

Board of Education Regular Meeting

Tuesday, January 11, 2022 6:30 PM

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

I. Call to Order	Speaker (s) : Deborah Cain
II. Salute to the Flag	Speaker (s) : Deborah Cain
III. Adoption of Agenda	Speaker (s) : Deborah Cain
IV. District Highlights	Speaker (s) : Deborah Cain
IV.A. Seasons Federal Credit Union	Speaker (s) : Dave Reynolds
IV.B. Introduction of New District Employees	Speaker (s) : Marco Gaylord
V. Public Session	Speaker (s) : Deborah Cain
VI. Communications	Speaker (s) : Deborah Cain
VI.A. Report of Student Representative	Speaker (s) : Pilar Brooks
VII. Consent Agenda	Speaker (s) : Deborah Cain
VII.A. Minutes of December 14, 2021 BOE Regular Meeting	Speaker (s) : Deborah Cain
VII.B. 2021 Fall Sports End of Season & 2021 Fall Sports Press Release	Speaker (s) : Elisha DeJesus
VII.C. Grants Status Report	Speaker (s) : Natalie Forbes
VII.D. National School Lunch Program Equipment Assistance Grant	Speaker (s) : Natalie Forbes
VIII. Department Reports	Speaker (s) : Deborah Cain
VIII.A. Financial Report	Speaker (s) : Cheryl Walcott
VIII.A.1. Action on Line Item Transfer Report	Speaker (s) : Cheryl Walcott
VIII.B. Facilities Department	Speaker (s) : Kevin Dion
VIII.C. Personnel Report	Speaker (s) : Dr. Vazquez Matos
VIII.D. Transportation Report	Speaker (s) : Mark Langton
IX. Superintendent's Report	Speaker (s) : Dr. Vazquez Matos
IX.A. Land Swap Agreement	Speaker (s) : Dr. Vazquez Matos
IX.B. Update of COVID Protocols	Speaker (s) : Dr. Vazquez Matos
IX.C. District News	Speaker (s) : Dr. Vazquez Matos
X. Committees	
X.A. Budget Committee	Speaker (s) : Charles

		Wiltsie
X.B. Curriculum Committee		Speaker (s) : Delita Rose Daniels
X.C. Facilities Committee		Speaker (s) : Deborah Cain
X.D. Policy Committee		Speaker (s) : Justin Taylor
X.E. New Middle School Building Committee		Speaker (s) : Anita Dempsey White
XI. Action Items		Speaker (s) : Deborah Cain
XI.A.	Opportunity for All Geometry	Speaker (s) : Dr. Vazquez Matos
XI.B.	Land Swap Agreement	Speaker (s) : Dr. Vazquez Matos
XI.C.	Policy #C-19-001 - ADOPT - Health and Safety Protocols	Speaker (s) : Justin Taylor
XI.D.	Policy #3320 - REVIEW/REPLACE - Purchasing Procedures	Speaker (s) : Justin Taylor
XI.E.	Policy #4112.9 - NEW ADOPT - Child Abuse or Neglect Reporting	Speaker (s) : Justin Taylor
XI.F.	Policy #4112.10 - NEW ADOPT - Abuse or Neglect of Disabled Adults	Speaker (s) : Justin Taylor
XI.G.	Policy #5124 - REVIEW/REPLACE - Reporting to Parents	Speaker (s) : Justin Taylor
XI.H.	Policy #5134 - DELETE - Married/Pregnant Students	Speaker (s) : Justin Taylor
XI.I.	Policy #5141.22 - DELETE - Communicable/Infectious Diseases	Speaker (s) : Justin Taylor
XI.J.	Policy #5141.4 - DELETE - Reporting of Abuse, Neglect and Sexual Abuse	Speaker (s) : Justin Taylor
XI.K.	Policy #5143 - DELETE - Insurance	Speaker (s) : Justin Taylor
XI.L.	Policy #5145.111 - DELETE - Probation/Police/Courts	Speaker (s) : Justin Taylor
XI.M.	Policy #5145.511 - REPLACE - Sexual Abuse Prevention and Education Program	Speaker (s) : Justin Taylor
XI.N.	Policy #5145.8 - DELETE - Emancipation	Speaker (s) : Justin Taylor
XI.O.	Policy #9290 - REVIEW/ADOPT - Code of Conduct for Board Members	Speaker (s) : Justin Taylor
XI.P.	Policy #9291 - REVIEW/ADOPT - Removal of Board Officers	Speaker (s) : Justin Taylor
XII. Future Agenda Items		Speaker (s) : Deborah Cain
XII.A.	New Items	Speaker (s) : Deborah Cain
XIII. Proposed for Executive Session		Speaker (s) : Deborah Cain
XIII.A.	Discussion regarding attorney-client privileged communication concerning the Central Office investigation	Speaker (s) : Deborah Cain
XIII.B.	Discussion regarding personnel matter involving Superintendent and Board/Superintendent contract	Speaker (s) : Deborah Cain
XIV. Return to Public Session		Speaker (s) : Deborah Cain

XIV.A. Potential action on personnel matter
involving Superintendent and Board/Superintendent
contract

Speaker (s) : Deborah
Cain

XV. **Adjournment**

Speaker (s) : Deborah
Cain

Board of Education Regular Meeting
December 14, 2021 6:30 PM
Hybrid Meeting
245 DeKoven Drive, Middletown, CT
<https://www.middletownct.gov/755/Granicus>

Board Members Present: Chairwoman Deborah Cain, Anita Dempsey White, Debra Guss, Emily Jackson, Jonathon Pulino, Delita Rose-Daniels, Justin Taylor and Charles Wiltsie

Others Present: Acting Superintendent Dr. Alberto Vázquez Matos, Chief of School Operations Marco Gaylord, Cheryl Walcott, Director of Innovation and Grants Natalie Forbes, Director of Performance Management and Strategic Processes Jennifer Cannata, Director of Information Technology Michael Skott, Director of Communications Jessie Lavorgna, Director of Facilities Peter Staye, Director of Assessment, Professional Development and Instruction Paul Griswold, Diversity, Equity and Inclusion Director Dr. Jada Waters, Manager of Transportation Mark Langton, Student Representative Pilar Brooks, Assistant to the Superintendent and Board of Education Joyce Carey and 20 visitors.

I. CALL TO ORDER

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

II. SALUTE TO THE FLAG

Student Representative Pilar Brooks led the Pledge of Allegiance.

III. ADOPTION OF AGENDA

MOTION: A motion to adopt the agenda was made by Mr. Pulino with a second by Mr. Taylor – unanimous vote.

IV. DISTRICT HIGHLIGHTS

A. This I Believe

Dr. Vazquez Matos introduced Dan Raucci and Liz Mancini. Mr. Raucci shared that the interdisciplinary planning started over a year ago. They worked with teachers, staff and community stakeholders. Students used big ideas, essential questions and unit conceptual objectives. Students learned about the Beman family, themselves and their values. The performance task was titled *This I Believe*. Student work is now hanging in the hallways of Beman Middle School. Staff and students were able to develop the Core Values of Beman Middle School.

B. Middletown Aerospace and Manufacturing

Dr. Vazquez Matos introduced Paul Pellitier. Mr. Pellitier shared updates in the Aerospace Program. Students are flying drones and earning certificates in the program. The program has 42 students involved in the drone program and 124 total. The program would like to expand to offering certificate programs to the police and fire departments with students involved as well. Mr. Pellitier spoke of the job opportunities in the aerospace field.

V. PUBLIC SESSION

Chair Cain explained the rules of Public Session.

Gerald Daley, Autumn Lane. Mr. Daley had concerns regarding the original agenda that was posted. He emailed his concerns to Board of Education members. The agenda was modified and reposted. He asked the board not to meet in Executive Session as it does not meet requirements.

Molly Salafia, 198 Atkins Street. Ms. Salafia read her petition and stipulations regarding the investigation. She has concerns with Board Members that may be involved in the allegations and investigation. She would like the State Board of Education to step in and take over the investigation. She also addressed violence in schools.

David Booth, Middletown. Mr. Booth spoke of recent violence across the country. He told the Board Members to involve the police department and protect students.

Bill Perkins, 31 Grand Street. Mr. Perkins spoke of the violence in the schools. He would like the issues addressed by the Board.

Mr. Booth shared concerns that advice is not being put into action.

VI. COMMUNICATIONS

A. Report of Student Representative

Pilar Brooks shared that MHS seniors are receiving acceptance letters from Colleges and Universities. The winter sports season has begun and schedules are posted on the website. The orchestra and chorus performed last night and the band's concert is December 21. Dr. Jada Waters met with students to gain their experiences at school. It was a positive experience for Ms. Brooks to be part of the discussion.

Ms. Dempsey White thanked Ms. Brooks for her comments. She shared the value and importance of the student voice.

VII. CONSENT AGENDA

- A. Minutes of November 16, 2021 BOE Regular Meeting
- B. Grants Status Report
- C. Extended Field Trip - MHS Dance Team
- D. Extended Field Trip - 2022 VEX Robotics Southern New England Regional Championship
- E. Policy #5000 - DELETE - Concept and Roles in Student Personnel - Second Reading
- F. Policy #5111 - DELETE - Admissions - Second Reading
- G. Policy #5118.1 - REPLACE - Homeless Students - Second Reading
- H. Policy #5131.1 - DELETE - Bus Conduct - Second Reading
- I. Policy #5131.3 - DELETE - Student Driving/Parking - Second Reading
- J. Policy #5131.61 - REPLACE - Chemical Health Policy for Athletics - Second Reading
- K. Policy #5141.27 - REPLACE - Use of Automatic External Defibrillators (AEDs) - Second Reading
- L. Policy #5142 - DELETE - Safety and Possession - Second Reading
- M. Policy #5145.12 - REPLACE - Search and Seizure - Second Reading

N. Policy #5145.53 - REVISE - Gender Identity and Expression (Transgender and Gender Non-Conforming Youth)

O. Policy #6146 - REPLACE - Graduation Requirements

Chair Cain asked if any Board members would like to pull any items for discussion. Ms. Jackson pulled Item A. Chair Cain pulled Item B.

Motion: Consent Agenda Items C-O to be approved moved by Mr. Pulino and a second by Ms. Jackson - unanimous vote.

Ms. Jackson spoke for Item A. The Secretary election does not include the vote. Minutes will be revised to add the information.

Motion: Consent Agenda Item A with revision approved by Mr. Taylor with a second by Ms. Dempsey White - unanimous vote.

Chair Cain asked Ms. Forbes to the floor. Ms. Forbes stated the Grants Department serves the entire district. She spoke of the main functions of the department. Ms. Forbes reviewed the Grants report. She showed the difference from 2021 and 2022.

Motion: Motion to approve Item B was made by Chair Cain and a second by Ms. Dempsey White - unanimous vote.

VIII. DEPARTMENT REPORTS

A. Financial Report

Ms. Walcott shared that the first Budget Meeting was last night. Mr. Wiltsie is the new Chair of the Committee and the meeting was successful. Ms. Walcott stated with winter approaching she is mindful of the upcoming charges for heating.

A.1. Action on Line Item Transfer Report

Ms. Walcott reviewed the transfers. She followed up on a cleanup question from last month. She explained the cleanup and said the insurance will reimburse MPS. Mr. Taylor asked about the vetting process for schools requesting subscriptions and licensing. Dr. Vazquez Matos stated the request goes to the content director and then the Office of Teaching and Learning to be reviewed.

MOTION: Motion to accept Action on Line Item Transfer was made by Ms. Jackson and a second by Mr. Wiltsie -unanimous vote.

B. Facilities Department Report

Mr. Gaylord reported that Beman auditorium is being used by the music department. Parent dropoff / pickup will be opened January 3. Snow removal is in place for the winter. Facilities staffing is being filled. Kevin Dion will be the new Facilities Director. He will be working with Peter Staye for his transition. Chair Cain recognized Mr. Staye as a great asset to MPS. She wished him best of luck in his retirement.

C. Personnel Report

Dr. Vázquez Matos shared collaboration with the City is ongoing to fill open positions. The Director of K-12 STEAM was posted nationwide and the process will be finalized shortly. Many other positions have been filled across the district. Dr. Vazquez Matos is reaching out to universities for January graduates to fill the Elementary Spanish Teacher position. Daily and long term substitute teacher pay rate will increase after winter break. Ms. Guss asked if there were any trends with resignations. Dr. Vazquez Matos stated they were new job opportunities, leaving the profession and retirements.

Ms. Rose Daniels is pleased with the increase for substitute teachers. She asked if there would be any increase for paraprofessionals. Dr. Vazquez Matos stated that the contract is under negotiations and that the issue will be discussed. He also spoke about retention efforts. She also asked about custodial openings. Mr. Gaylord responded to the process as well as subs.

Ms. Dempsey White asked about the diversity regarding the resignations. Dr. Vazquez Matos will follow up with the information. Chair Cain suggested a virtual job fair for recruitment.

D. Transportation Report

Mr. Langton reviewed the transportation report. The recruitment with Dattco is ongoing. He explained the process from when an applicant applies to when they start driving. Mr. Gaylord thanked Mr. Langton, Erin Stevenson, Dattco and Principals for their difficult work this year.

IX. SUPERINTENDENT'S REPORT

A. School Climate and Safety Presentation

Dr. Vázquez Matos shared that climate and safety is a team effort. He introduced his team and the presentation. Ms. Spaulding joined via phone. She explained Social & Emotional Development & Well Being. She discussed the effect of the pandemic on our students and the education system. Social Emotional Learning is supported by the Ruler Curriculum, MSEL, Home Visitors, Social Workers, teachers and staff.

Ms. Cannata discussed reacclimation. We have enhanced and new practices, protocols and procedures. She reminded everyone that we are still in a pandemic and far from what school looked like prior to March 2020.

Ms. Lavorgna discussed the evolving context. Current skills, knowledge and dispositions are not aligned to current needs. Socialization has changed and the way we view each other as individuals is changing.

Mr. Griswold shared the data regarding school safety and climate. The data is from a state mandated report and the Civil Rights mandated report. Data is for this school year and compared with the last 2 typical school years.

The data was broken down by incident, school, race and gender. It also reviewed consequences for incidents.

Mr. Byron and Ms. Weiner reviewed Interventions in Beman and Middletown High School. In school supports include Effective School Solutions (ESS), Daily Check ins, MSEL, SEL, SEL Interventionist: Student Groups, Life Skills, Conflict Resolution Skills, Schools Based Health Centers and School Counseling with Social Worker or Psychologist. Each school also has their own additional programs. Ms. Weiner reviewed student discipline practices and behavioral supports. She shared that each situation is different and the success of the student is at the forefront.

Dr. Jada Waters unpacked the data with an equity lens. She shared the Cultural Incongruence and The Seven Rings of Culture. Dr. Waters shared the three DEI Strategies she developed based on the data she has collected.

Ms. Rose Daniels reminded everyone that this has been an issue for many years. She reminded everyone of Dr. Conner's words back in March 2020 that there is no more normal. She asked for basic information on what is happening and what the consequences are for students. Dr. Vazquez Matos reiterated that each case is unique. Administration needs to understand the reasons for the behavior to address the issue. Social Media continues to be a major issue.

There was a technical break to switch the tape. The meeting was called back to order at 8:40.

Ms. Weiner discussed cell phone use and technology to access education and that can cause negative interactions with students.

Mr. Byron spoke of the important role of parents and caregivers. He is working on building positive relationships with students. He stated every student needs to have a trusted adult in the school building.

Ms. Rose Daniels asked what the student voice has been sharing. Ms. Weiner spoke of a principals and superintendent's advisory council. She is developing small groups of students to gain their perspective. Mr. Byron shared that the student council is being utilized at Beman. Dr. Jada Waters shared her experience with a group of students at MHS. She shared that students are prideful and the importance of student voice. The students also want to invite more of their peers in leadership and change roles.

Ms. Brooks shared that she was in the student group. Better communication would help all students to feel welcome to attend the groups and help with the change.

Ms. Dempsey White asked Josh Coffield, Security Officer, to explain a typical day. Mr. Coffield shared the situations he encounters on a daily basis.

B. District Initiatives

Dr. Vazquez Matos introduced Mr. Gaylord, Chief of Operations. Mr. Gaylord shared changes to the reentry plan. The major change is the screen and stay initiative. This will allow some students in close contact with a positive case to stay in school if parents and caregivers agree to stipulations. All changes are updated on the Middletown Schools website. Another change is testing out of quarantine. This will allow students to test negative on day 5, they may enter back into school on day 8. The data supports these programs and it will continue to be monitored.

Vaccines and boosters continue at Middletown High School on Mondays and Wednesdays for the entire community.

X. COMMITTEES

A. Budget Committee

Mr. Wiltsie reported that the Budget Committee met yesterday. The schedule of meetings was approved, line item transfers and financial report was reviewed.

B. Curriculum Committee

Ms. Rose Daniels reported that the Curriculum Committee met on December 9. They reviewed the Seal of Biliteracy. They will explore the program further in January. The next meeting will be January 6, 2022.

C. Facilities Committee

Chair Cain reported that the committee has met. The feasibility study recommended reconstruction. The auditorium and lockers at Beman were also discussed. The roofing project is moving forward.

D. Policy Committee

The Policy Committee will meet on Tuesday, December 21.

E. New Middle School Building Committee

Ms. Dempsey White shared all information.

XI. Action Items

A. BOE Meeting Schedule January 2022 – January 2023

MOTION: A motion to approve the BOE Meeting Schedule January 2022 – January 2023 was made by Ms. Guss and a second Ms. Rose Daniels – unanimous vote.

XII. FUTURE AGENDA ITEMS

A. New Items

Ms. Rose Daniels would like to discuss the recess survey.

Chair Cain thanked all the teachers for completing 2021. She encouraged them to stay strong.

XIV. EXECUTIVE SESSION

A. Discussion Concerning Attorney Client Privilege Communication Regarding Central Office Personnel Complaints and Regrading Investigation of Same (Discussion Proposed for Executive Session)

MOTION: A motion to go into Public Session and invite Leander Dolphin of Shipman and Goodwin and Thompson Hine employee was made by Chair Cain and a second by Mr. Taylor. Mr. Pulino abstained.

B. Return to Public Session

The Board returned to Public Session at 10:42 PM.

XIII. ADJOURNMENT

MOTION: Move to adjourn at 10:42 PM passed with a motion by Ms. Rose Daniels and a second by Mr. Pulino – unanimous vote.

Respectfully Submitted,

Anita Dempsey-White
Secretary

ADW/jc

Fall Athletics End of the Season Report 2021

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

The report shows that participation in sports increased due to ALL MHS & BEMAN Fall sport programs being allowed to play a full season.

From an operating perspective, expenses increased for the same reason and salaries increased because the Fall Beman Sport programs were held as well as Unified sports.

I am happy to report we had 60(%) of varsity student-athletes receive All-Academic recognition (which is a GPA of 87.5 or higher during the 1st marking period). Our two scholar athletes for the fall season were Senior Boys Cross Country student-athlete, Josef Karpinski with a 99.2 GPA and Freshmen Girls Cross Country student-athlete, Caitlin Burgess with a 99.29 GPA.

Please check out the 2021 MHS Fall Sports Press Release for a listing of all Fall sports award winners [HERE](#).

Thank you!

Football Coach, Sal Morello:

It was great for football to be back on the field since the pandemic took 2020 away. The team got off to a slow start but has improved in the second half of the season. We had about 70 students' athletes participate. Several players will make All-Academic, all CCC, and one or two will earn All State honors. The team will graduate 17 seniors and will look forward to increasing the numbers to get more student athletes to participate.

Girls Soccer Coach, Rachel Lemke:

The Middletown High School girls soccer team improved not only record wise but also developed their skills and knowledge of the game of soccer. MHS Girls soccer had an overall record of 6-8-3. Made the CIAC tournament for the first time in 4 seasons. There were also two players that made the All CCC South All conference team.

Boys Soccer Team, Coach Sal Emanuele:

The boys soccer team won the CCC South Championship and finished the regular season with a record of 12 wins, 1 loss, and 3 ties, which got them a ranking of third in the state in Class L, a bye in the first round of the state tournament, and a home second round state tournament game. The team had a number of student athletes named CCC All Academic, five student athletes named All CCC South, two student athletes named All CCC, and two student athletes named All State. We also had three out of four seniors selected for the Senior Bowl (one of our seniors was the game "MVP" for the region), and our coaches were named CCC South coaches of the year.

Fall Cheer Club Coach, Sharon Riley:

This season was quite different! It was the season coming off of COVID restrictions where there was no football and no fans. The isolation of our students made it difficult to come back because everything was almost fully integrated. There were some social issues but we managed to make it through the season! We had to start from scratch with stunting - partner and pyramid. We learned some great dances and as we move forward to the winter season, we will continue to progress, even with a young team.

Girls Swim Coach, Trevor Charles: The Girls Swimming and Diving program had a record low turnout of participants this year, but it allowed for a greater focus on bringing the team together cohesively, higher quality training, and greater accountability among athletes. The results were clear! The team won the CCC South Title with stunning upsets against rival programs, had a 7-5 overall record, had 11 of 15 members of the program medal at the CCC Championship meet, had 5 All Conference performers, 7 members qualify to perform at States, and Layla Soldberg broke the 11 Dive school record. It was a good season!

Girls Cross Country Coach, Jennifer Price:

The girls Cross Country team completed a successful season at the end of October. The team was 12-2 in CCC competition and landed in the top 15 of Class L. One student athlete (Elise Kennedy) was able to qualify for the State Open and was also named to the All Conference CCC team. We had many new team members this season and the veterans were quick to accept their new teammates. With a young team, we are looking forward to more seasons of great success!

Boys Cross Country Coach, Robert Weston:

With the loss of many seniors in 2020 our smaller team was younger and with much to learn this year. Our varsity team was all new and had some big shoes to fill. They competed hard each meet with our best runner Anthony Serrano breaking twenty minutes for the 5k and our second best Josh Wentzell not far behind. As a whole, the team stayed positive throughout the season with many fun memories. Although we weren't quite as successful as we would have liked, much experience was gained. Everyone improved a great deal from the first day of practice to the last and will come back next season ready to compete at a high level. I look forward to seeing how well these guys compete in the years to come as I think they'll improve to be top runners in the conference.

Girls Volleyball Coach, Kelvin Jones:

The fall season of 2021 was a disappointing one. We finished with a record of 3-14. I feel that the team would get down on themselves when a mistake was made. As the season went on we worked hard, adjusted and improved on our errors. We lost 2 seniors to graduation and we have several girls returning with varsity experience. Our freshman program has promising student athletes who will fill the void at the JV and Varsity level.

Fall Dance Club Coach Marisa Bishop:

During this season we successfully participated in four practices a week, band camp, all home football games, and three band competitions.

Fall Crew Club Coach Scot Peaslee

The MHS Crew team had a successful fall season, competing in regattas around New England, including the largest regatta in the world, the Head of the Charles in Boston, Massachusetts. With each race, both our boys and girls varsity boats closed gaps in time among our competitors, moving up in placements among similarly ranked teams. In addition, we added a 4 person (plus coxswain) boat to our boathouse this year & were able to race in new events as a result. Our team has grown by 33% between last spring and this fall, and we are well positioned for a great spring 2022 season in just a few months.

Unified Soccer: Cindy Culp

During our Unified soccer season, Both the student athletes and team partners have grown in many ways. Our student partners have helped our student athletes overcome family tragedy by keeping them focused, lending a shoulder to cry on and laughing throughout the season. Our student athletes have become more confident in themselves and their abilities in sports. Keeping a consistent practice schedule helped teach all our teammates to become more successful in time management, and school scheduling management. We were able to have 2 tournaments and one scrimmage against different schools, which helped our student athletes become more comfortable with meeting new people and learning good sportsmanship.

Beman Middle School Sports Narratives

MS Boys Soccer: Alex Ayer

The Beman Boys Soccer Team had a very successful season, finishing with an overall record of 8-1-1 and tied for first overall in the league. The team showed tremendous growth, character development, and enthusiasm as they represented the first ever Beman team both on and off the field.

MS Girls Soccer: Shawn Murdock

The Beman Girls Soccer team had an outstanding first season, finishing with a record of 8 wins, 1 draw, and 1 loss. The Rams ended with the best record in the conference, defeating teams that traditionally gave Wilson issues. Beman was led by the exceptional play of Captains Gabby Butler, Ella Barone, and 7th-Grader Mia Morello, as well as consistent top performances from leading goal scorer Tessa Porch (20). The team's success led to major Varsity minutes for 7th and 6th graders that will benefit our team for the coming seasons. Despite a difficult situation with buses and routine changes, the Girls were always willing to "roll with the punches" and perform no matter the circumstances. More than anything, the Rams showed outstanding sportsmanship that sets the tone for the culture we are building in our soccer program.

MS Boys/Girls Cross Country: S. McKeever/ T. Quinn

Both the boys and girls seasons were successful with almost 2 dozen boys and 2 dozen girls participating. This was our first year to have 6th grade students participate. Many of the students participated in the State Championships and were eager to continue to run next year. Even with the difficulties of the bus driver shortages, we were able to participate in all the scheduled away events. Our home races are held at Vet's Park and again, we were able to make adjustments with the buses in order to get our students to the park on time.

FALL 2021 OVERALL TEAM RECORDS

<u>MHS</u>	<u>Wins</u>	<u>Losses</u>	<u>Ties</u>
Volleyball	3	14	
Girls Soccer	6	8	3
Boys Soccer	12	1	3
Girls Swimming		7	5
Football		4	6
Girls Cross Country		12	2
Boys Cross Country		1	6
Unified Soccer		n/a	

<u>WWMS</u>			
Boys Soccer	6	1	
Girls Soccer	8	1	1
Boys Cross Country	2	4	
Girls Cross Country	1	5	

Academic Review---2021 Fall Sports Season

All student-athletes in grades 9-12 were reviewed for compliance to Middletown High School's eligibility policy. In accordance with district policy, final grades from the previous school year 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:

	Number Of Student Athletes Subject To Academic Review	Number Of Student Athletes Meeting MHS Criteria For Continuing Participation	Number Of Student Athletes Who Failed To Meet MHS Criteria For Continuing Participation
Boys XC	0	0	0
Girls XC	0	0	0
Football	20	20	0
Boys Soccer	0	0	0
Girls Soccer	0	0	0
Girls Swim	0	0	0
Volleyball	0	0	0
Cheerleading	1	1	0
Dance	0	0	0
Crew	0	0	0
Unified	0	0	0
Total	21	21	0

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; Middletown Public Schools is committed to using sports as partners in the educational process.

MHS 2021 FALL ATHLETICS
PARTICIPATION

SPORT

MIDDLE SCHOOL

HIGH SCHOOL

	SIXTH		SEVENTH		EIGHTH		TOTALS		NINTH		TENTH		ELEVENTH		TWELFTH		TOTALS		GRAND TOTAL	
	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021
Boys X-Country	0	12	0	8	0	7	0	27	3	5	4	2	7	5	15	5	29	17	29	44
Girls X-Country	0	4	0	5	0	12	0	21	3	6	4	5	2	5	4	6	13	22	13	43
Football	0	0	0	0	0	0	0	0	12	19	22	7	7	21	12	18	53	65	53	65
Boys Soccer	0	5	0	8	0	10	0	23	8	14	12	9	7	9	13	6	40	38	40	63
Girls Soccer	0	2	0	13	0	8	0	23	7	9	7	5	11	7	4	10	29	31	29	52
Girls Swimming	0	0	0	0	0	0	0	0	3	2	6	3	2	7	8	5	19	17	19	17
Volleyball	0	0	0	0	0	0	0	0	12	18	15	8	3	16	117	2	41	44	41	44
Unified Sports	0	0	0	0	0	0	0	0	DNP	3	DNP	1	DNP	0	DNP	5	DNP	9	DNP	9
Intramurals																				
MALE	0	0					0												60	
FEMALE	0	0					0												48	
TOTALS	0	23	0	34	0	37	0	94	48	76	70	40	39	70	67	57	224	243	224	325

**2021 FALL ATHLETICS
EXPENSES**

SPORT	*OPERATING EXPENSES		GENERATED INCOME		Number of Coaches		Total Salaries	
	2020	2021	2020	2021	2020	2021	2020	2021

Football	\$8,341	\$15,234	\$0	\$11,870	7	7	\$36,516	\$36,879	
Boys Soccer	\$5,663	\$5,446	\$0	\$861	2	2	\$8,664	\$8,751	
MS Boys Soccer	\$0	\$800			1	1	DNP	\$3,227	
Girls Soccer	\$5,509	\$4,713	\$0	\$476	2	2	\$8,664	\$8,751	
MS Girls Soccer	\$0	\$992			1	1	DNP	\$3,227	
Volleyball	\$4,809	\$4,953	\$0	\$1,614	3	3	\$10,454	\$12,367	
Girls Swimming	\$4,059	\$4,375			2	2	\$11,816	\$12,080	
Boys X-Country	\$265	\$378			1	1	\$4,940	\$4,989	
MS X-Country(B/G)	\$0	\$289			1	2	DNP	\$6,454	
Girls X-Country	\$265	\$356			1	1	\$4,940	\$4,989	
Cheerleading	\$0	\$0			1	1	\$5,084	\$5,135	
Unified Sports	\$0	\$0			1	1	DNP	\$1,050	
Athletic Training	\$1,453	\$0			1	1	\$8,000	\$0	
***Miscellaneous	\$7,420	\$14,284							
Transportation	\$7,484	\$26,542							
TOTALS		\$45,268	\$78,362	\$0	\$14,821	25	25	\$62,562	\$107,899

*Operating Expenses- Includes officials, uniforms, equipment, supplies and game personnel.

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

Fall 2021 Active - MHS Activity/Club Advisors

Patricia Ehnot	10th Grade Advisor
Jeff Mickiewicz	9th Grade Advisor
David Reynolds	DECA
Jillian Kellogg	Drama Coach

Stephanie Latif	Future Business Leaders
R. Isaacson	FFA (Future Farmers)
Mike Kingsbury	Sharing
Amanda Thomson	Sharing
Stephanie Russell	Sharing
Kristen Hamilton	Future Teachers
Trevor Charles	Gay Straight Alliance
Natasha Faulkenberry	National Honor Society
Jennifer Price	Junior Class Advisor
Nicole Charles	Key Club Advisor
Ralph D'Amato	Pride Crew
Abby Garusalo	Majorette, Flag Corps, Color Guard
Holly Warner	Student Council
N/A	Math Team Advisor
Stephanie Zak	Tri-M Music Honor Society
Kristen Negron	Minority Student Coalition
Krista Biancini	Sharing
Dan Lowry	Model UN/Debate Club
Jillian Kellog	Musical Coach
Sam Faulkenberry	Robotics Advisor
Open	Newspaper Advisor
Jennifer Price	Yearbook Advisor
Lauren Pszczolkowski	Senior Class Advisor
Matthew Cavanaugh	Drumline Instructor
Nicole Iovanne	Art Show Organizer
Stephanie Russell	Drone Club

Non-Stipend Activity/Clubs

Mary Molski	2016	Dragon Watch
Dawn Brooks	2009	GIFTS
David Frankel	2009	And Sometimes Y – Creative Arts Magazine
Ryan Hunt	2016	Environmental Club
Pam Hinkle		Judo Club
Men of Excellence		Ruel Dixon
And Sometimes Y		Dave Frankel

Julia Texeira	Pre-Med	
Matthew Cohen	Science Bowl	
Lauren Pszczolkowski	Blue Tube	Curriculum Related
Rebecca Isaacson	FFA	Curriculum Related
Kim Rodriguez	Band	Curriculum Related
Dave Reynolds	DECA	

Middle School Activities/Clubs

John Geary	Student Council	Beman
Stacy Blackmon	Yearbook	Beman
Susan Meehl	Assistant Yearbook	Beman
Kelly Formhals	National Junior Honor Society	Beman

MHS FALL COACHES - 2021

<u>School Sport</u>	<u>Position</u>	<u>Coach</u>
MHS Boys' X-Country	Head Coach	Rob Weston
MHS Girls' X-Country	Head Coach	Jenn Price
MHS Football	Head Coach	Sal Morello
MHS Football	Assistant Coach	Jason Coleman
MHS Football	Assistant Coach	Andy Mulh
MHS Football	Assistant Coach	Josh Rosek

MHS Football	Assistant Coach	Kelly Ellis
MHS Football	Assistant Coach	Julian Carraway
MHS Football	Assistant Coach	Greg Frost
MHS Boys' Soccer	Head Coach	Sal Emanuele
MHS Boys' Soccer	Assistant Coach	Anthony Pizzuto
MHS Girls' Soccer	Head Coach	Rachel Lemke
MHS Girls' Soccer	Assistant Coach	Claire Kimball
MHS Girls' Swim	Head Coach	Trevor Charles
MHS Girls' Swim	Assistant Coach	Taylor Garboski
	Sharing	Daniel Kinney
MHS Volleyball	Head Coach	Kelvin Jones
MHS Volleyball	Assistant Coach	Paul Oliva
MHS Volleyball	Assistant Coach	Briana DiMartino
MHS Cheerleading	Head Coach	Sharon Riley
MHS Cheerleading	Assistant Coach	Charmaine Lane
MHS Unified Sports	Head Coach	Cindy Culp

Beman Fall Coaches

WWMS Boys' Soccer	Coach	Alex Ayer
WWMS Girls' Soccer	Coach	Shawn Murdock
WWMS Boys C. Count	Coach	Steve McKeever
WWMS Girls C. Count	Coach	Tracy Quinn



Middletown High School

2021 Fall Sports PRESS RELEASE

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

CONGRATULATIONS

Fall Sports Highest GPA Recipients:
Josef Karpinski (12th) GPA: 99.2
Caitlin Burgess (9th) GPA: 99.29

CCC MHS Fall Sports 2021 ALL Academic

(must be on Varsity & GPA is 87.5 or above for the 1st marking period)

Girls Cross Country	Safiya Crocket	2022 Boys Cross Country	Josef Karpinski	2022
	Allison Mailhot	2022	Eric Long	2022
	Chaney Savini	2022	Dante Mazzotta	2022
	Victoria Stickler	2022	Anthony Serrano	2022
	Melissa Carlson	2023	Josh Wentzell	2022

	Natalie Forno	2023	Cameron Miles	2023
	Ashley Clow	2024	Miles Wrann	2023
	Elise Kennedy	2024	Kyle Chuang	2025
	Caitlin Burgess	2025	Andrew Dunn	2025
Girls Soccer	Liana Cayer	2022 Boys Soccer	Alex Foligno	2022
	Alexa DeSena	2022	Nina Mazzotta	2022
	Anetta DelPrado	2022	Seshank Sekar	2022
	Alyca Elcuri	2022	Marshall Butler	2023
	Isabella Latina	2022	Nicholas Edward	2023
	Madison Mounts	2022	Todd Allegretti	2024
	Jayna Sheatsley	2022	Jamal Yihun Burnham	2024
	Mariah Spada	2022	Patrick Dolan	2024
	Victoria	2023	Simon Hahn	2024
	Diakomanolis	2023	Owen Kilkelly	2024
	Hannah Kolosky			
	Jessica Magnano	2023	Sean Young	2024
	Sofia Marchese	2023	Adam Dagamseh	2025
	Natalie Brennan	2024	Tyler Hahn	2025
	Abigail Johnson	2024	Andrew Lazich	2025
	Abigail Kronenberger	2024 Volleyball	Kathryn Conklin	2022
	Julia Matulis	2024	Tiera Allen	2023
	Katelyn Cogshall	2025	Jada Bryant	2023
	Talia Marchese	2025	Meghan Lemieux	2023
	Layla Pini	2025	Devyn Wagner-Morella	2023
Unified Soccer	Mark Dota	2022	Juliana Pappa	2024
	Zachary Forrester	2022	Ava Steiner	2024
	Melanie Peters	2022		

Girls Swim & Dive	Natalia Cruelles	2022 Football	Tia Nuzzo	2022
	Kelly Shekosky	2022	Matthew Steuerwald	2022
	Karli Koski	2023	Rogier Askew	2023
	Layla Solberg	2023	David Fitzpatrick	2023
	Amy Tortora	2023	Carmelo Raffa	2023
	Amelia Virtue	2023	Liam Tobin	2023
	Karry Guo	2024	Nadelyn Vannaseng	2023
	Andi Pasiaka	2024	Eric Wilson	2023
	Emma Piacenza	2024	John Ziomek	2023
	Isabella Sparrow	2025	Nicolas DeShong	2024
	Erin Tortora	2025	Colin Skene	2024

CCC Fall 2021 All Conference

(must be on Varsity)

Girls Cross Country Elise Kennedy 2024

Girls Soccer Madison Mounts 2022 Abigail Johnson 2024

Boys Soccer Dario Rigano 2022 Alex Foligno 2022

Marshall Butler 2022

Kristopher Bocchio 2022

Joao Oliveira 2022

Girls Swim/Dive Kelly Shekosky 2022 Layla Solberg 2023

Amelia Virtue 2023

Karry Guo 2024

Andi Pasiaka 2024

Emma Piacenza 2024

Football Shaun Gaskins 2022 Chace Petgrave 2022

Matthew Steurewald 2022

Colin Skene 2024

FALL Sports 2021

TEAM Special Awards

Boys Soccer *Most Consistent Dario Rigano Outstanding Sportsmanship Alex Forigno*

Girls Soccer *Most Consistent Sofia Marchese Outstanding Sportsmanship Isabella Latina*

Alyca Elcuri

Boys Cross Country *Most Consistent Anthony Serrano Outstanding Sportsmanship Joshua Wentzell*

Girls Cross Country *Karino Lago Most Consistent Elise Kennedy Outstanding Sportsmanship Chaney Savini*

Girls Swim/Dive *Robert Parmalee -*

*Outstanding Performer Kelly Shekosky
Outstanding Sportsmanship Karry Guo*

Volleyball *Most Improved Jada Bryant Outstanding Sportsmanship Meredith Latronica*

Unified Soccer *Most Consistent Gia Morant Outstanding Sportsmanship Melanie Peters*

Football *John Skubel Courage Award Levar Cassanova*

MHS Fall 2021

CT High School Coaches

Assoc. All-State Recipients

- Kevin “Marshall” Butler ‘23 Boys Soccer Class L
- Dario Rigano ‘22 Boys Soccer Class L

CONGRATULATIONS

CCC South Soccer Coach of the Year

MHS Head Soccer Coach Sal Emanuele

CCC South Assistant Soccer Coach of the Year

MHS Assistant Soccer Coach Tony Pizzuto

GRANTS REPORT

1/10/2021

The following grants were confirmed this month:

Grant Title	Funder	SY22	SY21
21C @ Bielefield	CSDE	100,000	0
21C @ Snow	CSDE	100,000	0
ARP IDEA-Public 611*	CSDE	257,467	0
ARP IDEA-Public 619*	CSDE	26,706	0
ESSER II Special Education Recovery*	CSDE	80,000	0
ESSER II Special Populations Recovery*	CSDE	25,000	
ESSER II Special Education Dyslexia Recovery*	CSDE	4,550	0
CFMC Backpack Grant	Community Foundation Middlesex County	5,000	0
Wrap Services for Families & Saturday STEM Academy	Liberty Bank	10,000	10,000
MPS MSEL I Home visiting Program	Women's Initiative, United Way	\$250 (additional funds 12/21)	0

21C @ Bielefield Elementary and Snow Elementary Schools represent the release of funds by the state to launch our new Afterschool programs at those schools, beginning January 10, 2022. Each site will serve 50+ students.

CFMC Backpack Grant. Will be applied to the purchase and distribution of backpacks and supplies for fall 2022 through our MSEL I Home visiting program.

The ESSER II and ARP IDEA grants were prepared and submitted by Ms. Spaulding, the Director of Special Education with support from the Innovation & Grants Department. Ms. Spaulding is available to respond to any additional questions. Brief summaries follow:

Grant allocations are determined based on enrollment on October 1, 2020.

- One-time funding available 7/1/21-6/30/23
- To assist school districts with addressing delayed, interrupted, suspended or inaccessible IEP supports and services for students with IEPs.

ESSER II Special Education Recovery*

Middletown Goal:

- To increase students' capacity and make meaningful growth in their speech, language and communication goals as students experienced interrupted speech IEP goals instruction/support and as such increasing the amount of individuals to deliver specialized instruction and services to students to catch up on missed hours and on evaluations missed due to school closings and the COVID 19 pandemic.

Activities

- Hiring of 1 and .25 speech pathologist to deliver specialized instruction/related services
- Approximately 80 students with IEPs who have specific speech goals in their IEPs.

ESSER II Special Populations Recovery*

Middletown Goal:

- To increase students' capacity and make meaningful growth in their speech, language and communication goals as students experienced interrupted speech IEP goals instruction/support and as such increasing the amount of individuals to deliver specialized instruction and services to students to catch up on missed hours and on evaluations due to school closings and the COVID 19 pandemic.

Activities

- Increase the capacity of qualified individuals to deliver specialized instruction/related services via professional development; and Contract services to for providing iep services.
- Approximately 80 students who had lapsed speech and language services due to the COVID 19 pandemic.

ESSER II Special Education Dyslexia Recovery*

Middletown Goal:

- To provide specific students with dyslexia related instruction.

Activity

- Monthly Saturday Booster camp that will provide specific instruction to students identified with being dyslexic.

ARP IDEA 611 & 619

- Part B of the IDEA provides funds to eligible States and entities under the Grants to States program authorized by section 611 of IDEA for children with disabilities aged three through 21 and the Preschool Grants program authorized by section 619 of IDEA for children with disabilities aged three through five.
- The ARP IDEA funds have been released under Section 2014 of the American Rescue Plan Act of 2021 and the Individuals with Disabilities Education Act to provide additional support for the IDEA entitlement grant. Funds are available 7/1/21-9/30/23.

Respectfully submitted,

Natalie Forbes, Director of Innovation & Grants

EXECUTIVE SUMMARY

NATIONAL SCHOOL LUNCH PROGRAM (NSLP) EQUIPMENT ASSISTANCE GRANT

MIDDLETOWN HIGH SCHOOL

The district is applying to the National School Lunch Program for an Equipment Assistance Grant. The competitive grant process gives priority to high needs schools where 50 percent or more of the enrolled students are eligible for free and reduced price meals. Additional priority is given to schools that have not received grants through the program previously.

The funds are allocated to purchase the equipment needed to meet the new nutritional standards for schools. The following are the USDA Focus Areas for the NSLP Equipment Assistance Competitive Grants:

- **Food Quality:** Equipment that improves the quality of school nutrition meals in ways that support the new USDA nutrition standards.
- **Food Safety:** Equipment that improves the safety of food served in the school meals programs.
- **Energy Efficiency:** Equipment that improves the overall energy efficiency of the school food service operations.
- **Expand Participation:** Equipment that allows SFAs to support, improve or expand participation in the NSLP or School Breakfast Program (SBP).

Equipment requests for Middletown High School were submitted by Food & Nutrition Manager, Randall Mel.

- 2 x gas convection ovens

TOTAL REQUEST: \$19,137

SUBMITTED BY NATALIE FORBES, DIRECTOR OF INNOVATION & GRANTS

Middletown Board of Ed Financial Statement as of
01/07/21

Fiscal Year: 2022								
	Expenditures	Appropriation					Overage/	
Object Code - Summary	2020-2021	2021-2022	Appropri Adj	Encumbrances	Expenditures	Account Balance	Deficit	Projection
CERTIFIED SALARIES								
51109 CERTIFIED*CURRE WRITING	53,720.99	90,880.00	-	-	16,468.61	74,411.39	-	90,880.00
51110 CERTIFIED*REG	33,163,262.55	35,257,746.00	35,000.00	-	13,528,037.45	21,764,708.55	60,000.00	35,232,746.00
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	28,215.43	5,400.00	-	-	4,652.91	747.09	-	5,400.00
51309 SALARIES: INTERVENTIONISTS	158,019.11	288,185.00	(2,930.00)	-	58,208.75	227,046.25	40,000.00	245,255.00
51310 SALARIES: SUBS-DAILY*REG	125,981.64	165,000.00	-	-	39,714.59	125,285.41	35,000.00	130,000.00
51315 SALARIES: SUBS-LT*REG	313,133.10	195,000.00	-	-	58,819.91	136,180.09	-	195,000.00
51316 SALARIES: SUBS-BLDG*REG	250,149.18	509,400.00	-	-	87,888.75	421,511.25	45,000.00	464,400.00
51410 SALARIES: ADMINISTRATOR*REG	5,075,211.94	5,217,656.00	-	-	2,669,040.24	2,548,615.76	-	5,217,656.00
51501 LONGEVITY: CERTIFIED	482,200.00	502,467.00	-	-	230,100.00	272,367.00	42,267.00	460,200.00
51510 ADDL COMP PAID TO TCHRS	14,268.90	47,000.00	-	-	12,000.00	35,000.00	-	47,000.00
51716 SALARIES: MENTOR	17,389.00	15,734.00	-	-	4,521.00	11,213.00	-	15,734.00
51718 SALARIES: TUTOR	90,606.55	49,800.00	-	-	37,990.06	11,809.94	-	49,800.00
51721 SALARIES: STIPENDS-NON TRB	345,039.08	488,675.00	-	-	131,759.40	356,915.60	-	488,675.00
51722 SALARIES: MINISTERIAL MENTOR	25,275.00	80,000.00	-	-	16,395.00	63,605.00	-	80,000.00
51900 OTHER SALARIES	120,282.17	123,600.00	-	-	66,553.85	57,046.15	-	123,600.00
51901 NON-CONTRACTED CERTIFIED	92,412.19	40,000.00	-	-	33,039.19	6,960.81	-	40,000.00
51906 SALARIES: STRINGS*REG	20,001.79	-	-	-	-	-	-	-
51921 SALARIES: CLASS COVERAGE	99,123.28	40,000.00	-	-	40,464.56	(464.56)	(30,000.00)	70,000.00
Total CERTIFIED SALARIES	40,474,291.90	42,474,543.00	32,070.00	-	17,035,654.27	25,470,958.73	192,267.00	42,314,346.00
CLASSIFIED SALARIES								
51116 CLASSIFIED*REG	7,554,560.14	8,374,655.00	-	-	3,725,013.65	4,649,641.35	210,000.00	8,164,655.00
51118 CLASSIFIED*OT	76,575.92	193,500.00	(41,500.00)	-	115,410.69	36,589.31	-	152,000.00
51121 CLASSIFIED*OTH ADDL STIPEND	-	35,000.00	-	-	-	35,000.00	-	35,000.00
51200 SAL OF SEASONAL TEMP EMP	15,417.67	25,000.00	-	-	10,502.79	14,497.21	-	25,000.00
51416 ATHLETIC EVENT WORKERS	19,893.44	16,000.00	-	-	16,446.64	(446.64)	-	16,000.00
51418 SUBS-SECRETARIES	60,503.91	25,000.00	-	-	40,501.30	(15,501.30)	(100,000.00)	125,000.00
51419 OT-SNOW REMOVAL	28,917.43	-	20,750.00	-	1,634.15	19,115.85	-	20,750.00
51420 OT-CUSTODIAL COVERAGE	27,223.64	-	20,750.00	-	21,684.76	(934.76)	(30,000.00)	50,750.00
51903 HOME VISITORS	17,478.00	32,760.00	-	-	-	32,760.00	-	32,760.00
Total CLASSIFIED SALARIES	7,800,570.15	8,701,915.00	-	-	3,931,193.98	4,770,721.02	80,000.00	8,621,915.00

Middletown Board of Ed Financial Statement as of
01/07/21

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Appropri Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
PARAPROFESSIONALS								
51210 SALARIES: AIDES/PARAS*REG	3,257,372.48	4,328,213.00	-	-	1,450,675.04	2,877,537.96	300,000.00	4,028,213.00
51212 SALARIES: AIDES/PARAS*OT		3,000.00	-	-	-	3,000.00	-	3,000.00
51216 SALARIES: LIBRARY PARAS*REG	78,305.73	55,326.00	(35,000.00)	-	2,596.57	17,729.43	15,000.00	5,326.00
51503 LONGEVITY: PARAS	13,482.08	15,100.00	-	-	12,300.00	2,800.00	-	15,100.00
51713 SALARIES: LUNCH/DUTY AIDES	228,375.17	280,652.00	-	-	117,387.15	163,264.85	(25,000.00)	305,652.00
51715 SALARIES: SCHOOL CAFETERIA	386,928.30	-	-	-	-	-	-	-
51920 SALARIES: STUDENT VOCATIONAL	1,540.00	6,000.00	-	3,560.00	1,610.00	830.00	-	6,000.00
Total PARAPROFESSIONALS	3,966,003.76	4,688,291.00	(35,000.00)	3,560.00	1,584,568.76	3,065,162.24	290,000.00	4,363,291.00
EMPLOYEE BENEFITS								
51970 SAL: CLOTHING ALLOCATION	18,900.00	25,700.00	-	-	18,550.00	7,150.00	-	25,700.00
52100 GROUP LIFE INSURANCE	196,500.00	229,500.00	-	204,255.00	-	25,245.00	25,245.00	204,255.00
52205 FICA	498,606.69	454,594.00	-	-	224,092.65	230,501.35	-	454,594.00
52210 MEDICARE	778,352.49	743,060.00	-	-	322,628.83	420,431.17	-	743,060.00
52300 RETIREMENT CONTRIB	40,000.48	76,783.00	-	-	24,230.92	52,552.08	-	76,783.00
52500 TUITION REIMB	3,000.00	4,500.00	-	-	-	4,500.00	-	4,500.00
52600 UNEMPLOY COMPENSATION	22,689.56	65,000.00	-	41,733.00	3,267.00	20,000.00	10,000.00	55,000.00
52700 WORKERS COMPENSATION	700,516.38	588,500.00	-	151,117.75	437,382.25	-	-	588,500.00
52831 HEALTH INS*CERTIFIED/PARAS	7,310,888.45	7,296,468.00	-	2,381,833.59	4,914,634.41	-	-	7,296,468.00
52832 HEALTH INS*CLASSIFIED	5,295,043.00	5,444,409.00	-	5,478,031.00	-	(33,622.00)	(33,622.00)	5,478,031.00
52840 DENTAL INSURANCE	924,077.69	1,043,495.00	-	669,967.39	373,527.61	-	-	1,043,495.00
52950 DISABILITY INSURANCE	27,374.17	28,500.00	-	8,736.92	19,763.08	-	-	28,500.00
52960 UNUSED SICK BENEFIT	21,497.91	25,000.00	-	-	27,064.06	(2,064.06)	(5,000.00)	30,000.00
52961 UNUSED VACATION PAYOUT	-	15,000.00	-	-	-	15,000.00	-	15,000.00
52990 OTHER POST EMPL BENEFITS	255,394.00	267,080.00	-	267,079.00	-	1.00	-	267,080.00
52991 ACA HEALTH INSURANCE	164.76	18,000.00	-	-	11,875.00	6,125.00	5,000.00	13,000.00
Total EMPLOYEE BENEFITS	16,093,005.58	16,325,589.00	-	9,202,753.65	6,377,015.81	745,819.54	1,623.00	16,323,966.00
PURCHASED SERVICES								
53010 PURCHASED PROF SVCS	12,233.97	16,350.00	-	6,888.69	9,411.31	50.00	-	16,350.00
53020 LEGAL SERVICES	132,270.13	125,000.00	-	21,915.00	103,085.00	-	(100,000.00)	225,000.00
53040 NURSING SERVICES	-	35,000.00	-	-	-	35,000.00	-	35,000.00
53070 TESTING / SCORING	41,594.41	76,175.00	2,100.00	1,672.00	17,338.13	59,264.87	-	78,275.00
53200 PROF EDUC SERVICES	-	5,000.00	(486.00)	-	663.80	3,850.20	1,000.00	3,514.00
53205 EMPLOYEE TRNG/DEV SVCS	3,575.00	3,085.00	-	-	2,514.00	571.00	-	3,085.00

Middletown Board of Ed Financial Statement as of
01/07/21

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Appropri Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
PURCHASED SERVICES (cont.)								
53220 INSERVICE - PROF MTGS/DEV	12,494.87	99,583.00	(13.05)	-	27,978.10	71,591.85	-	99,569.95
53240 FIELD TRIPS	2,055.00	13,000.00	2,000.00	-	8,030.62	6,969.38	-	15,000.00
53251 STUDENT ACTIVITIES	10,958.98	12,000.00	-	1,097.31	3,467.69	7,435.00	-	12,000.00
53300 PURCH PROF SVCS: TECH	126,259.31	131,300.00	(6,990.00)	58,195.29	39,947.74	26,166.97	-	124,310.00
53400 PURCH PROF SVCS: OTHER	521,426.61	516,993.00	-	352,391.69	122,430.40	42,170.91	3,000.00	513,993.00
53500 PURCH PROF/TECH SERVICES	-	50,000.00	-	-	18,100.00	31,900.00	-	50,000.00
53520 PURCH PROF SVCS: OTHR TECH	115.38	1,500.00	7,000.00	7,000.00	-	1,500.00	-	8,500.00
53530 PURCH PROF SVCS: POLICE	-	9,000.00	-	3,470.00	3,258.00	2,272.00	-	9,000.00
53540 PURCH PROF SVCS: SPORTS OFF	17,448.11	66,630.00	-	-	17,381.92	49,248.08	-	66,630.00
53900 OTHER PURCHASED SERVICES	20,432.50	-	-	-	-	-	-	-
54010 PURCH PROPERTY SVCS	16,171.41	28,500.00	-	3,971.00	10,834.00	13,695.00	-	28,500.00
54103 SNOW PLOWING/SANDING	21,970.00	30,000.00	-	30,000.00	-	-	-	30,000.00
54410 RENTAL OF LAND & BLDGS-ADED	77,058.00	77,058.00	-	32,890.00	44,168.00	-	-	77,058.00
54411 WATER/SEWER	76,804.50	106,529.00	-	50,910.38	51,018.62	4,600.00	-	106,529.00
54420 RENTAL OF EQUIP&VEHICLES	2,081.28	6,500.00	-	3,369.55	2,134.01	996.44	-	6,500.00
54421 DISPOSAL	138,439.06	139,600.00	-	68,844.60	70,205.40	550.00	-	139,600.00
54424 LAWN CARE	2,770.95	15,000.00	-	550.00	11,450.00	3,000.00	-	15,000.00
54430 RENTAL OF COMP RELATED EQUIP	393.00	-	-	-	-	-	-	-
54440 RENTALS	2,287.68	1,564.00	-	607.36	1,144.44	(187.80)	(752.00)	2,316.00
54900 ENERGY PERFORM CONTRACT	600,000.00	95,915.00	-	-	-	95,915.00	-	95,915.00
55010 PURCHASED SERVICES	1,411,057.39	1,118,600.00	16,502.00	105,926.65	742,034.02	287,141.33	-	1,135,102.00
55011 VACCINES	345.00	3,000.00	-	-	-	3,000.00	-	3,000.00
55100 PUPIL TRANSPORTATION	3,151,748.39	5,386,898.00	(310,342.00)	2,807,277.23	1,633,621.15	635,657.62	635,657.62	4,440,898.38
55105 TRANSPORTATION*SUMMER	29,509.76	200,000.00	(5,760.67)	-	194,239.33	-	-	194,239.33
55109 TRANS*SPED OUT OF TOWN	266,922.10	390,000.00	312,760.67	517,263.85	185,268.15	228.67	-	702,760.67
55190 TRANS*HOMELESS	-	70,000.00	(5,000.00)	33,987.50	15,167.88	15,844.62	-	65,000.00
55191 TRANSPORT*DCF	30,243.00	100,000.00	-	21,575.00	17,615.00	60,810.00	-	100,000.00
55205 PROP/CASUALTY INSURANCE	488,144.00	379,001.00	-	379,001.00	-	-	-	379,001.00
55206 ATHLETIC INSURANCE	20,952.00	24,000.00	486.00	-	24,486.00	-	-	24,486.00
55300 COMMUNICATIONS/TELEPHONE	298,058.72	304,900.00	10,173.02	123,658.31	214,791.04	(23,376.33)	(23,376.33)	338,449.35
55301 POSTAGE	25,351.05	35,280.00	-	9,390.40	7,787.16	18,102.44	-	35,280.00
55303 SECURITY MONITORING	68,078.04	88,000.00	-	-	69,156.24	18,843.76	-	88,000.00
55304 SUBSCRIPTIONS/LICENSES	9,609.12	165,608.00	2,927.37	-	133,496.77	35,038.60	-	168,535.37
55400 ADVERTISING	10,091.87	8,050.00	-	551.42	5,777.24	1,721.34	-	8,050.00
55500 PRINTING	22,862.68	42,600.00	2,140.00	10,424.03	12,056.62	22,259.35	-	44,740.00
55510 COPYING	194,668.60	90,469.00	-	7,145.00	90,468.60	(7,144.60)	(7,144.60)	97,613.60

Middletown Board of Ed Financial Statement as of
01/07/21

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Appropri Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
PURCHASED SERVICES (cont.)								
55800 TRAVEL/CONFERENCES	79,820.67	118,830.00	-	10,107.36	35,771.98	72,950.66	-	118,830.00
57350 TECH SW/COMPUTER LICENSES	21,628.67	-	-	-	-	-	-	-
58901 EDUCATIONAL SUPPORT	18,811.41	23,140.00	-	221.94	15,712.68	7,205.38	-	23,140.00
58902 CULTURAL COUNCIL	-	16,000.00	-	-	-	16,000.00	-	16,000.00
58903 PROF DEV IMPROVE	82,581.08	67,000.00	-	2,072.92	36,132.16	28,794.92	-	67,000.00
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
58906 AFTER SCHOOL PROGRAM	3,842.62	16,650.00	-	-	2,440.47	14,209.53	-	16,650.00
58908 RECRUITMENT	150.00	4,500.00	-	-	50.00	4,450.00	-	4,500.00
Total PURCHASED SERVICES	8,078,316.32	10,321,808.00	27,497.34	4,672,375.48	4,005,633.67	1,671,296.19	508,384.69	9,840,920.65
SUPPLIES & MATERIALS								
56104 SUPPLIES MAINTENANCE	-	-	189,366.61	41,748.64	48,820.19	98,797.78	-	189,366.61
56010 SUPPLIES*INVENTORY	2,067.52	-	-	-	-	-	-	-
56106 SUPPLIES*FOOD	104.41	390.00	-	-	-	390.00	-	390.00
56110 INSTRUCTIONAL SUPPLIES	539,947.32	416,896.00	(16,773.02)	43,746.69	158,089.83	198,286.46	-	400,122.98
56115 COMMON CORE MATERIALS	15,023.62	14,153.00	-	57.24	5,726.93	8,368.83	-	14,153.00
56120 ADMINISTRATIVE SUPPLIES	83,934.44	79,616.00	2,700.00	13,183.50	30,543.71	38,588.79	-	82,316.00
56121 COPY PAPER	23,965.99	42,924.00	(3,000.00)	14,315.05	7,435.74	18,173.21	-	39,924.00
56210 NATURAL GAS	505,935.81	602,662.00	-	295,659.23	245,202.77	61,800.00	(75,000.00)	677,662.00
56220 ELECTRICITY	1,004,315.84	1,242,529.00	-	537,842.89	399,478.27	305,207.84	-	1,242,529.00
56230 BOTTLED GAS	10,983.24	9,940.00	-	5,715.28	4,189.72	35.00	-	9,940.00
56240 FUEL OIL	336,230.70	193,743.00	-	164,089.30	29,653.70	0.00	(77,000.00)	270,743.00
56260 DIESEL FUEL	236,072.93	265,000.00	-	186,741.50	21,142.50	57,116.00	-	265,000.00
56265 GASOLINE (VEHICLES)	49,399.18	74,600.00	(5,000.00)	21,226.76	53,802.10	(5,428.86)	(6,828.87)	76,428.87
56270 PROPANE	50,075.19	31,930.00	-	10,445.95	20,695.75	788.30	(5,000.00)	36,930.00
56300 FOOD SUPPLIES	562.23	6,741.00	-	-	384.34	6,356.66	-	6,741.00
56400 BOOKS AND PERIODICALS	-	9,000.00	-	232.16	2,043.60	6,724.24	-	9,000.00
56410 TEXTBOOKS	50,594.88	48,810.00	5,000.00	2,181.30	10,325.75	41,302.95	-	53,810.00
56420 LIBRARY MATERIALS	27,061.82	39,250.00	-	8,900.02	8,099.85	22,250.13	-	39,250.00
56440 MEDIA	3,974.66	-	-	-	-	-	-	-
56500 SUPPLIES*TECH RELATED	71,281.43	211,776.00	375.68	8,948.06	99,429.84	103,773.78	-	212,151.68
56900 SUPPLIES*OTHER	210,056.24	217,332.00	(1,305.00)	13,796.46	58,908.56	143,321.98	-	216,027.00
56910 CUSTODIAL SUPPLIES	145,888.29	131,000.00	-	26,753.68	103,473.60	772.72	-	131,000.00
Total SUPPLIES & MATERIALS	3,367,475.74	3,638,292.00	171,364.27	1,395,583.71	1,307,446.75	1,106,625.81	(163,828.87)	3,973,485.14

Middletown Board of Ed Financial Statement as of
01/07/21

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Appropri Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
PROPERTY								
54300 MAINT: REPLACEMENT	711,812.70	881,668.00	(195,366.61)	102,211.13	307,970.14	276,120.12	-	686,301.39
54303 MAINT: GROUNDS	77,220.86	42,000.00	-	6,550.00	29,712.61	5,737.39	-	42,000.00
54304 ELEVATOR MAINTENANCE	30,069.94	50,000.00	-	9,460.80	15,003.27	25,535.93	-	50,000.00
57300 NEW EQUIPMENT	205,420.61	74,250.00	-	20,309.95	19,066.31	34,873.74	-	74,250.00
57330 FURNITURE AND FIXTURES	10,506.76	-	5,000.00	2,675.33	875.94	1,448.73	-	5,000.00
57340 TECH REL HW/EQUIP	282,747.13	82,529.00	-	2,772.62	78,544.06	1,212.32	-	82,529.00
57340 OTHER EQUIP/PROPERTY	3,116.97	6,100.00	-	-	-	6,100.00	-	6,100.00
_Total_PROPERTY	1,320,894.97	1,136,547.00	(190,366.61)	143,979.83	451,172.33	351,028.23	-	946,180.39
DUES & FEES								
53310 PURCH PROF SVCS: AUDIT	-	30,000.00	-	-	-	30,000.00	-	30,000.00
58100 MEMBERSHIPS & DUES	63,958.08	93,854.00	4,435.00	1,610.00	63,077.48	33,601.52	3,200.00	95,089.00
_Total_DUES & FEES	63,958.08	123,854.00	4,435.00	1,610.00	63,077.48	63,601.52	3,200.00	125,089.00
MAJOR PROJECTS								
57400 INFRASTRUCTURE	900,000.00	-	-	-	-	-	-	-
58900 CAPITAL*RESERVE PRVNTV MAINT	180,000.00	-	-	-	-	-	-	-
_Total_DUES & FEES	1,080,000.00	-	-	-	-	-	-	-
TUITION								
55600 TUITION/MAGNET SCHLS-REG ED	868,731.00	408,650.00	(10,000.00)	3,700.00	504,118.00	(109,168.00)	(109,168.00)	507,818.00
55610 TUIT OTHR DIST IN STATE-SPED	714,110.81	705,000.00	-	193,993.93	103,414.74	407,591.33	(28,000.00)	733,000.00
55620 TUIT OTHR DIST O/S STATE-SPED	44,423.08	-	-	-	-	-	-	-
55630 TUIT TO PRIVATE SOURCES-SPED	3,786,781.70	3,625,000.00	-	2,078,845.16	1,524,868.31	21,286.53	-	3,625,000.00
_Total_TUITION	5,414,046.59	4,738,650.00	(10,000.00)	2,276,539.09	2,132,401.05	319,709.86	(137,168.00)	4,865,818.00
Grand Total	87,658,563.09	92,149,489.00	0.00	17,696,401.76	36,888,164.10	37,564,923.14	774,477.82	91,375,011.18

Middletown Board of Education
BOE Transfer of Funds

Date Range: 10-Dec-2021 to 05-Jan-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 38009 Date: 10-Dec-2021						
From 1010-062-1000-190-56110-02123	MHS: SOC STUDIES*INST SUP*PRL	4,000.00		4,000.00	2,000.00	
To 1010-062-2213-195-53220-00000	MHS: AFCN AMRCN HIST*INSVC PROF MTGS/DEV Create new line for African American Studies Professional Development (new course)					2,000.00
Journal#: 38043 Date: 05-Jan-2022						
From 1010-940-2700-000-55190-00000	STU TRANSP: HOMELESS	70,000.00	-5,000.00	65,000.00	6,828.87	
To 1010-940-2700-200-56265-00000	STU TRANS: GASOLINE*SPECIAL TRANS To cover deficit in Gasoline due to the rising cost per gallon. Homeless transport has grant assistance with the funding, therefore, asking for transfer from that line item.	43,200.00	-5,000.00	38,200.00		6,828.87
Journal#: 38044 Date: 05-Jan-2022						
From 1010-960-2310-000-53200-00000	BD OF EDUC: PROF EDUC SVCS	5,000.00	-486.00	4,514.00	1,000.00	
From 1010-960-2310-000-53400-00000	BD OF EDUC: PURCH PROF SVCS: OTHER	15,800.00		15,800.00	3,000.00	
From 1010-960-2320-000-58100-00000	EXEC ADMIN: MEMBERSHIP/DUES	17,935.00	-383.18	17,551.82	3,144.60	
To 1010-960-2530-000-55510-00000	CENTRAL ADMIN: COPYING To cover deficit in Central Office copy line. Papercut was purchased to be set up in Central Office copiers. Director of Operations can explain exactly what this is.	16,361.00		16,361.00		7,144.60
Journal#: 38046 Date: 05-Jan-2022						
From 1010-970-2575-000-52100-00000	EMPL BENEFITS: GROUP LIFE INS	229,500.00		229,500.00	25,245.00	
From 1010-970-2575-000-52600-00000	EMPL BENEFITS: UNEMPLOY COMP	65,000.00		65,000.00	8,377.00	
To 1010-960-2575-000-52832-00000	EMPL BENEFITS: HEALTH INS*CLASSIF To cover possible negative in the Classified Insurance Costs with the city. There are extra funds available in the Group Life Insurance Line and on the current FY unemployment	5,444,409.00		5,444,409.00		33,622.00
Journal#: 38049 Date: 05-Jan-2022						
To 1010-100-2610-200-55300-00000	SPED: COMM/TELEPHONE		7,266.42	7,266.42		9,826.00
From 1010-100-2100-200-53400-00000	SPED: OTH PROF SVCS Cover Special Education Dept telephone budget deficit with Other Professional Services line because not using the Benhaven Consulting service due to change in student need.	16,559.00		16,559.00	9,826.00	
Total Transfer for Central Office					59,421.47	59,421.47
*** Grand Total To Transfer					59,421.47	59,421.47



MIDDLETOWN PUBLIC SCHOOLS

“Unlocking the Potential in ALL Students”

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

TRANSPORTATION REPORT

December 2021

School Year 2021-2022

2021 – 2022 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DE C	JAN	FEB	MAR	AP R	MA Y	JU N
NEW STUDENTS	22	31	54	21						
SCHOOL TRANSPORTATION CHANGES	78	22	21	20						
LEFT DISTRICT / SCHOOL	6	24	22	12						
BUS DRIVER COMPLAINTS	3	2	0	1						
BUS CONDUCT REPORTS	48	43	45	32						
BUS ACCIDENTS	1	1	1	1*						

*12/22/21: Beman Middle Late Bus for After School Activities. Driver reported she made contact with and scraped the curb when pulling into the bus lane. Minor damage occurred to the service door. No students were on the bus.

2020 – 2021 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DE C	JAN	FEB	MAR	AP R	MA Y	JU N
NEW STUDENTS	18	12	3	2	4	0	8			
TRANSPORTATION CHANGES	118	8	4	1	2	2	4			
LEFT DISTRICT / SCHOOL	1	4	2	5	5	3	3			
DRIVER COMPLAINTS	0	0	1*	0	0	0	0			
BUS CONDUCT REPORTS	2	10	9*	1	1	3	12			
BUS ACCIDENTS	2*	0	0	0	1*	0	1*			

Budget Committee Minutes

December 13, 2021

5:30 PM

Virtual: ZOOM

In Attendance:

Budget Committee Chair:	Charles Wiltsie
Board of Education & Budget Committee Member:	Emily Jackson
Board of Education Chair:	Deborah Cain
Finance and Resource Management Specialist:	Cheryl Ann Walcott
Purchasing Agent:	Christopher Puorro
Director of Innovation & Grants:	Nathalie Forbes
Director of Technology:	Michael Skott, CETL

1. Call to order: Budget Chair Charles Wiltsie 5:32 PM
Seconded by BOE Regular Member Emily Jackson
2. Schedule for Budget Committee Meeting for 2022
Dates amended by BOE Chair Deborah Cain- Schedule accepted (page 2 of this document)
3. Line-Item Transfers: Presented by Cheryl Walcott
4. Personnel/Staffing Updates: Presented by Cheryl Walcott. Ms Walcott then introduced Nathalie Forbes. Ms. Forbes introduced herself and talked about her role as Director of Innovation & Grants.
5. Other Business: Constituent question regarding land swap: Not answered. Deferred to Marco Gaylord.
6. Adjourn- Moved by BOE Chair Deborah Cain, Seconded by Emily Jackson 5:33 PM

**BUDGET COMMITTEE MEETING SCHEDULE
JANUARY 2022 – JANUARY 2023**

6:30 PM

Virtual Meetings – <https://www.youtube.com/c/MiddletownStream>

01/2022 - 01/2023

January 10, 2022

February 14, 2022

March 14, 2022

April 18, 2022

May 9, 2022

June 13, 2022

September 12, 2022

October 3, 2022

November 14, 2022

December 12, 2022

January 9, 2023

Middletown Public Schools

Curriculum Meeting- Zoom

12/9/2021

Attendees: Dr. Vazquez Matos, Mr. Andres Alphonso, Natalie Forbes, DeLita Rose-Daniels, Deborah Guss, Sheila Daniels, Debra Cain

Meeting called to order 5:31pm

- Motion to accept of 10/7/2021 Curriculum meeting minutes- moved by Debborah Guss
- Dr. Vazquez Matos provided an overview of what the state of Connecticut bi-literacy seal is and how it will benefit students in our district
- Mr. Andres Alphonso presented an introductory high-level overview on the state of Connecticut bi-literacy program which will be presented again in January. Through this program students will:
 - Graduate with a seal of distinction on both transcript/diploma
 - Students will demonstrate their social and academic use of the language skills vs. knowledge
 - Estimated 50-60 students identified who may qualify for this pilot program with a goal of implementation for c/o 2022
 - Grant program for year 1
 - Natalie Forbes has identified funds that can be repurposed to support sustainability
 - Program fully aligns with Strategic Operating Plan
 - Mr. Alphonso has additional structural details that he is finalizing for January's presentation back to the Curriculum Committee
- Meeting adjourned 5:56pm

Next meeting: 1/6/2022* meeting date will be shared at the BoE meeting

Middletown Public Schools -Board of Education

BOE Facilities Committee Meeting Minutes

December 15, 2021 at 5:30 PM

The meeting was held over Zoom and streamed over YouTube. Chairwoman Deborah Cain called the meeting to order at 5:30 PM.

Present: Deborah Cain (Chairperson), Peter Staye, Marco Gaylord, Vinnie Loffredo – City Council member, Dan Penney, John Giuliano, Dr. Alberto Vazquez-Matos - Acting Superintendent, Jonathan Pulino- Board of Ed member, Chris Holden-Deputy Director of Public Works, Joseph Samolis – Director of Economic and Community Development, Bobby Knoll-Peterson, Committee Secretary Leslie Spatola and Ray Linehan from the Board of Education IT department.

I. Introductions

II. Review of the November 17, 2021 Meeting Minutes

Chairperson Cain made a motion to accept the minutes which was seconded Mr. Pulino.

II-A Amended Agenda; Discussion of Land Swap – Mr. Holden & Mr. Samolis

Mr. Samolis presented a map of the Kaplan Drive/Lawrence School to Newfield Street area showing the land the City and adjacent property owner would like to swap. The property owner has 25.8 acres that he would like to give to the City in exchange for a 4.8-acre parcel and easements preserving some adjoining wetlands and floodplains. This would allow the property owner access to proposed building site that does not cross wetlands. An easement would also allow the city access to that portion of the multi-use trail that would be on the developers' property.

Mr. Holden spoke about the trail from Tuttle Street that goes to Vets Park. The first phase would be past the Lawrence School on the east side so that the easement on the property would give enough space away from the school.

The developer will need various approvals to obtain any number of units of residential single bedroom apartments and would have to go before the Board of Education for review due to the close proximity of the school. The exact number of units is not known at this time.

Mr. Gaylord has reviewed the notes from a previous meeting in regards to the bike path and having a fence there would still be the case. The road going to the complex would be a driveway subject to discussion as plans become available. Mr. Lofreddo inquired about the safety concerns and contingencies to assure that this would not become a haggling matter. The Board should meet with the City so that restrictions and conditions can be discussed further.

III. Update of Macdonough School Feasibility Plan – M. Gaylord

Mr. Gaylord is waiting to hear when the Mayor can meet with them and TSKP.

IV. Status of the Beman Middle School Construction Project – P. Staye

Mr. Staye stated the work continues with the focus being the punch list, auditorium commissioning and site work. We now have a temporary certificate of occupancy for the auditorium. Library shelving, which has been delayed by supply chain issues, is scheduled to arrive during the Holiday Break. The use of Wilderman's Way for Parent drop off and pick-up will commence on January 3, 2022. Unknown is the status of the Community Center.

V. Update of Snow and Farm Hill Schools Roofing Projects – P. Staye

Mr. Staye said the Farm Hill roof project is being advertised this Friday (December 17, 2021). We continue to wait for notice from the City regarding if funding for PV at Farm Hill School will be available. That work can be added at a later date. The results from the bid should be back in about a month.

Snow School roof is on hold pending a study to determine the cost of installing air conditioning throughout the building – only the library, office and auditorium are air conditioned currently. Proposals from mechanical engineers are to be received on December 17, 2021. Mr. Lofreddo will give the update next month on forming of a committee should the work progress.

VI. Discussion on 5-Year Plan for Capital Projects for 2021-2022 – P. Staye

Mr. Staye shared the project plan and the distribution of projects both past and present.

VII. Facilities Department – Staffing Vacancies – P. Staye

Status remains unchanged.

VIII. Other

Committee congratulated Mr. Staye on his upcoming retirement on January 7, 2022 and commended him for a wonderful job. Mr. Kevin Dion will be replacing Mr. Staye starting January 3, 2022. We wish Mr. Staye the best with his future.

The meeting adjourned at 6:32 PM by Chairwoman Cain and seconded by Mr. Pulino.

The next Board of Education Facilities Committee meeting will be on Wednesday, January 19, 2022 at 5:30 PM.

Minutes recorded by Leslie A. Spatola,

Leslie A. Spatola

Leslie A. Spatola
Facilities Committee Secretary

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE**

Meeting Minutes

Tuesday, December 21, 2021

Virtual Meeting 5:30 P.M.

Board of Education Policy Committee Members participating:

Deborah Cain

Justin Taylor

Also participating:

Dr. Vazquez Matos, Acting Superintendent

Marco Gaylord, Chief of Operations

Jen Cannata, Director of Performance Management

Colleen Weiner, Principal of MHS

Cody Altieri, Administrative Assistant

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

Justin Taylor turned the meeting over to Marco Gaylord.

Policy #C-19-001 - ADOPT - Health and Safety Protocols

Attorney Notes: Attorney recommends that the Board vote to bring back the policy concerning Health and Safety Protocols, which directed the administration to develop health and safety protocols related to the COVID-19 pandemic while school is in session

Dr. Vazquez Matos asks if we would have to notify employees? Mr. Gaylord states yes, we would notify once this goes through. For instance, we already notify staff about making sure to take their temperature, wear a mask, etc. Mr. Gaylord can continue to do that and provide notification to teachers, faculty, and staff.

The Policy Committee were all in favor and requested this Policy #C-19-001 be brought forward for ADOPTION to the next Board of Education meeting for its first reading.

Policy #3320 - REVIEW/REPLACE - Purchasing Procedures

Attorney Notes: Recommend replacing with the Model Policy for consistency

Madam Chair asks if they were to purchase a math program for K-5 grade, does it have to go through this purchasing process? Mr. Gaylord states yes that it would go through its proper channels and follow these procedures. Madam Chair asks if it's a final buffer before going to the board. Mr. Gaylord states that yes this is the case.

The Policy Committee were all in favor and requested this REPLACEMENT Policy #3320 be brought forward at the next Board of Education meeting for its first reading.

Policy #4112.9 - NEW ADOPT - Child Abuse or Neglect Reporting

Attorney Notes: Recommend adopting this policy to help with replacing #5141.4
Refer to notes below.

The Policy Committee were all in favor and requested Policy #4112.9 be brought forward for ADOPTION at the next Board of Education meeting for its first reading.

Policy #4112.10 - NEW ADOPT - Abuse or Neglect of Disabled Adults

Attorney Notes: Recommend adopting this policy to help with replacing #5141.4

Refer to notes below.

The Policy Committee were all in favor and requested Policy #4112.10 be brought forward for ADOPTION at the next Board of Education meeting for its first reading.

Policy #4152.6 - REVIEW/REPLACE - Family and Medical Leave - **TABLED**

Attorney Notes: Recommend repeal and adoption of the Model Policy Family Medical Leave Act, for consistency.

Ms. Weiner points out that on page two it states that we have options and wonders if those have been determined or not. She suggests asking the Talent Office so that we can find out. Dr. Vazquez Matos states that he can reach out to legal, as he and Ms. Cannata have been actively trying to find a definition of FMLA. Mr. Gaylord asks if we should table it in the meantime. Dr. Vazquez Matos states that based on the language we can move forward with a first read. Mr. Gaylord says that we will table until the next meeting. Mr. Taylor points out that there is more optional language on page 5 as well. Mr. Gaylord states that this option is currently our best practice.

The Policy Committee requested this REPLACEMENT Policy #4152.6 be tabled and brought back to the next policy committee meeting.

Policy #5124 - REVIEW/REPLACE - Reporting to Parents

Attorney Notes: The Board may wish to repeal the current policy, adopt the model for consistency, and possibly incorporate the current policy.

Ms. Weiner states that she read the notes from the attorney from the last time we tabled the policy and feels that we are fine to move forward. Ms. Cannata talks about the last paragraph that caused an issue the last time, more specifically on reaching out after three attempts. Ms. Weiner states that she feels the same way about the last paragraph and there being an issue with it. Mr. Gaylord states that the attorney informed us that these “three attempts” are required by CT statute. Mr. Altieri clarifies this last paragraph only pertains to the previous section B which states it only happens when there are three or more weeks of consecutive remote learning.

The Policy Committee were all in favor and requested this REPLACEMENT Policy #5124 be brought forward to the next Board of Education meeting for its first reading.

Policy #5134 - DELETE - Married/Pregnant Students

Attorney Notes: Recommend repeal of this policy because it is unnecessary.

No questions.

The Policy Committee were all in favor and requested this Policy #5134 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #5141.22 - DELETE - Communicable/Infectious Diseases

Attorney Notes: Recommend repeal of this policy because it is unnecessary.

Madam Chair asks for clarification since last month we passed a policy on Blood Borne Pathogens. Mr. Taylor clarifies that policy was in a different series and covered a different area.

The Policy Committee were all in favor and requested this Policy #5141.22 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #5141.4 - DELETE - Reporting of Abuse, Neglect and Sexual Abuse

Attorney Notes: Recommend repealing this policy adopting the Model Policy Child Abuse and Neglect Reporting and Model Policy Abuse or Neglect of Disabled Adults, for consistency and legal update.

Dr. Vazques Matos asks, if it's a State Statute, then would we do a first and final? Mr. Gaylord clarifies that this would be deleted and there would be two brand new policies adopted into our 4000 series. So therefore, they would have to go for a first reading. Mr. Taylor points out that at the bottom it states there was a structural update and therefore it would need a first and second reading.

The Policy Committee were all in favor and requested this Policy #5141.4 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #5143 - DELETE - Insurance

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

No questions.

The Policy Committee were all in favor and requested this Policy #5143 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #5145.111 - DELETE - Probation/Police/Courts

Attorney Notes: This policy is not mandatory and we recommend repeal.

No questions.

The Policy Committee were all in favor and requested this Policy #5145.111 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #5145.511 - REPLACE - Sexual Abuse Prevention and Education Program

Attorney Notes: Recommend repealing and adopting Model Policy Child Sex Abuse or Assault Response and Reporting, for consistency.

Dr. Vaquez Matos has a question about the language in the policy pertaining to Safe School Climate specialist. Mr. Gaylor states that every school has a safe school climate committee that meets separately and in conjunction with the district safety committee. Ms. Cannata points out that this policy says the language states, "specialist" or "designee", and we don't really have that for each school. Mr. Gaylord says that whenever we have a safety plan for a child, it's usually with the building leader overseeing it.

Ms. Cannata states yes, it would be the building leader or administrator, plus other employees. Mr. Gaylord states that if this policy is going to go through, we should have a review with our building leaders on this policy and the Title IX changes that took place this year. Further states that we could also change the language. Ms. Weiner states maybe we should check with the lawyer since this term is in other policies. Mr. Taylor asks if we should move it forward and Dr. Vazques Matos states he feels confident moving it forward.

The Policy Committee were all in favor and requested this REPLACEMENT Policy #5145.511 be brought forward to the next Board of Education meeting for its first reading.

Policy #5145.71 - REVIEW/DELETE - Surrogate Parent Program - **TABLED**

Attorney Notes: Unless the Board is required to maintain a policy as part of its Region 3 participation in the Surrogate Parent Program, then this policy is unnecessary and may be repealed.

Awaiting legal review from Attorney.

The Policy Committee were all in favor and requested this Policy #5145.71 be TABLED and brought back to the policy committee meeting at the next meeting.

Policy #5145.8 - DELETE - Emancipation

Attorney Notes: This policy is not necessary and we recommend repeal because of legal compliance.

No questions.

The Policy Committee were all in favor and requested this Policy #5145.8 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #9290 - REVIEW/ADOPT - Code of Conduct for Board Members

Attorney Notes: Recommend adopting the model for consistency.

Chair Cain states that she thinks this good since every board should have a code of conduct but wonders if there's anything that is more specific pertaining to social media. She states that she can bring it up at the next BOE meeting but feels that this is good overall.

The Policy Committee were all in favor and requested this NEW Policy #9290 be brought forward to the next Board of Education meeting for its first reading.

Policy #9291 - REVIEW/ADOPT - Removal of Board Officers

Attorney Notes: Recommend adopting the model for consistency.

Clarification that this is removal of officers NOT members, as that is not permissible by law. Removal of a board member can only occur if the public votes that member out.

The Policy Committee were all in favor and requested this NEW Policy #9291 be brought forward to the next Board of Education meeting for its first reading.

Other

There were no other matters to discuss at this time.

ADJOURNMENT

The meeting was adjourned at 6:30 P.M.

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

Respectfully submitted,
Cody Altieri
Administrative Assistant

COVID

**POLICY CONCERNING HEALTH AND SAFETY
PROTOCOLS RELATED TO THE COVID-19 PANDEMIC (NEW)**

The Middle Board of Education (the “Board”) recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during the COVID-19 pandemic. The Board thus directs the administration of the Middletown Public Schools (the “Administration”) to develop health and safety protocols consistent with applicable laws, rules, regulations and requirements, and to consider current guidance in the development of such protocols.

Compliance with such health and safety protocols shall be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action for students and staff, and exclusion from school property or the school-sponsored activity for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The Administration shall provide appropriate notice of such health and safety protocols. Notice may be provided by way of electronic mail, regular mail, website posting, student handbooks, employee handbooks, and/or any other appropriate methods.

Legal References:

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut’s Plan to Learn and Grow Together,
Connecticut State Department of Education (June 29, 2020)

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Business

Purchasing Procedures

PURCHASING

I. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Definition

For the purposes of this policy:

1. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.
2. “General services” include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).
3. “Property” means real property or personal property.

B. Consultation with Municipality Regarding Contracts for Goods or Services, Including Insurance and Payroll Software

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Middletown Board of Education (the “Board”) shall consult with the legislative body of the municipality, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

Further, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll

processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and workers' compensation insurance.

II. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process (\$25,00 or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$25,000 or more must be made by sealed competitive bid. ~~As set forth below, such purchases in the amount of at least [\$10,00 or amount set by the Board of Education], but less than [\$24,999 or amount set by the Board of Education], may be awarded by the Superintendent or his/her designee. Such purchases in the amount of [\$20,000 or amount set by the Board of Education] or more must be awarded by the Board.~~

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever **possible practical**.

The Superintendent of Schools or his/her designee(s) shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper in the local municipality and on the Board's website. At least five (5) calendar days must intervene between the date of the last newspaper or website publication and the final date for submitting bids. The notice shall contain a general description of the goods or

services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes **or electronic submissions** and show on the face of the envelopes **or electronic submissions** the bid number, the title of the bid and the bidder's name. All envelopes **and electronic submissions** will be date stamped as received.

All bids shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her designee will tabulate and analyze the bids. ~~For contracts of at least [\$7,500 or amount set by the Board of Education], but less than [\$20,000 or amount set by the Board of Education],~~ The Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. **A building committee takes over responsibility from the Superintendent for projects over an amount set by the City of Middletown's Code of Ordinances. For contracts of [\$20,000 or amount set by the Board of Education] or more, the Board shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below.**

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the City of Middletown as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"), and after

consideration of a cooperative agreement with the municipality as described in Section I.B, above.

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.
- (7) The ability of a city-based bidder to match the lowest bidder in accordance with the city-based language included in the City of Middletown Code of Ordinances.
- (8) The ability of a city-based vendor to match the lowest possible bidder of a state or cooperative competitive bidding process for the same goods or services.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the City of Middletown, the award will be made to the local bidder.

G. Rejection Of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures.

The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

III. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$5,001 but less than \$25,000. Purchases of goods or services which involve an expenditure of less than \$5,001 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

B. Process For Obtaining Quotations

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee(s) from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

IV. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of

judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section V.) Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Purchases of Special or Professional Services that are expected to be less than \$5,001 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$5,001 to \$25,000)

Purchases of Special or Professional Services for at least \$5,001 but less than \$25,000 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process (\$25,000 or More)

Request for Proposals for Purchases of Special or Professional Services for \$25,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever possible-practical. The award of any such contracts for \$25,000 or more shall be approved by the Board the Superintendent.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper and on the Board's website at least ~~ten (10)~~ five (5) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper and website notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

V. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This will be determined in accordance with the City of Middletown's Purchasing Manual's definitions of Sole Source and Proprietary Purchases. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.

- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.
- (7) Regional or cooperative purchases.
- (8) Cooperative agreement with the local municipality.
- (9) Cooperative purchasing outside of the local municipality
 - A. Employees will be allowed to utilize State, Federal, and/or other governmental cooperative purchasing agreements, if to do so is in the Board's best interest.
 - B. The Board shall have the authority to join with other units of government in cooperative purchasing plans and participation with other utilities on an equitable basis in large bulk purchasing, when the best interests of the Board would be served thereby.
 - C. The Board, as a matter of policy, makes purchases cooperatively with other governmental agencies whenever it is to the mutual benefit of both cooperating agencies.
 - D. Local vendors who meet state, or city bid pricing may be awarded a contract with approval of the Chief of Administration and Finance.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

In permitting waivers, the Board of Education is required to comply with the purchasing requirements identified by local, state and federal funding sources.

VI. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, as described in 2 C.F.R. § 200.318 through 2 C.F.R. § ~~200.326~~,[200.327](#), as amended from time to time, to the extent it is required to do so. [See Appendix A.](#)

VII. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

Legal References:

State Law:

- Conn. Gen. Stat. §10-241c Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance.
- Conn. Gen. Stat. §10-241d Local board of education consultation with municipality re goods and services. Cooperative arrangements.
- Conn. Gen. Stat. §10-241e Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program.

Federal Law:

- 2 C.F.R. § 200.317 through 2 § C.F.R. ~~200.326~~,[200.327](#).
- 2 C.F.R. § 200.81 (definition of property).

ADOPTED: _____

REVISED: _____

[3/15/2021](#)

~~9/15/2020~~

APPENDIX A

Procurement Standards for the Acquisition of Property or Services
Under a Federal Award
2 C.F.R. §§ 200.317-300.327

This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the “Board”), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.

<u>2 C.F.R. §</u>	<u>FULL TEXT OF C.F.R. SECTION</u>	<u>BRIEF SUMMARY</u>
<u>200.317</u>	<u>Procurements by States</u>	
	<u>When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.</u>	<u>A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.</u>
<u>200.318</u>	<u>General Procurement Standards</u>	

200.318(a)	The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.	The Board must have and use documented procurement procedures consistent with State, local, and Federal requirements for procurements made under a Federal award.
200.318(b)	Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.	The Board must maintain oversight of its contractors.
200.318(c)(1)	The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.	The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. See Code of Conduct Governing Procurements Under a Federal Award.
200.318(c)(2)	If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity	The Board's conflict of interest policy must cover relationships with

	<u>must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.</u>	<u>certain parent, affiliate, or subsidiary organizations, if any.</u>
<u>200.318(d)</u>	<u>The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.</u>	<u>The Board must avoid acquisition of unnecessary or duplicative items.</u>
<u>200.318(e)</u>	<u>To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.</u>	<u>The Board is encouraged to use intergovernmental agreements or inter-entity agreements.</u>
<u>200.318(f)</u>	<u>The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.</u>	<u>The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.</u>
<u>200.318(g)</u>	<u>The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.</u>	<u>The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.</u>
<u>200.318(h)</u>	<u>The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms</u>	<u>The Board must award contracts to responsible contractors, after</u>

	<u>and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.</u>	<u>considering contractor integrity, compliance with public policy, past performance, and financial and technical resources.</u>
<u>200.318(i)</u>	<u>The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.</u>	<u>The Board must maintain procurement records.</u>
<u>200.318(j)(1)</u>	<u>The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.</u>	<u>The Board may only use time-and-materials type contracts in limited circumstances.</u>
<u>200.318(j)(2)</u>	<u>Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.</u>	<u>The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.</u>
<u>200.318(k)</u>	<u>The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the</u>	<u>The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.</u>

	<u>non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.</u>	
<u>200.319</u>	<u>Competition</u>	
<u>200.319(a)</u>	<u>All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.</u>	<u>The Board must conduct procurement transactions in a manner providing full and open competition.</u>
<u>200.319(b)</u>	<u>In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.</u>	<u>Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board must avoid practices that are restrictive of competition.</u>
<u>200.319(c)</u>	<u>The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its</u>	<u>The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.</u>

	<u>application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</u>	
<u>200.319(d)</u>	<u>The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.</u>	<u>The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.</u>
<u>200.319(e)</u>	<u>The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.</u>	<u>The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.</u>
<u>200.319(f)</u>	<u>Noncompetitive procurements can only be awarded in accordance with § 200.320(c).</u>	<u>Noncompetitive procurements must be awarded in accordance with § 200.320(c).</u>
<u>200.320</u>	<u>Methods of Procurement to be Followed</u>	

200.320	The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.	The Board must have and use documented procurement procedures for procurements made under a Federal award or sub-award.
200.320(a)	Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:	For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).
200.320(a)(1)	(1) Micro-purchases— (i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers. (ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity. (iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local,	Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents its files accordingly.

	<p><u>or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</u></p> <p><u>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</u></p> <p><u>(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;</u></p> <p><u>(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,</u></p> <p><u>(C) For public institutions, a higher threshold consistent with State law.</u></p> <p><u>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</u></p>	
<p><u>200.320(a)(2)</u> <u>)</u></p>	<p><u>(2) Small purchases—</u></p> <p><u>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</u></p>	<p><u>For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from</u></p>

	<u>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.</u>	<u>an adequate number of qualified sources.</u>
<u>200.320(b)</u>	<u>Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:</u>	<u>For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.</u>
<u>200.320(b)(1)</u>	<u>(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following</u>	<u>In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If</u>

	<p><u>requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</u></p>	<p><u>sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.</u></p>
<p><u>200.320(b)(2)</u> <u>)</u></p>	<p><u>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the</u></p>	<p><u>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.</u></p>

	<u>most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.</u>	
<u>200.320(c)</u>	<u>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section); (2) The item is available only from a single source; (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or (5) After solicitation of a number of sources, competition is determined inadequate.</u>	<u>The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.</u>
<u>200.321</u>	<u>Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms</u>	
<u>200.321(a)</u>	<u>The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</u>	<u>The Board must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</u>
<u>200.321(b)</u>	<u>Affirmative steps must include: (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists; (2)</u>	<u>Affirmative steps include, among other things, placing qualified small</u>

	<u>Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.</u>	<u>and minority businesses and women’s business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.</u>
<u>200.322</u>	<u>Domestic Preferences for Procurements</u>	
<u>200.322(a)</u>	<u>As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.</u>	<u>The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.</u>
<u>200.322(b)</u>	<u>For purposes of this section: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.</u>	

<u>200.323</u>	<u>Procurement of Recovered Materials</u>	
<u>200.323</u>	<u>A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</u>	<u>The Board must follow standards in procuring certain items over \$10,000 to ensure, among other things, the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</u>
<u>200.324</u>	<u>Contract Cost and Price</u>	
<u>200.324(a)</u>	<u>The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.</u>	<u>The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.</u>
<u>200.324(b)</u>	<u>The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past</u>	<u>The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.</u>

	<u>performance, and industry profit rates in the surrounding geographical area for similar work.</u>	
<u>200.324(c)</u>	<u>Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.</u>	<u>Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.</u>
<u>200.324(d)</u>	<u>The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.</u>	<u>The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.</u>
<u>200.325</u>	<u>Federal Awarding Agency or Pass-Through Entity Review</u>	
<u>200.325(a)</u>	<u>The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.</u>	<u>The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.</u>
<u>200.325(b)</u>	<u>The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's</u>	<u>Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or</u>

	<p><u>procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.</u></p>	<p><u>passthrough entity in a number of circumstances.</u></p>
<p><u>200.325(c)</u></p>	<p><u>The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency’s right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.</u></p>	<p><u>The Board is exempt from pre-procurement review if the Federal awarding agency or passthrough entity determines that its procurement systems comply with the standards of this part.</u></p>
<p><u>200.326</u></p>	<p><u>Bonding Requirements</u></p>	

<u>200.326</u>	<u>For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:</u>	<u>For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or passthrough entity may accept the Board's bonding requirements if it determines that its interest is adequately protected.</u>
<u>200.326(a)</u>	<u>A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptable of the bid, execute such contractual documents as may be required within the time specified.</u>	<u>The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.</u>
<u>200.326(b)</u>	<u>A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.</u>	<u>The Board must require a performance bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.</u>
<u>200.326(c)</u>	<u>A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.</u>	<u>The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.</u>
<u>200.327</u>	<u>Contract Provisions</u>	
<u>200.327</u>	<u>The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.</u>	<u>The Board must include the Federal contract provisions in its contracts.</u>

Personnel

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR
REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

Conn. Gen. Stat. Section 17-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Middletown Board of Education ("Board") to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his wellbeing, or (d) has been abused

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by

the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Middletown Public Schools (“District”), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutorily mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutorily mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person’s employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;
 - iii) is placed at imminent risk of serious harm; or

- b) A report must be made when any employee of the Board of Education in the ordinary course of such person’s employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in the first degree;
 - ii) aggravated sexual assault in the first degree;

- iii) sexual assault in the second degree;
- iv) sexual assault in the third degree;
- v) sexual assault in the third degree with a firearm; or
- vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutorily Mandated Reporters

The following procedures apply only to statutorily mandated reporters, as defined above.

- a) When an employee of the Board of Education who is a statutorily mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee.
 - (a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families ("DCF") or the local law enforcement agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.
 - (b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four

(24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.

- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or his/her designee directly.
- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.
- (5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or his/her designee) shall submit a copy of the written or electronic report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as defined above.

- a) When an employee who is not a statutorily mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
 - (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee, he/she shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of DCF.

6. Contents of Reports

Any report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child* and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;

- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term “child” includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student’s sexual assault by school employees, the Superintendent’s investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District’s investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District’s investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of

sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.

- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- a) If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF Child Abuse and Neglect Registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of

Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- e) Regardless of the outcome of any investigation by the Commissioner of DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
- f) The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.

9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board, the Superintendent shall permanently suspend the provision of such services, and

direct the individual to refrain from any contact with students enrolled in the District.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 2, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy and Posting of Careline Information

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.
- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to DCF. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the

Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program, as outlined in Board Policy [#], **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with his/her obligations under this Policy and the law regarding ~~mandatory~~ reporting of abuse, neglect and sexual assault.

Legal References:

Connecticut General Statutes:

Section 10-151	Employment of teachers. Definitions. Tenure. Notice and hearing on failure to renew or termination of contract. Appeal.
Section 10-221s	Posting of Careline telephone number in schools. Investigations of child abuse and neglect. Disciplinary action.
Section 17a-101 <u>et seq.</u>	Protection of children from abuse. Mandated reporters. Educational and training programs. Model mandated reporting policy.
Section 17a-101q	Statewide Sexual Abuse and Assault Awareness and Prevention Program.
Section 17a-103	Reports by others. False reports. Notifications to law enforcement agency.
Section 46b-120	Definitions.
Section 53a-65	Definitions.

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Appendix A

RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATORY REPORTING LAWS AND THIS POLICY

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

Intimate Parts (Conn. Gen. Stat. § 53a-65)

"Intimate parts" means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

Sexual Intercourse (Conn. Gen. Stat. § 53a-65)

"Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by any object manipulated by the actor into the genital or anal opening of the victim's body.

Sexual Contact (Conn. Gen. Stat. § 53a-65)

"Sexual contact" means any contact with the intimate parts of a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70)

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree provided in section 53a-71 and in the commission of such offense is aided by two or

more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. §3a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is ~~more~~ three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically ~~helpless~~ (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital ~~or~~ institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor ~~accomplishes~~ the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school ~~in~~ which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person ~~is~~ a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older ~~and~~ stands in a position of power, authority or supervision

over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. §53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) subjects another person to sexual contact and such other person is mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (3) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. §53a-72b)

A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. §53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) physically helpless, or (D) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (E) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient

or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

APPENDIX B

Operational Definitions of Child Abuse and Neglect

The purpose of this policy is to provide consistency for staff in defining and identifying operational definitions, evidence of abuse and/or neglect and examples of adverse impact indicators.

The following operational definitions are working definitions and examples of child abuse and neglect as used by the Connecticut DCF.

For the purposes of these operational definitions,

- A person responsible for a child's health, welfare or care means:
 - the child's parent, guardian, or foster parent; an employee of a public or private residential home, agency or institution or other person legally responsible under State law for the child's welfare in a residential setting; or any staff person providing out-of-home care, including center-based child day care, family day care, or group day care.
- A person given access to a child is a person who is permitted to have personal interaction with a child by the person responsible for the child's health, welfare or care or by a person entrusted with the care of a child.
- A person entrusted with the care of a child is a person who is given access to a child by a person responsible for the health, welfare or care of a child for the purpose of providing education, child care, counseling, spiritual guidance, coaching, training, instruction, tutoring or mentoring.
- **Note:** Only a "child" as defined in the policy above may be classified as a victim of child abuse and/or neglect; only a "person responsible," "person given access," or "person entrusted" as defined above may be classified as a perpetrator of child abuse and/or neglect.
 - While only a child under eighteen may be a victim of child abuse or neglect, a report under mandatory reporting laws and this policy is required if an employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, as set forth in this policy, and the perpetrator is a school employee.

Physical Abuse

A child may be found to have been physically abused who:

has been inflicted with physical injury or injuries other than by accidental means,

is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment, and/or

has injuries at variance with the history given of them.

Evidence of physical abuse includes, but is not limited to the following:

excessive physical punishment;

bruises, scratches, lacerations;

burns, and/or scalds;

reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.;

injuries to bone, muscle, cartilage, ligaments:
fractures, dislocations, sprains, strains, displacements, hematomas, etc.;

head injuries;

internal injuries;

death;

misuse of medical treatments or therapies;

malnutrition related to acts of commission or omission by an established caregiver resulting in a child's malnourished state that can be supported by professional medical opinion;

deprivation of necessities acts of commission or omission by an established caregiver resulting in physical harm to child; and/or

cruel punishment.

Sexual Abuse/Exploitation Sexual Abuse/Exploitation

Sexual Abuse/Exploitation is any incident involving a child's non-accidental exposure to sexual behavior.

Evidence of sexual abuse includes, but is not limited to the following:

rape;

penetration: digital, penile, or foreign objects;

oral / genital contact;

indecent exposure for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

incest;

fondling, including kissing, for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim;

sexual exploitation, including possession, manufacture, or distribution of child pornography, online enticement of a child for sexual acts, child prostitution, child sex tourism, unsolicited obscene material sent to a child, or misleading domain name likely to attract a child to an inappropriate website;

coercing or forcing a child to participate in, or be negligently exposed to, pornography and/or sexual behavior;

disease or condition that arises from sexual transmission; and/or

other verbal, written or physical behavior not overtly sexual but likely designed to "groom" a child for future sexual abuse.

Legal References: Federal Law 18 U.S.C. 2251 Sexual Exploitation of Children.

Emotional Maltreatment-Abuse

Emotional Maltreatment-Abuse is an:

act(s), statement(s), or threat(s), which

has had, or is likely to have an adverse impact on the child; and/or

interferes with a child's positive emotional development.

Evidence of emotional maltreatment abuse includes, but is not limited to, the following:

rejecting;

degrading;

isolating and/or victimizing a child by means of cruel, unusual, or excessive methods of discipline; and/or

exposing the child to brutal or intimidating acts or statements.

Indicators of Adverse Impact of emotional maltreatment-abuse may include, but are not limited to, the following:

depression;

withdrawal;

low self-esteem;

anxiety;

fear;

aggression/ passivity;

emotional instability;

sleep disturbances;

somatic complaints with no medical basis;

inappropriate behavior for age or development;

suicidal ideations or attempts;

extreme dependence;

academic regression; and/or
trust issues.

Physical Neglect

A child may be found neglected who:

has been abandoned;

is being denied proper care and attention physically, educationally, emotionally, or morally;

is being permitted to live under conditions, circumstances or associations injurious to his well-being; and/or has been abused.

Evidence of physical neglect includes, but is not limited to:

inadequate food;

malnutrition;

inadequate clothing;

inadequate housing or shelter;

erratic, deviant, or impaired behavior by the person responsible for the child's health, welfare or care; by a person given access to the child; or by a person entrusted with the child's care which adversely impacts the child;

permitting the child to live under conditions, circumstances or associations injurious to his well-being including, but not limited to, the following:

substance abuse by caregiver, which adversely impacts the child physically;

substance abuse by the mother of a newborn child ~~that~~ newborn has a positive urine or meconium toxicology for drugs;

psychiatric problem of the caregiver which adversely impacts the child physically;

exposure to family violence which adversely impacts the child physically; exposure to violent events/situations, or persons that would be reasonably judged to compromise a child's physical safety;

non-accidental, negligent exposure to drug trafficking and/or individuals engaged in the active abuse of illegal substances;

voluntarily and knowingly entrusting the care of a child to individuals who may be disqualified to provide safe care, e.g., persons who are subject to active protective or restraining orders; persons with past history of violent/drug/sex crimes; persons appearing on the Central Registry;

non-accidental or negligent exposure to pornography or sexual acts;

inability to consistently provide the minimum of child care tasks;

inability to provide or maintain a safe living environment;

action/inaction resulting in death;

abandonment;

action/inaction resulting in the child's failure to thrive;

transience;

inadequate supervision:

creating or allowing a circumstance in which a child is alone for an excessive period of time given the child's age and cognitive abilities;

holding the child responsible for the care of siblings or others beyond the child's ability; and/or

failure to provide reasonable and proper supervision of a child given the child's age and cognitive abilities.

Note:

- Inadequate food, clothing, or shelter or transience finding must be related to caregiver acts of omission or commission and not simply a function of poverty alone.
- Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level.
- Adverse impact may not be required if the action/inaction is a single incident that demonstrates a serious disregard for the child's welfare.

Medical Neglect

Medical Neglect is the unreasonable delay, refusal or failure on the part of the person responsible for the child's health, welfare or care or the person entrusted with the child's care to seek, obtain, and/or maintain those services for necessary medical, dental or mental health care when such person knows, or should reasonably be expected to know, that such actions may have an adverse impact on the child.

Evidence of medical neglect includes, but is not limited to:

frequently missed appointments, therapies or other necessary medical and/or mental health treatments;

withholding or failing to obtain or maintain medically necessary treatment from a child with life-threatening, acute or chronic medical or mental health conditions; and/or

withholding medically indicated treatment from disabled infants with life-threatening conditions.

Note: Failure to provide the child with immunizations or routine well-child care in and of itself does not constitute medical neglect.

Educational Neglect

Except as noted below, **Educational Neglect** occurs when a school-aged child has excessive absences from school through the intent or neglect of the parent or caregiver.

Definition of School-Aged Child: Except as noted below, a school-aged child is a child five years of age and older and under 18 years of age who is not a high school graduate. **Note:** Excessive absenteeism and school avoidance may be presenting symptoms of a failure to meet the physical, emotional or medical needs of a child. Careline staff shall consider these potential additional allegations at the time of referral.

Criteria:

- **For children school-aged to age 12, excessive absenteeism** may be indicative of the parent's or caregiver's failure to meet the educational needs of a student.
- **For children older than age 12, excessive absenteeism** coupled with a failure by the parent or caregiver to engage in efforts to improve the child's attendance, may be indicative of educational neglect.
 - For children older than age 12, excessive absenteeism through the child's own intent, despite the parent's or caregiver's efforts, is not educational neglect. Rather, this is truancy, which is handled through the school district.

Child's Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the child shall be considered by the social worker:

- Age;
- Health;
- Level of functioning;
- Academic standing; and
- Dependency on parent or caregiver

Parent or Caregiver's Characteristics. In determining the criteria for excessive absenteeism, the following characteristics of the parent or caregiver shall be considered by the social worker:

- Rationale provided for the absences;
- Efforts to communicate and engage with the educational provider; and

- Failure to enroll a school-aged child in appropriate educational programming (including homeschooling)

Exceptions (in accordance with Conn. Gen. Stat. § 10184):

1. A parent or person having control of a child may exercise the option of not sending the child to school at age five (5) or age six (6) years by personally appearing at the school district office and signing an option form. In these cases, educational neglect occurs if the parent or person having control of the child has registered the child at age five (5) or age (6) years and then does not allow the child to attend school or receive home instruction.
2. A parent or person having control of a child seven (17) years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form.

Note: Failure to sign a registration option form for such child is not and of itself educational neglect.

Emotional Neglect

Emotional Neglect is the denial of proper care and attention, or failure to respond, to a child's affective needs by the person responsible for the child's health, welfare or care; by the person given access to the child; or by the person entrusted with the child's care which has an adverse impact on the child or seriously interferes with a child's positive emotional development.

Note: Whether or not the adverse impact has to be demonstrated is a function of the child's age, cognitive abilities, verbal ability and developmental level. Adverse impact is not required if the action/inaction is a single incident which demonstrates a serious disregard for the child's welfare.

Note: The adverse impact may result from a single event and/or from a consistent pattern of behavior and may be currently observed or predicted as supported by evidence-based practice.

Evidence of emotional neglect includes, but is not limited to, the following:

- inappropriate expectations of the child given the child's developmental level;
- failure to provide the child with appropriate support, attention and affection;
- permitting the child to live under conditions, circumstances or associations;
- injurious to his well-being including, but not limited to, the following:

substance abuse by caregiver, which adversely impacts the child emotionally;

psychiatric problem of the caregiver, which adversely impacts the child emotionally; and/or

exposure to family violence which adversely impacts the child emotionally.

Indicators may include, but are not limited to, the following:

depression;

withdrawal;

low self-esteem;

anxiety;

fear;

aggression/ passivity;

emotional instability;

sleep disturbances;

somatic complaints with no medical basis;

inappropriate behavior for age or development;

suicidal ideations or attempts;

extreme dependence;

academic regression; and/or

trust issues.

Moral Neglect

Moral Neglect: Exposing, allowing, or encouraging the child to engage in illegal or reprehensible activities by the person responsible for the child's health, welfare or care or person given access or person entrusted with the child's care.

Evidence of Moral Neglect includes but is not limited to:

stealing;

using drugs and/or alcohol; and/or

involving a child in the commission of a crime, directly or by caregiver indifference.

Appendix C

INDICATORS OF CHILD ABUSE AND NEGLECT

Indicators of Physical Abuse

HISTORICAL

Delay in seeking appropriate care after injury

No witnesses

Inconsistent or changing descriptions of accident by child and/or parent

Child's developmental level inconsistent with history

History of prior "accidents"

Absence of parental concern

Child is handicapped (physically, mentally, developmentally) or otherwise perceived as "different" by parent

Unexplained school absenteeism

History of precipitating crisis

PHYSICAL

Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso

Clusters of skin lesions; regular patterns consistent with an implement

Shape of lesions inconsistent with accidental bruise

Bruises/welts in various stages of healing

Burn pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges

Fractures/dislocations inconsistent with history

Laceration of mouth, lips, gums or eyes

Bald patches on scalp

Abdominal swelling or vomiting

Adult-size human bite mark(s)

Fading cutaneous lesions noted after weekends or absences

Rope marks

BEHAVIORAL

Wary of physical contact with adults

Affection inappropriate for age

Extremes in behavior, aggressiveness/withdrawal

Expresses fear of parents

Reports injury by parent

Reluctance to go home

Feels responsible (punishment "deserved")

Poor self-esteem

Clothing covers arms and legs even in hot weather

Indicators of Sexual Abuse

HISTORICAL

Vague somatic complaint

Excessive school absences

Inadequate supervision at home

History of urinary tract infection or vaginitis

Complaint of pain; genital, anal or lower back/abdominal

Complaint of genital itching

Any disclosure of sexual activity, even if contradictory

PHYSICAL

Discomfort in walking, sitting

Evidence of trauma or lesions in and around mouth

Vaginal discharge/vaginitis

Vaginal or rectal bleeding

Bruises, swelling or lacerations around genitalia, inner thighs

Dysuria

Vulvitis

Any other signs or symptoms of sexually transmitted disease

Pregnancy

BEHAVIORAL

Low self-esteem

Change in eating pattern

Unusual new fears

Regressive behaviors

Personality changes (hostile/aggressive or extreme compliance)

Depression

Decline in school achievement

Social withdrawal or poor peer relationships

Indicates sophisticated or unusual sexual knowledge for age

Seductive behavior, promiscuity or prostitution

Substance abuse

Suicide ideation or attempt

Runaway

Indicators of Emotional Abuse

HISTORICAL

Parent ignores/isolates/belittles/rejects/scapegoats child

Parent's expectations inappropriate to child's development

Prior episode(s) of physical abuse

Parent perceives child as "different"

PHYSICAL

(Frequently none)

Failure to thrive

Speech disorder

Lag in physical development

Signs/symptoms of physical abuse

BEHAVIORAL

Poor self-esteem

Regressive behavior (sucking, rocking, enuresis)

Sleep disorders

Adult behaviors (parenting sibling)

Antisocial behavior

Emotional or cognitive developmental delay

Extremes in behavior overly aggressive/compliant

Depression

Suicide ideation/attempt

Indicators of Physical Neglect

HISTORICAL

High rate of school absenteeism

Frequent visits to school nurse with nonspecific complaints

Inadequate supervision, especially for long periods and for dangerous activities

Child frequently unattended; locked out of house

Parental inattention to recommended medical care

No food intake for 24 hours

Home substandard (no windows, doors, heat), dirty, infested, obvious hazards

Family member addicted to drugs/alcohol

PHYSICAL

Hunger, dehydration

Poor personal hygiene, unkempt, dirty

Dental cavities/poor oral hygiene

Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day

Constant fatigue or listlessness

Unattended physical or health care needs

Infestations

Multiple skin lesions/sores from infection

BEHAVIORAL

Comes to school early, leaves late

Frequent sleeping in class

Begging for/stealing food

Adult behavior/maturity (parenting siblings)

Delinquent behaviors

Drug/alcohol use/abuse

Personnel

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF ADULTS WITH AN INTELLECTUAL DISABILITY OR AUTISM SPECTRUM DISORDER

Section 46a-1b of the Connecticut General Statutes requires that certain school personnel report any suspected abuse or neglect of persons between eighteen (18) and sixty (60) years of age who: 1) have an intellectual disability or 2) receive funding or services from the Department of Social Services' ("DSS") Division of Autism Spectrum Disorder Services. In furtherance of this statute and its purpose, it is the policy of the Middletown Board of Education (the "Board") to require ALL EMPLOYEES of the Board to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that a person with an intellectual disability or an individual receiving funding or services from ~~the~~ Division of Autism Spectrum Disorder Services between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected abuse and/or neglect of adults with intellectual disabilities, but also to ALL EMPLOYEES of the Board.

2. Definitions

For the purposes of this policy:

"Abuse" means the willful infliction of physical pain or injury or the willful deprivation by a caretaker of services which are necessary to the person's health or safety.

"Neglect" means a situation where a person with an intellectual disability either is living alone and is not able to provide for himself or herself the services which are necessary to maintain his or her physical and mental health, or is not receiving such necessary services from the caretaker.

"Statutorily Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-1b to report suspected abuse and/or neglect of adults with intellectual disabilities. In the public school context, the term "statutorily mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, licensed behavior analysts, registered or licensed practical nurses, psychologists, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists, and licensed professional counselors.

3. Reporting Procedures for Statutorily Mandated Reporters

If a statutorily mandated reporter has reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the mandated reporter shall, as soon as practicable, but not later than forty-eight (48) hours after having reasonable cause to suspect abuse or neglect, make an oral report to:

Abuse Investigation Division
Department of Developmental Services ("DDS")
460 Capitol Avenue
Hartford, Connecticut 06106
Telephone: 1-844-878-8923

An unsuccessful attempt to make an initial report to DDS on the weekend, holiday, or after business hours shall not be construed as a violation of this policy or applicable law if the mandatory reporter makes reasonable attempts to make such report as soon as practicable after the initial attempt. For purposes of this policy, "reasonable attempts" means documented efforts to contact DDS by phone, electronic mail or in person.

The statutorily mandated reporter shall also immediately notify the Superintendent.

Such initial oral report shall be followed by a written report to the Abuse Investigation Division of DDS not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as set forth above.

- a) If an employee who is not a statutorily mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.
 - (1) The employee shall as soon as practicable, but not later than forty-eight (48) hours after having reasonable cause to suspect

abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years has been abused or neglected, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters, set forth above.
- b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with intellectual disabilities, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, directly to the Abuse Investigation Division of DDS.

5. Contents of Report

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) the name and address of the allegedly abused or neglected person;
- b) a statement from the reporter indicating a belief that the person is intellectually disabled or receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
- c) information concerning the nature and extent of the abuse or neglect; and
- d) any additional information that the reporter believes would be helpful in investigating the report or in protecting the person with an intellectual disability or who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services.

6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any such investigation with the investigation conducted by the Abuse Investigation Division of DDS.

The Superintendent's investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation.

If the investigation by the Superintendent and/or the Abuse Investigation Division of DDS produces evidence that a person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

8. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

9. Non-discrimination Policy

The Board shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

Legal References:

Connecticut General Statutes:
Section 46a-11a
Section 46a-11b et seq.

Policy adopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

POLICY 5118.1

Students

PARENT-TEACHER COMMUNICATION

The Middletown Board of Education (the "Board") believes that parents should be knowledgeable about the education that the Middletown Public Schools (the "District") provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board to encourage parent-teacher communication. The Superintendent or designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental involvement and actions taken to improve parental involvement in the strategic school profile he or she submits annually to the Board and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

The procedures developed in furtherance of this policy may include monthly newsletters, required regular contact with all parents, drop hours for parents, home visits, and the use of technology such as homework hot lines to allow parents to check on their children's assignments and students to receive assistance if needed.

Such procedures shall require the District to conduct two flexible parent-teacher conferences for each school year. In addition, the procedures shall require the District to:

- A. offer parents the option of attending parent-teacher conferences by telephonic, video, or other conferencing platform,
- B. conduct one parent-teacher conference, in addition to the two flexible parent teacher conferences described above, during periods when the District provides remote learning for more than three consecutive weeks, and one additional parent teacher conference every six months thereafter for the duration of such period of remote learning (for purposes of this policy, and in accordance with applicable law, "remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model), and
- C. request from each student's parent the name and contact information of an emergency contact person who may be contacted if the student's parent cannot be reached to schedule a parent-teacher conference required during periods of District-provided remote learning.

On or after January 1, 2022, the procedures must also require a teacher conducting a parent-teacher conference that is required in section (B) above to provide a copy of the document, to be developed by the Department of Education, to provide

information concerning educational, safety, mental health, and food insecurity resources and programs available for students and their families, to the parent prior to the parent-teacher conference. If, after making three attempts, a teacher is unable to make contact with a student's parent in order to schedule a parent-teacher conference required in section (B) above, the teacher shall report such inability to the school principal or designee. Such principal or designee shall contact any emergency contact person designated by the student's parent to ascertain such student's and family's health and safety.

Legal reference:

Connecticut General Statutes:

Public Act No. 21-46, "An Act Concerning Social Equity and the Health, Safety, and Education of Children"

June Special Session, Public Act No. 21-2, Section 390.

§ 10-220(c) Duties of Boards of Education

§ 10-221(f) Boards of Education to prescribe rules, policies and procedures

Policy adopted: April 16, 1996

Policy revised: June 7, 2005

Policy revised: March 26, 2019

Policy replaced:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

Students

PROPOSED DELETE 5134

Students

Married/Pregnant Students

Married students shall have the same educational opportunities as unmarried students. Pregnant students shall be allowed to remain in school and shall be provided appropriate support services as a part of the school program.

A pregnant girl may remain in her regular school program as long as her medical condition permits.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents.

10-186 Duties of local and regional boards of education re school attendance.

State Board of Education Regulations

10-76a-35 Educationally exceptional children.

10-76d-15 Homebound and hospitalized instruction (subsection b4).

10-76d(e)(2) Duties and powers of boards of education to provide special education programs and services.

Policy adopted: May 8, 2007
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

PROPOSED DELETE 5141.22(a)

Students

Communicable/Infectious Diseases

The Board of Education recognizes that all children in Connecticut have a constitutional right to a free, suitable program of educational experiences. The Board of Education shall establish by regulation reasonable health requirements as prerequisites to admission or attendance including the requirement that students undergo physical examination prior to admission.

Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others due to the nature of the disease or personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case by case basis with the appropriate procedural due process safeguards. However, where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission, exclusion is not warranted.

A child with an infectious disease may be considered handicapped, if the condition presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act, the "Education of all Handicapped Children Act" may apply. The parent, guardian or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. The Planning and Placement Team will determine whether the student is handicapped or is "otherwise qualified" within the meaning of Section 504. The student will be educated in the least restrictive environment.

Legal Reference: Connecticut General Statutes

"Education for Children with Disabilities", 20 U.S.C. 1400, et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706(7)(b)

"Americans with Disabilities Act"
The Family Educational Rights and Privacy Act of 1974, (FERPA),
20 U.S.C. 1232g, 45 C.F.R. 99.

Students

Communicable/Infectious Diseases

Legal Reference: Connecticut General Statutes

1076(d)(15) Duties and powers of boards of education to provide special education programs and services.

10154a Professional communications between teacher or nurse and student.

10207 Duties of medical advisors.

10209 Records not to be public.

10210 Notice of disease to be given parent or guardian.

19a221 Quarantine of certain persons.

19a581585 AIDS testing and medical information.

Policy adopted: April 16, 1996
Policy revised: June 7, 2005
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

PROPOSED DELETE POLICY 5141.4(a)

Students

Reporting of Abuse, Neglect and Sexual Assault

Connecticut General Statutes §17a-101, as amended by Public Acts 02-138, 11-93 and 15-205 requires all school employees including, but not limited to, the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm, or sexually assaulted by a school employee to report such abuse, neglect and sexual assault in compliance with applicable state statutes.

An oral report by telephone or in person shall be made as soon as possible but no later than 12 hours to the Commissioner of Children and Families or a law enforcement agency and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report to the Department of Children and Families.

Reporting suspected abuse and/or neglect of children or sexual assault, or adults with intellectual disability, in addition to the requirements pertaining to staff training, record keeping and dissemination of this policy, shall be in accordance with the procedures established and set forth in the Administrative Regulation #5151.4.

The Board of Education will post the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school.

Legal Reference: Connecticut General Statutes

10-220a Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)

10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)

10-221s Investigations of child abuse and neglect. Disciplinary action. (as amended by PA 16-188)

17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations (as amended by PA 11-93 And PA 14-186)

POLICY 5141.4(b)

Students

Reporting of Abuse, Neglect and Sexual Assault (continued)

Legal Reference: Connecticut General Statutes (continued)

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93 and PA 05-205)

17a-101a Report of abuse or neglect by mandated reporters. (as amended by PA 02-106, PA 11-93, and PA 15-205)

17a-102 Report of danger of abuse. (as amended by PA 02-106)

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.

10-151 Teacher Tenure Act.

P.A. 11-93 An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District

PA 14-186 An Act Concerning the Department of Children and Families and the Protection of Children

PA 15-205 An Act Protecting School Children

46a-11 Report of Suspected Abuse or Neglect of an Adult With Intellectual Disability

Policy adopted: February 3, 1998
Policy revised: September 24, 2002
Policy revised: May 11, 2004
Policy readopted: June 7, 2005
Policy revised: June 1, 2010
Policy revised: May 8, 2012
Policy revised: June 23, 2015
Policy revised: February 9, 2016
Policy revised: September 13, 2016
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, CT

Students

Insurance

It is the practice of the Board of Education to make available student accident insurance to individuals on an annual basis. Specifics on the insurance coverage shall be distributed at the beginning of each school year.

Policy adopted: April 16, 1996
Policy readopted: June 7, 2005
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Students



CHILD SEXUAL ABUSE AND ASSAULT RESPONSE POLICY AND REPORTING PROCEDURE

The Middletown Board of Education (the “Board”) has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program.

I. Procedures for Reporting of Child Sexual Abuse and Sexual Assault

A. Students, or any individuals, may make written or verbal reports of suspected child sexual abuse and/or sexual assault to any school employee. For purposes of this policy, a “child” shall be considered any student enrolled in the Board’s schools, except for those enrolled only in an adult education program who are over the age of eighteen (18). The Safe School Climate Specialist or designee for the school in which the student is enrolled shall be notified of the report and shall cause such reports to be reviewed and actions taken consistent with this policy.

B. School employees who receive a report of child sexual assault and/or abuse and have reasonable cause to suspect or believe that a child has been sexually abused and/or assaulted shall report such suspicion to the appropriate authority in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES.**

II. Procedures for Review of Reports of Child Sexual Abuse and/or Assault

A. The Safe School Climate Specialist or designee for the school in which the student is enrolled shall be responsible for reviewing any reports of suspected child sexual abuse and/or sexual assault. In the event that the suspected child sexual abuse and/or sexual assault has not yet been reported to the appropriate authority in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN BY ANYONE OR SEXUAL ASSAULT OF STUDENTS BY SCHOOLEMPLOYEES,** the Safe School Climate Specialist or designee shall promptly cause such a report to be made.

B. If/when such report alleges that a school employee, as defined by Conn. Gen. Stat § 53a-65, is the perpetrator of child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall immediately notify the Superintendent of Schools or designee, who shall immediately notify the child's parent or guardian that a report has been made to the appropriate authorities in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR**

REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES.

The notification requirement shall not apply if a parent or guardian is the individual suspected of perpetrating the child sexual abuse and/or sexual assault. If either a Department of Children and Families (“DCF”) investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall obtain the permission of DCF and/or the police department conducting the investigation prior to informing the parents/guardians of the report.

C. The Safe School Climate Specialist or designee shall offer to meet with the student and the parents or guardians of the student about whom a report of suspected child sexual abuse and/or sexual assault has been made, in order to discuss the District’s support procedures, including but not limited to: 1) actions that child victims of sexual abuse and/or sexual assault and their families may take to obtain assistance, 2) intervention and counseling options for child victims of sexual abuse and/or assault, and 3) access to educational resources to enable child victims of sexual abuse and/or sexual assault to succeed in school.

D. In the event that the report of suspected child sexual abuse and/or sexual assault alleges that another student enrolled in the District is the perpetrator of the sexual abuse and/or sexual assault, the Safe School Climate Specialist or designee shall also take appropriate action to investigate or cause such a report to be investigated, and appropriate remedial actions taken, in accordance with Board Policy [#], pertaining to **REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**, Board Policy [#], pertaining to **Bullying Prevention and Intervention**, and Board Policy [#], **Title IX/Sex Discrimination and Sexual Harassment**. In the event either a DCF investigation or a police investigation is pending pertaining to the report of suspected child sexual abuse and/or sexual assault, the Safe School Climate Specialist shall coordinate investigatory activities with DCF and/or the police in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate and permitted by law.

E. The Safe School Climate Specialist or designee shall develop a student support plan for anyone who has been a victim of child sexual abuse and/or sexual assault. The report of suspected sexual abuse and/or assault need not be verified prior to the implementation of a support plan. The elements of the support plan shall be determined in the discretion of the Safe School Climate Specialist or designee, and shall be designed to support the student victim’s ability to access the school environment.

III. Support Strategies

A. Child sexual abuse and/or sexual assault can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the

victim and other students. Accordingly, there is no one prescribed response to child sexual abuse and/or sexual assault.

B. The following sets forth possible interventions and supports which may be utilized to support individual student victims of child sexual abuse and/or sexual assault:

1. Referral to a school counselor, psychologist or other appropriate social or mental health service.
2. Encouragement of the student victim to seek help when feeling overwhelmed or anxious in the school environment.
3. Facilitated peer support groups.
4. Designation of a specific adult in the school setting for the student victim to seek out for assistance.
5. Periodic follow-up by the Safe School Climate Specialist and/or Title IX Coordinator with the victim of sexual abuse and/or assault.

C. The following sets forth possible interventions and supports that may be utilized systemically as prevention and intervention strategies pertaining to child sexual abuse and/or sexual assault:

1. School rules prohibiting sexual abuse and sexual assault and establishing appropriate consequences for those who engage in such acts.
2. School-wide training related to prevention and identification of, and response to, child sexual abuse and/or sexual assault.
3. Age-appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and sexual assault awareness and prevention that will include information pertaining to, and support for, disclosures of sexual abuse and sexual assault, including but not limited to:
 - (a) the skills to recognize child sexual abuse and sexual assault, boundary violations and unwanted forms of touching and contact, and the ways offenders groom or desensitize victims; and
 - (b) strategies to promote disclosure, reduce self-blame and mobilize bystanders.
4. Promotion of parent involvement in child sexual abuse and sexual assault prevention and awareness through individual or team participation in meetings, trainings and individual interventions.

5. Respectful and supportive responses to disclosures of child sexual abuse and/or sexual assault by students.
6. Use of peers to help ameliorate the plight of victims and include them in group activities.
7. Continuing awareness and involvement on the part of students, school employees and parents with regard to prevention and intervention strategies.

IV. Safe School Climate Specialists

The Safe School Climate Specialists for the District are:

[list by name, title, school building and email and telephone contact information - have to insert]

V. Community Resources

The Board recognizes that prevention of child sexual abuse and sexual assault requires a community approach. Supports for victims and families will include both school and community sources. The national, state and local resources below may be accessed by families at any time, without the need to involve school personnel.

A. National Resources:

National Center for Missing & Exploited Children Resource Center

<http://www.missingkids.com/Publications>

333 John Carlyle Street, Suite #125, Alexandria, Virginia 22314-5950

24-hour call center: 1-800-843-5678

- The online resource center contains publications on child safety and abuse prevention, child sexual exploitation, and missing children.

National Children's Advocacy Center

www.nationalcac.org

210 Pratt Ave., Huntsville, Alabama 35801

Telephone: (256) 533-5437

National Child Traumatic Stress Network

www.nctsn.org

NCCTS — Duke University

1121 West Chapel Hill Street Suite 201

Durham, NC 27701

Telephone: (919) 682-1552

- The National Child Traumatic Stress Network offers general information on childhood trauma, including information on child sexual abuse.

National Sexual Violence Resource Center

<http://www.nsvrc.org/projects/multilingual-access/multilingual-access>

2101 N. Front Street

Governor's Plaza North, Building #2

Harrisburg, PA 17110

Toll Free Telephone: 877-739-3895

- The resource center includes multilingual access.

Darkness to Light

<http://www.d2l.org>

1064 Gardner Road, Suite 210

Charleston, SC 29407

National Helpline: (866) FOR-LIGHT

Administrative Office: (843) 965-5444

- Darkness to Light is a grassroots national non-profit organization to educate adults to prevent, recognize and react responsibly to child sexual abuse.

B. Statewide Resources:

Department of Children and Families

<http://www.ct.gov/dcf/site/default.asp>

505 Hudson Street

Hartford, Connecticut 06106

Child Abuse and Neglect Careline: 1-800-842-2288

Telephone, Central Office: (860) 550-6300

- DCF is the Connecticut agency responsible for protecting children who are abused or neglected.
- FAQs About Reporting Suspected Abuse and Neglect are available at:
<http://www.ct.gov/dcf/cwp/view.asp?a=2534&Q=314388&dcfNav=>

The Connecticut Alliance to End Sexual Violence

<http://EndSexualViolenceCT.org/>

96 Pitkin Street

East Hartford, CT 06108

24-hour toll-free hotline: 1-888-999-5545 English/1-888-568-8332 Español

Telephone: (860) 282-9881

- The alliance is a statewide coalition of community-based sexual assault crisis service programs working to end sexual violence through victim assistance, public policy advocacy, and prevention education training. Each member center provides free and confidential 24/7 hotline services in English and Spanish, individual crisis counseling, support groups, accompaniment and support in hospitals, police stations, and courts, referral information, and other services to anyone in need.
- *To find a Connecticut Alliance to End Sexual Violence member program please visit: <http://endsexualviolencect.org/who-we-are/>*

Connecticut Children's Alliance

www.ctchildrensalliance.org
75 Charter Oak Ave Suite 1-309
Hartford, Connecticut 06106
Phone: (860) 610-6041

- CCA is a statewide coalition of Child Advocacy Centers and Multidisciplinary Teams.

Connecticut Network of Care

<http://connecticut.networkofcare.org>

- Connecticut Network of Care is an online information portal listing programs and support groups for sexual assault and abuse in Connecticut.

C. Local Resources:

[Local resources will vary depending on the district's location; many State-level resources indicate applicable regional offices and programs - have to insert]

Legal References:

Conn. Gen. Stat § 17a-101b Report by mandated reporter. Notification of law enforcement agency when allegation of sexual abuse or serious physical abuse. Notification of person in charge of institution, facility or school when staff member suspected of abuse or neglect.

Conn. Gen. Stat § 17a-101q State-wide sexual abuse and assault awareness and prevention program

Policy adopted: June 9, 2015
Policy replaced:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Students

Emancipation of Minors/Age of Majority

Age of Majority

All students who have reached the age of majority shall be considered students in the same manner as those under the age of eighteen (18). The entire curriculum shall be available to them without special restrictions. The student shall be governed by all regulations formulated for students and shall have equal opportunities to participate in extracurricular and other student activities as was the case prior to the enactment of the policy.

Inasmuch as a student at the age of eighteen (18) has legal control of himself/herself, policies and regulations which heretofore have referred to the parent or guardian will now in a legal sense refer to the student himself/herself.

Unless the school is officially instructed by the individual student who has reached the age of majority to do otherwise, the school will continue to keep the parent or guardian informed as is the case with all other students, so long as the student in question shall continue to reside in the home of the parent or guardian. When a student at the age of eighteen (18) officially makes such a request as outlined above, the school shall so notify the parent or guardian in writing and shall comply with the written request of the student.

Legal Reference: Connecticut General Statutes

1-1d "Minor," "infant," "infancy," "age of majority," defined

46b-150 Emancipation of minor, Procedures

46b-150d Effect of emancipation

Policy adopted: June 7, 2005

Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

PROPOSED ADOPT 9290

Bylaws of the Board

CODE OF CONDUCT FOR BOARD MEMBERS

It is the policy of the Middletown Board of Education (the "Board") that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary actions deemed appropriate by the Board.

Procedures for Censure or Other Disciplinary Action

The following procedures shall be used in lieu of any procedures set forth in Robert's Rules of Order with respect to any proposed action to censure or ~~take~~ other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
 - a) reasonable written notice of the Board's intent to consider censure or other disciplinary action, including the factual basis for the claimed "cause" for the censure or disciplinary action against the member, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and
 - b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the right to be represented by counsel at the Board member's own expense and to

present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.

- 3) Any action to censure or take other disciplinary action regarding a Board member for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education.

Bylaw
adopted:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

PROPOSED ADOPT 9291

Bylaws of the Board

REMOVAL OF BOARD OFFICERS

It is the policy of the Middletown Board of Education (the "Board") that officers of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner; and
3. carry out the duties of their respective offices in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause," which means a reasonable ground for removal, includes, but is not limited to, any conduct that:

1. specifically relates to and affects the administration of the office in a manner deemed to be deleterious to Board operations;
2. negatively and directly affects the rights and interests of the public;
3. violates Board policies, rules and regulations; or
4. interferes with the orderly and efficient operation of the Board.

Procedures for Removal

The following procedures shall be used in lieu of any procedures set forth in Robert's Rules of Order with respect to any proposed action to remove or take other disciplinary action regarding an officer of the Board for cause:

- 1) The Board shall review the performance and/or conduct of an officer of the Board in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to remove or take other disciplinary action regarding a Board officer for cause.
- 2) If the Board determines as a result of such discussion that formal action is necessary, the Board shall provide the Board officer with:
 - a) reasonable written notice of the Board's intent to consider removal or other disciplinary action, including the factual basis for the claimed "cause" for removal of the officer from office, with such notice to be provided after being authorized by majority vote of those Board members present and voting; and

- b) an informal opportunity to be heard by the Board regarding such possible removal or other disciplinary action, at which the Board officer shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by the Board and the Board officer in accordance with the Freedom of Information Act) at a regular or special meeting of the Board.
- 3) Any action to remove or take other disciplinary action regarding a Board officer for cause following such informal hearing shall require an affirmative vote by a majority of all members of the Board.

Standard for Removal

Service as a Board officer is a privilege, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a majority of the Board membership as a whole shall be required for removal.

Legal References:

Connecticut General Statutes

- 10-218 Officers. Meetings.
- 10-220 Duties of boards of education.

LaPointe v. Board of Education of the Town of Winchester, 274 Conn. 806 (2005).

Bylaw
adopted:

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut