 1:25 p.m.
Late Arrival for Middle and High Students Gr. 6-8 10:30 a.m. - Gr. 9-12 10:00 a.m.

PDES September 27, 2021 * October 25, 2021 * January 24, 2022 * March 21, 2022 * May 23, 2022

2021-2022 Arrival/Dismissal Schedule

Arrival	Start	Dismissal
7:00-7:20 a.m.	7:25 a.m.	2:20 p.m.
7:50-8:05 a.m.	8:05 a.m.	3:01 p.m.
8:45 a.m.	8:50 a.m.	3:45 p.m.
9:00 a.m.		11:40 a.m.
12:50 p.m.		3:35 p.m.

Administration

Evaluation of Administrators and Administration

Evaluation of Superintendent and Non-Bargaining Unit Administrators

Evaluation of Superintendent

In order to advance the instructional program of the school district, the Superintendent of Schools will establish and will implement an evaluation program for all administrators and teachers. Such a program will be aimed at improving administrator/teacher performance and at promoting professional growth within the framework of the goals and objectives of the school district. Such an evaluation process will include a formal procedure for the evaluation of the Superintendent of Schools by the Board of Education, as outlined in Regulation #2400 - Evaluation of the Superintendent.

Through the evaluation of the Superintendent, the Board of Education will strive to accomplish the following:

1. clarify for the Superintendent his/her role in the school system as seen by the Board of Education;
2. clarify for all Board members the role of the Superintendent in light of his/her job description and the immediate priorities among the responsibilities agreed upon by the Board and the Superintendent;
3. develop harmonious working relationships between the Board and the Superintendent;
4. provide effective administrative leadership for the school system; and
5. meet at least three goals as set by the Leadership Team (Board of Education and Superintendent), one of which will be to improve student performance (achievement).

The Superintendent shall provide the Board of Education at its first meeting of the school year at least three (3) goals, one of which would be to improve student performance (achievement). The Superintendent will present action steps that will be used for the accomplishment of each goal.

These goals may be divided up into short term and long term goals. The action steps will address the desired outcomes.

The Superintendent will give an update on these goals at the January Board of Education meeting

Administration

~~Evaluation of Administrators and Administration~~

Evaluation of Superintendent and Non-Bargaining Unit Administrators

and a final report at the June Board of Education Meeting. The Board Chair will submit a Summary Evaluation of the Superintendent's Yearly Performance following the June meeting.

The completion of these goals shall not be used as the determining factor in the evaluation process.

The superintendent's evaluation and the evaluation of district administrators and teachers should be viewed as part of an overall district management plan of establishing goals and objectives, appropriate programs, and methods of evaluation. Instructional leadership efforts can only be productive if teaching and learning are emphasized and if objectives, measurement, and feedback are part of that effort. Teachers, administrators, central office personnel, and the Board of Education should be partners in the improvement process, and it is expected that this policy provide direction in achieving that partnership.

Evaluation of Administrative Staff – Non-Bargaining

All other members of the administration who are not members of a bargaining unit, including but not limited to the ~~Associate Superintendent, Chief Academic Officer, Chief of Administration, Chief of School Operations and Communications, the Director of Facilities, and the Director of Innovation and Grants~~ shall be supervised and evaluated by the Superintendent, or the Superintendent's designee. Such administrators shall be employed by contract approved by the Board of Education. When for such administrators a new or amended contract is requested or becomes necessary, the Superintendent shall present to the Board of Education a proposed contract for such administrator for review and approval by the Board.

Legal Reference: Connecticut General Statutes
10-157 Superintendents: Relationship to local or regional board of education; written contract for employment; evaluation of superintendent by board of education.

Policy adopted: March 21, 1995
Policy adopted: April 13, 2004
Policy revised: February 14, 2012
Policy revised: October 10, 2017
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

DELETE POLICY 3000

Business and Non-Instructional Operations

Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that money and money management comprise the foundation of the school district's educational programs and shall work with town boards and elected officials to provide adequate appropriations in support of these programs. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Develop long-range educational and financial plans to provide appropriate educational programs for students within the community's ability to pay.
3. Explore all practical sources of dollar income.
4. Guide the expenditure of funds so as to extract the greatest educational returns.
5. Establish top quality, accepted accounting and reporting procedures.
6. Work cooperatively with other appropriate governmental agencies and officials.

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources, and to support environmentally the efforts of the staff to provide a good education.

Policy adopted: June 8, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

PROPOSED DELETE POLICY 3280

Business

Gifts, Grants and Bequests

The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable, and to utilize such money or property so designated.

The Superintendent of Schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the school system.

All gifts shall be accepted for the school system as a whole, and not for a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

Policy adopted: May 16, 1995
Policy readopted: June 8, 2004
Policy readopted: February 14, 2017
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

PROPOSED DELETE POLICY 3280.1(a)

Business/Non-Instructional Operations

Grants

In order to offer the best educational opportunities for students of the District, the Board of Education will seek as many sources of revenue as possible to supplement the funds provided through local taxation and the basic aid offered by the state.

The Board will seek special funds from the federal and state governments and from other sources of competitive program funding. The Board encourages its staff to make sources of possible funding for special purposes known.

The Superintendent or his/her designee shall investigate the conditions of such grants and decide which of these warrant further consideration. This decision will be based on the following factors:

1. The degree to which the District's efforts to achieve its educational goals would be enhanced through the grant;
2. The source of the grant;
3. The level of effort in terms of district resources likely to be incurred in seeking the grant;
4. The extent to which the acceptance of the grant may commit the district to future dedication of its own resources;
5. The conditions of the grant and their concurrence with all provisions of the law and District policy; or other factors as determined by the Superintendent.
6. They will be based on a specific set of internal objectives that relate to the established goals and objectives of the District.
7. They will provide measures for evaluating whether or not project objectives are being or have been achieved.
8. The execution of all projects is to conform to state and federal laws and to the policies of the Board of Education.

When the District has been authorized to participate in a federal, state or privately funded program, the District will follow the mandatory program guidelines which are in addition to, but not in conflict with, policy of the Board of Education.

Business/Non-Instructional Operations

Grants (continued)

Schools, employees and school-related groups who are applying for grants on behalf of the District shall send a copy of the completed application to the Superintendent of Schools or his/her designee, who shall present the proposal to the Board with a recommendation for approval or disapproval.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board, the Superintendent is authorized to use his/her judgment in approving it for submission. The Superintendent will review the grant proposal with the Board at its next regular meeting. The Board reserves the right to reject funds associated with any grant which has been approved.

Legal Reference: Connecticut General Statutes
7-194 Powers

Policy adopted: October 1, 2001
Policy readopted: June 8, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

PROPOSED DELETE POLICY 3321

Business

Requesting Goods and Services (Requisitions)

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent of Schools shall arrange appropriate administrative review channels in which all requisitions will be examined and approved prior to purchase.

The Superintendent or designee shall receive and process requisitions in a manner most beneficial to the overall purposes of the school.

Policy adopted: May 16, 1995
Policy readopted: June 8, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

PROPOSED DELETE POLICY 3324.1

Business

Contracts

All contracts between the school system and outside agencies shall conform to prescribed standards as required by law, including discrimination.

All contracts between the school system and outside agencies shall be prepared under the supervision of the Superintendent and, where appropriate, subject to approval of the legal adviser to the school system.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Connecticut General Statutes

4-114a Nondiscrimination clauses in state contract.

Policy adopted: June 8, 2004

Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

PROPOSED DELETE POLICY 3325.1

Business

Maintenance and Control of Materials

The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or indirectly or peripherally related to their employment, and to students when equipment is to be used in connection with their studies or extra-curricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment with full knowledge of school administration.

The building principal shall establish procedures for inventory control of all materials assigned to his/her building in conjunction with the business office.

The business office must retain a current inventory of school system materials.

All non-instructional materials and equipment of the school system shall be classified, catalogued and inventoried in the business office.

Proper maintenance procedures shall be established by the fiscal administrator.

Policy adopted: May 16, 1995
Policy readopted: June 8, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

PROPOSED DELETE POLICY 3326

Business

Paying for Goods and Services

The Board of Education will authorize payment for goods and services under the following conditions:

1. Contracted for within budgetary limits.
2. Purchased according to relevant purchasing policies and regulations.
3. Approved by the building administrator, director of maintenance and/or central administration as having been received in acceptable condition.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Policy adopted: May 16, 1995
Policy revised: June 8, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management/Pesticide Application on School Property

[Note: This model policy is intended for boards of education that have an integrated pest management plan. The statutory requirements for districts without an integrated pest management plan differ in terms of required notice and application of pesticides.]

It is the policy of the **Middletown** Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any **Middletown** public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticide in any building, or the grounds of any **Middletown** public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any **Middletown** public school during regular school hours or during planned activities at any school, except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents or guardians of children in any school and/or staff members in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents or guardians of children and/or staff members in any school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

Legal References:

Connecticut General Statutes:

§10-231a

§10-231b

§10-231d

Note: This policy replaced Policy #3518

Policy adopted: September 8, 2015 MIDDLETOWN PUBLIC SCHOOLS

Policy replaced:

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