

# Board of Education Regular Meeting

Tuesday, May 11, 2021 6:30 PM

Virtual Meeting <https://www.youtube.com/c/MiddletownStream>, 245 DEKOVEN DRIVE, MIDDLETOWN, CT 06457, Middletown, CT 06457

I. Call to Order	<b>Speaker (s)</b> : Deborah Cain
II. Salute to the Flag	<b>Speaker (s)</b> : Deborah Cain
III. Adoption of Agenda	<b>Speaker (s)</b> : Deborah Cain
IV. District Highlights	<b>Speaker (s)</b> : Deborah Cain
IV.A. Eagle Scout Little Libraries Project	<b>Speaker (s)</b> : Michael Conner
IV.B. Middletown High School Status as a U.S. News Best High School	<b>Speaker (s)</b> : Michael Conner
V. Public Session	<b>Speaker (s)</b> : Deborah Cain
VI. Communications	<b>Speaker (s)</b> : Deborah Cain
VI.A. Report of Student Representative	<b>Speaker (s)</b> : Michael Walker
VII. Consent Agenda	<b>Speaker (s)</b> : Deborah Cain
VII.A. Minutes of April 13, 2021 BOE Regular Meeting	<b>Speaker (s)</b> : Deborah Cain
VII.B. Middletown High School Winter Season 2020-2021 Report	<b>Speaker (s)</b> : Elisha DeJesus
VII.C. Middletown High School 2021 Winter Sports (COVID) Program Press Release	<b>Speaker (s)</b> : Elisha DeJesus
VII.D. Adult Education Program Enhancement Projects (2021-2022)	<b>Speaker (s)</b> : Jim Misenti
VII.E. Policy #1325 - REVISE - Advertising & Promotion-First Reading	<b>Speaker (s)</b> : Justin Taylor
VII.F. Policy #3240 - READOPT - Tuition Fees	<b>Speaker (s)</b> : Justin Taylor
VII.G. Policy #3250 - READOPT - Materials/Services Fees, Fine, Charges	<b>Speaker (s)</b> : Justin Taylor
VII.H. Policy #3260 - REPLACE -Sales & Disposal of Books, Equipment & Supplies	<b>Speaker (s)</b> : Justin Taylor
VII.I. Policy #3270 - DELETE - Sales and Rentals of Real Property	<b>Speaker (s)</b> : Justin Taylor
VII.J. Policy #3434 -DELETE - Periodic Audit	<b>Speaker (s)</b> : Justin Taylor
VII.K. Policy #3450 -DELETE - Monies in School Buildings	<b>Speaker (s)</b> : Justin Taylor
VII.L. Policy #3510 - DELETE - Operation and Maintenance of Plant	<b>Speaker (s)</b> : Justin Taylor
VII.M. Policy #3516.33 - DELETE - Management of Do Not Resuscitate Orders	<b>Speaker (s)</b> : Justin Taylor
VII.N. Policy #3542.31 - RE-ADOPT - Free or Reduced Price Lunches	<b>Speaker (s)</b> : Justin Taylor
VII.N.1. Policy #3542.22 - REVISE - Food Service Personnel - Code of Conduct	<b>Speaker (s)</b> : Justin Taylor
VII.O. Policy #3542.411 - RE-ADOPT - School	<b>Speaker (s)</b> : Justin Taylor

Nutrition Programs Civil Rights Complaint Procedures	Taylor
VII.P. Policy #3543.31 - DELETE - Electronic Communications Use and Retention	<b>Speaker (s) :</b> Justin Taylor
VII.Q. Policy #3560 - DELETE - Capital Outlay	<b>Speaker (s) :</b> Justin Taylor
<b>VIII. Department Reports</b>	<b>Speaker (s) :</b> Deborah Cain
VIII.A. Financial Report	<b>Speaker (s) :</b> C Bourne / C Walcott
VIII.A.1. Action on Line Item Transfer Report	<b>Speaker (s) :</b> C Bourne / C Walcott
VIII.B. Facilities Department	<b>Speaker (s) :</b> Peter Staye
VIII.C. Personnel Report	<b>Speaker (s) :</b> Geen Thazhampallath
VIII.D. Transportation Report	<b>Speaker (s) :</b> Mark Langton
<b>IX. Superintendent's Report</b>	<b>Speaker (s) :</b> Michael Conner
IX.A. Communications Audit Report	<b>Speaker (s) :</b> Michael Conner
IX.B. Middletown High School and Middlesex Community College Partnership	<b>Speaker (s) :</b> Michael Conner
IX.C. Enrollment and Feasibility Study	<b>Speaker (s) :</b> Michael Conner
IX.D. District News	<b>Speaker (s) :</b> Michael Conner
<b>X. Committees</b>	
X.A. Budget Committee	<b>Speaker (s) :</b> Sean King
X.B. Curriculum Committee	<b>Speaker (s) :</b> Lisa Loomis
X.C. Facilities Committee	<b>Speaker (s) :</b> Deborah Cain
X.D. Policy Committee	<b>Speaker (s) :</b> Justin Taylor
X.E. Representative Reports	<b>Speaker (s) :</b> Deborah Cain
X.F. New Middle School Building Committee	
X.G. SRO Exploratory Committee	<b>Speaker (s) :</b> Lisa Loomis
X.H. Snow School Roof Building Committee and the Farm Hill School Roof Building Committee	<b>Speaker (s) :</b> Christine Bourne
<b>XI. Action Items</b>	<b>Speaker (s) :</b> Deborah Cain
XI.A. Policy #1110.1 - DELETE - Parent Involvement	<b>Speaker (s) :</b> Justin Taylor
XI.B. Policy #2112 - REVISED - Professional Development	<b>Speaker (s) :</b> Justin Taylor
XI.C. Policy #2250 - REVISE - Monitoring of Product and Process Goals	<b>Speaker (s) :</b> Justin Taylor
XI.D. Policy #3110 - REPLACE - Budget Planning	<b>Speaker (s) :</b> Justin Taylor
XI.E. Policy #3160 - DELETE - Transfer of Funds between Categories: Amendments	<b>Speaker (s) :</b> Justin Taylor

XI.F.	Policy #3440 - REVISE- Inventories	<b>Speaker (s)</b> : Justin Taylor
XI.G.	Policy #3516 - DELETE - Safety	<b>Speaker (s)</b> : Justin Taylor
XI.H.	Policy #3517 - DELETE - Security of Buildings and Grounds	<b>Speaker (s)</b> : Justin Taylor
XI.I.	Policy #3532 - REVISE - Insurance Coverage	<b>Speaker (s)</b> : Justin Taylor
XI.J.	Policy #3541.44 - REVISE - Use of Private Vehicles on School Business	<b>Speaker (s)</b> : Justin Taylor
XI.K.	Policy #3542.43 - REVISE- Charging Policy	<b>Speaker (s)</b> : Justin Taylor
XI.L.	Policy #5123 - REPLACE - Promotion/Acceleration/Retention	<b>Speaker (s)</b> : Justin Taylor
XI.M.	Policy #6172.4 - REPLACE - Parent and Family Engagement Policy for Title I and Non Title I Students	<b>Speaker (s)</b> : Justin Taylor
XI.N.	Policy #5146 - NEW POLICY - Superintendent's Youth Council	<b>Speaker (s)</b> : Justin Taylor
XII.	<b>Future Agenda Items</b>	<b>Speaker (s)</b> : Deborah Cain
XII.A.	New Items	<b>Speaker (s)</b> : Deborah Cain
XIII.	<b>Adjournment</b>	<b>Speaker (s)</b> : Deborah Cain

## **Board of Education Regular Meeting**

April 13, 2021 6:30 PM

Virtual Meeting

Board Members Present: Chairwoman Deborah Cain, Sean King, 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, Interim Director of Pupil Services Sara Alberti, Director of Innovation and Grants Natalie Forbes, Manager of Transportation Mark Langton, Assistant to the Superintendent and Board of Education Joyce Carey and 16 visitors.

### **I. CALL TO ORDER**

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

### **II. SALUTE TO THE FLAG**

### **III. ADOPTION OF AGENDA**

**MOTION:** A motion to amend the agenda to remove Item XII - Executive Session was made by Ms. Cain with a second by Mr. Sugar - unanimous vote. A motion to adopt the agenda as amended was made by Mr. Pulino with a second by Mr. Sugar - unanimous vote.

### **IV. DISTRICT HIGHLIGHTS**

Dr. Conner announced the appointment of Dr. Parvey to the position of Superintendent for the district of Andover, MA, and offered congratulations and best wishes on behalf of the district. Dr. Parvey's last day with MPS will be June 30, 2021.

#### **A. FFA Aerospace Scholarship**

Mr. Socolosky and Mr. Pelletier announced the award of a \$10,000 scholarship from the Experimental Aircraft Association to student Cheyenne Fuoco and congratulated her on behalf of the district.

#### **B. Middletown High Robotics Team Regional Championship**

Mr. Faulkenberry congratulated the robotics team for its successes at the regional championships on March 26. Two teams ranked in the top ten (4th and 8th). Mr. Faulkenberry highlighted the challenges of competing against teams that had been competing in person, while MPS had been competing virtually. The team is waiting to hear about invitations to the VEX world championships within the next week.

#### **C. Middletown High School DECA State Conference**

Mr. Reynolds congratulated the 45 students who placed/won in competition at the state conference. He further highlighted the program as the state's largest DECA chapter and remarked that its membership mirrors the

demographics of the district. Seniors were recognized individually and congratulated. Next competition is an international competition, which hosts over 12000 competitors.

D. National Renaissance Staffuly of the Month

Dr. Conner and Ms. Gonzalez announced and congratulated Denise Privott for recognition of the National Staffuly of the Month award for the month of March 2021.

E. SIFMA Foundation Fall 2020 Investwrite Competition (Macdonough)

Mr. Reardon and Mr. Ferrero announced and congratulated student Clara Carlson for winning the Investwrite competition. She placed 9th nationally and first in the state of CT.

**V. PUBLIC SESSION**

Chair Cain explained the rules of Public Session. No attendees requested to address the Board.

**VI. COMMUNICATIONS**

A. Report of Student Representative

There was no report.

**VII. CONSENT AGENDA**

A. Minutes of March 15, 2021 BOE and Common Council Joint Workshop

B. Minutes of March 8, 2021 BOE Special Meeting

C. Minutes of March 2, 2021 BOE Budget Workshop

D. Grants Status Report (no report) - pulled by Cain, table, Cain/King - unanimous

E. Policy #2400 - REVISE - Evaluation of Administrators and Administration-Second Reading

F. Policy #3000 - DELETE - Concept and Roles in Business & Non-Instructional Operations-Second Reading

G. Policy #3280 - DELETE - Gifts, Grants and Bequests-Second Reading

H. Policy #3280.1 - DELETE - Grants-Second Reading

I. Policy #3321 - DELETE - Requesting Goods and Services (Requisitions)-Second Reading

J. Policy #3324.1 - DELETE - Contracts-Second Reading

K. Policy #3325.1 - DELETE - Maintenance and Control of Materials-Second Reading

L. Policy #3326 - DELETE - Paying for Goods & Services-Second Reading

M. Policy #3453 - REPLACE - School Activity Funds-Second Reading

N. Policy #3524.1 - REPLACE - Pest Management/ Pesticide Application-Second Reading

Ms. Cain requested that Item D be removed from the Consent Agenda.

**MOTION:** Motion to approve the Consent Agenda, as amended, passed with a motion by Mr. King and a second by Mr. Taylor – unanimous vote.

**MOTION:** Motion to table Item D was passed with a motion by Ms. Cain and a second by Mr. King - unanimous vote.

## **VIII. DEPARTMENT REPORTS**

### A. Financial Report

#### **A.1. Action on Line Item Transfer Report**

Ms. Bourne provided an overview of the Financial Statement and Line Item Transfer Report.

**MOTION:** Motion to accept the Line Item Transfer Report, with exception of Journal #37636, \$5000 from membership/dues to supplies/other, was made by Mr. Pulino and a second by Ms. Rose-Daniels - unanimous vote.

### F. Facilities Department Report

Mr. Staye provided an update regarding Beman Middle School construction progress. The Building Committee recently selected architects for roofing projects at Snow and Farm Hill Schools. The architect developed budgets that were more expensive than anticipated. Budgets and grant requests will be submitted to the state as soon as possible. The next application window will be early May. Farm Hill needs large areas of the roof deck to be replaced. The projects are estimated at over \$1 million each. The district is committed to going forward with the Snow School project and exploring funding for the Farm Hill project.

### G. Personnel Report

Mr. Thazhampallath presented a written personnel report. There were no questions.

### H. Transportation Report

Mr. Langton presented a written transportation report. There were no questions.

## **IX. Superintendent's Report**

### A. Re-entry Information

Dr. Parvey and Ms. Alberti gave a presentation regarding re-entry progress, expectations, challenges and further steps. 91% of staff have been fully vaccinated. Dr. Parvey highlighted SEL interventions, discussed attendance rules, introduced remote learning support specialists (RLSSs) to support cohort C. Mr. Gaylord discussed lunch protocols and gave overview of enrollment in each cohort.

### B. Vaccine for MHS Seniors / Adults

Mr. Gaylord provided information and instructions for high school seniors and families to access vaccines

C. Macdonough Academy & STEM Lottery

Mr. Reardon and Ms. Mikulak gave a presentation regarding the implementation of school wide STEM Academy and lottery system at Macdonough School beginning Fall 2021. They further discussed the STEM instruction model and timeline for the application process.

D. FF & E IT Budget and Specifications Presentation TSKP

Mr. Gaylord introduced Michael Scott and Randall Luther from TKSP to present a phase 4 FF & E Technology budget for Beman Middle School. The package includes all workstations, monitors, document cameras, phone systems, interactive monitors, wireless, servers, network systems and switches and other technology not already built into the building. The total budget is \$1,409,644.73.

**X. Committees**

A. Budget Committee

Mr. King gave an overview of the April 12 meeting of the Budget Committee.

B. Curriculum Committee

There was no report.

C. Facilities Committee

Chair Cain gave an overview of the March Facilities Committee meeting. An enrollment study has been completed and will be presented and discussed at the next Board meeting. Ms. Cain also discussed updates to the 5 year capital plan and the need to hire an HVAC technician to fill an existing vacancy. The committee's next meeting is April 21 at 5:30 pm.

D. Policy Committee

Mr. Taylor gave an overview of the March Policy Committee meeting. The committee discussed 3000 series policies. Mr. Taylor also highlighted Kathy Bengtson's retirement and thanked her for her service to the district and numerous contributions.

E. Representative Reports

There was no report.

A. New Middle School Building Committee

There was no report.

**XI. Action Items**

A. Annual Healthy Food Certification Statement for School Year 2021-2022

**MOTION #1:** Pursuant to C.G.S. Section 10-215f, the Middletown Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups. Passed with a motion by Ms. Cain and a second by Mr. Sugar - unanimous vote.

**MOTION #2:** The Middletown Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held. Passed with a motion by Ms. Cain and a second by Mr. King - unanimous vote.

B. FF&E IT Package

**MOTION:** A motion to approve FF&E IT Package was made by Mr. Sugar and a second by Mr. King - unanimous vote.

C. Approval of 2021 MHS Graduation Date

Dr. Conner and Mr. Gaylord provided an overview of the plan for 2021 high school graduation.

**MOTION:** A motion to approve the 2021 MHS Graduation Date of June 12, 2021 was made by Mr. Pulino and a second by Ms. Rose-Daniels - unanimous vote.

D. Policy #1325 - REVIEW - Advertising & Promotion-First Reading

Mr. Taylor provided an overview of the revised policy.

**MOTION:** A motion to approve Policy #1325 - REVIEW - Advertising & Promotion-First Reading was made by Mr. Taylor and a second by Ms. Cain - unanimous vote.

E. Policy #3240 - REVIEW - Tuition Fees

Mr. Taylor provided an overview of the policy.

**MOTION:** A motion to approve Policy #3240 - REVIEW - Tuition Fees was made by Mr. Taylor and a second by Mr. Sugar - unanimous vote.

F. Policy #3250 - REVIEW - Materials/Services Fees, Fine, Charges

Mr. Taylor provided an overview of the policy.

**MOTION:** A motion to approve Policy #3250 - REVIEW - Materials/Services Fees, Fine, Charges was made by Mr. Taylor and a second by Ms. Cain - unanimous vote.

G. Policy #3260 - REPLACE -Sales & Disposal of Books, Equipment & Supplies

Mr. Taylor provided an overview of the replacement policy.

**MOTION:** A motion to approve Policy #3260 - REPLACE -Sales & Disposal of Books, Equipment & Supplies was made by Mr. Taylor and a second by Ms. Rose-Daniels - unanimous vote.

H. Policy #3270 - REVIEW - Sales and Rentals of Real Property

Mr. Taylor provided an overview of the policy.

**MOTION:** A motion to approve Policy #3270 - REVIEW - Sales and Rentals of Real Property was made by Mr. Taylor and a second by Ms. Rose-Daniels - unanimous vote.

I. Policy #3434 -DELETE - Periodic Audit

Mr. Taylor provided an overview of the policy to be deleted.

**MOTION:** A motion to approve Policy #3434 -DELETE - Periodic Audit was made by Mr. Taylor and a second by Ms. Rose-Daniels - unanimous vote.

J. Policy #3450 -DELETE - Monies in School Buildings

Mr. Taylor provided an overview of the policy to be deleted.

**MOTION:** A motion to approve Policy #3450 -DELETE - Monies in School Buildings was made by Mr. Taylor and a second by Mr. Sugar - unanimous vote.

K. Policy #3510 - DELETE - Operation and Maintenance of Plant

Mr. Taylor provided an overview of the policy to be deleted

**MOTION:** A motion to approve Policy #3510 - DELETE - Operation and Maintenance of Plant was made by Mr. Taylor and a second by Ms. Cain - unanimous vote.

L. Policy #3516.33 - REVIEW - Management of Do Not Resuscitate Orders

Mr. Taylor provided an overview of the policy.

**MOTION:** A motion to approve Policy #3516.33 - REVIEW - Management of Do Not Resuscitate Orders was made by Mr. Taylor and a second by Mr. Sugar - unanimous vote.

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

Mr. Taylor provided an overview of the replacement policy.

**MOTION:** A motion to approve Policy #3542.22 - REPLACE - Food Service Personnel - Code of Conduct was made by Mr. Taylor and a second by Ms. Rose-Daniels - unanimous vote.

N. Policy #3542.31 - DELETE - Free or Reduced Price Lunches

Mr. Taylor provided an overview of the policy and clarified that the policy is recommended by the committee to be readopted.

**MOTION:** A motion to approve Policy #3542.31 - RE-ADOPT - Free or Reduced Price Lunches was made by Mr. Taylor and a second by Ms. Cain - unanimous vote.

O. Policy #3542.411 - RE-ADOPT - School Nutrition Programs Civil Rights Complaint Procedures

Mr. Taylor provided an overview of the policy to be readopted

**MOTION:** A motion to approve Policy #3542.411 - RE-ADOPT - School Nutrition Programs Civil Rights Complaint Procedures was made by Mr. Taylor and a second by Ms. Cain - unanimous vote.

P. Policy #3543.31 - DELETE - Electronic Communications Use and Retention

Mr. Taylor provided an overview of the policy to be deleted.

**MOTION:** A motion to approve Policy #3543.31 - DELETE - Electronic Communications Use and Retention was made by Mr. Taylor and a second by Ms. Cain - unanimous vote.

Q. Policy #3560 - REVIEW - Capital Outlay

Mr. Taylor provided an overview of the policy to be deleted.

**MOTION:** A motion to approve Policy #3560 - DELETE - Capital Outlay was made by Mr. Taylor and a second by Ms. Rose-Daniels - unanimous vote.

**XII. Executive Session: Discussion of a Personnel Matter as defined under the Connecticut Freedom of Information Act Sec 1-200 and Sec 1-231 (Formerly Sec. 1-21g). Executive Sessions**

**This item was deleted from the agenda.**

**XII. FUTURE AGENDA ITEMS**

XII.A. New Items

No future items were discussed.

### **XIII. ADJOURNMENT**

**MOTION:** Move to adjourn at 8:56 PM passed with a motion by Ms. Cain and a second by Ms. Rose-Daniels – unanimous vote.

Respectfully Submitted,

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Sean King  
Vice-Chair

STK/jc

## **Athletic Department End of Season Report – Winter 2020-21**

This report is an overview of each sport, the number of participants, the cost to run the program, an academic review of the winter sports season and the clubs and activities in place.

The report shows that participation in sports decreased due to the Covid-19 pandemic and middle school sports being canceled.

From an operating perspective, expenses decreased due to the Covid-19 pandemic and middle school sports being canceled as well as a few of our high school programs not competing. Salaries increased individually due to the new MFT Contract.

Covid-19 disrupted the Winter season significantly. At the High School, the Winter season started a month later than usual and schedules were modified to fit the shortened season. There were no state championships held.

I am happy to report we had a total of **48** (61%) varsity student-athletes receive All-Academic recognition (which is a GPA of 87.5 or higher during the 3rd marking period). Our two scholar athletes for the Winter season were Senior Boys Indoor Track team member, Jacob Reilly with a 98.75 GPA and Senior Girls Indoor Track team member, Senior Emma Zingle with a 98.8 GPA.

Additionally, we had 11 Winter varsity student-athletes selected to the All-CCC South Conference team, along with 2 All-State selections.

Thank you!

## **High School Sports Narratives**

The following narratives are an overview provided for you from the coach's perspective, as to how their season went, starting with the high school programs.

### **Boys Basketball, Rick Privott:**

2021 was a different kind of season for the boys basketball team with the pandemic and wearing masks for practices and games. We finished the season with no covid issues, and a solid 10-2 record for the regular season. We fell short of winning our regional championship with two hard fought losses to Maloney. We qualified at number 6 out of a possible 32, putting us in the top 8 and a chance at the CCC overall Championship, but lost in the first round to #1 ranked (state poll) East Catholic.

### **Girls Basketball, Robert Smernoff:**

The Middletown Girls Basketball team completed a successful season both on the court and in the classroom as well. The varsity basketball team finished with a record of 11-3 finishing in second place (out of 8 teams) in the CCC Region D with key wins over Berlin, Wethersfield, Platt, Maloney, Rocky Hill, and Bulkeley/SMSA. Our junior varsity team showed significant growth throughout the season highlighted with a tremendous victory over Platt High School. In terms of the state, the varsity team was ranked in the state top ten poll at one point during the season and received votes many other weeks in the state poll. Our program had 3 students make the all-conference team (Tyah Pettaway, Shadae Bushay, and Kya Mayo) while also placing 9 students on the honor roll during our athletic season.

### **Wrestling, Wes Ruimerman:**

The 2020-2021 season was by far the most challenging season the wrestling team has had in recent memory. The Department of Public Health's decision to postpone the season from November 30, 2020 till January 14, 2021 gave our student-athletes hope, unfortunately that hope was crushed on January 14, when we were told that we could only host practices that fit these perimeters, "May conduct small group conditioning and non-contact skill building." Even though this season may have been difficult, I am truly so proud of my student athletes. I want to highlight my three seniors that unfortunately got the opportunity to compete taken away, Michael Walker, Terrell Johnson and Dylan Sassu. Dylan has started his own business during the

pandemic, Michael has taken on more responsibilities at school as well as in his church community, and Terrell was accepted into The Citadel Military College of South Carolina, where he hopes to continue his wrestling career as a walk on.

Boys Swim/Dive, Trevor Charles:

Considering only having an 8 week season, our team performed admirably, seeing significant improvement over the course of the season. We finished 3-4 for the season, competing in a reconfigured conference with both virtual and in person meets. The team had a successful postseason experience, making significant gains and progress in personal performances.

Winter Cheerleading, Sharon Riley:

I would first like to thank the Athletic Department and the BOE for allowing a winter sports season to occur! Even though cheerleading couldn't stunt or tumble, just being able to get together was a phenomenal experience! Throughout the season, we focused on conditioning, chants, cheer and a dance; while cheering at some of the boys and girls basketball games. With the approval of stunts, we will work on simple stunts to put in one of our last cheer basketball games. The cheer committee is also working on providing an All State packet and a simple league virtual competition. The girls are excited to do some stunting and hopefully things will continue to improve as the year goes by!

Dance Team Marisa Bishop:

The Middletown High School Dance Team participated in a successful virtual and in-person season. We competed in one virtual competition in the varsity Jazz and varsity Hip Hop division. We also performed at six home Basketball games.

Co-Op Hockey, David Dubos:

In the first year of the Co-op with Rocky Hill, Plainville and H-K, the team finished with a 2-7 record. Unfortunately, the season was cut short because of covid related issues. I am looking forward to next year.

### Girls Indoor Track, Rob Weston:

This year Girls Indoor Track was largely an outdoor sport with practices and competition taking place outside. Despite a few challenges, spirits remained high and the team stayed focused. The bulk of the season involved getting back in shape and ready for future competitions. Once we were able to have a couple dual meets, the preparations paid off. Many students had personal bests and victories were picked up in the 300m, high jump, and long jump across the two meets. Our two standout Seniors Alyssa Lecky(LJ,HJ) and Emma Zingle(300m) secured the victories. Even with the difficulties during these times, the positive attitudes, dedication, and determination the team displayed over the course of the season makes me enthusiastic about our future.

### Boys Indoor Track, James White:

Although a different approach to this season, there were many bright spots for the Boys Indoor team. Our smaller than usual team was very dedicated with positive attitudes and strong work ethic. A big reason for that was our large group of seniors making up about half our team. They encouraged and motivated the underclassman, and when we were able to compete, their efforts paid off. Many surprising performances came at our Southington and Maloney dual meets. Victories were picked up in multiple events including shot put, 1600m, and 4x400m. Notable performances were had by Sean Ahern winning the 1600m at both meets and the trio of Liam Tharin, Jacob O'Reilly, and Eric Meyer finishing top four in both meets. As we hopefully get back to a more normal season next year, the team has some big shoes to fill, but I think they will rise to the occasion.

Unified Basketball: not enough participation

### Woodrow Wilson Middle School Winter Sports Narratives

Boys Basketball, Girls Basketball, Cheerleading, Wrestling did not participate this season due to Covid-19.

**WINTER TEAM RECORDS**

<b>MHS</b>	<b>Wins</b>	<b>Losses</b>	<b>Tie</b>
Girls Basketball	11	3	
Boys Basketball	10	4	
Girls Indoor Track	-	-	
Boys Indoor Track	-	-	
Wrestling	-	-	
Boys Swim/Dive	3	4	
Co-Op Hockey	2	7	
Cheerleading	-	-	
Dance	-	-	
Unified Basketball	-	-	

**WWMS**  
Girls Basketball  
Boys Basketball  
Wrestling  
Unified Basketball  
Cheerleading

**COVID - No Participation**

## Academic Review---2021 Winter Sports Season

All student-athletes in grades 9-12 were reviewed for compliance to Middletown High School’s eligibility policy. In accordance with district and CIAC policy, grades from the 2nd quarter served as the criteria in the review process. Student-athletes who had met CIAC eligibility standards, but had received one or more failing grades were subject to the review process. As is the case with all athletic seasons, all interscholastic teams were required to hold supervised study halls in some capacity for student-athletes throughout the season.

Team-by team results of the Academic Review process are summarized in the following table:

	<b>Number Of Student Athletes Subject To Academic Review</b>	<b>Number Of Student Athletes Meeting MHS Criteria For Continuing Participation</b>	<b>Number Of Student Athletes Who Failed To Meet MHS Criteria For Continuing Participation</b>
<b>Boys Basketball</b>	5	5	0
<b>Girls Basketball</b>	4	3	1
<b>Wrestling</b>	0	0	0
<b>Boys Swimming</b>	1	1	0
<b>Boys Indoor Track</b>	1	1	0
<b>Girls Indoor Track</b>	2	2	0
<b>Cheerleading</b>	2	2	0
<b>Dance Team</b>	0	0	0
<b>Hockey</b>	3	3	0
<b>Unified</b>	0	0	0
<b>Total</b>	18	17	1

The Academic Review process is designed to support students and encourage them to strive for academic success. Often, a student’s desire to play a sport or engage in extracurricular activities will spark the effort and focus necessary for improvement in the classroom. Athletics are a valuable part of the high school experience, and Middletown High School is committed to using sports as partners in the educational process.

Middletown Public Schools  
2019-20 WINTER ATHLETICS

SPORT	*OPERATING EXPENSES		EXPENSES GENERATED INCOME		Number of Coaches		Total Salaries	
	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Boys Basketball Middle School	\$16,840 \$2,176	\$8,448 \$4,946	\$6,667	\$0	3 1	3 1	\$16,588 \$ 3,545	\$15,095 0
Girls Basketball Middle School	\$8,282 \$1,913	\$7,565 \$4,996	\$2,024	\$0	3 1	3 1	\$16,588 \$ 3,545	\$12,145 0
Boys Swim	\$4,408	\$5,096			2	2	\$11,699	\$10,644
Indoor Track (Boys/Girls)	\$4,069	\$ 120			2	2	\$10,068	\$ 9,154
Wrestling Middle School	\$3,390 \$1,531	\$1,295 \$3,673	\$1,269	\$0	2 1	1 1	\$11,699 \$ 3,545	\$ 1,044 0
Intramurals	\$ 0	\$ 0			0	0	\$ 0	0
Cheerleading MS Cheerleading	\$4,007 \$ 175	\$ 700 \$2,148			2 1	1 0	\$ 5,034 \$ 3,545	\$ 4,580 0
Athletic Trainer	\$ 0	\$ 0						
Unified Sports	\$ 0	\$ 0			1	0	\$ 1,030	0
Dance	\$ 735	\$ 860			1	1	\$ 4,891	\$ 4,451
Ice Hockey	\$ 5,000	\$5,000			0	0	\$ 0	0
**Miscellaneous	\$19,649	\$5,297						
Transportation	\$ 27,393	\$19,114						
<b>TOTALS</b>	<b>\$99,567</b>	<b>\$66,258</b>	<b>\$9,966</b>	<b>\$0</b>	<b>20</b>	<b>17</b>	<b>\$91,777</b>	<b>\$57,113</b>

\*Operating Expenses- Includes officials, custodial overtime, security, event workers, uniforms, equipment, supplies and game personnel.

\*\*Miscellaneous includes awards, administrative supplies, office supplies, dues & fees.

\*\*CCC Dinners, Nixon pins, letters, & banners for all 8 teams. Income is based on number of home games per sport during the season

**Middletown Public Schools  
Winter 2021  
Participation**

<u>SPORT</u>	<u>HIGH SCHOOL</u>																			
	SIXTH		SEVENTH		EIGHTH		TOTAL		NINTH		TENTH		ELEVENTH		TWELFTH		TOTALS		GRAND TOTAL	
	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2209	2021	2020	2021	2020	2021	2020	2021	2209	2021
Boys Indoor Track									3	1	11	5	14	2	9	10	37	18	37	18
Girls Indoor Track									8	1	11	10	18	1	9	4	46	16	46	16
Boys Swim									6	4	9	7	8	6	12	6	35	23	35	23
Boys Basketball			10	-	15	-	25	-	18	8	10	5	5	5	5	3	38	21	63	21
Girls Basketball			8	-	12	-	20	-	9	4	8	5	7	7	3	4	27	20	47	20
Wrestling	15	-	12	-	7	-	34	-	2	2	5	2	6	2	3	3	16	9	50	9
Cheerleading			10	-	2	-	12	-	2	1	2	3	7	2	1	4	12	10	24	10
Dance									6	4	1	3	2	1	6	2	15	10	15	10
Unified Sports			0	-	0	-	0	-	1	0	4	0	2	0	6	0	13	0	13	0
Co-Op Hockey									0	0	3	1	2	2	2	2	7	5	7	5
<b>TOTALS</b>	15	-	40	-	36	-	91	-	55	25	64	41	71	28	56	38	246	132	337	132

## Winter Coaches

MHS Boys Basketball	Head Coach Assistant Assistant	Rick Privott Matt Harris Kareem Grant John Geary
WMS Boys Basketball		
MHS Girls Basketball	Head Coach Assistant Assistant	Robert Smernoff Kelvin Jones Stephanie DeJesus Mike Angeli
WMS Girls Basketball		
MHS Wrestling	Head Coach Assistant	Wesley Ruimerman Nathan Roy Steve McKeever
WMS Wrestling		
MHS Girls Indoor Track MHS Boys Indoor Track	Head Coach Head Coach	Rob Weston James White
MHS Boys Swim/Dive	Head Coach Assistant (split)	Trevor Charles Daniel Kinney Taylor Garbowski
MHS Cheerleading	Head Coach Assistant	Sharon Riley n/a
WMS Cheerleading	Head Coach	Open
MHS Dance	Head Coach	Marisa Bishop
Unified Sports	Head Coach	n/a
Co-Op Hockey	Head Coach	David Dubos
Athletic Trainer		Janeen Beetle



# Middletown High School

## 2021 Winter Sports PRESS RELEASE

- *CCC All Academic*
- *Team Special Awards*
- *All State Recipients*

### **CONGRATULATIONS**

Winter Sports Highest GPA Recipients:

**Jacob O'Reilly (12th)-GPA: 98.75**

**Emma Zingle (12th)-GPA: 98.8**

## CCC Winter 2020-21 All-Academic

(Must be on Varsity & GPA is 87.5 or above for the 2nd quarter.)

<b>Cheer</b>	Mikayla Chalmers	2021	<b>Boys Indoor Track</b>	Sean Ahern	2021		
	Rachel Gettek	2021		Nicholas Carlson	2021		
	Trinity Lumpkin	2021		Tom Cunningham	2021		
	Mikayla Souza	2021		Tyler Curtiss	2021		
	Caroline Rancourt	2023		Mitchell Hart	2021		
<b>Girls Basketball</b>	Azra Cecunjanin	2021	Justin Karpel	2021			
	Aysia Henderson	2021	Eric Meyer	2021			
	Kya Mayo	2021	Jacob O'Reilly	2021			
	Jenaya Salafia	2022	Liam Tharin	2021			
	Kaila Torres	2022	Jack Kilian	2023			
	Jada Bryant	2023	<b>Boys Basketball</b>	Camille Kennedy	2021		
<b>Girls Indoor Track</b>	Amelia Colombo	2021		Caiden Byrd	2022		
	Ava DiMauro	2021		Matt Steuerwald	2022		
	Alyssa Lecky	2021	Kevin M. Butler	2023			
	Emma Zingle	2021	<b>Wrestling</b>	Terrell Johnson	2021		
<b>Boys Swim &amp; Diving</b>	Marshall Alleyne	2021		Dylan Sassu	2021		
	Jonathan Baldwin	2021	<b>Boys Ice Hockey</b>	Connor Konopka	2022		
	Kelly Baran	2021		<b>CCC Winter 2020-21 All-Conference-Region D</b> (must be on Varsity)	<b>Girls Basketball</b>	Tyah Pettaway**	2022
	Nicolas Turri	2021				Shadae Bushay	2022
	Trevor Drescher	2021	Kya Mayo			2021	
	Zachary Krantz	2022	<b>Boys Basketball</b>		Elijah Wilborn	2022	
	Drew Ngo	2022			Mekhi Toler	2021	
	Andrew Strickland	2022			Matthew Steuerwald	2022	
Diego Carrillo	2023	<b>Boys Swim/Diving</b>	Andrew Strickland		2022		
Richard Bailey	2024		Marshall Alleyne		2021		
Andrew Green	2024		Richard Bailey	2024			
Areen Sathe	2024		Trevor Drescher	2021			
<b>Dance</b>	Alexa Correll	2021	<b>Boys Ice Hockey</b>	Trevor Schad **	2021		
	Talia Ventrelli	2021		<b>**All State 2nd Team (Division II): Trevor Schad</b>	<b>2021</b>		
	Michaela De Los Cientos	2022	<b>**All State (GameTimeCT/New Haven Register): Tyah Pettaway</b>		<b>2022</b>		
	Madeline Sylvain	2023					

**\*\*All State 2nd Team (Division II): Trevor Schad 2021**

**\*\*All State (GameTimeCT/New Haven Register): Tyah Pettaway 2022**

# WINTER Sports 2021

## TEAM Special Awards

<b>Boys Basketball</b>	<i>Most Consistent</i> <i>Most Improved</i>	Matthew Steuerwald Kevin Marshall Butler
<b>Girls Basketball</b>	<i>Most Consistent</i> <i>Leadership Award</i> <i>Outstanding Sportsmanship</i>	Tyah Pettaway Kya Mayo Aysia Henderson
<b>Boys Indoor Track</b>	<i>Most Consistent</i> <i>Outstanding Sportsmanship</i>	Jacob O'Reilly Eric Meyer
<b>Girls Indoor Track</b>	<i>Most Consistent</i> <i>Outstanding Sportsmanship</i>	Emma Zingle Alyssa Lecky
<b>Boys Swim/Dive</b>	<i>Robert Parmalee -</i> <i>Outstanding Performer</i> <i>Outstanding Sportsmanship</i>	Andrew Strickland Trevor Drescher
<b>Boys Ice Hockey</b>	<i>Most Consistent</i> <i>Outstanding Sportsmanship</i>	Trevor Schad Dante Caminito
<b>Cheer</b>	<i>Most Consistent</i> <i>Outstanding Sportsmanship</i> <i>Most Versatile</i>	Trinity Lumpkin Rachel Getek Mikayla Chalmers
<b>Dance</b>	<i>Outstanding Sportsmanship</i> <i>Most Consistent</i>	Michaela De Los Cientos Alexa Correll
<b>Wrestling</b>	<i>Most Consistent</i>	Jacob Guarino

**MHS Winter 2021**  
**CT High School Coaches Assoc.**  
**All-State Recipients**

- Trevor Schad '21 - Boys Ice Hockey, *2nd Team Division III*
- Tyah Pettaway '22 - Girls Bball, *GameTimeCT/New Haven Register Team*

Executive Summary  
2021-2022 Adult Education Program Enhancement Projects

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

This initiative comprises five programs. These are: Workforce Readiness, Transition to Post-Secondary Education and Training, Family Literacy Services, Corrections Education and Other Institutionalized Individuals and English Language Acquisition and English Literacy and Civics Education.

The following is a summary of each program:

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

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

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

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

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

Attached are the Priority Area abstracts for review.

**APPENDIX B  
PRIORITY AREA ABSTRACT**

<b>Priority Area Name:</b> Family Literacy Services/Elementary ESL, ABE/GED	<b>Project Title:</b> MAE Even Start Family Literacy
<b>Applicant Organization:</b> Middletown Adult Education	<b>Project Director:</b> James G. Misenti, Director of Adult Education
<b>Requested Federal Funds:</b> \$50,000.	<b>Program Area: (ABE, ESL, GED, CDP, NEDP, Citizenship):</b> ABE, GED, ESL
<b>Planned Number of Students:</b> 12	<b>Cost Per Student:</b> \$4167.

**STATEMENT OF NEED/TARGET POPULATION:**

Our target population are parents of children with low income who reside in the Middletown Adult Education service area. There must be one parent who is 17 years or older, officially withdrawn from secondary school and in need of adult basic education, GED or ESL instruction and with, at least, one child age 6 weeks to 3 years old. We will focus on families who are headed by a single parent and those with disabilities, low level of literacy or other barriers to educational attainment.

**PROJECT DESIGN:**

Parents will attend ABE, GED or ESL classes for 15 hours a week while children are engaged in developmentally appropriate education classes simultaneously. Interactive Literacy/PACT activities occur daily. Parent Time involves modeling and training in how to become the primary teacher of their children and continue to be actively involved in their children’s schooling. The Middletown Family Resource Center is our primary collaborator. Most activities occur with the cooperation of the Family Resource Center and occur on-site at MAE or at McDonough School (walking distance). Community activities are integral to this program and include many community resources such as: the Russell Library, community parks, Kids City etc. The parent/child music program (in collaboration with the Family Resource Center) is weekly.

As stated above, parents participate in adult education classes with additional workforce and transitions activities. Our local WDB identifies Health Care, Information Technology and Manufacturing as three of the industry sectors that are growing in our area. Workforce and transition activities will target these areas for our parents in this program.

**PROJECT OBJECTIVES: (Briefly state the objectives of the project.)**

- To provide ABE/GED/ESL to 12 parents of infants and toddlers in the Middletown Adult Education service area.
- To provide literacy focused developmentally appropriate early childhood education for children from age 6 weeks to 3 years old while parents attend adult education and parenting classes.
- In collaboration with the Family Resource Center, to increase parents’ ability to become full partners in their children’s learning by increasing their own knowledge of child development, effective parenting skills and community resources.
- To provide digital rich adult education classes to parents that include online learning platforms (Digital Learning program included) as well as a separate North Star Computer Literacy class.
- To provide adult education classes that are aligned with CASAS competency and College and Career Readiness Standards (CCRS)
- To provide workforce readiness skills and transitions services through MAE’s College and Career Center that support WDB local industry sectors.

**APPENDIX B  
PRIORITY AREA ABSTRACT**

<b>Priority Area Name:</b> Corrections Education and Other Institutionalized Individuals or Special Populations	<b>Project Title:</b> Employability Skills for Special Populations
<b>Applicant Organization:</b> Middletown Adult Education	<b>Project Director:</b> James G. Misenti
<b>Requested Federal Funds:</b> \$30,000.	<b>Program Area: (ABE, ESL, GED, CDP, NEDP, Citizenship):</b> ABE, GED, CDP
<b>Planned Number of Students:</b> 10	<b>Cost Per Student:</b> \$3,000.

**STATEMENT OF NEED/TARGET POPULATION:**

Middletown and its service delivery area is home to several of Connection Inc. programs and its participants need re-entry skills for successful assimilation. Therefore, individuals 17 years or older, who do not have a secondary diploma or its equivalent and may need remediation in reading, writing and mathematics for successful entry to employment or post-secondary completion. The target population resides in transitional housing and is currently in alternative programming to incarceration or may have disabilities.

**PROJECT DESIGN:**

This program will be hosted at the Middletown Adult Education site at 398 Main Street in Middletown. A separate ABE and GED class will be offered to support attainment of necessary skills for high school diploma attainment and employment readiness skills. Participants will also have access to CDP classes and will participate in career and employment preparation programs. This project aligns with WDB Industry Clusters as a Customer Service Certification and Microsoft Certification preparation class is offered as well as NorthStar instruction to participants. The Career Developer will provide services to enhance successful transition to appropriate training and/or employment. Support services through our Social Worker will be intensive and referrals to community agencies will be made as appropriate. Participants' progress closely monitored by our Guidance department. Collaboration with Connection Inc. Program Managers will be ongoing.

**PROJECT OBJECTIVES: (Briefly state the objectives of the project.)**

- To provide a basic skills/GED/CDP classes that lead to high school completion
- To provide online programs to increase learning opportunities
- To provide contextualized learning with WDB industry sectors
- To provide career education and employment readiness activities
- To provide transition to post-secondary and training

**Time Line:**

When	What	Why
7/1/2021	Contact with Connection, Inc. to recruit clients	Preparation for program start
9/5/2021	Client assessment with e-test	Student profile and assign class
9/5/2021- 22	Employment focused ABE/GED class	Increase employment competence
9/5/2021-22	Transitions counseling. Appointments with AJC or BRS (if needed) Postsecondary education/Training	Increase readiness to enter employment or post-secondary education.
9/5/2021-6/1/2022	Provide extensive support services through Social Worker and referral sources	Retention and support will increase likelihood of success.

**APPENDIX B**

**Priority Area Transition to Postsecondary Education and Training: AE-22-3S Abstract**

<b>Priority Area Name:</b> Transition to Postsecondary Education and/or Training	<b>Project Title:</b> Middletown Adult Education Transition Program
<b>Applicant Organization:</b> Middletown Adult Education	<b>Project Director:</b> James G. Misenti Director of Middletown Adult Education
<b>Requested Federal Funds:</b> \$40000	<b>Program Area: (ABE, ESL, GED, CDP, NEDP, Citizenship):</b> ABE, CDP, GED
<b>Planned Number of Students:</b> 20	<b>Cost Per Student:</b> \$2000

**STATEMENT OF NEED/TARGET POPULATION:**

The Transition Program is designed for individuals who do not have a secondary diploma or its equivalent and need additional services to transition into and progress within a post-secondary education or training program.

**PROJECT DESIGN: (Give a brief description of the overall design; indicate how this project aligns with community needs and the industry sectors identified by your local WDB.)**

The Transition Program will build on our high school programs to improve upon student learning, critical thinking, digital literacy, and promote transitions from our high school completion programs to post secondary education or training. Our plan, as described in detail below, meets all of the priority area requirements.

**PROJECT OBJECTIVES: (Briefly state the objectives of the project.)**

- To create a Transition Team through partnerships with local agencies.
- To align curriculum with the CCR Standards for Adult Education.
- To align student activities with the identified regional needs of the Workforce Alliance Local Plan.
- To increase the number of courses with integrated education and contextualized learning.
- To enhance our Transition Program with appropriate student activities.

**APPENDIX B**

**Priority Area Workforce Readiness – Elementary, ESL and ABE/GED: AE-22-1E Abstract**

<b>Priority Area Name:</b> Workforce Readiness – Elementary, ESL and ABE/GED (XWFE)	<b>Project Title:</b> Middletown Adult Education Workforce Readiness Program (XWFE)
<b>Applicant Organization:</b> Middletown Adult Education	<b>Project Director:</b> James G. Misenti Director of Middletown Adult Education
<b>Requested Federal Funds:</b> \$40000	<b>Program Area:</b> ESL, ABE, GED
<b>Planned Number of Students:</b> 20	<b>Cost Per Student:</b> \$2000

**STATEMENT OF NEED/TARGET POPULATION:**

The Workforce Readiness Program is designed for individuals who lack sufficient mastery of basic skills, do not have a secondary diploma or its equivalent, are limited English proficient, and who would benefit from exposure, experience, and exploration in a number of career pathways as a means of enhancing employability.

**PROJECT DESIGN:** The Workforce Readiness Program will provide activities, instruction, and support aimed at promoting self-sufficiency. Our plan, as described in detail below, meets all of the priority area requirements.

**PROJECT OBJECTIVES:**

- To maintain a College and Career Center offering individual counseling, drop-in and virtual hours, and bi-weekly workshops promoting workforce readiness activities.
- To provide career pathway opportunities that are aligned with the emerging industry sectors identified by the [Workforce Alliance WIOA Local Plan](#): Health and Personal Care, STEM Occupations, Information Technology, and Manufacturing.
- To maintain partnerships with Middlesex Community College, CONNTAC, the Middletown Chamber of Commerce, Workforce Alliance, the Bureau of Rehabilitation Services, and local agencies and businesses.
- To promote contextualized learning in the classroom and online.

**APPENDIX B  
PRIORITY AREA ABSTRACT**

<b>Priority Area Name:</b> Integrated English Language and Civics Education (IEL/Civics)	<b>Project Title:</b> Middletown IEL/Civics
<b>Applicant Organization:</b> Middletown Adult Education	<b>Project Director:</b> James G. Misenti, Director of Adult Education
<b>Requested Federal Funds:</b> \$57,465	<b>Program Area: (ABE, ESL, GED, CDP, NEDP, Citizenship):</b> ESL
<b>Planned Number of Students:</b> 15	<b>Cost Per Student:</b> \$3,831

**STATEMENT OF NEED/TARGET POPULATION:** Individuals, 17 years or older, who are not enrolled or required to be enrolled in secondary school under state law, who lack skill in speaking, reading, or writing the English language. This cohort will include intermediate and advanced non-native English language learners with degrees and credentials in their native countries, and those with other barriers to education and employment.

**PROJECT DESIGN**

Intermediate and advanced English language learners, including those with professional degrees and credentials in their countries, and those with other barriers to education and employment, will be enrolled in an IEL/Civics cohort focusing on:

- current research- and standards-based general English language instruction to target life skills for community membership and economic self-sufficiency, and academic skills for workforce readiness and career advancement.
- embedded digital literacy instruction, as well as basic and advanced skills courses.
- numeracy and mathematics necessary for a variety of home, community, workplace, and academic settings.
- Integrated Education and Training (IET), with local partners, for both industry-recognized certificate, and non-certificate, programs, to develop skills for in-demand occupations as identified by the Workforce Board’s Local Plan.
- contextualized English language instruction to support success in IET training components, readiness, and employment.
- flexibility to accommodate student schedules, including morning, afternoon, and evening classes, and on-line access.
- experiential learning opportunities for community engagement, including field trips to meet local and state representatives and understand the U.S. system of government.
- support services to aid students in workforce readiness and career exploration, evaluation of credentials and career advancement, transitions to secondary diploma programs, post-secondary education and training, and entry into employment.

**PROJECT OBJECTIVES: (Briefly state the objectives of the project.)**

- Increase general student literacy in English language, mathematics, digital skills, civic awareness, and employability.
- Increase understanding of civics rights and responsibilities, as well as community engagement.
- Offer support services for transition to education, training, employment, and career exploration and advancement.
- Make available training programs which lead to industry-recognized certification for in-demand careers.
- Contextualize instruction to support success in training programs, workforce readiness, and career exploration and advancement.

## REVISE POLICY 1325

### Community Relations

#### Advertising and Promotion

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

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

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

1. Use instructional aids furnished by private sources when the advertising content is **reasonable de minimis** in the judgment of the Superintendent.
2. Cooperate, through announcements and distribution of program material, with a town agency or non-profit community organizations that benefit students and their families, when such cooperation will not interfere with the school program.
3. Accept limited advertising on extracurricular activity schedules, programs, and/or via event announcements at the discretion of the principal of the school involved.
4. Permit other exceptions if recommended by the Superintendent and approved by the Board of Education.
5. Allow temporary displays of advertising by community organizations utilizing school

## REVISE POLICY 1325

### Community Relations

#### Advertising and Promotion

district facilities for community benefit outside the official school day. All such displays shall be limited to the area being utilized and only for the duration of the activity.

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

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

Policy adopted: March 21, 1995  
Policy readopted: April 13, 2004  
Policy revised: December 12, 2017  
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Business**

**Tuition Fees**

The Middletown Board of Education will permit, upon the approval of the Superintendent, students from other school districts to attend local schools when they can be accommodated in existing classes. The students or their sending district shall pay a tuition fee to be established annually by September 15th by the Board of Education. The tuition fee may be adjusted as changes in costs indicate unless a multiple year agreement to provide educational facilities is entered into with another Board of Education.

Children of Middletown Public Schools employees who live outside of the Middletown school district will be allowed to attend the Middletown schools upon payment of the tuition established by the Board and subject to the approval of the Superintendent. The Superintendent will develop a written agreement for the parents/guardians to sign.

Legal Reference:

Connecticut General Statutes

10-33 Tuition in towns in which no high school is maintained.

10-55 Pupils to attend regional school.

10-220 Duties of boards of education.

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

10-266 Reimbursement for education of pupils residing on state property.

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Business**

**Materials/Services Fees, Fines, Charges**

**Material Fees**

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Students will be charged for damaged or lost textbooks, library materials and other educational materials and the principal may withhold grades, transcripts, diplomas or report cards until the student pays for or returns the textbook, library book or other educational material.

**Copies of Records**

Any person who applies in writing will receive a plain or certified copy of any public record.

A fee to be charged not to exceed fifty cents per page for the service as provided by law.

Legal Reference: Connecticut General Statutes

115 Application for copies of public records.

10221 Boards of education to prescribe rules.

10228 Free textbooks, supplies, material and equipment.

10228a Free textbooks, supplies, material and equipment.

10229 Change of textbooks.

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Business**

**Sales & Disposal of Books, Equipment & Supplies**

The Middletown Board of Education (the “Board”) recognizes that the school system may have property that is unusable or obsolete, or otherwise not needed by the school system. The Board also recognizes that under Connecticut law, boards of education do not own anything, i.e., all property, including books and furniture, is owned by the school district, which is controlled by the City of Middletown (the “City”).

No unusable, obsolete, or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Books and damaged equipment shall be disposed of at the discretion of the Superintendent of Schools or his/her designee. For other school equipment or materials, the Superintendent of Schools or his/her designee, after determining there is no appropriate use of school equipment or materials within the school system, shall comply with the City Charter and/or other City laws applicable to the transfer and/or disposal of equipment or materials.

If permitted by the City Charter and/or City laws, obsolete or surplus equipment or materials not retained within the school system or transferred to the City may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials. If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

- Legal References:     Conn. Gen. Stat. § 10-220. Duties of board of education.  
                               Conn. Gen. Stat. § 10-240. Control of schools.  
                               Conn. Gen. Stat. § 10-241. Power of school districts.  
                               Charter of the City of Middletown

Policy adopted:	May 16, 1995	MIDDLETOWN PUBLIC SCHOOLS
Policy revised:	June 8, 2004	Middletown, Connecticut
Policy revised:		

## **Business**

### **Sales and Rentals of Real Property**

#### **Sales**

All sales of school system real property shall be approved by the Board of Education in a regularly scheduled meeting. Such transactions must be conducted in conformity with state law and city charter.

#### **Rentals**

Rentals of school system property with fees set by the Board of Education shall be administered in conformity with the policy and administrative regulations 1330 of this manual.

Legal Reference:     *Middletown City Charter*

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

# PROPOSED DELETE POLICY 3434

## Business

### Periodic Audit

An audit of all accounts of the school system shall be made annually by an independent public accountant selected by the city government.

The audit shall include all funds of the school system, including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education, or pursuant to a joint powers agreement. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the state of Connecticut and (2) a summary of audit exceptions and management recommendations.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits.

7-393 Working papers of accountant; preservation for inspection.

10-260a Auditing of state grants for public education.

Policy adopted: May 16, 1995

Policy readopted: June 8, 2004

Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

# PROPOSED DELETE POLICY 3450

## Business

### Monies in School Buildings

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Non-Instructional Operations**

**Operation and Maintenance of Plant**

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities. In order to carry out an efficient maintenance program, the custodians must receive the cooperation of the students, the teachers and administrators.

Each custodian shall have a daily work schedule in order to accomplish his/her part of the overall task. He/she shall be given directions on how to perform the various duties assigned to him/her. The Director of Facilities or his/her designee shall supervise and ensure that all custodians are doing their share of the work to the best of their ability.

Legal Reference: Connecticut General Statutes

10-203 Sanitation.

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**Accident Prevention and reporting – First Aid**

**Management of Do Not Resuscitate Orders**

It is the policy of The Middletown Board of Education that all students will be provided with immediate first aid and 911 emergency rescue services when a medical crises and/or life threatening episode occurs at school. In a medical emergency, school staff will take all reasonable steps to preserve the life of all students. However, if the attending physician and parent/guardian of a student (or student age eighteen (18) years or older) have executed a written “Do Not Resuscitate” (“DNR”) order, and such order has been approved in accordance with the dictates of this policy, the school nurse, school nurse supervisor and/or school medical advisor will act in accordance with that order and refrain from medical interventions that are not in accordance with that order.

**DNR Definition**

A DNR order means an order written by a Connecticut licensed physician to withhold cardiopulmonary resuscitation, including chest compressions, defibrillation, breathing, or breathing ventilation by any assistive or mechanical means, including, but not limited to mouth-to-mouth, mouth-to-mask, bag-valve mask, endotracheal tube, or ventilator for a particular patient.

**Conditions for Consideration of DNR Orders by the School District**

1. In order to be considered by the school district, a DNR order must be:
  - a. Signed and dated by a Connecticut physician
  - b. Co-signed and dated by the parent/guardian of a student under the age of eighteen (18) years of age, or by the student age eighteen (18) or older
  - c. Be time limited (Must have a beginning (physician’s signature date) and ending date, not to exceed six (6) months)
  - d. Contain the student’s name
  - e. State conditions under which the DNR order can be revoked, and
  - f. Be submitted on the Middletown Public Schools “Do Not Resuscitate Order” form
2. Upon receipt of a request by a parent/guardian or a student age eighteen (18) years of age or older to honor a DNR order, the school nurse will obtain a signed Release from the parent/guardian and/or student age eighteen (18) year of age or older to permit the school nurse to share medical information about the student with school and EMS personnel as described in this policy. Upon receipt of the release, the school nurse shall refer the DNR order to the Supervisor of School Health/Medical Advisor for review. The Supervisor of School Health/Medical Advisor and/or school nurse shall contact local EMS personnel to coordinate implementation of the DNR order with local EMS personnel. (Parent/Guardian or student over the age of eighteen or older will have made the initial arrangements with EMS)

3. A DNR order will not be honored unless it is submitted and has been subject to the review procedures described in this policy
4. Any request for a DNR order will trigger the student's referral to a Planning and Placement team ("PPT") and/or Section 504 team meeting. The PPT and/or Section 504 team will discuss the implementation of the order.
5. Prior to implementation of a plan to honor a DNR order, the parent/guardian of the student, or the student if eighteen (18) years of age or older, with the assistance of the student's physician, must develop a transportation plan with the district and the EMS system in the event that the school contacts the EMS System. If a student faces a medical crisis and/or life-threatening episode, the school will use the 911 system, but will identify the student's DNR status to EMS personnel who respond to the 911 call.
6. The school district will make the final decision regarding approval of any request to honor a DNR order, and reserves the right to rescind its approval of any such order upon notice to the parent/guardian and/or student age eighteen (18) years of age or older.

### **Renewal and/or Revocation of DNR Orders**

1. Once approved, in order to remain effective, the written order for a DNR must be renewed in writing every six (6) months. If a DNR order is not renewed in a timely fashion, it shall not be honored. The school nurse will notify parent/guardian or student eighteen or older one (1) month prior to the expiration of a "DNR" order that a renewal is needed.
2. A DNR order may be revoked at any time by a written request by the parent/guardian or student age eighteen (18) years of age or older. In medical emergencies, the verbal request of the parent/guardian or student if age eighteen (18) years of age or older or the removal of the DNR bracelet, shall also serve as a revocation of the DNR order. When the student becomes eighteen (18) years of age, any DNR order signed by the student's parent/guardian becomes invalid.
3. The "DNR" bracelet is to be worn on the student's wrist or ankle at all times for the "DNR" order to be effective. The "DNR" bracelet must be the orange bracelet issued by the physician and/or State of CT or a medic alert bracelet containing all mandated information.

### **Requirements for Implementation of DNR Orders**

1. The school nurse, supervisor of school health or school medical advisor will only Honor a DNR request if the conditions described above are met, and the student is wearing the standard state issued DNR bracelet with all of the mandated information or a medic alert bracelet with all mandated information.
2. The Superintendent shall be notified when a school receives a request to honor a DNR order.
3. Any school building where a student with a DNR order is in attendance shall have a school nurse in the building to manage that student's care and carry out the order.
4. The original DNR order must be filed in the student's cumulative health record. Its existence shall also be documented in the PPT and/or Section 504 meeting summary.

5. Upon receiving a request to honor a DNR order, the school nurse will notify the Supervisor of School Health/Medical Advisor and schedule a PPT and/or Section 504 team meeting. All proceedings are to be documented on the nurses' notes section of the student's cumulative health folder.
6. The school nurse, in consultation with the School Health Supervisor/School Medical Advisor, the parent/guardian (or student age eighteen (18) years of age or older) and the student's attending physician shall develop an Individualized Health Care Plan (IHCP), identifying the DNR order and an emergency protocol to follow. The IHCP will address any transportation issues.
7. The school nurse, School Health Supervisor and/or School Medical Advisor are the only staff members who will comply with the DNR order. All other staff members will follow established medical emergency procedures for all students until the school nurse, school health supervisor, school medical advisor and/or EMS personnel arrive and assume responsibility for the care of the student.
8. At the first signs of deteriorating health status, the student will be transported to the school health office. The school nurse will assess the student and contact EMS personnel as indicated.
9. The IHCP shall be reviewed monthly and revised as needed by the school nurse, in consultation with the School Health Supervisor/School Medical Advisor, the parent/guardian (or student age eighteen (18) years of age or older) and the student's attending physician. The PPT and/or Section 504 team shall be notified of any changes to the IHCP as appropriate. Parents will receive a copy of the IHCP and may review the IHCP at any time.
10. Crisis Intervention Teams should prepare for and be activated following the death of any student to assist the school community and family.
11. Any school nurse, school health supervisor or medical advisor who has an ethical, philosophical, or religious objection, to implementing a DNR order shall turn over care of the student without delay to another school nurse, school nurse supervisor, school medical advisor or EMS personnel who will implement the DNR order, pending the assumption of care by another provider, the DNR order shall be followed.
12. The Supervisor of School Health and Superintendent should be notified as soon as possible, but in any case, within twelve (12) hours, in the unlikely event that a death occurs in school.

Any questions or issues related to EMS responding to a school for a specific student with a DNR order may be directed to the Office of Emergency Medical Services, State Department of Public Health and Addiction Services, at (860) 509-7975, or to the Middletown Building Principal.

Legal References: P.A. 19a-580d-(1-9)

Policy adopted: January 9, 2007  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

# PROPOSED READOPT POLICY 3542.31

## Non-Instructional Operations

### Free or Reduced Price Lunches

The Middletown Public Schools will participate in the National School Lunch and Breakfast Programs. The program will follow state and federal guidelines.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children

10-215a Non-public school participation in feeding program

10-215b Duties of state board of education re feeding program

10-216 Payment of expenses

State Board of Education Regulations

10-215b-1 Competitive foods

Policy adopted: May 16, 1995

Policy readopted: June 8, 2004

Policy readopted:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

**Business/Non-Instructional Operations**

**Food Service Personnel - Code of Conduct**

**MODEL CODE OF CONDUCT  
GOVERNING PROCUREMENTS UNDER A FEDERAL AWARD**

**In compliance with Code of Federal Regulations 2 C.F.R. § 200.318**

*[Federal law requires non-Federal entities, including school districts, that receive Federal funds to develop and implement a written code of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and/or administration of Federally funded contracts. This means that, in all applicable cases, property and/or services purchased with Federal awards, including Connecticut School Nutrition Program funds, must be purchased in accordance with a written code of conduct. Federal law also requires that the school district's code of conduct provide for disciplinary actions to be taken for violating the standards set forth in its code of conduct. This document provides a sample code of conduct that complies with 2 C.F.R. § 200.318 and outlines proper practices for procuring property and services under a Federal award with fairness and integrity.]*

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract procuring property or services under a Federal award, including the expenditure of Connecticut School Nutrition Program (“School Nutrition Program”) funds by any Middletown Board of Education (“Board”) employee or agent.

**Article I. Purpose**

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contracts procuring property or services under a Federal award, including expending School Nutrition Program funds on goods and/or services. This Code of Conduct also sets forth discipline that may result from violating these standards.

**Article II. Code of Conduct Provisions**

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by Federal funds, including School Nutrition Program funds:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one

## Business/Non-Instructional Operations

### Food Service Personnel - Code of Conduct

of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:

- a. The employee, officer, or agent of the Board;
  - b. Any immediate family member of the Board employee, officer, or agent (spouse, sibling, parent, child);
  - c. The partner of the Board employee, officer, or agent; or
  - d. An organization that employs or is about to employ one of the above.
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. ***In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" shall be anything of more than fifty dollars in value shall apply, from any one source during any period of one year.*** ~~*[Optional: 2 C.F.R. § 200.318 (e) (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."]*~~
3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

#### Legal References:

##### Federal Regulations and Guidance

- 2 C.F.R. § 200.112 Conflict of Interest.
- 2 C.F.R. § 200.318 General Procurement Standards.
- 2 C.F.R. § 400.2 Conflict of Interest.

**Business/Non-Instructional Operations**

**Food Service Personnel - Code of Conduct**

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for School Food Authorities, [https://fns-prod.azureedge.net/sites/default/files/cn/SP40\\_CACFP12\\_SFSP14-2016a2.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a2.pdf) (May 2016).

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, [https://fns-prod.azureedge.net/sites/default/files/cn/SP40\\_CACFP12\\_SFSP14-2016a1.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a1.pdf) (May 2016).

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 03-2015, SFSP 02-2015, [https://fns-prod.azureedge.net/sites/default/files/cn/SP09\\_CACFP%2003\\_SFSP02-2015os.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP09_CACFP%2003_SFSP02-2015os.pdf) (November 2014).

Connecticut Statutes, Regulations and Guidance

Conn. Gen. Stat. § 1-79 Definitions.

Conn. Gen. Stat. § 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.

Conn. Gen. Stat. § 10-216 Payment of expenses.

Regs. Conn. State. Agencies § 10-215b-1 Competitive foods.

State of Connecticut, Department of Education, Operational Memorandum No. 10-16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts,

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf> (August 2016).

Policy adopted: April 12, 2016

Policy replaced:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

**Non-Instructional Operations**

**School Nutrition Programs Civil Rights Complaint Procedures**

Middletown Public Schools is a sponsor of the United States Department of Agriculture (USDA) Food and Nutrition Services' (FNS) Child Nutrition Programs, including the *National School Lunch Program (NSLP)*, *School Breakfast Program (SBP)*, and *Fresh Fruit and Vegetable Program (FFVP)*. The Middletown Public Schools provides benefits to all eligible individuals without discrimination in accordance with Federal civil rights laws and USDA policy, as governed by [FNS Instruction 113-1](#). The USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, age, sex, and disability.

Program participants who feel they have been discriminated against while participating in the Child Nutrition Programs, including during the serving of meals, will be instructed to contact Marco Gaylord, Director of Operations, at (860) 638-1485 for procedures to voice their complaint. All complaints alleging discrimination on the basis of race, color, national origin, age, sex, or disability, either written or verbal, must be processed within the established time frames.

**Right to File**

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within **180 days** of the alleged discriminatory action. Only the Secretary of Agriculture may extend this time under special circumstances. The complainant must be advised of confidentiality and Privacy Act applications. The Director of Operations, Marco Gaylord, will not attempt to resolve the complaint himself, without first providing the complainant with information on how they can file a complaint.

**Forms**

The Director of Operations will provide, all persons wishing to file a complaint, instructions on where to obtain the [USDA Program Discrimination Complaint Form](#) online or where they can obtain a hard copy. However, use of this form will not be a prerequisite for acceptance of the complaint.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish) for assistance in filing a complaint.

**Filing a Complaint**

The Director of Operations will provide instructions to the complainant on where to forward the completed [USDA Program Discrimination Complaint Form](#) by:

- mail: 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**Non-Instructional Operations  
School Nutrition Programs Civil Rights Complaint Procedures**

**Verbal Complaints**

In the event a complainant wishes to make the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the Director of Operations will write up the elements of the complaint for the complainant utilizing the [USDA Program Discrimination Complaint Form](#).

**Acceptance of Written or Verbal**

All complaints received by Director of Operations, written or verbal, will be forwarded to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights (OCR). Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information. Complaints will be forwarded to OCR via:

- mail: 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**State Agency Notification**

If the Director of Operations is notified that a program participant has filed a Civil Rights complaint or they have filed a complaint on behalf of a program participant, they will notify their [county consultant](#) at the Connecticut State Department of Education (CSDE). The Director of Operations will provide information as requested by the CSDE during the OCR investigation of the complaint.



For more information, see the Connecticut State Department of Education's (CSDE) [Civil Rights for Child Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/SNPCivilRightsComplaint.doc>.

**Non-Instructional Operations  
School Nutrition Programs Civil Rights Complaint Procedures**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

## **READOPT POLICY 3542.411**

### **Non-Instructional Operations**

### **School Nutrition Programs Civil Rights Complaint Procedures**

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, [levy.gillespie@ct.gov](mailto:levy.gillespie@ct.gov)

Policy adopted: May 14, 2019

Policy readopted:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

# DELETE POLICY 3543.31(a)

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

### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention**

This policy applies to the retention, storage, and destruction of electronic information and records within the District and does not supersede any state or federal laws, or any other District policies regarding confidentiality, information dissemination, or standards of conduct. Generally, electronic information should be used only for legitimate District business; however, brief and occasional e-mail messages may be sent and received pursuant to policy 4118.4/4218.4 and policy 4118.5/4218.5.

Electronic communications is transmittal of a communication between two or more computers or electronic devices, whether or not the message is converted to hard copy format, whether or not the message is viewed upon receipt or stored for later retrieval, and whether or not the transmittal is through a local, district or global computer network.

Electronic communications, including records made with other software and sent in e-mail, which are sent or received by the Board of Education or District employees pertaining to the business of the schools may be subject to public disclosure and inspection as public records under the Connecticut Freedom of Information Act and discovery in litigation as evidence in support of a claim. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic and paper records that may reasonably be anticipated to be subject of discovery in the course of litigation.

Use of electronic mail should conform to the same standards of judgment, propriety and ethics as other forms of school business-related communications.

The District is obligated to respect and, where necessary, to protect confidential data. The Board recognizes technical and legal limitations may restrict the District’s ability to protect confidentiality. Electronic communication is recognized as similar to a paper document for legal purposes. The Board understands it may be legally compelled to disclose electronic information including business or personal use of e-mail to community members in accordance with the Freedom of Information Act. Such information will be disclosed to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the District.

Electronic communication 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 and will be retained in accordance with the *Management and Retention Guide for State and Municipal Government Agencies* (General Letter 98-1) administered by the Connecticut State Library, Public Records Administrator.

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

### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention (continued)**

In addition to the Board's retention guidelines, all District 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 litigation. The Superintendent or his/her designee shall develop administrative regulations to preserve such records and electronically stored information that could potentially be related to any matter currently in litigation or which may be anticipated to result in future litigation.

The responsible authority for the maintenance and security of records shall be the Superintendent of Schools or his/her designee. The Superintendent shall designate a Records Custodian who will be responsible for implementation of District policies and administrative regulations pertaining to the preservation of paper records and electronically stored information, including e-mails and to respond to requests to inspect electronic mail pursuant to the Freedom of Information Act.

When security of certain financial, student, and other confidential information must be maintained, employees shall take appropriate security measures such as the use of personal identification passwords and/or encryption codes. Employees shall safeguard the confidentiality of passwords and codes and shall take reasonable steps to insure that computer terminals do not become available for unauthorized use.

Users are responsible for appropriate access to and use of electronic mail systems. Illegal or improper use of the electronic mail systems, including, but not limited, to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited.

Use of the electronic mail systems for which the District will incur an expense without written permission of a supervisor is prohibited.

Violation of this policy shall constitute just cause for appropriate disciplinary action.

Legal Reference:        Connecticut General Statutes  
                              The Freedom of Information Act.  
                              1-15 Application for copies of public records.  
                              1-200 Definitions.  
                              1-210 to 1-213 Access to public records.  
                              1-211 Access to computer stored records.  
                              1-214 Public contracts as part of public records.  
                              1-225 to 1-240 Meetings of public agencies.

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

### **Office Services/Records and Reports**

#### **Electronic Communications Use and Retention (continued)**

##### Legal Reference (continued:)

7-109 Destruction of documents.

10-15b Access of parent or guardians to student's records.

10-154a Professional communications between teacher or nurse & student.

10-209 Records not to be public.

10-221 Boards of education to prescribe rules.

11-8a Retention, destruction and transfer of documents.

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

31-48d Employers engaged in electronic monitoring required to give prior notice to employees.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V Disposition of Education Records (Revised 1983).

General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator Record Retention Schedules Towns, Municipalities, and Boards of Education.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Department of Education 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Rules 34 and 45 of the Federal Rules of Civil Procedure (2006 Amendments).

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C. §2332b(g)(5)(B) and 2331.

PL 107-110 "No Child Left Behind Act of 2001" Sections 5208 and 9528.

Policy adopted: June 16, 2009

Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **DELETE POLICY 3560**

### **Business and Non-Instructional Operations**

#### **Capital Outlay**

An amount equal to  $\frac{1}{4}\%$  of the annual budget shall be allocated to Capital Improvements (including equipment). By two-thirds ( $\frac{2}{3}$ ) majority of the Board of Education, the allocation of this policy can be decreased. Capital Improvements are defined as repair, renovation or modification to any physical plant, or existing school premise, including equipment, in excess of \$5,000.00. The percentage allocated to capital improvements should be evaluated annually.

Policy adopted: December 19, 2006  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

Fiscal Year: 2021	Expenditures	Appropriation					Overage/	
Object Code - Summary	2019-2020	2020-2021	Appropri Adj	Encumbrances	Expenditures	Account Balance	Deficit	Projection
<b>CERTIFIED SALARIES</b>								
51109 CERTIFIED*CURR WRITING	47,625.57	64,000.00	(21,058.00)	-	42,717.23	224.77	-	42,942.00
51110 CERTIFIED*REG	32,629,187.84	34,093,285.00	(50,000.00)	-	23,576,581.41	10,466,703.59	165,000.00	33,878,285.00
51111 KNOWN ATTRITION	-	(184,000.00)	-	-	-	(184,000.00)	-	(184,000.00)
51112 UNKNOWN ATTRITION	-	(458,000.00)	-	-	-	(458,000.00)	-	(458,000.00)
51115 CERTIFIED*OTH ADDL/STIPEND	972.05	2,928.00	-	-	1,027.91	1,900.09	-	2,928.00
51309 SALARIES: INTERVENTIONISTS	12,630.00	40,500.00	75,000.00	-	127,065.00	(11,565.00)	(40,000.00)	155,500.00
51310 SALARIES: SUBS-DAILY*REG	156,893.28	165,000.00	(75,000.00)	-	95,732.05	(5,732.05)	(40,150.00)	130,150.00
51315 SALARIES: SUBS-LT*REG	159,071.30	145,000.00	110,000.00	-	183,396.63	71,603.37	40,000.00	215,000.00
51316 SALARIES: SUBS-BLDG*REG	22,258.89	585,900.00	(235,000.00)	-	191,171.68	159,728.32	12,575.00	338,325.00
51410 SALARIES: ADMINISTRATOR*REG	4,524,149.95	5,038,761.00	65,000.00	-	4,278,169.62	825,591.38	35,000.00	5,068,761.00
51501 LONGEVITY: CERTIFIED	476,816.18	498,267.00	-	-	482,200.00	16,067.00	16,067.00	482,200.00
51510 ADDL COMP PAID TO TCHRS	10,197.63	112,000.00	-	-	11,405.20	100,594.80	-	112,000.00
51716 SALARIES: MENTOR	11,302.50	13,080.00	-	-	6,781.50	6,298.50	-	13,080.00
51718 SALARIES: TUTOR	104,553.47	112,034.00	-	-	72,809.96	39,224.04	20,000.00	92,034.00
51721 SALARIES: STIPENDS-NON TRB	312,898.83	448,428.00	(10,640.00)	-	181,830.21	255,957.79	20,640.00	417,148.00
51722 SALARIES: MINISTERIAL MENTOR		-	45,244.00	-	17,950.00	27,294.00	-	45,244.00
51900 OTHER SALARIES	117,423.15	120,000.00	-	-	101,538.38	18,461.62	-	120,000.00
51901 NON-CONTRACTED CERTIFIED	14,199.59	10,034.00	-	-	21,463.22	(11,429.22)	(15,000.00)	25,034.00
51906 SALARIES: STRINGS*REG					10,731.79	(10,731.79)	(16,000.00)	
51921 SALARIES: CLASS COVERAGE	47,236.04	40,000.00	-	-	80,319.26	(40,319.26)	(70,000.00)	110,000.00
<b>_Total_ CERTIFIED SALARIES</b>	<b>38,647,416.27</b>	<b>40,847,217.00</b>	<b>(96,454.00)</b>	<b>-</b>	<b>29,482,891.05</b>	<b>11,267,871.95</b>	<b>128,132.00</b>	<b>40,606,631.00</b>
<b>CLASSIFIED SALARIES</b>								
51116 CLASSIFIED*REG	7,651,407.15	8,006,744.00	(80,000.00)	-	6,138,752.07	1,787,991.93	260,000.00	7,666,744.00
51118 CLASSIFIED*OT	120,595.31	127,002.00	-	-	52,212.06	74,789.94	40,000.00	87,002.00
51121 CLASSIFIED*OTH ADDL STIPEND	12,298.80	15,000.00	-	-	-	15,000.00	15,000.00	-
51200 SAL OF SEASONAL TEMP EMP	1,871.03	-	-	-	10,246.64	(10,246.64)	(35,000.00)	35,000.00
51416 ATHLETIC EVENT-OT	27,441.41	17,501.00	-	-	15,270.98	2,230.02	-	17,501.00
51418 SUBS-SECRETARIES	79,290.20	35,000.00	-	-	46,003.66	(11,003.66)	(15,000.00)	50,000.00
51419 OT-SNOW REMOVAL	16,081.23	30,000.00	-	-	28,901.43	1,098.57	1,098.57	28,901.43
51420 OT-CUSTODIAL COVERAGE	14,896.05	40,000.00	-	-	16,434.45	23,565.55	7,500.00	32,500.00
51502-LONGEVITY CLASSIFIED		2,000.00			-	2,000.00	2,000.00	
51711 SALARIES: PHYSICIAN	10,000.12	10,000.00	(10,000.00)	-	-	-	-	-
51903 HOME VISITORS	-	-	25,000.00	-	11,340.00	13,660.00	-	25,000.00
<b>_Total_ CLASSIFIED SALARIES</b>	<b>7,933,881.30</b>	<b>8,283,247.00</b>	<b>(65,000.00)</b>	<b>-</b>	<b>6,319,161.29</b>	<b>1,899,085.71</b>	<b>275,598.57</b>	<b>7,942,648.43</b>

Fiscal Year: 2021	Expenditures	Appropriation					Overage/	
Object Code - Summary	2019-2020	2020-2021	Appropri Adj	Encumbrances	Expenditures	Account Balance	Deficit	Projection
<b>PARAPROFESSIONALS</b>								
51210 SALARIES: AIDES/PARAS*REG	3,636,027.52	4,244,636.00	(715,000.00)	-	2,661,573.68	868,062.32	235,000.00	3,294,636.00
51212 SALARIES: AIDES/PARAS*OT	-	1,000.00	-	-	-	1,000.00	1,000.00	-
51215 SALARIES: AD ED/PARAS*REG	571.41	5,188.00	-	-	-	5,188.00	5,188.00	-
51216 SALARIES: LIBRARY PARAS*REG	99,659.37	110,485.00	-	-	63,283.63	47,201.37	25,000.00	85,485.00
51503 LONGEVITY: PARAS	14,200.00	12,300.00	-	-	13,482.08	(1,182.08)	(1,182.08)	13,482.08
51713 SALARIES: LUNCH AIDE	179,063.36	200,687.00	125,000.00	-	182,802.24	142,884.76	60,000.00	265,687.00
51920 SALARIES: STUDENT VOCATIONAL	2,937.50	6,000.00	-	1,110.00	1,050.00	3,840.00	3,840.00	2,160.00
<b>_Total_ PARAPROFESSIONALS</b>	<b>3,932,459.16</b>	<b>4,580,296.00</b>	<b>(590,000.00)</b>	<b>1,110.00</b>	<b>2,922,191.63</b>	<b>1,066,994.37</b>	<b>328,845.92</b>	<b>3,661,450.08</b>
<b>EMPLOYEE BENEFITS</b>								
51970 SAL: CLOTHING ALLOCATION	20,395.00	19,952.00	-	-	18,900.00	1,052.00	-	19,952.00
52100 GROUP LIFE INSURANCE	222,538.00	221,525.00	-	196,500.00	-	25,025.00	25,025.00	196,500.00
52205 FICA	537,114.91	429,230.00	-	-	408,820.01	20,409.99	-	429,230.00
52210 MEDICARE	733,017.23	701,264.00	-	-	580,586.84	120,677.16	-	701,264.00
52300 RETIREMENT CONTRIB	33,727.89	37,000.00	-	-	33,846.56	3,153.44	-	37,000.00
52500 TUITION REIMB	1,450.00	4,500.00	-	-	3,000.00	1,500.00	1,500.00	3,000.00
52600 UNEMPLOY COMPENSATION	45,836.00	65,000.00	-	41,719.44	22,689.56	591.00	-	65,000.00
52700 WORKERS COMPENSATION	650,935.88	712,600.00	-	-	700,516.38	12,083.62	12,083.62	700,516.38
52831 HEALTH INS*CERTIFIED/PARAS	7,124,607.00	7,300,150.00	85,000.00	-	7,385,150.00	-	-	7,385,150.00
52832 HEALTH INS*CLASSIFIED	5,199,883.00	5,279,584.00	15,459.00	5,295,043.00	-	-	-	5,295,043.00
52840 DENTAL INSURANCE	1,010,334.07	1,042,824.00	(101,285.00)	315,046.13	595,234.87	31,258.00	-	941,539.00
52950 DISABILITY INSURANCE	24,273.45	28,500.00	-	-	27,374.17	1,125.83	1,125.83	27,374.17
52960 UNUSED SICK BENEFIT	66,091.26	25,001.00	-	-	21,497.91	3,503.09	3,503.09	21,497.91
52961 UNUSED VACATION PAYOUT	15,000.00	15,000.00	-	-	-	15,000.00	(40,000.00)	55,000.00
52990 OTHER POST EMPL BENEFITS	207,261.00	254,568.00	826.00	-	255,394.00	-	-	255,394.00
52991 ACA HEALTH INSURANCE	153.00	24,000.00	-	164.76	-	23,835.24	23,835.24	164.76
<b>_Total_ EMPLOYEE BENEFITS</b>	<b>15,892,617.69</b>	<b>16,160,698.00</b>	<b>-</b>	<b>5,848,473.33</b>	<b>10,053,010.30</b>	<b>259,214.37</b>	<b>27,072.78</b>	<b>16,133,625.22</b>
<b>PURCHASED SERVICES</b>								
53010 PURCHASED PROF SVCS	156.00	350.00	12,000.00	2,938.66	9,411.31	0.03	-	12,350.00
53020 LEGAL SERVICES	121,059.09	130,000.00	40,000.00	46,172.37	93,827.63	30,000.00	15,000.00	155,000.00
53040 NURSING SERVICES	13,019.60	40,850.00	(27,000.00)	-	-	13,850.00	13,850.00	-
53070 TESTING / SCORING	59,358.70	43,700.00	-	1,970.34	38,275.21	3,454.45	-	43,700.00
53200 PROF EDUC SERVICES	9,397.13	10,000.00	(10,000.00)	-	-	-	-	-
53205 EMPLOYEE TRNG/DEV SVCS	-	3,085.00	-	-	2,675.00	410.00	-	3,085.00
53220 INSERVICE - PROF MTGS/DEV	10,415.24	63,853.00	(24,764.98)	1,225.50	12,019.37	25,843.15	-	39,088.02

Fiscal Year: 2021	Expenditures	Appropriation					Overage/	
Object Code - Summary	2019-2020	2020-2021	Appropri Adj	Encumbrances	Expenditures	Account Balance	Deficit	Projection
<b>PURCHASED SERVICES (cont.)</b>								
53240 FIELD TRIPS	5,963.66	6,100.00	(2,450.00)	-	2,055.00	1,595.00	1,595.00	2,055.00
53251 STUDENT ACTIVITIES	4,724.52	8,000.00	3,161.00	1,725.61	2,225.23	7,210.16	-	11,161.00
53300 PURCH PROF SVCS: TECH	120,058.05	135,000.00	46,000.00	42,802.65	81,714.35	56,483.00	15,000.00	166,000.00
53400 PURCH PROF SVCS: OTHER	577,617.73	633,659.00	(37,544.00)	127,270.47	440,182.18	28,662.35	1,000.00	595,115.00
53520 PURCH PROF SVCS: OTHR TECH	128,715.79	1,500.00	-	-	115.38	1,384.62	-	1,500.00
53530 PURCH PROF SVCS: POLICE	5,527.13	9,000.00	(9,000.00)	-	-	-	-	-
53540 PURCH PROF SVCS: SPORTS OFF	29,207.48	64,241.00	(5,000.00)	-	11,797.80	47,443.20	-	59,241.00
53900 OTHER PURCHASED SERVICES	25,186.21	33,100.00	-	4,000.00	16,050.73	13,049.27	-	33,100.00
54010 PURCH PROPERTY SVCS	41,321.26	23,500.00	(6,000.00)	1,597.59	9,770.91	6,131.50	-	17,500.00
54103 SNOW PLOWING/SANDING	11,990.00	30,000.00	-	-	21,970.00	8,030.00	8,030.00	21,970.00
54400 RENTAL LAND/BUILDINGS-TLC	34,500.00	34,500.00	(24,120.00)	-	-	10,380.00	10,380.00	-
54410 RENTAL OF LAND & BLDGS-ADED	77,058.00	77,058.00	-	10,700.00	66,358.00	-	-	77,058.00
54411 WATER/SEWER	76,725.52	99,616.00	(7,600.00)	20,516.78	52,192.58	19,306.64	13,000.00	79,016.00
54420 RENTAL OF EQUIP&VEHICLES	3,262.81	6,500.00	-	1,498.72	2,001.28	3,000.00	3,000.00	3,500.00
54421 DISPOSAL	144,495.04	165,000.00	(19,200.00)	7,635.42	133,933.68	4,230.90	3,300.00	142,500.00
54424 LAWN CARE	1,260.00	10,000.00	-	7,229.05	2,770.95	-	-	10,000.00
54430 RENTAL OF COMPUTER RELATED EQU	-	393.00	-	-	393.00	-	-	393.00
54440 RENTALS	2,290.14	2,314.00	-	359.24	1,715.76	239.00	-	2,314.00
54900 ENERGY PERFORM CONTRACT	95,915.00	95,915.00	(95,915.00)	-	-	-	-	-
55010 PURCHASED SERVICES	1,166,652.35	969,031.00	434,678.22	162,101.09	1,014,051.12	227,557.01	25,000.00	1,378,709.22
55011 VACCINES	690.00	3,000.00	-	2,655.00	345.00	-	2,000.00	1,000.00
55100 PUPIL TRANSPORTATION	5,502,978.13	5,545,584.00	(1,017,016.16)	1,769,546.27	1,701,139.54	1,057,882.03	150,000.00	4,378,567.84
55105 TRANSPORTATION*SUMMER	185,201.82	239,499.00	-	-	29,509.76	209,989.24	209,989.24	29,509.76
55109 TRANS*SPED OUT OF TOWN	380,058.78	420,000.00	-	159,577.00	150,876.35	109,546.65	-	420,000.00
55190 TRANS*HOMELESS	69,407.47	70,000.00	-	14,441.50	-	55,558.50	-	70,000.00
55191 TRANSPORT*DCF	33,859.20	100,000.00	-	19,913.00	13,810.00	66,277.00	-	100,000.00
55205 PROP/CASUALTY INSURANCE	488,144.00	488,144.00	-	-	488,144.00	-	-	488,144.00
55206 ATHLETIC INSURANCE	23,560.00	24,000.00	-	-	20,952.00	3,048.00	3,048.00	20,952.00
55300 COMMUNICATIONS/TELEPHONE	305,577.73	268,200.00	64,464.00	62,120.75	244,883.15	25,660.10	12,938.00	319,726.00
55301 POSTAGE	20,870.69	36,955.00	(7,955.25)	7,563.91	16,528.80	4,907.04	-	28,999.75
55303 SECURITY MONITORING	67,000.00	78,000.00	-	-	68,078.04	9,921.96	-	78,000.00
55304 SUBSCRIPTIONS/LICENSES	-	9,329.00	(279.92)	133.48	8,970.66	(55.06)	(55.06)	9,104.14
55400 ADVERTISING	5,150.00	8,050.00	5,801.13	1,462.00	8,279.93	4,109.20	-	13,851.13
55500 PRINTING	24,308.23	48,250.00	(2,802.39)	14,961.24	16,767.73	13,718.64	-	45,447.61
55510 COPYING	194,844.60	203,485.00	-	-	194,848.60	8,636.40	8,636.00	194,849.00

Fiscal Year: 2021	Expenditures	Appropriation					Overage/	
Object Code - Summary	2019-2020	2020-2021	Appropri Adj	Encumbrances	Expenditures	Account Balance	Deficit	Projection
<b>PURCHASED SERVICES (cont.)</b>								
55800 TRAVEL/CONFERENCES	86,476.29	142,990.00	(33,783.00)	10,159.16	72,443.43	26,604.41	-	109,207.00
57350 TECH SW/COMPUTER LICENSES	600.00	600.00	21,028.67	-	21,628.67	-	-	21,628.67
58901 EDUCATIONAL SUPPORT	14,235.39	25,140.00	-	95.93	9,445.14	15,598.93	-	25,140.00
58902 CULTURAL COUNCIL	16,000.00	16,000.00	-	-	-	16,000.00	16,000.00	-
58903 PROF DEV IMPROVE	59,451.69	86,200.00	(9,607.56)	270.00	35,194.28	41,128.16	-	76,592.44
58904 WESLEYAN PUB SCHL COLLAB	5,000.00	5,000.00	-	-	5,000.00	-	-	5,000.00
58905 C.A.U.S.E.	3,000.00	3,000.00	-	-	-	3,000.00	-	3,000.00
58906 AFTER SCHOOL PROGRAM	3,871.85	16,650.00	-	-	718.49	15,931.51	-	16,650.00
58908 RECRUITMENT	600.00	4,500.00	-	-	150.00	4,350.00	-	4,500.00
<b>_Total_ PURCHASED SERVICES</b>	<b>10,256,762.32</b>	<b>10,538,841.00</b>	<b>(712,905.24)</b>	<b>2,502,642.73</b>	<b>5,123,220.04</b>	<b>2,200,072.99</b>	<b>511,711.18</b>	<b>9,314,224.58</b>
<b>SUPPLIES &amp; MATERIALS</b>								
56010 SUPPLIES*INVENTORY	2,365.25	11,000.00	-	-	377.56	10,622.44	-	11,000.00
56106 SUPPLIES*FOOD	204.00	390.00	-	-	-	390.00	-	390.00
56110 INSTRUCTIONAL SUPPLIES	408,761.44	528,037.00	54,877.72	48,401.93	463,427.99	71,084.80	-	582,914.72
56115 COMMON CORE MATERIALS	13,075.20	16,953.00	(1,634.11)	1,461.54	13,618.29	239.06	-	15,318.89
56120 ADMINISTRATIVE SUPPLIES	82,739.42	73,467.00	21,021.11	26,909.52	58,110.67	9,467.92	-	94,488.11
56121 COPY PAPER	-	46,584.00	(14,663.53)	10,274.11	21,623.93	22.43	22.43	31,898.04
56210 NATURAL GAS	433,165.05	400,100.00	136,650.00	137,020.49	399,729.51	-	(8,000.00)	544,750.00
56220 ELECTRICITY	994,017.48	1,299,244.00	(144,030.00)	423,473.56	731,740.44	-	50,000.00	1,105,214.00
56230 BOTTLED GAS	8,744.85	12,000.00	-	1,131.84	8,683.16	2,185.00	-	12,000.00
56240 FUEL OIL	327,795.31	312,500.00	-	-	334,927.35	(22,427.35)	(52,500.00)	365,000.00
56260 DIESEL FUEL	251,205.93	265,000.00	-	176,798.07	88,201.93	-	-	265,000.00
56265 GASOLINE (VEHICLES)	50,206.91	71,600.00	-	15,575.58	41,895.56	14,128.86	14,128.86	57,471.14
56270 PROPANE	13,979.66	32,000.00	-	-	45,357.29	(13,357.29)	(41,000.00)	73,000.00
56300 FOOD SUPPLIES	1,389.42	6,741.00	-	161.80	562.23	6,016.97	6,000.00	741.00
56410 TEXTBOOKS	38,919.07	52,485.00	6,100.61	12,702.30	38,271.47	7,611.84	-	58,585.61
56420 LIBRARY MATERIALS	34,105.06	36,311.00	4,922.86	7,317.42	20,128.13	13,788.31	-	41,233.86
56440 MEDIA	3,972.10	5,598.00	(23.18)	399.84	3,574.82	1,600.16	1,600.00	3,974.82
56500 SUPPLIES*TECH RELATED	192,853.98	49,858.00	14,404.14	19,681.29	36,391.96	8,188.89	-	64,262.14
56900 SUPPLIES*OTHER	158,424.31	84,595.00	381,320.92	79,938.83	94,390.22	291,586.87	25,000.00	440,915.92
56910 CUSTODIAL SUPPLIES	131,945.62	133,000.00	24,300.00	29,588.04	122,436.49	5,275.47	-	157,300.00
<b>_Total_ SUPPLIES &amp; MATERIALS</b>	<b>3,147,870.06</b>	<b>3,437,463.00</b>	<b>483,246.54</b>	<b>990,836.16</b>	<b>2,523,449.00</b>	<b>406,424.38</b>	<b>(4,748.71)</b>	<b>3,925,458.25</b>

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<b>PROPERTY</b>								
54300 MAINT: REPAIRS	522,083.08	903,147.00	(153,880.32)	140,532.65	451,160.38	157,573.65	50,000.00	699,266.68
54303 MAINT: GROUNDS	17,888.17	22,000.00	-	6,900.00	7,981.06	7,118.94	-	22,000.00
54304 ELEVATOR MAINTENANCE	53,557.16	41,880.00	(7,500.00)	10,703.48	23,676.52	-	-	34,380.00
57300 NEW EQUIPMENT	27,412.00	131,036.00	80,548.74	26,857.95	94,522.24	90,204.55	(50,000.00)	261,584.74
57330 FURNITURE AND FIXTURES	118,068.13	5,300.00	-	-	5,078.76	221.24	-	5,300.00
57340 TECH REL HW/EQUIP	3,035.25	111,100.00	168,983.28	67,853.72	168,542.55	43,687.01	-	280,083.28
57390 OTHER EQUIP/PROPERTY	236,514.70	3,129.00	-	-	3,116.97	12.03	-	3,129.00
<b>_Total_PROPERTY</b>	<b>978,558.49</b>	<b>1,217,592.00</b>	<b>88,151.70</b>	<b>252,847.80</b>	<b>754,078.48</b>	<b>298,817.42</b>	<b>-</b>	<b>1,305,743.70</b>
<b>CAPITAL</b>								
57400 INFRASTRUCTURE	-	-	900,000.00	-	-	900,000.00	-	900,000.00
58900 CAPITAL PREVENTIVE MAINT	-	-	-	-	-	-	(180,000.00)	180,000.00
<b>_Total_CAPITAL/MAJOR PROJECTS</b>			<b>900,000.00</b>	<b>-</b>	<b>-</b>	<b>900,000.00</b>	<b>(180,000.00)</b>	<b>1,080,000.00</b>
<b>DUES &amp; FEES</b>								
53310 PURCH PROF SVCS: AUDIT	-	35,000.00	(5,000.00)	30,000.00	-	-	-	30,000.00
58100 MEMBERSHIPS & DUES	66,610.00	83,366.00	(2,039.00)	6,502.26	60,741.82	14,082.92	10,618.00	70,709.00
<b>_Total_DUES &amp; FEES</b>	<b>66,610.00</b>	<b>118,366.00</b>	<b>(7,039.00)</b>	<b>36,502.26</b>	<b>60,741.82</b>	<b>14,082.92</b>	<b>10,618.00</b>	<b>100,709.00</b>
<b>TUITION</b>								
55600 TUITION/MAGNET SCHLS-REG ED	858,823.00	872,620.00	-	-	868,731.00	3,889.00	3,889.00	868,731.00
55610 TUIT OTHR DIST IN STATE-SPED	794,027.08	610,703.00	(46,200.00)	136,798.86	578,868.13	(151,163.99)	(151,163.99)	715,666.99
55620 TUIT OTHR DIST O/S STATE-SPED	104,442.92	-	46,200.00	7,700.00	38,500.00	-	-	46,200.00
55630 TUIT TO PRIVATE SOURCES-SPED	3,396,154.94	3,482,446.00	-	831,411.22	2,848,914.19	(197,879.41)	(197,879.41)	3,680,325.41
<b>_Total_TUITION</b>	<b>5,153,447.94</b>	<b>4,965,769.00</b>	<b>-</b>	<b>975,910.08</b>	<b>4,335,013.32</b>	<b>(345,154.40)</b>	<b>(345,154.40)</b>	<b>5,310,923.40</b>
<b>Grand Total</b>	<b>86,009,623.23</b>	<b>90,149,489.00</b>	<b>(0.00)</b>	<b>10,608,322.36</b>	<b>61,573,756.93</b>	<b>17,967,409.71</b>	<b>752,075.34</b>	<b>88,301,413.66</b>

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 08-Apr-2021 to 05-May-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 37673      Date: 19-Apr-2021						
From 1010-091-0000-200-54400-00000	MDT TRANS CTR: RENTAL LAND/BUILDINGS	34,500.00	-24,120.00	10,380.00	6,652.31	
To 1010-091-0000-200-56110-00000	MDT TRANS CTR: INSTRUCTIONAL SUPPLIES	200.00	2,000.00	2,200.00		7,895.00
From 1010-930-2100-200-53020-00000	SPED: LEGAL SVCS	50,000.00		50,000.00	1,242.69	
	To cover MTC t-shirt printing program instructional supply expenditures from overage in Rental budget line.					
Journal#: 37674      Date: 20-Apr-2021						
From 1010-091-0000-200-54400-00000	MDT TRANS CTR: RENTAL LAND/BUILDINGS	34,500.00	-24,120.00	10,380.00	939.47	
To 1010-091-2620-200-55300-00000	MDT TRANS CTR: COMMUNICATIONS/TELEPHONE	3,900.00	800.00	4,700.00		939.47
	To cover telephone expenditures at Transition Center from Rent overage.					
Journal#: 37675      Date: 21-Apr-2021						
From 1010-930-2100-200-53020-00000	SPED: LEGAL SVCS	50,000.00		50,000.00	10,000.00	
To 1010-930-2100-200-55630-00000	SPED: TUITION TO PRIVATE SOURCES	3,482,446.00		3,482,446.00		10,000.00
	Use legal services overage to partially cover special education tuition deficit.					
Journal#: 37676      Date: 21-Apr-2021						
From 1010-950-2500-000-58902-00000	CENTRAL SVCS: CULTURAL COUNCIL	16,000.00		16,000.00	16,000.00	
To 1010-100-3200-350-51906-00000	SALARIES:STRINGS*REG					16,000.00
	Due to COVID move Appropriation from unused Cultural Council services to fund the deficit in the Strings Program.					
Journal#: 37677      Date: 21-Apr-2021						
From 1010-940-2700-000-55100-00000	STU TRANSP: PUPIL TRANS REG	3,179,302.00	-939,624.00	2,239,678.00	110,504.00	
From 1010-960-2575-000-52991-00000	EMPL BENEFITS: ACA HEALTH INSURANCE	24,000.00		24,000.00	23,835.00	
From 1010-950-2500-000-55510-00000	CENTRAL SVCS: COPYING	37,000.00		37,000.00	2,636.00	
From 1010-960-2580-000-55510-00000	TECH SVCS: COPYING	6,000.00		6,000.00	6,000.00	
From 1010-960-2575-000-52100-00000	EMPL BENEFITS: GROUP LIFE INS	221,525.00		221,525.00	25,025.00	
From 1010-960-2500-000-52700-00000	CENTRAL SVCS: WORKER COMP	712,600.00		712,600.00	12,000.00	
To 1010-980-5001-000-58900-00000	CAPITAL: CAPITAL*RESERVE/PREV MAINT					180,000.00
	To appropriate Local funding for the approved State Oil Tank Grant.					
Journal#: 37678      Date: 21-Apr-2021						
From 1010-930-2100-200-55105-00000	SPED: TRANSPORTATION*SUMMER	239,499.00		239,499.00	209,989.24	
To 1010-930-2100-200-55610-00000	SPED: TUIT OTHR DIST IN STATE	610,703.00	-46,200.00	564,503.00		104,994.62
To 1010-930-2100-200-55630-00000	SPED: TUITION TO PRIVATE SOURCES	3,482,446.00		3,482,446.00		104,994.62

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 08-Apr-2021 to 05-May-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Use overage in Summer transportation budget to cover special education tuition deficit.						

Journal#: 37685 Date: 23-Apr-2021

From 1010-940-2620-000-55300-00000	MAINT/BLDGS: COMM/PHONE	264,300.00	61,164.00	325,464.00	12,937.31	
To 1010-940-2620-000-56270-00000	MAINT/BLDGS: PROPANE	32,000.00		32,000.00		12,937.31
TRANSFER NEEDED DUE TO UNEXPECTED CHANGE IN VENDOR, RESULTING IN UNEXPECTED EXCESS COSTS						

Journal#: 37691 Date: 27-Apr-2021

From 1010-930-2100-200-55100-00000	SPED: PUPIL TRANSP	1,960,190.00		1,960,190.00	209,600.00	
To 1010-930-2100-200-55610-00000	SPED: TUIT OTHR DIST IN STATE	610,703.00	-46,200.00	564,503.00		48,600.00
To 1010-930-2100-200-55630-00000	SPED: TUITION TO PRIVATE SOURCES	3,482,446.00		3,482,446.00		161,000.00
Cover special education tuition deficit from special transportation overage.						

Journal#: 37692 Date: 27-Apr-2021

From 1010-930-2100-200-55100-00000	SPED: PUPIL TRANSP	1,960,190.00		1,960,190.00	390.00	
To 1010-930-2100-200-57300-00000	SPED: NEW EQUIP	1,000.00		1,000.00		390.00
Purchase special education new equipment from overage in special transportation budget line.						

Journal#: 37697 Date: 29-Apr-2021

From 1010-100-2210-350-58100-00000	CURR: PERFORM ARTS*MEMBERSHIP/DUES	3,800.00		3,800.00	1,702.00	
To 1010-100-2210-350-56900-00000	CURR: PERFORM ARTS*SUPPL*OTHER		6,500.00	6,500.00		1,702.00
To purchase pins for the Music Banquet.						

Journal#: 37701 Date: 03-May-2021

From 1010-100-2210-350-54300-00000	CURR: PERFORM ARTS*MAINT: REPLACEMT	65,350.00	-6,500.00	58,850.00	48,821.78	
From 1010-100-3000-350-55100-00000	CURR: PERFORM ARTS*PUPIL TRANSP	6,895.00		6,895.00	4,306.29	
To 1010-100-2210-350-57300-00000	CURR: PERFORM ARTS*NEW EQUIP	28,287.00		28,287.00		53,128.07
to Reappropriate funding in the Curriculum Music Budget to spend accordingly. Not sending out instruments for repair b/c of CoVid - buying additional new instruments instead.						

Journal#: 37702 Date: 03-May-2021

From 1010-100-2210-350-55800-00000	CURR: PERFORM ARTS*TRAVEL/CONF	6,200.00		6,200.00	4,186.31	
To 1010-100-2210-350-56900-00000	CURR: PERFORM ARTS*SUPPL*OTHER		6,500.00	6,500.00		4,186.31

Date Range: 08-Apr-2021 to 05-May-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To	
===== To Reappropriate Funding to spend accordingly. The Travel Conference was halted due to CoVid, purchasing additional Supplies for Music awards banquet to make up the lack of eve =====							
Journal#: 37703	Date: 03-May-2021						
From 1010-100-2210-350-55100-00000	CURR: PERFORM ARTS*PUPIL TRANS	7,000.00		7,000.00	7,000.00		
From 1010-100-2210-350-55800-00000	CURR: PERFORM ARTS*TRAVEL/CONF	6,200.00		6,200.00	2,013.69		
From 1010-100-3000-350-55100-00000	CURR: PERFORM ARTS*PUPIL TRANSP	6,895.00		6,895.00	1,316.31		
To 1010-100-1000-350-51901-00000	CURRIC_MUS: STRINGS INSTRUCTOR	10,000.00		10,000.00		10,330.00	
To cover deficit in the Strings Instructors Line. Because of COVID the online learning has continued with the Strings and the Teachers have worked more hours.							
Journal#: 37704	Date: 04-May-2021						
From 1010-011-2220-440-56110-00000	SNOW: LIBR/MEDIA*INSTR SUPPL	500.00	950.00	1,450.00	81.84		
To 1010-011-2220-440-55304-00000	SNOW: LIBR/MEDIA SUBSCRIPTIONS	1,000.00		1,000.00		81.84	
To cover deficit with Library Media Instructional Supplies overage.							
Journal#: 37708	Date: 05-May-2021						
From 1010-100-2210-210-55010-00000	PRE SCHOOL: PURCH SVCS	52,500.00	-3,500.00	49,000.00	5,000.00		
To 1010-100-2210-210-56110-02124	PRE SCHOOL: INST SUP*SPD/NICM					5,000.00	
To support purchase of instructional supplies for PreK program							
Journal#: 37712	Date: 05-May-2021						
To 1010-100-2210-000-55010-00000	CURR: PURCH SVCS [ALL SCHL]	15,000.00	-7,500.00	7,500.00		243,196.39	
From 1010-940-2660-215-55010-00000	SECURITY: CVD19: PURCHASED SERVICES		105,000.00	105,000.00	1,196.39		
From 1010-940-2660-215-56900-00000	SECURITY: CVD19: SUPPLIES OTHR		303,800.00	303,800.00	200,000.00		
From 1010-940-2660-215-57300-00000	SECURITY: CVD19: EQUIPMENT		85,000.00	85,000.00	30,000.00		
From 1010-940-2660-215-57340-00000	SECURITY: CVD19: TECH REL HW/EQUIP		110,000.00	110,000.00	12,000.00		
Covid Supply expenses are fully funded for 20/21. Transfer for PD and Coaching, should be funded from proper accounting lines.							
Journal#: 37716	Date: 05-May-2021						
From 1010-930-2100-200-55191-00000	SPED: TRANSPORT*DCF	100,000.00		100,000.00	63,000.00		
To 1010-940-2650-200-57300-00000	VEH OPER/MAINT: NEW EQUIPMENT					63,000.00	
To Purchase the student transportation Van/Bus for the Middletown Transition Center.							
				-----		-----	
Total Transfer for Central Office						1,028,375.63	1,028,375.63
				=====		=====	

Date Range: 08-Apr-2021 to 05-May-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 37705 Date: 05-May-2021						
From 1010-100-2210-170-55010-00000	CURR: NAT/PHYS SCIENCE*PURCHASED SERVICES	20,000.00	-15,000.00	5,000.00	4,415.50	
To 1010-100-2210-170-51109-00000	CURR: NAT/PHYS SCI*CURRE WRITING					4,415.50
From 1010-100-2210-170-56110-00000	CURR: NAT/PHYS SCIENCE*INSTR SUPPL	5,000.00	19,131.00	24,131.00	1,584.50	
To 1010-100-2210-170-51109-00000	CURR: NAT/PHYS SCI*CURRE WRITING					1,584.50
From 1010-100-2210-000-58903-00000	CURR: PROF DEV IMPRV [ALL SCHL]	66,000.00	-3,132.30	62,867.70	2,000.00	
To 1010-100-2210-160-51900-00000	CURR: MATH*OTHER SALARIES					2,000.00
From 1010-100-2210-000-58901-00000	CURR: EDUC SUPPORT [ALL SCHL]	17,000.00		17,000.00	3,000.00	
To 1010-100-2210-110-51109-00000	CUIRR: ELA: CERT*CURRE WRITING					3,000.00
From 1010-100-2210-000-58901-00000	CURR: EDUC SUPPORT [ALL SCHL]	17,000.00		17,000.00	3,000.00	
To 1010-100-2210-120-51109-00000	CURR: FOR LANG: CERT*CURRE WRITING					3,000.00
From 1010-100-2210-000-58901-00000	CURR: EDUC SUPPORT [ALL SCHL]	17,000.00		17,000.00	2,023.93	
To 1010-100-2210-190-51109-00000	CURR: SOCIAL STU: CERT*CURRE WRITING					2,023.93
From 1010-100-2210-000-53220-00000	CURR: IN SVC-PROF MTG/DEV [ALL SCHL]	10,000.00		10,000.00	976.07	
To 1010-100-2210-190-51109-00000	CURR: SOCIAL STU: CERT*CURRE WRITING					976.07
To fund summer curriculum writing and summer programs						

Journal#: 37706 Date: 05-May-2021						
From 1010-100-2210-110-56410-00000	CURR: ELA*TEXTBOOKS	8,000.00	1,000.00	9,000.00	.55	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	10,051.40	20,051.40		.55
From 1010-100-2210-170-56110-00000	CURR: NAT/PHYS SCIENCE*INSTR SUPPL	5,000.00	19,131.00	24,131.00	850.64	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	10,051.40	20,051.40		850.64
From 1010-100-2210-190-56110-00000	CURR: SOC SCIENCE*INSTR SUPPL	1,000.00		1,000.00	102.63	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	10,051.40	20,051.40		102.63
From 1010-100-2210-310-56410-00000	CURR: BUSINESS*TEXTBOOKS	3,875.00		3,875.00	6.90	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	10,051.40	20,051.40		6.90
From 1010-100-2210-000-55010-00000	CURR: PURCH SVCS [ALL SCHL]	15,000.00	-7,500.00	7,500.00	7,470.34	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	10,051.40	20,051.40		7,470.34
From 1010-100-2210-000-53220-00000	CURR: IN SVC-PROF MTG/DEV [ALL SCHL]	10,000.00		10,000.00	68.94	
To 1010-100-2210-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL]	10,000.00	10,051.40	20,051.40		68.94
To support purchase of instructional supplies and materials for Summer Literacy Academy 2021						

Journal#: 37709 Date: 05-May-2021						
From 1010-100-2210-000-53220-00000	CURR: IN SVC-PROF MTG/DEV [ALL SCHL]	10,000.00		10,000.00	3,000.00	
To 1010-100-2210-000-55800-00000	CURR: TRAVEL/CONF [ALL SCHL]	16,500.00	-5,687.00	10,813.00		3,000.00
to support travel expenses for Model Schools Conference, June 2021 Nashville, TN						

Total Transfer for CURRICULUM 28,500.00 28,500.00

Date Range: 08-Apr-2021 to 05-May-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
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Journal#: 37671 Date: 13-Apr-2021

From 1010-940-2600-000-54300-02003	OPER/MAINT PLANT: MAINT: REPL: ELECTRICAL	93,100.00	-4,000.00	89,100.00	2,895.00	
To 1010-940-2600-000-55010-02001	OPER/MAINT PLANT: PURCH SVCS: PLUMBING Transfer for sprinkler inspections.	20,000.00	11,000.00	31,000.00		2,895.00

Total Transfer for Facilities					2,895.00	2,895.00
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Journal#: 37672 Date: 16-Apr-2021

From 1010-091-0000-200-51920-00000	MDT TRANS CTR: SALARIES: STUDENT VOCATIONAL	6,000.00		6,000.00	3,300.00	
To 1010-091-2620-200-56220-00000	MDT TRANS CTR: ELECTRICITY	3,700.00	15,970.00	19,670.00		3,300.00
From 1010-091-0000-200-54400-00000	MDT TRANS CTR: RENTAL LAND/BUILDINGS	34,500.00	-24,120.00	10,380.00	1,600.00	
To 1010-091-2620-200-56210-00000	MDT TRANS CTR: NATURAL GAS Money need to pay electricity bills that exceed purchase order	2,300.00	950.00	3,250.00		1,600.00

Total Transfer for Special Education					5,900.00	5,900.00
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*** Grand Total To Transfer					1,065,670.63	1,065,670.63
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Middletown Public Schools  
Facilities Department  
Peter Staye, Facilities Director  
Reporting Date: 5/11/2021

### Building Updates

- Renovations to Family & Consumer Science Kitchens at MHS start 5/17. (Grant Funded)
- Football Field at Pat Kidney has been closed to allow turf to reestablish.
- Lighting Upgrade to LED at Bielefield, Farm Hill, Lawrence, Moody, Snow and Wesley approximately 70% complete. (Alliance Buildings Grant Funded)
- Floor Replacement Wesley School complete. (Alliance Buildings Grant Funded)
- Floor Replacement Lawrence School starts 6/11/21. (Alliance Buildings Grant Funded)
- Phone upgrade to VOIP at Lawrence complete. (Thanks IT!)
- New Playground at Snow School Complete. (Alliance Buildings Grant Funded)
- State OSCGR Plan Review of Moody & MacDonough Oil Tank Replacements scheduled for May 13, 2021.
- Beman Middle School 71% complete. Remains on schedule. First FF&E delivery scheduled for 7/19.

### General Update:

- Planning and coordination for Woodrow Wilson and Middletown High Commencements underway.
- Administration of analog telephone lines migrating to Granite Telecommunications. Potential savings of \$25,000 annually expected.



# MIDDLETOWN PUBLIC SCHOOLS

“Unlocking the Potential in ALL Students”

Mark Langton, Transportation Manager  
 Huntington Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1417  
 Email: langtonm@mpsct.org, Web: www.middletownschools.org

## TRANSPORTATION REPORT

April 1, 2021 THROUGH April 30, 2021

2020 – 2021 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	18	12	3	2	4	0	8	13		
SCHOOL TRANSPORTATION CHANGES	118	8	4	1	2	2	4	7		
LEFT DISTRICT / SCHOOL	1	4	2	5	5	3	3	8		
BUS DRIVER COMPLAINTS	0	0	1*	0	0	0	0	0		
BUS CONDUCT REPORTS	2	10	9*	1	1	3	12	10		
BUS ACCIDENTS	2*	0	0	0	1*	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

BUDGET COMMITTEE

Minutes

Monday, April 12, 2021, 5:30 PM

Virtual Meeting - Video available at: <https://youtu.be/UqInhfRXsWc>

**BOE Members Present: Sean King (Committee Chair)**

**Also Present: Dr. Conner, Chris Bourne, Marco Gaylord, Peter Staye, Janet Calabro, Michael Skott, Pat Alston (community member)**

Called to order 5:38 p.m.

1. Minutes of February 8, 2021

The minutes from the February 8, 2021 meeting were accepted and approved.

2. Cafeteria Services

Janet Calabro presented a report regarding the Cafeteria Fund. The financial picture improved a little in February and more in March. February revenues included additional funding which had been delayed - breakfast startup federal funds offset February expenses. Lower deficit in March due to increased participation in meals and increases meal counts. This March looks about the same as last March due to COVID beginning March 2020. Not too many to-go meals are served on Wednesdays. Costs haven't changed much. District will be able to cover the deficit for this year, per Chris B. due to savings for personnel costs (paras, daily subs, etc.)

3. Finance Report

Chris Bourne presented a financial report. The report does not show all savings because district is expecting to pay off the cafe debt. Savings are projected for personnel. Tutors/stipends - administration is meeting with unions to discuss adjustments regarding activities and sports that didn't happen. Majority of surplus funds are redirecting to cafe and facilities. District is struggling to get Local 466 union positions filled. Presently hiring 2 of 3 vacant nurse positions. We expect more applicants as things open up. Trying to fill over 20 para positions. Other difficult positions to fill are due to leaves of absence. Savings in overtime due to no events. \$1.7 million spent for capital projects but there is so much more to do. Individual schools are required to spendthrift their allocations by 4/1/21. COVID funds covered a lot of supplies, which further contributed to surpluses. Line item transfers will be drawn from those surpluses. Tuition line is holding steady. Bottom line was about \$740K before hearing from Snow and Farm Hill building committee. However, those projects will require more significant work and may need another \$500K on top of the \$650K already allocated. Architect discovered significantly greater damage at Farm Hill. Presently, will move forward with Snow. Roof decks at both buildings include mold issues that need to be addressed. The decking to be replaced, which will increase budgets significantly. A question was raised about energy costs - increased costs are due to ventilation rates at various school buildings, having to heat more air, etc.

4. Line Item Transfers

Chris B. and Cheryl W. presented the proposed line item transfers. Most transfers reflect departments shifting funds internally - fewer supplies need replenishing so funds can be spent on other priority needs

5. 2021-2022 Budget Update

Dr. Conner provided an update on the 2021-2022 budget. ESSR funding is anticipated and designated primarily for summer learning academy. Executive team met this morning and are developing partnerships. Expansion of summer literacy program to grade 5. Getting more students in. Also scaling enrichment activities up to grade 8. Addressing mitigation learning. Looking to expand 21st Century opportunities. Other towns are hiring people to take care of ESSR grants but Natalie has been handling herself and deserves recognition for her efforts. SLA will have slots for 300 kids, will include learning for enrichment students. Working with YMCA for full day programming, and also including aerospace and arts programming, TAG/STEM, and more creative opportunities. It will not accommodate just one type of learner - includes acceleration. details on scheduling to be determined.

6. Other Items

None.

Adjourn 6:28 p.m.

Respectfully submitted,

Sean King, Budget Committee Chair

**MIDDLETOWN BOARD OF EDUCATION  
CURRICULUM COMMITTEE**

**May 6, 2021**

**Zoom**

**5:34 PM**

<p><b><u>Board of Education Committee Members Present</u></b> Justin Taylor</p>	<p><b><u>Also Present</u></b> Dr. Michael Conner, Superintendent Dr. Magda Parvey, Chief Academic Officer Elisha Carta Lisa Cattaruzza, i-Ready Dawn Dubay, School Readiness Coordinator Michelle Gohagon, Director of Instructional Technology and Professional Learning Rich Cordaway Sara Alberti Scot Peaslee Laura Morello, Community Member Sheila Daniels, Community Member</p>
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**Highlights of Meeting:**

1. i-Ready
  - Presentation from Lisa Cattaruzza from i-Ready
  - Platform includes i-Ready Assessment and i-Ready Learning
    - Adaptive diagnostics created personalized learning pathways for students based on performance
  - Platform is highly correlated to SBAC assessment
  - Data reports available in the platform include (1) how the student performed on the diagnostic; (2) grade level proficiency; and, (3) two growth targets—typical growth and stretch growth
  - Teachers can use the platform to look at individual domains and access tools for instruction and resources to support student access to a personalized learning platform
  - Platform also allows for progress monitoring of student achievement across multiple diagnostics (fall, winter, spring)
  
2. Preschool Integrated Classrooms
  - Presentation on Early Minds 2022: Pathways to Readiness and Equity
  - Snow Preschool
    - 4 part-day classrooms and 1 school-day classroom will be available to students in the 2021-22 school year. Total of 92 students will be serviced by the program
  - Bielfield and Spencer will be turned into Pre-K to 5 schools. Classrooms will be integrated with a mix of 3 and 4 year olds. Sixteen students in each class with up to 8 special education students. Each classroom will include 1 integrated preschool teacher and 2 paraprofessionals.

- Use of sliding fee scale for program using a weighted lottery system for general education students modeled after Head Start criteria.
3. Illustrative Math expansion
- IM currently being beta piloted at three elementary schools across the district (Spencer, McDonough, Wesley). IM K-5 Observation tool was used to conduct full and partial lesson observations of 23 different elementary math lessons (3 IM schools and 3 non-IM schools).
    - Data collected was shared with IM Beta Data Analysis team and MPS will soon receive report with recommendations
  - Illustrative Math (IM) will expand to grades K-5 by the 2022-23 school year.
  - Math professional learning next year will focus on accountable talk protocols and structures, which are imperative to the IM curriculum.

**The meeting adjourned at 6:27 PM**  
**The next meeting will be June 3, 2021**  
**Via Zoom**

Respectfully submitted,  
Lisa Loomis,  
Curriculum Committee Chair

## **Middletown Public Schools -Board of Education**

### **BOE Facilities Committee Meeting Minutes**

Wednesday, April 21, 2021 at 5:30 PM (Virtual)

The meeting was called to order at 5:31 PM by Chairperson Deborah Cain, was held virtually on Zoom and streamed on YouTube.

Present: Deborah Cain (Chairperson), Peter Staye (Facilities Director), Marco Gaylord (Chief of Operations), John Giuliano (Snow School Building Superintendent), Dan Penney and Vinnie Loffredo, both Community Members, David Bauer, Sean King (Board of Ed Member), Jonathan Pulino (Board of Ed Member), Christine Bourne (Chief of Administrations), Ray Linehan from BOE IT and Committee Secretary Leslie Spatola (Board of Ed Facilities).

#### I. Introductions

#### II. Review of the March 17, 2021 Meeting Minutes

Chairperson Cain made a motion to accept the March 17, 2021 minutes and motion was seconded by Mr. Pulino.

#### III. Update of School Enrollment Study

Malone and McBroom has completed the enrollment and demographic study which is a component to begin the feasibility study for the replacement of the Macdonough School.

The purpose of a feasibility study is to identify if the existing facility is adequate for continued use as a school, requires renovation or needs to be replaced in whole or part. The study also identifies how big a school could be located on the site given the number of students that walk, or are bused. Finally, to identify where the students would be coming from in regards to enrollments and make a forecast of potential construction based on those factors.

The Mayor has approved this to move forward and start a feasibility study in advance of establishing a building committee. Mr. Loffredo stated that he had seen requests for proposals in the Middletown Press which was a surprise to some. He also questioned Mr. Gaylord if the community was aware of the process starting. Mr. Gaylord responded that it was only a feasibility study for this school and did not obligate the City to anything. Dr. Conner supported and clarified Mr. Gaylord and discussed the status of the aging facility.

Mr. Gaylord indicated staff from Malone & Macbroom cancelled attending at the last minute due to a departure from the firm. Malone & Macbroom will be available for the next meeting to discuss the enrollment study. Mr. King asked if there were any other elementary schools that could also be looked into for the future. Mr. Gaylord will have the enrollment study available at the next meeting.

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

Mr. Staye stated that the Capital plan has not changed and is a final document at this point. The committee agreed that it need not be on future agendas.

V. Status of Beman Middle School Construction

Mr. Staye said the FFE bids were received and are under budget. Purchase orders are being released at this time and furniture is expected to arrive July 19, 2021. O&G has been notified of the deliveries and the elevators will be working. They have also moved their offices into the Woodrow Wilson Middle School as the space their construction trailers were located is being renovated into the north parking lot. Rebuilding of Hunting Hill Ave in front of the school has started. The technology package has been approved by the Building Committee and the Board of Education and will go out to bid. Connection of the building to the MPS computer network, and removal of Woodrow from it has been approved and the contractor hired.

Monitoring of hazardous materials abatement during demolition removal will be discussed at the next Building Committee meeting. Chair Cain inquired about the process for the abatement, which \ includes isolating the abatement space with thick plastic film (called a containment), making the space the work is being performed in negative in relation to its surroundings, and directing all exhaust air through a High Efficiency Particular Air (HEPA) filter which captures any material before it leaves the abatement area. Prior to removing the containment, sample of air within it must be tested to assure that no materials are floating in the air within the containment.

VI. Discussion for Snow and Farm Hill Roofing Projects Committee

Silver-Petrucelli of Hamden, CT., has been selected as the architects for these projects. The preliminary budget for the work has proven to be too low as roof decks are in worse condition than expected. The State requires the city guarantee at least 34% funding of the work before it will approve the states 66% grant. Currently there is enough money for the Snow school project and we will submit the first ten days of May to proceed for the Snow School project.

VII. Finance Facilities Overview

Mrs. Bourne stated they have met with the Mayor and the State has agreed to the \$250k for the roof replacement but is hoping that the State will give an extension or ask for a C&R designation.

VIII. Miscellaneous

The May meeting was changed from May 19 to May 26, 2021 @ 5:30 PM due to a conflict of the All-City Festival performance, which would require all available network bandwidth. The Committee will tour Beaman Middle School for the June 15, 2021 meeting.

The meeting adjourned at 6:37 PM by Chairperson Deborah Cain and seconded by Mr. Pulino.

The next BOE Facilities Committee meeting will be on Wednesday, May 26, 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, April 20, 2021

Virtual Meeting 5:30 P.M.

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

Justin Taylor

Sean King

**Also participating:**

Marco Gaylord, Chief of Operations

Christine Bourne, Chief of Administration

Cody Altieri, Administrative Assistant

Jennifer Cannata, Principal, Moody School

Colleen Fitzpatrick, Principal, Snow School

Donna Marino, Partnership Coordinator

**The Virtual Meeting was called to order by Justin Taylor at 5:35 P.M.**

Justin turned the meeting over to Marco Gaylord.

**Policy #1110.1 - REVIEW - Parent Involvement**

*Attorney Notes:* Consider repealing this policy or merging this policy with 6172.4, Parent and Family Engagement.

Donna made updates to change parent involvement to family engagement. The big thing was she took the last section that was added on from the attorney and worked that language into the policy, as she felt it was redundant. Marco suggested giving everyone a few minutes to review the policy and Donna's comments. Donna states she aligned it closely to the new CT State Department of Education framework, which is referenced at the bottom of the policy. She noted this is the new direction for family engagement. Donna asks for the bullet points to be stricken through at the end as they are redundant and already appear in the policy. Sean questions the definition of equitable and Donna states she took the definition from the State Department of Education. He wants to ensure that it's consistent with what the district defines as equitable. Jen confirms that in general, the message is the same across the district. This is the language and understanding that she gets from the work that is done in MPS. Marco and Colleen agree. Marco will vet the changes that Donna made with the attorney. If there is an issue, it will be pulled. Everyone agrees with Marco's suggestion.

**The Policy Committee were all in favor and requested this Policy #1110.1 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #2112 - REVIEW - Professional Development**

*Attorney Notes:* While this policy is not mandatory and may be repealed, the Board may consider maintaining this policy.

Jen asks for clarification on whether or not this policy is being deleted. Marco confirms that we're replacing the current one with the draft from the matrix that Dr. Conner worked on and was approved by the attorney. Justin asks that the title be changed to align with the language in the policy (from development to learning).

**The Policy Committee were all in favor and requested this REVISED Policy #2112 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #2250 - REVIEW - Monitoring of Product and Process Goals**

*Attorney Notes:* This policy is unnecessary and may be repealed. The Board may wish to maintain the policy.

Dr. Conner made revisions, which were reviewed and approved by the attorney.

**The Policy Committee were all in favor and requested this REVISED Policy #2250 be brought forward to the next Board of Education meeting for its first reading.**

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

*Attorney Notes:* Recommend repealing and replacing with Model Policy Budget Procedures and Line Item Transfers, for consistency and a more robust policy.

Sean asks for clarification about the language concerning a quarterly budget report as it's not done. Christine Bourne clarifies that the attorney recommended having that language in there due to our budget preparation. It gives us an out to not be required. Christine also requested the optional word "second" on page two, paragraph two, be stricken through.

**The Policy Committee requested this REPLACEMENT Policy #3110 be brought forward to the next Board of Education meeting for its first reading.**

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

Christine clarifies that the policy is redundant. Sean asks about the second paragraph in the current policy concerning the Superintendent's ability to transfer funds in an emergency and if it's covered in the new Shipman replacement. Marco points out that it is covered in the Shipman policy on page two, paragraph four.

**The Policy Committee requested this Policy #3160 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #3313 - REVIEW - Relations with Vendors - **TABLED****

Marco states that the business office needs more time due to our attorney being on vacation and Christopher Puorro being out on maternity leave.

**The Policy Committee were all in favor and requested this Policy #3313 be TABLED and brought back to the next Policy Committee meeting.**

**Policy #3313.1 - REVIEW - Local Purchasing - **TABLED****

Marco states that the business office needs more time due to our attorney being on vacation and Christopher Puorro being out on maternity leave.

**The Policy Committee were all in favor and requested this Policy #3313.1 be TABLED and brought back to the next Policy Committee meeting.**

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

Marco states that the business office needs more time due to our attorney being on vacation and Christopher Puorro being out on maternity leave.

**The Policy Committee were all in favor and requested this Policy #3320 be TABLED and brought back to the next Policy Committee meeting.**

**Policy #3440 - REVIEW - Inventories**

*Attorney Notes:* This policy is not mandatory; however, the Board may wish to maintain the policy.

The attorney provided a redline.

**The Policy Committee were all in favor and requested this REVISED Policy #3440 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #3516 - REVIEW - Safety**

*Attorney Notes:* This policy is not mandatory and may be repealed.

Marco spoke with the attorney and she recommended deletion. Marco reads through the notes from that conversation, which are shown above.

**The Policy Committee requested this Policy #3516 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #3517 - REVIEW- Security of Buildings and Grounds**

*Attorney Notes:* This policy is not mandatory and may be repealed.

Marco spoke with the attorney and she recommended deletion. Marco reads through the notes from that conversation, which are shown above.

**The Policy Committee requested this Policy #3517 be brought forward for DELETION to the next Board of Education meeting for its first reading.**

**Policy #3520.13 - REVIEW/DELETE - Student Data Protection and Privacy/Cloud-Based Issues - TABLED**

*Attorney Notes:* Recommend the Board consider deleting this policy.

Policy brought back because Kathy Bengston noted that we need to update our Policy #5125 Student Records, Confidentiality - Directory Information with Shipman's in order to delete this policy. Colleen asks if we can put this policy aside in order to have the time to compare both the original policy and the Shipman Model. Marco states that we will give the committee a week to review and report any questions to the attorney.

**The Policy Committee were all in favor and requested this Policy #3520.13 be TABLED and brought back to the next Policy Committee meeting.**

**Policy #3532 - READOPT - Insurance Coverage**

*Attorney Notes:* This policy is not mandatory and may be repealed.

The attorney provided a redline.

**The Policy Committee were all in favor and requested this REVISED Policy #3532 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #3541.44 - REVIEW - Use of Private Vehicles on School Business**

*Attorney Notes:* This policy is not required; however, the Board may wish to maintain the policy for specific reasons.

Comments on grammar fixed. Sean states that he feels there should be some documentation of incidents when this policy is invoked for unplanned emergencies of transportation of students. Marco states that when there is an emergency, his office is called. Sean clarifies and asks again if it's recorded. Jen agrees. Cody reads the attorney's notes about the current form and how it's recommended to be deleted or revised. He suggests that such language can be included in the new version of a form or regulation. The group agrees that it doesn't have to be included in the policy and that it can be added to the safety and security guidelines to administrators.

**The Policy Committee were all in favor and requested this REVISED Policy #3541.44 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #3542.43 - Review - Charging Policy**

*Attorney Notes:* This policy is not mandatory, but the Board will likely wish to retain the policy because it was recently adopted by the Board.

Marco informs the committee that Janet Calabro made additional edits to the policy. Jen asks about bullet point B on page 3. More specifically, what happens after the 5th meal since bullet point C is now gone? Jen states that the point of this policy is to feed our children and not limit them. She points out the expense of the reimbursable meals. Justin asks what is happening now, and Jen says that MPS kids are always fed. Justin recommends striking B all together. Marco states that at the high school level we do not deny meals but the students are not allowed to charge extras. Jen suggests striking B as well, as the other points are fair due to the debt from that line item. The group agrees to condense the language and Marco states that he will share with Janet.

**The Policy Committee were all in favor and requested this REVISED Policy #3542.43 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #5123 - REVIEW - Promotion/Acceleration/Retention**

*Attorney Notes:* "Policy review requested by Colleen Weiner. Attorney response: The Board should revise both 5123 and 6146 (Graduation Requirements)."

Marco mentions that Colleen Weiner wanted this policy updated and she was fine with Shipman's recommendation. Justin asks if it's okay to move this forward when it's intertwined with Policy #6146, which is being tabled. Marco states he will ask the attorney and have it pulled if it is too connected with the policy. Justin's instinct is that it's most likely fine but he just wants to double check with the lawyer.

**The Policy Committee requested this REPLACEMENT Policy #5123 be brought forward to the next Board of Education meeting for its first reading.**

**Policy #5125 REPLACE - Student Records, Confidentiality - Directory Information - TABLED**  
Please reference comments from Policy #3320.13.

**The Policy Committee were all in favor and requested this Policy #5125 be TABLED and brought back to the next Policy Committee meeting.**

**Policy #6146 - REVIEW - Graduation Requirements - TABLED**

*Attorney Notes:* "Policy review requested by Colleen Weiner. Attorney response: The Board should revise both 5123 and 6146 (Graduation Requirements)."

Marco states that Colleen Weiner is not ready for this policy to move forward and requested more time to review it with Ralph D'Amato.

**The Policy Committee were all in favor and requested this Policy #6146 be TABLED and brought back to the next Policy Committee meeting.**

**Policy #6172.4 - REVIEW - Parent and Family Engagement Policy for Title I and Non Title I Students**

Please reference comments from Policy 1110.1.

**The Policy Committee requested this REPLACEMENT Policy #6172.4 be brought forward to the next Board of Education meeting for its first reading.**

**NEW POLICY - REVIEW - Superintendent's Youth Council (propose 5000 series)**

Marco states that Dr. Conner already spends time with the students and commends him for being visible in all of our schools. Dr. Conner worked hard on this policy and then it was brought before Shipman and Goodwin. Proposed number of 5146.

**The Policy Committee requested this NEW POLICY #5146 be brought to the next Board of Education meeting for its first reading.**

#### **Other**

No other items discussed.

#### **ADJOURNMENT**

The meeting was adjourned at 6:46 P.M.

**The next virtual Policy Committee meeting is scheduled for May 18, 2021 with a time of 5:30 P.M.**

Respectfully submitted,  
Cody Altieri  
Administrative Assistant

## **SRO Exploratory Committee Meeting**

April 27, 2021

6:30-7:30pm

Via Zoom

Attendance: Kate Antonucci, Molly Aunger, Deborah Cain, Justin Carbonella, Jennifer Cannata, Roberta Downer, Delores Ford, Cheryl Gonzalez, Roger Hart, Beverly Lawrence, Lisa Loomis, Jewel Lucien, Diana Martinez, Bill Porter, Jon Pulino, Jahmier Weatherspoon, Colleen Weiner, Ani Zakarian

### **AGENDA**

- I. Call to Order 6:34
- II. Introductions and Establishing Norms
  - A. Members share name and role
  - B. Norms: Allow & respect all voices, Listen to understand, People vs Systems
- III. Review of charge from BOE:
  - A. This committee was approved to examine the overall use and practices of the current SROs within the district. The purpose of this committee is to provide the Middletown Board of Education, students, and community members, an in-depth opportunity to express their views, review current practices, policies, training, and de-escalation processes. Finally, this committee will make a recommendation to the BOE regarding how the district should move forward with the SROs service.
- IV. Review of tentative schedule and agendas:
  - A. Proposed future meetings dates: 5/4, 5/25, 6/1, 6/22
  - B. Most meetings will be 6:30-8 except for public comment
  - C. Students would like more time to prepare presentation, Need to find alternative date for 6/22 and might need an additional date. Lisa will send out Doodle Poll.
  - D. Question re: public comment. Committee will hold a public hearing on 6/1 to hear public comment.
- V. Review of materials to be read before next meeting
  - A. Provided overview of program: Started with 1 officer at MHS around 2000 - now 6 officers (2 at MHS, 1 at WWMS, 3 shared between other schools). Funded by MPD. Officers are from the Special Investigations Unit and return to patrol during summer.
  - B. Discussion around what data is collected. Committee will review both quantitative (numbers) and qualitative (anecdotal) evidence. Request that administrators, Sgt. Porter, and Mr. Carbonella provide relevant data for review.

- C. Noticed need for glossary of terms/acronyms. Request that administrators, Sgt. Porter, and Mr. Carbonella provide to Lisa to compile and share with committee.
- D. Materials provided: Program Overview, SRO Job Description, Training Description, 2010 MOU, 2014 (current) MOU, CT SROs 2018 Legislative Research Report. Request that members review documents for discussion at next meeting.

VI. Adjournment: 7:30

## **Community Relations**

### **Communication with the Public**

#### **Parent Involvement**

Considerable evidence indicates that meaningful involvement of parents, guardians, and other care-givers in the schooling of children improves the quality of education significantly. The Board of Education believes that closer connections of parents and others responsible for the home care of the children with our schools can result in enhanced academic performance, improved behavior, and reduced absenteeism.

Therefore, all parents, guardians, and care-givers of students enrolled in our school district are encouraged to take an active role in the education of their children.

Further, the Board of Education believes that the professional staff must take whatever steps are necessary to facilitate a broad variety of opportunities for parents to connect frequently with the schools in which their children are enrolled, and with the overall system. These steps should include the following:

- encourage strong home-based partnerships;
- parenting skills should be promoted and supported;
- communication between home and school should be regular, two-way and meaningful. (Such communication may include monthly newsletters, required regular contact with all parents, two flexible parent-teacher conferences for each school year, and drop in hours for parents, home visits and use of technology);
- offer parents, guardians, and care-givers ways to assist and encourage their children to do their best;
- offer ways parents, guardians, and care-givers can support classroom learning activities; and
- provide opportunities for parents, guardians, and care-givers to have a voice in the planning and decision-making at both the school and district level.

In order to afford all parents, and care-givers opportunities for involvement in the educational process, activities and the scheduling of those activities must take into account the needs of working parents, guardians, and care-givers.

Some mechanisms that have been shown to be successful in fostering home-school connections are parent newsletters, open houses, parenting education workshops, parent-teacher organizations, parent forums, parent participation on school governing councils, parent participation on district and/or building committees and task forces, and classroom volunteerism.

The Superintendent will report annually to the Board of Education on parent involvement activities.

Legal Reference: Connecticut General Statutes

10-221(f) Boards of Education to prescribe rule(s), policies, and procedures as amended by P.A. 97-290, and by P.A. 10-111, An Act Concerning Education Reform in Connecticut.

Policy adopted: November 22, 2005  
Policy revised: October 12, 2010

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## Administration

### Professional Development ~~Learning~~

The Board of Education recognizes the importance of professional ~~development~~ **learning** opportunities for new and experienced administrators. As leaders of the school system, administrators' active participation in professional **learning** ~~development~~ provides positive role models for other staff and students by enacting dual roles of teacher and learner. Formal acknowledgment of the importance of these reciprocal roles and responsibilities will lead to sustained professional growth and learning among administrative staff, which will, in turn, benefit the school community **learning organization**.

A philosophy that promotes continued learning for all educators should permeate professional development programs and practices. The philosophy should specifically support ~~different~~ **differentiated** learning needs, based on experience, and an investment in the professional growth of future school leaders:

1. Teachers who aspire to administrative positions will be supported and encouraged.
2. For new administrators, a comprehensive **onboarding program and academy** ~~orientation program~~ should include broad-based exposure to district practices and resources, **and provision of mentor support based on the content and language of the strategic operating plan.** ~~from experienced administrators, and development of an individualized professional growth plan that targets priority learning needs.~~
3. For experienced administrators, flexible professional ~~development~~ **learning** opportunities should be entertained, allowing for career advancement support, and ~~long-term areas of professional pursuit~~ **alignment to the vision mandates in accordance to the district's strategic operating plan.**

All administrators should be exposed to professional growth opportunities and educational practices that address ways to foster ~~diversity~~ **inclusivity** and equity in the school community. Professional ~~development~~ **learning** programs should be developed to assist and alert participants to issues related to the impact of racial, ethnic, and gender bias in the classroom, in the schools, and in the broader community.

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## **Administration**

### **Monitoring of Product and Process Goals**

The Board of Education directs the Superintendent of Schools in cooperation with the school staff, parents, and other interested persons or groups to establish and maintain a comprehensive **strategic operating plan** for the. **The** progress of the schools in achieving stated **goals performance measurements** in curriculum, school environment and school operations **will be monitored monthly through a comprehensive system.**

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

# MANDATED - REPLACE POLICY 3110

## Business

### Budget: Planning

#### Board Budget Procedures and Line Item Transfers

##### *(Local Board of Education Version)*

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education (the “Board”) shall prepare an itemized estimate of its budget each year for submission to the fiscal authority (i.e. Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) (the “Fiscal Authority”) for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other
- Supplies
- Property
- Utilities
- Grounds Maintenance
- Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the “Itemized Estimate.”

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in the same format as

# REPLACE POLICY 3110

## Business

### Budget: Planning

#### Board Budget Procedures and Line Item Transfers

the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board at the ~~second~~ regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

<u>Period Covered</u>	<u>Submitted</u>
July, August, September	October
October, November, December	January
January, February	March
March, April	May

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers between the broad budgetary categories in the Itemized Estimate made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

# REPLACE POLICY 3110

## Business

### Budget: Planning

### Board Budget Procedures and Line Item Transfers

Legal Reference:

Conn. Gen. Stat.     § 10-221  
                              § 10-222

Policy adopted:	May 16, 1995	MIDDLETOWN	PUBLIC	SCHOOLS
Policy readopted:	June 8, 2004		Middletown,	Connecticut
Policy replaced:				

## PROPOSED DELETE POLICY 3160

### Business

#### Transfer of Funds Between Categories

The Board of Education may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of such itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Superintendent or his/her designee is authorized to transfer funds from any line item in an amount less than \$10,000, under emergency conditions, if the urgent need for the transfer prevents the Board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board

Legal Reference: Connecticut General Statutes  
10-222. Appropriations and budget. Financial information system. (as amended by P.A. 98-141)

Policy adopted: September 9, 1981  
Policy revised: March 8, 1990  
Policy revised: May 16, 1995  
Policy revised: September 15, 1998  
Policy readopted: June 8, 2004  
Policy readopted: January 14, 2014  
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

# PROPOSED REVISE Policy 3440

## Business

### Inventories

#### Equipment

An inventory of equipment, including instructional equipment, shall be maintained in ~~a manner authorized by the State Board of Education~~ accordance with best practice and any state or local guidance. All items shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation.

~~The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.~~ Superintendent of Schools or designee shall develop administrative regulations setting forth procedures for implementing this policy.

#### Instructional Equipment

~~An annual inventory of instructional equipment for each classroom (i.e., globes, maps, stands, small shop tools, etc.) shall be maintained.~~

~~At the elementary level an annual textbook inventory shall be maintained by the principal.~~

~~At the secondary level an annual textbook inventory shall be maintained by the curriculum supervisor and department chairperson.~~

~~The inventory system shall be under the supervision of the Assistant Superintendent of Curriculum & Instruction.~~

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

Document comparison by Workshare 9 on Monday, April 5, 2021 4:52:35 PM

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Total changes	13

# PROPOSED DELETE POLICY 3516

## Non-Instructional Operations

### Safety

It shall be the responsibility of all school personnel acting individually through their designated buildings to be alert to any hazard within or without school buildings which may jeopardize the safety of students, school employees, or the public. It shall be the responsibility of all school personnel to report promptly to the nearest school authority any condition, incident, or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to conflict with the jurisdiction of teachers in supervision of students or the authority of principals in implementing policies of the Board of Education.

Precautionary measures against fires, explosion, or other hazards shall be established together with appropriate instructions and drill for students and other school personnel in procedures to be followed in event of potential emergencies.

Precautionary measures for safety of students within school buildings shall be established.

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

# PROPOSED DELETE POLICY 3517

## Non-Instructional Operations

### Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the school system. It is in the best interest of students and taxpayers to adequately protect that investment.

Security means more than having locks and being sure that they are locked at proper times. Security also means the following:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protecting against vandalism and burglary.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## PROPOSED REVISE Policy 3532

### Non-Instructional Operations

#### Insurance

The Middletown Board of Education, ~~through the City of Middletown, shall provide appropriate insurance coverage of buildings and capital equipment against loss.~~ (the “Board”), shall maintain or cause to be maintained insurance for liability imposed upon it by Sections 10-220 and 10-235 of the Connecticut General Statutes. The Board shall also maintain or cause to be maintained any other types of insurance necessary and appropriate to protect the Middletown Public Schools from loss.

~~Such insurance should be secured at the most economical cost to the district consistent with sound insurance principles. Since good service is vital to an effective insurance program, the insurance agent who is awarded any part of the district's insurance business must be able to provide prompt and efficient service.~~

Legal Reference: Connecticut General Statutes:

Section 10-220, Duties of boards of education

Section 10-235, Indemnification of teachers, board members, employees and certain volunteers and students in damage suits, expenses of litigation

Section 10-236, Liability insurance

Section 10-236a, Indemnification of education personnel assaulted in the line of duty

~~14-29,~~ Section 14-29, Owners of motor or service buses, taxicabs, school buses, school transportation vehicles and motor vehicles in livery service to furnish insurance or bond

Section 52-557, Injury to children being transported to school

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

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

Document comparison by Workshare 9 on Monday, April 5, 2021 4:50:58 PM

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Total changes	18

## Business/Non-Instructional Operations

### Transportation ~~Equipment~~

#### Use of Private Vehicles ~~on School Business~~ by Board Employees to Transport Students

The Middletown Board of Education (the “Board”) recognizes that, in special incidental, unplanned and/or emergency circumstances, ~~district employees~~ private vehicles may need to ~~use private vehicles~~ be used to transport students for school purposes. ~~In particular, the~~

The Building Principal or designee may authorize the transportation of students in private vehicles ~~for the following reasons: 1. by Board employees only~~ to transport a student or students in special incidental, unplanned and/or emergency circumstances, which may include but is not limited to transportation to a ~~hospital or other~~ medical facility; ~~and/or 2. to transport a student or students to district-sponsored events when regular district transportation is unavailable.~~

Prior authorization may not be necessary in the event of ana medical emergency. ~~The district assumes no liability unless the employee has prior authorization for such transportation.~~

~~District administrators will exercise caution in authorizing transportation of students in private vehicles, since the district potentially assumes liability for any accident claim which exceeds the driver's automotive liability coverage. Any teacher or parent~~ Any Board employee using a private vehicle to transport students must provide evidence of liability insurance, ~~with the district named as an additional insured, in an amount deemed adequate by the Superintendent of Schools or the School Business Administrator.~~

The incidental, unplanned and/or emergency operation of a motor vehicle by a ~~school~~ Board employee to transport students does not require the operator to hold an operator’s license endorsement.

No student shall be sent on school errands with his/her own vehicle, an employee’s vehicle, or a Board-owned vehicle.

The Board shall assume no liability when a student uses his/her own vehicle for school related ~~activity~~ activities and shall under no circumstances require students to use his/her own vehicle for school-related activities.

Legal Reference: Connecticut General Statutes  
Conn. Gen. Stat. § 14-1(i)-59), Definitions, “Motor vehicles: definitions: vehicle”

Conn. Gen. Stat. § 14-212 (89) Definitions—, “Student transportation vehicle.” (as amended by PA 10-110)”

~~Business/Non-Instructional Operations~~

~~Transportation Equipment~~

~~Use of Private Vehicles on School Business~~

~~Legal Reference: Connecticut General Statutes (continued)~~

~~Conn. Gen. Stat. § 14-212 (2), Definitions, “Carrier.” (as amended by PA 10-110)”~~

~~PA 07-224 An Act Concerning Operator’s Licenses Bearing a School Bus Endorsement.~~

~~Declaratory Ruling, Nov. 16, 2007 - Robert M. Ward, Commissioner,  
DM Connecticut Department of Motor Vehicles~~

Policy adopted: May 16, 1995  
Policy readopted: June 8, 2004  
Policy revised: April 10, 2007  
Policy revised: June 24, 2014

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

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Total changes	58

## Business/Non-Instructional Operations

### Food Service

#### Charging Policy

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced price meals to eligible elementary and secondary students enrolled in the District's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

**Charging is not encouraged by the District, but on those occasions that a student does not have money, they will be offered an alternate meal. Examples of alternate meals include, but are not limited to, the following:**

- **A cheese sandwich, one side item, and milk**

**The cost of providing this alternate meal cannot be incurred by the school food service account and the charge for this alternate meal will be \$2.25.**

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or his/her designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

## Business/Non-Instructional Operations

### Food Service

#### Charging Policy

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Manager/Director and/or the applicable school Principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

~~“Alternate Meals” are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day’s advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.~~

#### Elementary Students

The District strongly discourages meal charges, but understands that an occasional emergency may occur. Parents will be notified and asked for prompt payment after 3 charges. All charges must be paid in 10 days. ~~makes it necessary at the elementary level. The District/school policy is as follows:~~

- a. ~~All charges must be paid in 10 days.~~
- b. ~~Students may not charge more than 5 reimbursable meals.~~
- c. ~~After the fifth meal, the school will provide an alternate meal consisting of one or more of the choices listed above.~~
- d. ~~Parents will be notified and asked for prompt payment after 3 charges.~~

#### Secondary Students

~~A student shall not be allowed to purchase any reimbursable meal on credit. An alternate meal will be provided, consisting of one or more of the alternate choices mentioned earlier. The cost of this meal cannot come out of the school food service account.~~

#### Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District’s website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

**Business/Non-Instructional Operations**

**Food Service**

**Charging Policy**

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.  
State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

**Business/Non-Instructional Operations**

**Food Service**

**Charging Policy**

Legal Reference: Connecticut General Statutes (continued)

USDA Guidance:

- SP 46-2016, “Unpaid Meal Charges: Local Meal Charge Policies”
- SP 47-2016, “Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment”
- SP 57-2016 “Unpaid Meal Charges: Guidance and Q and A”
- SP 58-2016 “2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation’s Schools”

Policy adopted: March 11, 2014  
Policy revised: June 13, 2017  
Policy revised:

MIDDLETOWN PUBLIC SCHOOL  
Middletown, Connecticut

# REPLACE POLICY 5123

## PROMOTION AND RETENTION

It is the policy of the Middletown Board of Education that student promotion shall be determined by academic performance and social and emotional maturity. The Administration and faculty shall apply these criteria when determining whether to promote or retain a student. Retention is an extraordinary measure that should be the result of the combined professional judgment of the school principal, teachers, guidance counselor and/or other support personnel.

The Superintendent or his/her designee shall be responsible for developing procedures, in furtherance of this policy, that are designed to foster student achievement and reduce the incidence of social promotion. Such procedures shall:

- 1) include objective criteria for the promotion and graduation of students,
- 2) provide for the measuring of the progress of students against such criteria and the reporting of such information to parents and students,
- 3) include alternatives to promotion such as transition programs, and
- 4) provide for supplemental services.

Such procedures may require students who have substantial academic deficiencies that jeopardize their eligibility for promotion or graduation to attend after school programs, summer school or other programs that are designed to assist students in remedying such deficiencies.

Legal Reference:

Connecticut General Statutes § 10-221(b)

Connecticut General Statutes § 10-223a

ADOPTED: \_\_\_\_\_

\_\_\_\_\_

## **POLICY 6172.4(a)**

### **Instruction**

#### **Parent and Family Engagement Policy for Title I and Non Title I Students**

In accordance with Section 1010 of Every Student Succeeds Act (“ESSA”) Public Law 114-95, it is the policy of the Middletown Board of Education (Board) to provide parents and family members of students participating in the District’s Title I programs along with parents of non-participant children, full equal and equitable partnerships with families for substantial and meaningful opportunities to participate in the education of their children’s learning and development. To facilitate parental participation, the Board encourages parents and family members to be involved in regular meetings, communications, and activities that will inform them about the district’s Title I programs, along with parents of non-participant children, to participate in the improvement of such programs and to help improve their child’s progress within these programs.

This policy has been developed jointly with, and agreed upon by, parents of children participating in Title I programs along with parents of non-participant children, The District shall distribute this written Parent and Family Engagement Policy to parents in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy shall be made available to the public and updated periodically, as necessary to carry out the requirements of parental involvement under Section 1010 of ESSA.

The District shall, with the meaningful involvement of Title I parents and non-title I parents and family members, conduct an annual evaluation of the content and effectiveness of this policy in order to assess its effectiveness in improving the academic quality of the schools receiving Title I funds, in involving parents in the improvement of the Title I programs and to identify barriers to greater parent participation in Title I program activities.

The finding of such evaluation shall be used by the Board to design evidence-based strategies to improve parental involvement and if necessary, to revise this policy. The annual evaluation shall address barriers to parental participation in Title I program activities, needs of parents and family members in assisting their children and strategies to support successful school and family interactions.

Each District school shall also conduct a meeting, at a convenient time, to involve parents in the planning, review and improvement of programs. All parents of participating children must be invited and encouraged to attend. At this meeting, parents shall be given a description and explanation of the Title I programs, where applicable, the curriculum in use at the school, the forms of academic assessment used, the proficiency levels students are expected to meet and information regarding the importance of parental involvement.

In addition to the required annual meeting, and if requested by parents, Title I schools within the District shall offer opportunities for regular meetings at flexible times of the day in order to allow parents to formulate suggestions for the Board’s Title I programs and their application to their

child(ren)'s programs; and to participate, as appropriate, in decisions related to the education of their children.

Parents will be given opportunities to participate in the joint development of the District's Title I plan, as required by Section 1006 of ESSA, and in the process of any school review and improvement in accordance with the State's plan (Section 1111 of ESSA). At any time, if a parent is dissatisfied with a school's Title I program, he/she shall have the opportunity to submit comments and feedback for review at the district level.

The District will provide the coordination, technical assistance and other support necessary to assist and build capacity of district schools in planning and implementing effective parent and family involvement activities to improve student and academic achievement and school performance. Parental involvement programs shall be coordinated and integrated with parental and family engagement strategies, to the extent feasible, under other federal, state, local and district programs.

In order to build the school staffs' and parents' capacity for strong parental involvement, the District shall:

1. build collaborative, trusting relationships focused on learning and share information with families about how their children are doing by providing assistance to parents in understanding topics related to their child's progress, such as explanation of state academic standards and assessment tools, the requirements under Title I, and how to monitor their child's progress and work with educators to improve the achievement of their children;
2. model high quality learning practices by providing materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy, excessive screen time and use of social media);
3. listen to what families say about their children's interests and challenges by educating teachers, staff and administrators with the assistance of parents, about how to better communicate and work with parents;
4. co-develop cultural competence among staff and families to ensure that information related to school and parent programs, meetings and other activities is sent to participating parents in a format and, to the extent practicable, in a language the parents can understand and create welcoming and inviting cultures at all schools to encourage engagement.
5. support parents to become effective leaders and advocates for children by helping all families strengthen their leadership in school decisions and provide such other reasonable support for parental involvement activities as parents may request; and
6. talk with students about how they want teachers and families to support their learning by informing and providing meaningful, frequent and flexible opportunities to connect family engagement to student learning and inform parents and parental organizations of the existence and purpose of parent resource centers within the State; and

7. Coordinate and integrate parent involvement programs and activities with other federal, state and local programs, including public preschool programs, conduct other activities to encourage and support parental participation and serve as community resources.

Both at the district and school level advisory committees, made up of parents, staff and community members (i.e. Governance/Advisory Councils, Data Teams), will convene at least annually to assess the district's success in meeting the above 7 areas of parent and staff capacity building for Family Engagement and improving overall academic quality. The district Family Engagement Committee will comprise representatives from all schools and will include Title 1 parents. Building principals and superintendents will be responsible for organizing and maintaining both district and building level advisory committees. Specifically, the committees will review School Improvement Plans, Academic, Climate and Attendance data as well as budgets.

### **School-Parent Compact**

This policy further requires that each school shall jointly develop with parents of participating children a school-parent compact that outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's challenging high standards. The school-parent compact shall:

1. describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards;
2. indicate the ways in which each parent will be responsible for supporting their child's learning, such as monitoring attendance, homework completion, and screen time; volunteering in their child's classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time;
3. address the importance of ongoing teacher-parent communication through parent-teacher conferences, frequent reports to parents, reasonable access to school staff, and opportunities to volunteer, participate in and observe their child's classroom activities; and
4. ensure regular, two-way and meaningful communication between family members and school staff, and, to the extent practicable, in a language understandable to family members.

The Board authorizes the Superintendent, or his/her designee, to develop a school-parent compact and other procedures such as those relating to meetings, parent communication and parental involvement activities, as he/she deems necessary in order to ensure compliance with this policy.

Information about parental involvement and actions taken to improve parental involvement shall be included, as required, in the strategic school profile submitted annually by the Superintendent to the Board of Education and the Commissioner of Education. Such actions to improve parental involvement may include methods used to engage parents in the planning and improvement of school programs and to increase support to parents' efforts at home to assist their children on learning activities.



Legal Reference: Connecticut General Statutes

10-220(c) Duties of boards of education

Improving America's Schools Act, P.L. No. 103-382, Sec. 1112 Local Education Agency Plans.

20 U.S.C. §6318, as amended by Every Student Succeeds Act, P.L. 14-95 §1010 (2015)

20 U.S.C. §7801 – Definitions

Connecticut State Department of Education - Full, Equal and Equitable Partnerships with Families (Connecticut's Definition and Framework for Family Engagement) <https://portal.ct.gov/SDE/Publications/Full-Equal-and-Equitable-Partnerships-with-Families>

Policy adopted: February 10, 2004  
SCHOOLS Policy readopted: June 20, 2006  
Policy replaced: May 14, 2019

MIDDLETOWN PUBLIC  
Middletown, Connecticut

## **Students**

### **Superintendent's Youth Council**

The Middletown Board of Education (the "Board") recognizes that meaningful student voice is critical to effective district decision-making. Direct student involvement in helping to shape school district practices and policies is beneficial to both the district and students.

In order to facilitate direct student involvement, the Superintendent of Schools or designee shall establish and maintain a Superintendent's Youth Council (the "Council"). The Council shall have the following goals:

1. To meaningfully include student perspectives in the planning and operation of the district;
2. To build leadership skills;
3. To teach the principles of democracy through practicing complex decision-making; and
4. To provide opportunities for student advocacy and action both within the district and the community.

The Superintendent and/or designee shall present to the Council matters relating to the operation of the school district and solicit ideas, opinions and input from the Council on the matters presented. The Council shall not have decision-making ability or voting rights with respect to Board or district decisions. The Superintendent or designee shall determine how students are selected to serve on the Council, the length of service for its members, and any additional regulations necessary and appropriate to effectively operate the Council.

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut