

Board of Education Regular Meeting

Tuesday, March 12, 2024 6:30 PM

Beman Middle School, 1 Wilderman's Way, Middletown, CT 06457

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| I. Call to Order | Speaker (s) : Sheila Daniels |
| II. Salute to the Flag | Speaker (s) : Sheila Daniels |
| III. Adoption of Agenda | Speaker (s) : Sheila Daniels |
| IV. District Highlights | Speaker (s) : Jessie Lavorgna |
| IV.A. DEIB Change Agents & HBCU Tour | Speaker (s) : Dr. Waters |
| IV.B. MHS Freshman Wrestler wins CIAC State Class L Championship and named CIAC State Open Champion (1061b) | Speaker (s) : Jessie Lavorgna |
| IV.C. Upcoming District Events | Speaker (s) : Jessie Lavorgna |
| IV.D. Music in Our Schools Month | Speaker (s) : Jessie Lavorgna |
| IV.E. Proclamation: Women's History Month | Speaker (s) : Jessie Lavorgna |
| IV.F. Upcoming District Events | Speaker (s) : Jessie Lavorgna |
| V. Public Session | Speaker (s) : Sheila Daniels |
| VI. Communications | Speaker (s) : Sheila Daniels |
| VI.A. Report of Student Representative | Speaker (s) : Nana Obeng |
| VII. Consent Agenda | Speaker (s) : Sheila Daniels |
| VII.A. Minutes of BOE Special Meeting February 15, 2024 | Speaker (s) : Sheila Daniels |
| VII.B. Minutes of BOE Special Meeting March 5, 2024 | Speaker (s) : Sheila Daniels |
| VII.C. Out of State Field Trip Adult Education | Speaker (s) : James Misenti |
| VII.D. Out of State Field Trip MHS DECA to NYC | Speaker (s) : David Reynolds |
| VII.E. Grants Status Report | Speaker (s) : Natalie Forbes |
| VII.F. Farm Hill Roof Replacement Accept as Complete | Speaker (s) : Natalie Forbes |
| VII.G. Policy # 3542.411 - Revise - School Nutrition Programs Civil Rights Procedures - Second Reading | Speaker (s) : Deborah Kleckowski |
| VII.H. Policy # 6142.61 - Revise - Physical Activity - Second Reading | Speaker (s) : Deborah Kleckowski |
| VII.I. Policy #6142.101 - Revise - School Wellness - Second Reading | Speaker (s) : Deborah Kleckowski |
| VIII. Department Reports | Speaker (s) : Sheila Daniels |
| VIII.A. Financial Report | Speaker (s) : Eduardo Miranda |

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| VIII.A.1. Action on Line Item Transfer Report | Speaker (s) : Eduardo Miranda |
| VIII.B. Facilities Department | Speaker (s) : Kevin Dion |
| VIII.C. Personnel Report | Speaker (s) : Harry Snyder |
| VIII.D. Transportation Report | Speaker (s) : Mark Langton |
| IX. Superintendent's Report | Speaker (s) : Dr. Vazquez Matos |
| IX.A. iReady Data Presentation | Speaker (s) : Dr. Vazquez Matos |
| IX.B. Kindergarten Readiness Program | Speaker (s) : Dr. Vazquez Matos |
| X. Committees | Speaker (s) : Sheila Daniels |
| X.A. Budget Committee | Speaker (s) : Harold Panciera |
| X.B. Curriculum Committee | Speaker (s) : Debra Guss |
| X.C. Facilities Committee | Speaker (s) : Susan Owens |
| X.D. Policy Committee | Speaker (s) : Deborah Kleckowski |
| XI. Action Items | Speaker (s) : Sheila Daniels |
| XI.A. Required vote for participation in healthy food option of Healthy Food Certification | Speaker (s) : Randall Mel |
| XI.B. Required vote for food exemptions for BOEs choosing healthy food option of Healthy Food Certification | Speaker (s) : Randall Mel |
| XI.C. Optional vote for beverage exemptions for all BOEs | Speaker (s) : Randall Mel |
| XI.D. Policy #1250 Visitors and Observations in Schools - First Reading | Speaker (s) : Deborah Kleckowski |
| XI.E. Policy #1330 Use of School Facilities - First Reading | Speaker (s) : Deborah Kleckowski |
| XI.F. Policy #1331 Prohibition Against Smoking - First Reading | Speaker (s) : Deborah Kleckowski |
| XI.G. Policy #6153 Field Trips - First Reading | Speaker (s) : Deborah Kleckowski |
| XI.H. Policy #9323 Construction and Posting of the Agenda - First Reading | Speaker (s) : Deborah Kleckowski |
| XII. Future Agenda Items | Speaker (s) : Sheila Daniels |
| XIII. Adjournment | Speaker (s) : Sheila Daniels |

Board of Education Special Meeting
Thursday, February 15, 2024 6:30 PM Eastern

Beman Middle School
1 Wilderman's Way
Middletown, CT 06457

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|---------------------|---------|
| Sheila Daniels: | Present |
| Rakim Grant: | Absent |
| Debra Guss: | Present |
| Adam Hayn: | Present |
| Deborah Kleckowski: | Absent |
| Susan Owens: | Present |
| Harold Panciera: | Present |
| Callie Grippo: | Absent |
| Liz Crooks: | Present |

Present: 6, Absent: 3.

I. Call to Order

Ms. Daniels called the meeting to order at 6:31PM.

II. Salute to the Flag

Student Representative Nana Obeng led the Pledge of Allegiance.

III. Adoption of Agenda

A motion to adopt the agenda was made. This motion, made by Debra Guss and seconded by Liz Crooks, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

IV. District Highlights

IV.A. Black History Month Proclamation & Employee Highlights

Ms. Lavorgna introduced Board Member Susan Owens. Ms. Owens read the Black History Month Proclamation. Ms. Lavorgna shared the employee spotlights that can also be found on our website.

IV.B. DEIB Change Agents

Dr. Vázquez Matos explained that DEIB Change Agents will be moved to the March meeting. Students and staff are attending a field trip of HBCUs.

IV.C. Accelerated Academy of Winter Break 2023

Ms. Lavorgna reviewed the 2023 Winter Break STEAM Program. 6th, 7th and 8th grade students attended a three-day program that included 3D Modeling & Printing, App Building, Robotics and Aviation. The program will be expanded in April to four days and 6th-9th graders.

IV.D. Upcoming District Events

Ms. Lavorgna shared that the 2024 HBCU Tour and Black History Month Celebration are currently happening. Two student historians will be creating videos of the HBCU tour. March events include Family STEAM Day and Legacy Over Likes: How social media affects the character development of today's youth. Ms. Lavorgna encouraged teachers, staff and community members to share the good news that happens every day in our schools.

V. Public Session

There were no public comments.

VI. Communications

VI.A. Report of Student Representative

Ms. Obeng shared that MHS had their Black History Month assembly. The GIFTS group presented songs, dance, music and art in the celebration. Yearbook photos and superlatives are being voted on by students to complete the yearbook. FAFSA completion celebration was on February 2. Senior scholarships are available and students are highly encouraged to apply. The counseling office has set up the college acceptance wall. The Basketball teams will be having senior night and pink night. Spring Sports registration is currently open. Students are preparing for AP exams as well as SATs for juniors.

VII. Consent Agenda

A motion to accept the Consent Agenda was made. This motion, made by Debra Guss and seconded by Harold Panciera, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

Ms. Daniels pulled the Beman Robotics trip as it was previously approved. Ms. Daniels also thanked Natalie Forbes for her work on the Grants Report.

VII.A. Minutes of December 12, 2023 BOE Regular Meeting

VII.B. Minutes of January 31, 2024 BOE Special Meeting

VII.C. Minutes of February 3, 2024 BOE Special Meeting Workshop

VII.D. MHS FFA Trip to NY

VII.E. MHS Ultimate Frisbee to Regional Tournament

VII.F. MHS Senior Class Trip

VII.G. MHS NEMFA Festival for Advanced Choir Students

VII.H. 2023 End of Season Fall Sports Report

VII.I. Grants Status Report

VIII. Department Reports

VIII.A. Financial Report

Mr. Miranda reviewed the financial report. Magnet school tuition, out of district schools and transportation costs have all increased and are being watched by the finance team. Ms. Guss asked if there is a date that we would know the cost of magnet school tuition. Dr. Vázquez Matos shared it could be as late as the summer. The cost increase is due to an increase in student enrollment and tuition costs.

Ms. Crooks asked what the district could do to spread the word about the programs and courses that Middletown Public Schools has to offer. Dr. Vázquez Matos shared branding, open houses and media are all being used to respond to community needs.

Ms. Daniels shared her concern regarding transportation issues statewide. Dr. Vázquez Matos explained the challenges and how the district adapts to the increases and changes.

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

A motion was made to approve the line item transfers. This motion, made by Debra Guss and seconded by Harold Panciera, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

Mr. Miranda shared that there were 11 transfers this month. Most were from purchase services into supply lines. This should cover supplies until the end of the school year. There were no questions.

VIII.B. Facilities Department

Mr. Dion highlighted track and field replacement is on track for this summer. Construction will start on June 16 and should complete September 6. The state approved the solar panels at Farm Hill and the project should get started soon. The Common Council approved the roof at Snow School and the department will begin the process with the State.

VIII.C. Personnel Report

Mr. Synder shared that the HR department attended the CCSU Job Fair today. Stay interviews have started and are ongoing. Mr. Snyder has been working with IAG on international recruiting. Ms. Ehlers is now reviewing resumes and identified potential candidates. This could lead to teachers in Science, Math and World Languages for the 2024-2025 school year.

VIII.D. Transportation Report

Mr. Langton shared that the number of students is increasing. The transportation department met with school principals regarding bus conduct and putting support plans in place to reduce

of the number of reports.

Mr. Langton shared that for sports program transportation, coaches stay after school with students and each team has a coach to mentor students until practice begins. Students do not need to leave school at the end of the academic day. Dr. Vázquez Matos expanded on structured study after school for athletes. MPS does have bus passes available for students that may need them.

Ms. Owens asked for clarification on students that do not have a mentor after school. There is one team that does not have a mentor program and the district is working on getting supervision for those students. Ms. Daniels asked if Wesleyan could be contacted for volunteers.

Ms. Guss asked about the conduct reports. Mr. Langton explained the behaviors and the process his department and the schools follow with the students.

IX. Superintendent's Report

IX.A. Grading Policy and Practices K-12

Dr. Vázquez Matos introduced Mr. Cannata, Ms. Niles and Dr. Brooks. He reviewed the purpose, process and pay-off of standards-based grading. Policy 5121 explains the district's policy on examination/grading. He reviewed the different grading systems of the past and the present. Mr. Cannata reviewed the reporting practices on standards-based report cards. The achievement scale is 1-4 or insufficient evidence (IE). Dr. Brooks explained the secondary schools reporting practices. The achievement scale is 50-100 and the minimum score to earn credit is 60. Dr. Brooks then explained the implementation timeline and changes that were made as well as a sample rubric for high school students.

Ms. Crooks asked if the district had discussed standards-based grading with other districts that are practicing it. Dr. Brooks shared that she has learned positive aspects from other districts as well as what to avoid.

Mr. Hayn asked about 50 being the floor grade. Dr. Brooks shared that academic behaviors often affect grading. This will allow grades to be based on academic achievement alone. Each grade level (A, B, C, D, F) now has an equal 10-point scale.

Ms. Crooks asked about the policy to redo work that is not up to standard. Ms. Brooks explained the process.

Mr. Panciera asked about homework at the secondary schools. Ms. Niles explained that there are assignments such as reading and responses given on a weekly basis. Students are assigned a Chromebook in each class. Opportunities for after school support are available at Beman.

Ms. Daniels asked if there is an improvement in student success. Mr. Cannata shared that this method allows the focus to be on what is being learned. She also asked about work ethics and work habits for students. Dr. Brooks shared those aspects on the report card for elementary and there is discussion about secondary schools.

IX.B. Budget Process Overview

Dr. Vázquez Matos reviewed the budget development process timeline for the district. There are weekly budget update meetings with the Superintendent and the Business Team Office. The process begins in November and ends with a BOE vote in March. Investment Highlights include Enhancing & Bolstering Social Emotional Learning/Climate and Culture,

Establishing and expanding Instructional Vision and Continuing and Broadening Expanding Pathways. Updates and information will be on the district website.

X. Committees

X.A. Budget Committee

The Budget Committee met on February 12th. Mr. Miranda reviewed the topics discussed in the financial report. Mr. Panciera discussed that the surplus from staff salaries would be a focus for the next year.

X.B. Curriculum Committee

Ms. Guss shared that the committee reviewed the upcoming academic calendars. They reviewed that process of putting together the calendars. They also reviewed AP courses and how students are encouraged to take part in courses.

X.C. Facilities Committee

The committee met on January 17th. Ms. Owens reviewed the track and field timeline for MHS. The facilities department needs additional space, and a lease will be reviewed.

X.D. Policy Committee

In Ms. Kleckowski's absence, Ms. Daniels shared that an attorney from Shipman and Goodwin was present to explain their role in the policies. There are 2 policies under Action Items that

XI. Action Items

XI.A. Approval of the Kindergarten Readiness Bridge Program

A motion to approve the Kindergarten Readiness Bridge Program was made. This motion, made by Harold Panciera and seconded by Debra Guss, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

Dr. Vázquez Matos introduced Ms. Dawn Dubay and Ms. Colleen Fitzpatrick to review the new requirement for Kindergarten. Ms. Dubay showed the data of the students and schools that will be effected by the new age requirement for Kindergarten. Ms. Fitzpatrick shared how the team is planning and responding to the change. There was one screening completed and another one is planned for February 16. They reviewed the options for families whose children will be effected by this change. The transitional kindergarten program will provide a developmentally appropriate, free, full-day program.

XI.B. Board of Education Goals

A motion to approve the Board of Education Goals was made. This motion, made by Debra Guss and seconded by Adam Hayn, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold

Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

Ms. Guss read the goals that were developed by the Board at the February retreat meeting. She read each goal that is being proposed.

XI.C. Approval of 2024-2025 Academic Calendar

A motion to approve the 2024-2025 Academic Calendar was made. This motion, made by Harold Panciera and seconded by Liz Crooks, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

Ms. Daniels shared that the Curriculum Committee reviewed both calendars at the last meeting.

XI.D. Approval of 2025-2026 Academic Calendar

A motion to approve the 2025-2026 Academic Calendar was made. This motion, made by Debra Guss and seconded by Liz Crooks, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

XI.E. Policy #3542.411 - Revise - School Nutrition Programs Civil Rights Procedures

A motion was made to accept Policy #3542.411 - Revise - School Nutrition Programs Civil Rights Procedures. This motion, made by Debra Guss and seconded by Liz Crooks, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

Mr. Mel gave an overview of the revised policy to the Policy Committee.

XI.F. Policy #6142.61- Revise - Physical Activity

A motion was made to accept Policy #6142.61 - Revise- Physical Activity. This motion, made by Adam Hayn and seconded by Harold Panciera, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

This policy adds language regarding play based learning and a definition of recess at the elementary level.

XI.G. Policy #6142.101 - Revise - School Wellness

A motion to accept Policy # 6142.101 was made. This motion, made by Liz Crooks and seconded by Harold Panciera, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold

Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

This policy focuses on student and staff wellness as well as making connections with families.

XII. Future Agenda Items

Mr. Panciera requested the Policy Committee look at recess at the middle school level. Ms. Daniels stated members can also reach out to her or Dr. Vazquez Matos through email.

XIII. Proposed Executive Session

A motion to enter Executive Session and invite Dr. Vazquez Matos was made. This motion, made by Sheila Daniels and seconded by Harold Panciera, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Adam Hayn: Abstain, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 5, Nay: 0, Absent: 3, Abstain: 1

Mr. Hayn moved that Executive Session be rescheduled to a time when more Board Members could be present. Ms. Daniels explained that it is by policy to complete this mid-year. Discussion followed and the other Board Members agreed to proceed with the recommendation of Ms. Daniels to move forward this evening.

XIII.A. Superintendent Mid-Year Review

XIV. Adjournment

Move at 10:58 PM to adjourn. This motion, made by Harold Panciera and seconded by Liz Crooks, Carried.

Rakim Grant: Absent, Callie Grippo: Absent, Deborah Kleckowski: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Debra Guss: Yea, Adam Hayn: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 6, Nay: 0, Absent: 3

**Board of Education
Special Meeting Minutes
Conference Room B
311 Hunting Hill Ave. Middletown, CT 06457
Tuesday March 5, 2024 5:00 PM**

Board Members Present: Chairwoman Sheila Daniels, Callie Grippo, Debra Guss, Adam Hayn, Deborah Kleckowski, Susan Owens and Harold Panciera

Others Present: Superintendent Dr. Vázquez Matos, Attorney Natalia Sieira Millan, Executive Assistant to the Superintendent Joyce Carey and 0 visitors

I. Call to Order

Board Chair Sheila Daniels called the meeting to order at 5:01 PM.

II. Discussion of confidential attorney-client communication concerning appropriate procedures for placing an employee on leave pending investigation (proposed for executive session).

MOTION: A motion to move into Executive Session for Discussion of confidential attorney-client communication concerning appropriate procedures for placing an employee on leave pending investigation and invite Dr. Vázquez Matos and Attorney Natalia Sieira Millan was made by Ms. Kleckowski and a second by Ms. Owens - unanimous vote.

III. Adjournment

Move to adjourn at 6:58 PM by Ms. Kleckowski and a second by Mr. Hayn.

Respectfully Submitted,

Debra Guss
Secretary

DG/jc

Instruction REGULATION 6153(f) Field Trips and Community Service FORM 1

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

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

Name of School: Middletown Adult Education Date of Request: 2/28/24

Name of Club or Activity: Credit Diploma Program

Trip To: Springfield Museums 21 Edwards St., Springfield, MA

Purpose: cross curriculum field trip

Number of Students Participating: 20

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

Dates of Trip: 4/22/20 From: 9:00 To: 2:30 # of school days missed: 1

Names of Teachers: 1. Joe Lawler 2039157228 2. Cathy Cody 8602215167

Number of Non-Chaperone Adults going on trip: 0

Transportation: 1 Activity Bus

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

Amount of money raised through fundraisers: N/A

Lodging: N/A

Insurance Arrangements for Staff and Students: N/A

Cost per Student: \$25.00 Cost per Teacher and/or Chaperone: \$25.00

Cost per Nurse: N/A Cost per Paraprofessional: N/A

Travel Agencies: N/A


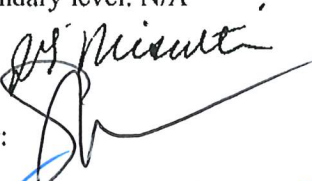

Name of teacher making request: Joe Lawler

Approved by Department Head at secondary level: N/A

Approved by Principal: James Misenti

Authorized by Chief Academic Officer:

Superintendent Approval:

Instruction REGULATION 6153(f) Field Trips and Community Service FORM 1

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

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Name of School: Middletown Adult Education Date of Request: 2/28/24

Name of Club or Activity: Credit Diploma Program

Trip To: Springfield Museums 21 Edwards St., Springfield, MA

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Number of Students Participating: 20

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Dates of Trip: 4/22/20 From: 9:00 To: 2:30 # of school days missed: 1

Names of Teachers: 1. Joe Lawler 2039157228 2. Cathy Cody 8602215167

Number of Non-Chaperone Adults going on trip: 0

Transportation: 1 Activity Bus

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

Amount of money raised through fundraisers: N/A

Lodging: N/A

Insurance Arrangements for Staff and Students: N/A

Cost per Student: \$25.00 Cost per Teacher and/or Chaperone: \$25.00

Cost per Nurse: N/A Cost per Paraprofessional: N/A

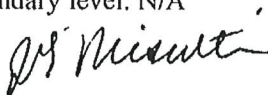
Travel Agencies: N/A

Name of teacher making request: Joe Lawler



Approved by Department Head at secondary level: N/A

Approved by Principal: James Misenti



Authorized by Chief Academic Officer:

Superintendent Approval:

NARRATIVE

Name of School: Middletown Adult Education Date of Request: 2/28/24

Name of Club or Activity: Credit Diploma Program

Trip To: Springfield Museums 21 Edwards St., Springfield, MA on 4/22/20

Number of Students Participating: 20

MAE chooses field trips that are aligned with the objectives of the federal PEP Federal grants and the College and Career Readiness Standards. Under the grant, an educational field trip is an “extension of classroom instruction” and should:

- supplement and enrich classroom procedures by providing learning experiences in an environment outside the adult education classroom
- Develop new interests among students
- Bring the resources of the community within the student’s learning experience.

This cross curriculum field trip is available to credit diploma students that have attended or are attending (at the time of the trip) the following courses: Children’s Literature, Biology, and U.S. History 4. This is a one day outing to the Springfield Museums in Springfield, Massachusetts. The location consists of five individual museums that cover art, history, and science. Students will visit exhibitions that are tied into their course of studies for the term. In particular, the impact of Dr. Seuss on children’s literature, the Natural Science exhibits as they relate to biology, and the legacy of John K. Kennedy and his family at the White House.

College and Career Readiness Standards

| |
|--|
| CCR Reading Anchor 1: Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text. (RI/RL.9-10.1) (RST.9-10.1) |
| CCR Reading Anchor 2: Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas. (RI/RL.9-10.2) (RST.11- 12.2) (RL.11-12.3) |
| CCR Reading Anchor 3: Analyze how and why individuals, events, and ideas develop and interact over the course of a text. (RI.11-12.3) (RH.9-10.3) (RST.11- 12.2) |
| CCR Reading Anchor 4: Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone. (RI/RL.9-10.4) (RST.9-10.4) |

Instruction
Field Trips and Community Service

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

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

Name of School: **Middletown High School** Date of Request: 12/14/2023

Name of Club or Activity: **DECA**

Trip To: **NYC South Street Seaport Area** Purpose: **Marketing, Retailing, Finance applications in the real world.**

Number of Students Participating: **80**

Number of students eligible to go on the field trip: **Approximately 191**

Dates of Trip: From: **5/19/24** To: **5/19/24** # of school days missed: **0, it's a Sunday**

Names of Teachers and Chaperones:

| | |
|--------------------------|---------------------------|
| 1. David Reynolds | 3. Lee Schwartzman |
| 2. Vivian Sheen | 4. Candice Wade |

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

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

Are fund-raising activities planned: **No** If so, describe: **Carl D. Perkins Grant funded**

Amount of money raised through fundraisers: **NA**

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students: **DECA/District**

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

Cost per Nurse: **\$0** Cost per Paraprofessional: **\$0**
(if necessary) (if necessary)

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

- a. b. c. d. Other

Name of teacher making request: **David Reynolds**

Approved by Department Head at secondary level: **David Reynolds**

Approved by Administrator: **Dawn Brooks/Elisha DeJesus**

Authorized by Associate Superintendent:

Superintendent Approval **C. Vayz** Date: **3/6/24**

12/14/2023

Middletown DECA is requesting to take a double-decker bus, on Sunday, May 19, 2024, to New York City at the South Street Seaport area. We will leave MHS at 8AM and return by 6PM. The bus will be funded by the Carl D. Perkins grant and will be at no cost to the students. Students will not miss instructional time as this is on a Sunday. All students enrolled in our Marketing program are eligible to attend.



Office of Your Department
Unlocking the Potential in ALL Students

Natalie Forbes, Director of Innovations & Grants
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| |
|---------------------------|
| Board of Education Report |
| 3.724 |
| Grants Report, March 2024 |

The following grants were confirmed in February 10, 2024-March 7, 2024:

| Grant Title | Funder | SY24 | SY23 |
|--|---------------------------------|--------|--------|
| Snow Pre-K Nature's Classroom | Rockfall Foundation | 5,135 | 0 |
| VoTech Growing Leaders in Sustainability | Rockfall Foundation | 1,700 | 0 |
| Macdonough/YMCA AfterSchool Partnership | YMCA/CSDE | 15,120 | 15,120 |
| VoTech FFA Living to Serve | Future Farmers of America (FFA) | 3,000 | 3,000 |
| | | | |

Total Grants in SY23-24-to date: \$17,784,008.72

Respectfully submitted,

Natalie Forbes, Director of Innovation & Grants



Office of Your Department
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| Board of Education Report |
| March 7, 2024 |
| Farm Hill Roof Replacement: Accept as Complete State Project No. 083-0122 RR |

On June 16, 2021, the Middletown Board of Education received a Grant Commitment from the Connecticut Department of Administrative Services for a Roof Replacement project at Farm Hill Elementary School. The Grant Commitment is to reimburse the Town of Middletown 66.43 percent of eligible final costs as reported at the end of the project. The original cost projection was \$1,039,708.

The Board of Education, Executive Director of Finance, Mr. Miranda confirms the final cost for the project as \$742,047.43.

The BOE is asked to accept the Farm Hill Roof Replacement project, State Project No. 083-0122 RR, as complete with a total cost of \$742,047.43.

Respectfully Submitted,

Natalie Forbes, Director of Innovation & Grants

Civil Rights Complaint Procedures for School Nutrition Programs

Middletown Board of Education

This document provides a process for school food authorities (SFAs) to follow for handling civil rights complaints. SFAs must insert the required information in the gray highlighted sections to customize the template with district-specific information.

Middletown Board of Education is a sponsor of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) Child Nutrition Programs, including the : National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP), and Fresh Fruit and Vegetable Program (FFVP). The Middletown Board of Education provides benefits to all eligible individuals without discrimination in accordance with Federal civil rights laws and USDA policy, as governed by [FNS Instruction 113-1](#). The USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity.

Program participants who feel they have been discriminated against while participating in the Child Nutrition Programs, including during the serving of meals, will be instructed to contact **Harry Snyder, Human Resources Manager** at (860)638-1446 for procedures to voice their complaint. All complaints alleging discrimination on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age, disability, and reprisal or retaliation for prior civil rights activity either written or verbal, must be processed within the established time frames.

Right to file

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

Civil Rights Complaint Procedures for School Nutrition Programs

Forms

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

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) may contact USDA through the USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. for assistance in filing a complaint.

Filing a complaint

The Human Resources Manager will provide instructions to the complainant on where to forward the completed [USDA Program Discrimination Complaint Form](#) by:

- mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- fax: (833) 256-1665 or (202) 690-7442; or
- e-mail: program.intake@usda.gov.

Verbal complaints

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

Civil Rights Complaint Procedures for School Nutrition Programs

Acceptance of written or verbal

All complaints received by Human Resources Manager, written or verbal, will be forwarded to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights (OCR) within 5 calendar days of receipt of the complaint. Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information. Complaints will be forwarded to OCR via:

- mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- fax: (833) 256-1665 or (202) 690-7442; or
- e-mail: program.intake@usda.gov.

Middletown Board of Education will:

- maintain a copy of any correspondence regarding the complaint for at least four years after the date the complaint is closed;
- make its employees available to the FNS Civil Rights Director (CRD) to be interviewed as necessary during investigations;
- provide necessary documents as requested by the FNS CRD or the Connecticut State Department of Education (CSDE) within the timeframes established by FNS guidance;
- participate in attempts to resolve the complaint

State agency notification

If the Human Resources Manager is notified that a program participant has filed a Civil Rights complaint or they have filed a complaint on behalf of a program participant, they will notify their [school nutrition team member](#) at the CSDE. The Human Resources Manager will provide information as requested by the CSDE during the OCR investigation of the complaint.

Civil Rights Complaint Procedures for School Nutrition Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Policy adopted: May 14, 2019

Policy readopted: May 11, 2021

Policy revised: , 2024

PHYSICAL ACTIVITY, RECESS AND PLAY-BASED LEARNING

It is the policy of the Middletown Board of Education (the “Board”) to promote the health and well-being of district students by encouraging healthy lifestyles and mental health wellness, including promoting physical exercise, activity and play as part of the school day within the Middletown Public Schools (“District”).

For purposes of this policy, a “school employee” is defined as (1) 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 working in the district schools, or (2) any other individual 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 district schools pursuant to a contract with the Board.

For purposes of this policy, “recess” means the time during the regular school day for each student enrolled in elementary school that is devoted to physical exercise of not less than twenty minutes in total pursuant to Conn. Gen. Stat. § 10-221o.

I. Deprivation of Recess or Undirected Play Period as a Form of Discipline

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, for recess, except that a planning and placement team (“PPT”) may develop a different schedule for students requiring special education and related services.

The administration may include additional time, beyond the twenty (20) minutes required for recess, devoted to undirected play during the regular school day for elementary school students.

In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full twenty (20) minutes of recess or additional time devoted to undirected play during the regular school day, except in accordance with this policy or as determined by a student’s Section 504 team or PPT.

A. Recess Period

School employees may prevent or otherwise restrict a student from participating in the entire time devoted to recess as a form of discipline only under the following circumstances:

1. When a student poses a danger to the health or safety of other students or school personnel; or
2. If there are two or more periods devoted to recess in a school day, then when the prevention or restriction of recess is limited to the period of recess that is the shortest in

duration, provided that the student still participates in at least twenty minutes of recess in a school day.

School employees may prevent or restrict a student from participating in the entire time devoted to recess as a form of discipline, in accordance with this policy, only one time during a school week, unless the student is a danger to the health or safety of other students or school personnel.

School employees may not prevent or restrict a student from participating in the entire time devoted to recess if such prevention or restriction is related to the student's failure to complete school work on time or to the student's academic performance.

This policy distinguishes between a) discipline that is imposed before recess begins and b) discipline imposed during recess or methods used to redirect a student's behavior during recess. School personnel may impose discipline during recess as a result of student's behavior during recess, if such discipline is in accordance with Board policies and procedures. School personnel may also use methods to redirect a student's behavior, in the event such behavior warrants redirection, during recess. For clarity, the prohibition against preventing or restricting a student's participation in the time devoted to recess shall apply to student conduct that occurs prior to the recess time, rather than during the recess time.

B. *Undirected Play Period*

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to undirected play, if any, during the regular school day, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student's Section 504 team or PPT.

II. Play-Based Learning Requirements for Pre-Kindergarten to Grade Five

Effective July 1, 2024, the Board directs the District administration to 1) provide for play-based learning during the instructional time of each regular school day for all students in kindergarten and any preschool program operated by the Board; and 2) permit a teacher to utilize play-based learning during the instructional time of the regular school day for all students in grades one to five, inclusive.

A. Definitions for Section II

B. "Free play" means unstructured, voluntary, child-initiated activities that are performed by a child for self-amusement and have behavioral, social and psychomotor rewards, except free play may be structured to promote activities that are child-directed, joyful and spontaneous.

C. "Guided play" means learning experiences that combine the child-directed nature of free play with a focus on learning outcomes and adult guidance.

D. “Play-based learning” means a pedagogical approach that emphasizes play in promoting learning and includes developmentally appropriate strategies that can be integrated with existing learning standards. Play-based learning does not mean time spent in recess or as part of a physical education course or instruction.

1) “Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

2) “Instructional time” means the time of actual school work during a regular school day.

Play-Based Learning Requirements for Pre-Kindergarten and Kindergarten

Play-based learning shall be provided during the instructional time of each regular school day for all students in kindergarten and any preschool program operated by the Board. Such play-based learning shall:

- 1) be incorporated and integrated into daily practice;
- 2) allow for the needs of such students to be met through free play, guided play and games; and
- 3) be predominantly free from the use of mobile electronic devices.

C. Play-Based Learning Requirements for Grades One to Five, Inclusive

The Board permits teachers to utilize play-based learning during the instructional time of a regular school day for all students in grades one to five, inclusive. Such play-based learning:

- 1) may be incorporated and integrated into daily practice;
- 2) shall allow for the needs of such students to be met through free play, guided play and games; and
- 3) shall be predominantly free from the use of mobile electronic devices.

D. Play-Based Learning for Students with IEPs or Section 504 Plans

Any play-based learning utilized shall comply with a student’s individualized education program (“IEP”) or Section 504 plan.

E. Deprivation of Play-Based Learning as a Form of Discipline

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to play-based learning, if any, during the regular school day, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student’s Section 504 team or PPT.

I. Prohibition on Compulsion of Physical Activity as a Form of Discipline

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

II. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having the individual’s contract for services suspended by the district.

References:

Connecticut General Statutes:

§ 10-221o Lunch periods. Recess. Boards to adopt policies addressing limitation of physical exercise

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

Public Act No. 23-159, “An Act Concerning Teachers and Paraeducators”

Public Act No. 23-101, “An Act Concerning the Mental, Physical and Emotional Wellness of Children”

Policy adopted: June 14, 2016
Policy revised: September 13, 2016
Policy revised: , 2024

POLICY REGARDING WELLNESS

It is the policy of the Middletown Board of Education (the “Board”) to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness (the “Advisory Council”) to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students.

This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), teachers of physical education school health professionals school administrators, the Board, and members of the public and may also involve Supplemental Nutrition Assistance Program (“SNAP”) coordinators or educators. The Advisory Council will be involved in the development and implementation of the policy, the triennial assessment and periodic updating of the policy.

I. GOALS AND GUIDELINES

The Board, following consultation with the Advisory Council, adopts the following goals and guidelines in order to promote student wellness:

A. Nutrition Education and Promotion

[These goals/guidelines should be designed to promote student wellness in a manner that the school district determines is appropriate. The development of these goals should involve the review and consideration of evidence-based strategies and techniques. Examples of the types of goals that may be recommended include, but are not limited to, the following:

- Reviewing “Smarter Lunchroom” tools and strategies Setting an average weekly minimum time for classroom nutrition education
- Including nutrition education as part of health education classes and/or stand-alone courses for all grade levels, including curricula that promote skill development, such as meal planning, recognizing food groups within a meal, understanding health information and food labels to evaluate the nutrient quality and contribution of foods
- Integrating nutrition education into other core subjects such as math, science, language arts, and social sciences, as well as in non-core and elective subjects
- Providing a minimum number of hours per year of training to classroom teachers on how to integrate nutrition education into other basic subjects
- Including nutrition and health posters, signage, or displays in the cafeteria food service and dining areas, classrooms, hallways, gymnasium and/or bulletin boards that are frequently rotated, updated or changed
- Providing developmentally appropriate and culturally relevant participatory activities, such as contests, surveys, promotions, food demonstrations and taste-testing, voting for

school meal recipe names, cafeteria design or décor challenges, farm visits, and school gardens

- Offering information to families that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families
- Partnering with community health agencies or organizations for school wellness activities
- Working with the school meal program to develop school gardens and use the cafeteria as a learning lab
- Providing field trips to local farms where produce is purchased for school meals]

B. Physical Activity and Other School-Based Activities

[Examples of the types of goals that may be recommended include, but are not limited to, the following:

- Offering staff wellness activities and professional development opportunities related to health and nutrition that inspire school staff to serve as role models and practice healthy eating, physical activity and other activities that support staff and wellness
- Sponsoring health fairs, TV-turnoff week, school-supported races, family wellness activities or family day activities that promote health and wellness
- Adopting a written physical education curriculum for grades K-12 that is aligned with national and/or state physical education standards
- Incorporating a school garden, Farm to School, Farm to Cafeteria or Chefs Move to Schools activities that promote healthy eating
- Sending school newsletters or dedicated parts of newsletters or school websites promoting healthy eating, healthy recipes and physical activity
- Encouraging and promoting the use of Let's Move and other healthy initiatives that promote physical activity and healthy eating
- Applying for the Healthier US School Challenge
- Completing and reporting the results of the School Health Index self-assessment process to assess the extent to which some or all components of the local school wellness policy are being implemented in schools
- Providing physical activity opportunities at the school for families and community members
- Addressing before and after school physical activity for all students including clubs, intramural, and interscholastic opportunities
- Using the Centers for Disease Control School Health Guidelines to Promote Healthy Eating and Physical Activity
- Setting minimum physical education requirements including time, frequency and intensity
- Setting maximum teacher to student ratios for physical education classes
- Addressing qualifications for physical education teachers for grades K-12 and physical education training and professional development
- Setting minimum requirements for recess, including amount of time and scheduling of recess time
- Requiring recess to be outdoors if possible
- Allowing physical activity breaks during school

- Using physical activity as a reward and not punishment
- Prohibiting the withholding of physical activity as a punishment
- Encouraging walking and biking to school through safe route programs
- Creating after school activity programs, student health council, and community/family programs that encourage healthy habits
- Scheduling school meals at appropriate times in appropriate settings
- Marketing healthy food in ways that increase its appeal
- Giving students and the community after-school access to school activity facilities
- Participating in the Connecticut Red Ribbon PASS Program
- Addressing physical education exemption requirements and/or substitutions for all students]

C. Nutritional Guidelines for School Food

[These guidelines should be selected by the school district for all foods available at each school during the school day, including sold and non-sold food and beverages, with the objectives of promoting student health and reducing childhood obesity. Nutrition guidelines for all foods offered to students for sale must be, at a minimum, consistent with the meal pattern requirements and nutrition standards for school meals and competitive foods. Examples of the types of goals and guidelines that might be recommended under this section include, but are not limited to, the following:

- Whether the district is in compliance with updated meal patterns (e.g. offering fruits and vegetables each day, more whole grains and portion sizes and calories standards to maintain a healthy weight)
- Whether all schools provide breakfast through the USDA School Breakfast Program
- A description of nutrition standards for school meals
- The website address of current school menus
- Description of federal Child Nutrition Programs in which the district participates (e.g. Fresh Fruit and Vegetable Program, Summer Food Service Program, etc.)
- How participation in the school meal programs will be promoted, how families are notified of the availability of Child Nutrition Programs, and how to determine children's eligibility for such programs. For example, applications for free/reduced-priced meals are sent home to all families at the beginning of the school year. The application is also available on the district website
- Whether school meals are prepared onsite or offsite, and if a food service management company operates the school meal programs
- Timing and duration of school meals that consider evidence-based research to support healthy eating
- Information about the availability of free drinking water throughout the school day and the specific location of such free drinking water
- Regulating a la carte, vending machine, concession and school store offerings in each school

- Addressing compliance with USDA nutrition standards (commonly referred to as Smart Snacks, available at <https://www.fns.usda.gov/cn/smart-snacks-school>) for all food and beverages sold to students during the school day.
- Regulating after school activity, field trip, school event and school party offerings
- Eliminating the use of food as a reward
- Eliminate the use of candy and other unhealthy foods as fundraisers
- Training and certification of food preparation and food service staff that meets the requirements in the USDA Professional Standards for Child Nutrition Professionals
- Evaluating food and drink contracts
- Addressing food and beverages containing caffeine at the high school level
- Information about what steps the district will take to ensure that students qualifying for free or reduced priced meals are not overtly identified in any way. For example, the cafeterias are cashless—all students, regardless of the type of payment they make for school meals, or the food being purchased (meal or a la carte) are given a code to enter at the cash register
- Addressing how to handle feeding children with unpaid meal balances without stigmatizing them. For example, schools will serve students a reimbursable meal, regardless of whether the student has money to pay or owes money, and/or schools will reach out to the family of a child with an unpaid balance to assess whether the child is eligible for free or reduced price meals
- Information about specific strategies to increase participation in school meal programs, such as limiting access to competitive foods in the cafeteria, requiring that all high school students have a scheduled lunch period, prohibiting students from promotional mailings or events, use of Smarter Lunchroom strategies, altered bus schedules, student input on the menu, “Grab and Go” breakfast items or Breakfast in the Classroom
- Addressing the amount of “seat time” students have to eat school meals and requiring meal periods to include at least 10 minutes of “seat time” for breakfast (if offered) and at least 20 minutes of “seat time” for lunch
- Addressing purchasing local foods for the school meals program
- Addressing nutrition standard for all foods and beverages served to students after the school day, including before/after care of school grounds, clubs, and after school programming]

Meals served through the district’s food services program shall comply with the National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 and 220.8 as applicable. See <https://www.fns.usda.gov/part-210%E2%80%94national-school-lunch-program>.

D. Guidelines for the Marketing of Food on Campus

Food or beverage marketing on campus during school hours shall only be permitted of foods and beverages that may be sold on the school campus during the school day and that comply with competitive food standards. Food marketing includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage, product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. Food marketing includes the marketing of food or beverages on the exterior of vending machines, through posters, menu boards, coolers, trash cans and

other food service equipment, cups used for beverage dispensing, on educational materials, and in school publications and school media outlets.

II. MEASURING THE IMPLEMENTATION OF WELLNESS POLICY

A. Oversight of the Wellness Policy

Pursuant to this policy, the Board shall designate the Food Nutrition Manager to be responsible for the implementation and oversight of the school district's wellness program. The Food Nutrition Manager will be responsible for ensuring that the goals and guidelines relating to nutrition promotion and education, physical activity, school-based wellness activities and nutritional value of school-provided food and beverages are met, that there is compliance with the wellness policy, and that all school policies and school-based activities are consistent with the wellness policy.

B. Triennial Assessment

At least every three years, the Board will measure and make available to the public an assessment on the implementation of the wellness policy. In this triennial assessment, the Board will indicate the extent to which schools are in compliance with the wellness policy and how the Board's wellness policy compares with model school wellness policies. In addition, the triennial assessment will provide a description of the progress made in attaining the goals of the wellness policy and will provide the basis for appropriate updates or modification to the wellness policy.

C. Informing and Updating the Public

In accordance with federal law and applicable regulations, the Board will inform and update the public (including parents, students and others in the community) about the content and implementation of its wellness policy as well as the results of the triennial assessment. The results of the triennial assessment will be made available in an accessible and easily understood manner. The Board will make its wellness policy and any updates to the policy available to the public on an annual basis.

D. Recordkeeping

The Board of Education will retain records to document compliance with the local school wellness policy requirements. The Board shall retain the Wellness Policy, documentation demonstrating compliance with community involvement requirements, documentation of the triennial assessment and documentation to demonstrate compliance with public notification requirements. Legal References:

Connecticut General Statutes:

§ 10-21i Red Ribbon PASS Program

- § 10-215d Regulations re nutrition standard for school breakfasts and lunches.
- § 10-215f Certification that food meets nutrition standards.
- § 10-221o Lunch periods. Recess.
- § 10-221p Boards to make available for purchase nutritious and low-fat foods.
- § 10-221q Sale of beverages.

Federal Law:

42 U.S.C. § 1751

Richard B. Russell National School Lunch Act § 9(f)(1) and § 17(a), codified at 42 U.S.C. § 1758(f)(1), 42 U.S.C. § 1758b and 42 U.S.C. § 1766, as amended by Pub. L. 111-296, § 204, *Healthy, Hunger-Free Kids Act of 2010*.

20 U.S.C. § 7118, as amended by Pub. L. 114-95, *Every Student Succeeds Act*.

- 7 C.F.R. § 210.10 Meal requirements for lunches and requirements for afterschool snacks.
- 7 C.F.R. § 210.11 Competitive food service and standards.
- 7 C.F.R. § 210.31 Local school wellness policy.
- 7 C.F.R. § 220.8 Meal requirements for breakfasts.

Policy revised: June 24, 2014
Policy revised: June 27, 2017
Policy revised: March 26, 2019
Policy revised: November 8, 2022
Policy revised: , 2024

| <u>Object Code - Summary</u> | <u>Expenditure</u> <u>2022-2023</u> | <u>Appropriation</u> <u>2023-2024</u> | <u>Appropriation</u> <u>Adjustment</u> | <u>Encumbrance</u> | <u>Current</u> <u>Expenditure</u> | <u>Current</u> <u>Balance</u> | <u>Projected</u> <u>Overage/Deficit</u> | <u>Projected</u> <u>Expenditure</u> |
|--|--|--|---|--------------------|--------------------------------------|----------------------------------|--|--|
| CERTIFIED SALARIES | | | | | | | | |
| 51109 CERTIFIED*CURR WRITING | 93,637.84 | 113,820.00 | (2,000.00) | - | 34,966.75 | 76,853.25 | 15,000.00 | 96,820.00 |
| 51110 CERTIFIED*REG | 34,303,823.14 | 36,941,945.00 | - | - | 19,791,916.61 | 17,150,028.39 | 247,000.00 | 36,694,945.00 |
| 51112 UNKNOWN ATTRITION CERTIFIED | - | (923,549.00) | - | - | - | (923,549.00) | - | (923,549.00) |
| 51115 CERTIFIED*OTH ADDU/STIPEND | 5,315.00 | 6,992.00 | - | - | 183.69 | 6,808.31 | - | 6,992.00 |
| 51309 SALARIES: INTERVENTIONISTS | 235,234.49 | 415,508.00 | - | - | 71,369.25 | 344,138.75 | 218,000.00 | 197,508.00 |
| 51112 UNKNOWN ATTRITION INTERVENTIONISTS | | (10,388.00) | | | | (10,388.00) | - | (10,388.00) |
| 51310 SALARIES: SUBS-DAILY*REG | 67,027.50 | 100,000.00 | - | - | 45,774.26 | 54,225.74 | 22,000.00 | 78,000.00 |
| 51315 SALARIES: SUBS-LT*REG | 274,635.11 | 200,000.00 | - | - | 122,273.96 | 77,726.04 | (13,000.00) | 213,000.00 |
| 51316 SALARIES: SUBS-BLDG*REG | 24,998.75 | 262,080.00 | - | - | 116,650.16 | 145,429.84 | 33,000.00 | 229,080.00 |
| 51410 SALARIES: ADMINISTRATOR*REG | 5,045,718.55 | 5,349,348.00 | - | - | 3,607,931.38 | 1,741,416.62 | 48,000.00 | 5,301,348.00 |
| 51501 LONGEVITY: CERTIFIED | 457,700.00 | 428,600.00 | - | - | 193,600.00 | 235,000.00 | 40,000.00 | 388,600.00 |
| 51510 ADDITIONAL COMPENSATION PAID TO TEACHI | 2,144.00 | 12,000.00 | - | - | - | 12,000.00 | 10,000.00 | 2,000.00 |
| 51716 SALARIES: MENTOR | 11,303.62 | 18,140.00 | - | - | 5,651.28 | 12,488.72 | 6,000.00 | 12,140.00 |
| 51718 SALARIES: TUTOR | 149,170.02 | 188,450.00 | - | - | 94,108.00 | 94,342.00 | 30,000.00 | 158,450.00 |
| 51721 SALARIES: STIPENDS-NON TRB | 635,879.86 | 718,381.00 | - | - | 305,035.78 | 413,345.22 | 60,000.00 | 658,381.00 |
| 51112 UNKNOWN ATTRITION STIPENDS-NON TRB | | (17,960.00) | | | | (17,960.00) | - | (17,960.00) |
| 51900 OTHER SALARIES | 130,000.00 | 133,900.00 | - | - | 95,481.00 | 38,419.00 | - | 133,900.00 |
| 51901 NON-CONTRACTED CERTIFIED | 40,000.00 | 76,359.00 | - | - | 36,140.34 | 40,218.66 | - | 76,359.00 |
| 51921 SALARIES: CLASS COVERAGE | 227,982.23 | 100,000.00 | - | - | 101,027.90 | (1,027.90) | - | 100,000.00 |
| TOTAL CERTIFIED SALARIES | 41,704,570.11 | 44,113,626.00 | (2,000.00) | - | 24,622,110.36 | 19,489,515.64 | 716,000.00 | 43,395,626.00 |
| CLASSIFIED SALARIES | | | | | | | | |
| 51116 CLASSIFIED*REG | 8,109,580.81 | 9,024,019.00 | - | - | 5,428,102.86 | 3,595,916.14 | 84,000.00 | 8,940,019.00 |
| 51112 UNKNOWN ATTRITION CLASSIFIED | - | (229,615.00) | | | | (229,615.00) | - | (229,615.00) |
| 51117 CLASSIFIED*TEMP | - | - | - | - | 4,963.12 | (4,963.12) | (15,000.00) | 15,000.00 |
| 51118 CLASSIFIED*OT | 245,999.03 | 235,000.00 | - | - | 210,570.19 | 24,429.81 | (108,000.00) | 343,000.00 |
| 51200 SALARIES OF SEASONAL TEMP EMP | 219,546.19 | 30,000.00 | - | - | 91,738.03 | (61,738.03) | (80,000.00) | 110,000.00 |
| 51416 ATHLETIC EVENT WORKERS | 51,725.80 | 51,000.00 | - | - | 40,500.88 | 10,499.12 | - | 51,000.00 |
| 51418 SUBS-SECRETARIES | 85,043.25 | 30,000.00 | - | - | 25,457.92 | 4,542.08 | (2,000.00) | 32,000.00 |
| 51502 LONGEVITY: CLASSIFIED | 163.46 | - | | | | - | - | - |
| 51903 FAMILY ENGAGEMENT | - | 226,067.00 | - | - | 134,752.88 | 91,314.12 | 6,000.00 | 220,067.00 |
| 51920 SALARIES: STUDENT VOCATIONAL | 3,850.00 | 6,000.00 | - | - | 2,240.00 | 665.00 | 1,000.00 | 5,000.00 |
| TOTAL CLASSIFIED SALARIES | 8,715,908.54 | 9,372,471.00 | - | - | 5,938,325.88 | 3,431,080.12 | (114,000.00) | 9,486,471.00 |

| Object Code - Summary | Expenditure 2022-2023 | Appropriation 2023-2024 | Appropriation Adjustment | Encumbrance | Current Expenditure | Current Balance | Projected Overage/ Deficit | Projected Expenditure |
|---|--------------------------|----------------------------|-----------------------------|-------------|------------------------|---------------------|-------------------------------|--------------------------|
| PARAPROFESSIONALS/AIDES | | | | | | | | |
| 51210 SALARIES: AIDES/PARAS*REG | 4,484,373.70 | 5,201,921.00 | - | - | 2,784,434.89 | 2,417,486.11 | 400,000.00 | 4,801,921.00 |
| 51112 UNKNOWN ATTRITION PARAS | - | (130,048.00) | | | | (130,048.00) | - | (130,048.00) |
| 51217 SAL: STUDENT ENGAGEMENT SPECIALISTS | 154,863.71 | 194,646.00 | - | - | 125,517.79 | 69,128.21 | (27,000.00) | 221,646.00 |
| 51503 LONGEVITY: PARAS | 17,600.00 | 19,300.00 | - | - | 16,100.00 | 3,200.00 | 3,200.00 | 16,100.00 |
| 51713 SALARIES: LUNCH/DUTY AIDES | 254,471.50 | 425,664.00 | - | - | 173,767.28 | 251,896.72 | 113,000.00 | 312,664.00 |
| 51112 UNKNOWN ATTRITION DUTY AIDES | | (10,642.00) | | | | (10,642.00) | - | (10,642.00) |
| 51717 SALARIES: BUS MONITOR | 6,539.00 | - | - | - | 1,337.50 | (1,337.50) | (5,000.00) | 5,000.00 |
| TOTAL PARAPROFESSIONALS/AIDES | 4,917,847.91 | 5,700,841.00 | - | - | 3,101,157.46 | 2,599,683.54 | 484,200.00 | 5,216,641.00 |
| EMPLOYEE BENEFITS | | | | | | | | |
| 51970 SALARIES: CLOTHING ALLOCATION | 22,400.00 | - | - | - | - | - | - | - |
| 52100 GROUP LIFE INSURANCE | 217,143.00 | 211,942.00 | - | - | 213,667.00 | (1,725.00) | (1,725.00) | 213,667.00 |
| 52205 FICA | 676,482.18 | 602,449.00 | - | - | 441,749.32 | 160,699.68 | (125,000.00) | 727,449.00 |
| 52210 MEDICARE | 872,970.41 | 803,244.00 | - | - | 534,826.86 | 268,417.14 | (100,000.00) | 903,244.00 |
| 52300 RETIREMENT CONTRIB | 76,931.73 | 76,013.00 | - | - | 56,645.62 | 19,367.38 | - | 76,013.00 |
| 52500 TUITION REIMB | 800.00 | 3,000.00 | - | - | - | 3,000.00 | - | 3,000.00 |
| 52600 UNEMPLOY COMPENSATION | 18,237.99 | 65,000.00 | - | - | 14,503.00 | 50,497.00 | 10,000.00 | 55,000.00 |
| 52700 WORKERS COMPENSATION | 585,373.21 | 613,992.00 | - | - | 317,689.26 | 104,121.99 | 100,000.00 | 513,992.00 |
| 52831 HEALTH INS*CERTIFIED/PARAS | 8,005,235.41 | 9,355,471.00 | - | - | 8,163,164.57 | - | - | 9,355,471.00 |
| 52832 HEALTH INS*CLASSIFIED | 5,410,655.36 | 5,642,561.00 | - | - | 5,482,858.00 | 159,703.00 | 140,000.00 | 5,502,561.00 |
| 52840 DENTAL INSURANCE | 1,016,604.34 | 1,047,207.00 | - | - | 729,079.86 | 76,389.00 | 65,000.00 | 982,207.00 |
| 52950 DISABILITY INSURANCE | 28,755.00 | 30,500.00 | - | - | 22,579.78 | - | - | 30,500.00 |
| 52960 UNUSED SICK BENEFIT | 15,670.49 | 25,000.00 | - | - | 24,877.76 | 122.24 | - | 25,000.00 |
| 52961 UNUSED VACATION PAYOUT | - | 25,000.00 | - | - | - | 25,000.00 | 10,000.00 | 15,000.00 |
| 52990 OTHER POST EMPLOYEE BENEFITS | 453,930.00 | 418,780.00 | - | - | 417,501.00 | 1,279.00 | - | 418,780.00 |
| 52991 ACA HEALTH INSURANCE | 15,440.16 | 18,000.00 | - | - | 30,449.70 | (12,449.70) | (12,500.00) | 30,500.00 |
| TOTAL EMPLOYEE BENEFITS | 17,416,629.28 | 18,938,159.00 | - | - | 16,449,591.73 | 854,421.73 | 85,775.00 | 18,852,384.00 |
| PURCHASED SERVICES | | | | | | | | |
| 53010 PURCHASED PROF SVCS | 16,233.96 | 16,350.00 | - | - | 99,961.69 | (159,866.25) | (80,000.00) | 96,350.00 |
| 53020 LEGAL SERVICES | 97,751.18 | 150,000.00 | - | - | 116,977.43 | - | - | 150,000.00 |
| 53040 NURSING SERVICES | 28,846.21 | 50,000.00 | - | - | 12,432.50 | - | (40,000.00) | 90,000.00 |
| 53070 TESTING / SCORING | 17,863.44 | 19,350.00 | - | - | 19,164.00 | 186.00 | - | 19,350.00 |
| 53200 PROF EDUC SERVICES | 13,158.63 | 2,000.00 | - | - | 208,702.17 | (341,258.95) | (200,000.00) | 202,000.00 |

| Object Code - Summary | Expenditure 2022-2023 | Appropriation 2023-2024 | Appropriation Adjustment | Encumbrance | Current Expenditure | Current Balance | Projected Overage/ Deficit | Projected Expenditure |
|--|--------------------------|----------------------------|-----------------------------|-------------|------------------------|--------------------|-------------------------------|--------------------------|
| 63205 EMPLOYEE TRNG/DEV SVCS | 510.00 | 950.00 | - | - | 350.00 | 600.00 | - | 950.00 |
| 63220 INSERVICE - PROF MTGS/DEVELOP | 39,546.88 | 60,375.00 | 16,332.81 | 2,187.44 | 36,017.83 | 38,502.54 | 10,000.00 | 66,707.81 |
| 63240 FIELD TRIPS | 18,767.26 | 19,050.00 | 7,738.23 | 1,000.00 | 17,350.28 | 8,437.95 | - | 26,788.23 |
| 63251 STUDENT ACTIVITIES | 3,612.79 | 12,000.00 | - | 11.45 | 2,688.67 | 9,299.88 | 8,000.00 | 4,000.00 |
| 63300 PURCH PROF SVCS: TECH | 93,124.01 | 125,305.00 | - | 90,588.94 | 69,673.81 | (24,957.75) | (25,000.00) | 150,305.00 |
| 63310 PURCH PROF SVCS: AUDIT | - | 30,000.00 | - | 30,000.00 | - | - | - | 30,000.00 |
| 63400 PURCH PROF SVCS: OTHER | 522,914.35 | 469,493.00 | - | 347,779.55 | 231,628.57 | (109,915.12) | (110,000.00) | 579,493.00 |
| 63500 PURCH PROF/TECH SERVICES | 33,491.81 | 46,180.00 | (5,000.00) | 807.00 | 29,177.95 | 11,195.05 | - | 41,180.00 |
| 63530 PURCH PROF SVCS: POLICE | 9,636.00 | 9,000.00 | - | - | 13,122.59 | (4,122.59) | (5,000.00) | 14,000.00 |
| 63540 PURCH PROF SVCS: SPORTS OFFICIALS | 42,570.77 | 70,700.00 | - | - | 31,521.46 | 39,178.54 | 20,000.00 | 50,700.00 |
| 64010 PURCH PROPERTY SVCS | 10,390.00 | 125,248.00 | (1,958.43) | 11,361.84 | 52,541.41 | 59,386.32 | - | 123,289.57 |
| 64103 SNOW PLOWING/SANDING | 6,170.00 | 25,000.00 | - | 8,900.00 | 16,100.00 | - | - | 25,000.00 |
| 64300 REPAIRS & MAINTENANCE | 647,696.04 | 881,805.00 | (11,275.72) | 109,035.45 | 469,941.39 | 291,552.44 | - | 870,529.28 |
| 64303 MAINT: GROUNDS | 46,958.53 | 46,500.00 | - | 8,397.33 | 16,387.93 | 21,714.74 | - | 46,500.00 |
| 64304 ELEVATOR MAINTENANCE | 45,908.89 | 60,000.00 | - | 32,803.45 | 27,196.55 | 0.00 | - | 60,000.00 |
| 64410 RENTAL OF LAND & BUILDINGS | 77,058.00 | - | - | - | - | - | - | - |
| 64411 WATER/SEWER | 107,282.85 | 116,001.00 | - | 60,840.26 | 55,160.73 | 0.01 | - | 116,001.00 |
| 64420 RENTAL OF EQUIPMENT&VEHICLES | 4,908.11 | 5,000.00 | - | - | 1,131.83 | 3,868.17 | - | 5,000.00 |
| 64421 DISPOSAL | 150,768.08 | 144,160.00 | 13,958.43 | 51,639.85 | 95,345.85 | 11,132.73 | - | 158,118.43 |
| 64424 LAWN CARE | 16,400.00 | 15,000.00 | - | 2,530.00 | 4,840.00 | 7,630.00 | - | 15,000.00 |
| 64430 RENTAL OF COMPUTER RELATED EQUIPMENT | - | 400.00 | - | - | - | 400.00 | - | 400.00 |
| 64440 RENTALS | 1,537.68 | 700.00 | - | 173.16 | 505.26 | 21.58 | - | 700.00 |
| 65010 PURCHASED SERVICES | 1,098,278.97 | 770,216.00 | (5,068.80) | 28,496.27 | 619,179.06 | 117,471.87 | - | 765,147.20 |
| 65100 PUPIL TRANSPORTATION | 5,230,154.42 | 4,914,119.00 | - | 81,878.27 | 5,012,514.43 | (180,273.70) | - | 4,914,119.00 |
| 65105 TRANSPORTATION*SUMMER | 142,816.86 | 206,850.00 | - | - | 134,138.12 | 72,711.88 | 72,711.88 | 134,138.12 |
| 65109 TRANSPORT*SPED OUT OF TOWN | 953,574.19 | 750,000.00 | - | 719,478.38 | 692,627.42 | (662,105.80) | (200,000.00) | 950,000.00 |
| 65190 TRANSPORT*HOMELESS | 168,966.44 | 75,923.00 | - | 155,579.62 | 85,419.82 | (165,076.44) | (500.00) | 75,923.00 |
| 65191 TRANSPORT*DCF | 33,514.00 | 50,000.00 | - | 23,665.00 | 26,835.00 | (500.00) | - | 50,500.00 |
| 65205 PROPERTY/CASUALTY INSURANCE | 343,021.00 | 341,821.00 | - | - | 341,821.00 | - | - | 341,821.00 |
| 65206 ATHLETIC INSURANCE | 24,024.99 | 26,996.00 | - | - | 28,281.00 | (1,285.00) | (1,285.00) | 28,281.00 |
| 65300 COMMUNICATIONS/TELEPHONE | 248,891.28 | 310,600.00 | (25,000.00) | 55,651.10 | 193,864.67 | 36,084.23 | 25,000.00 | 260,600.00 |
| 65301 POSTAGE | 33,933.00 | 29,900.00 | - | 7,500.00 | 15,001.45 | 7,398.55 | - | 29,900.00 |
| 65303 SECURITY MONITORING | 81,185.64 | 110,000.00 | - | 6,890.00 | 72,247.64 | 30,862.36 | - | 110,000.00 |
| 65304 SUBSCRIPTIONS/LICENSES | 113,651.74 | 75,243.00 | - | 7,098.95 | 51,508.34 | 16,635.71 | - | 75,243.00 |
| 65400 ADVERTISING | 9,026.72 | 800.00 | - | - | 174.05 | 625.95 | - | 800.00 |

| <u>Object Code - Summary</u> | <u>Expenditure 2022-2023</u> | <u>Appropriation 2023-2024</u> | <u>Appropriation Adjustment</u> | <u>Encumbrance</u> | <u>Current Expenditure</u> | <u>Current Balance</u> | <u>Protected Overage/ Deficit</u> | <u>Protected Expenditure</u> |
|---------------------------------------|----------------------------------|------------------------------------|-------------------------------------|---------------------|--------------------------------|----------------------------|---------------------------------------|----------------------------------|
| 55500 PRINTING | 18,774.69 | 40,975.00 | (50.00) | 1,877.34 | 13,327.75 | 25,719.91 | - | 40,925.00 |
| 55510 COPYING | 87,498.00 | 100,473.00 | - | - | 90,468.60 | 10,004.40 | - | 100,473.00 |
| 55800 TRAVEL/CONFERENCES | 107,203.47 | 113,800.00 | - | 4,467.37 | 66,801.39 | 42,531.24 | - | 113,800.00 |
| TOTAL PURCHASED SERVICES | 10,747,620.88 | 10,418,283.00 | (10,323.48) | 2,132,039.43 | 9,062,129.64 | (786,209.55) | (526,073.12) | 10,934,032.64 |
| SUPPLIES & MATERIALS | | | | | | | | |
| 56100 SUPPLIES*GENERAL | - | 5,000.00 | 5,000.00 | 65.94 | 8,812.54 | 1,121.52 | - | 10,000.00 |
| 56104 SUPPLIES*MAINTENANCE | 203,318.48 | 229,000.00 | 13,000.00 | 31,477.17 | 76,796.69 | 133,726.14 | - | 242,000.00 |
| 56106 SUPPLIES*FOOD | 199.93 | 390.00 | - | - | 260.00 | 130.00 | - | 390.00 |
| 56110 INSTRUCTIONAL SUPPLIES | 382,327.97 | 411,541.00 | (7,728.06) | 29,637.35 | 290,485.32 | 83,690.27 | - | 403,812.94 |
| 56115 COMMON CORE MATERIALS | 20,105.73 | 22,528.00 | (1,458.94) | 2,500.20 | 12,285.49 | 6,283.37 | - | 21,069.06 |
| 56120 ADMINISTRATIVE SUPPLIES | 87,699.22 | 81,827.00 | 1,743.60 | 11,516.95 | 36,312.45 | 35,741.20 | - | 83,570.60 |
| 56121 COPY PAPER | 54,101.86 | 50,625.00 | (24.70) | 7,031.70 | 29,179.84 | 14,388.76 | - | 50,600.30 |
| 56210 NATURAL GAS | 738,648.85 | 733,250.00 | - | 357,291.08 | 375,958.92 | - | - | 733,250.00 |
| 56220 ELECTRICITY | 1,078,234.48 | 1,325,034.00 | - | 706,298.42 | 618,735.58 | - | - | 1,325,034.00 |
| 56230 BOTTLED GAS | 8,055.55 | 11,950.00 | - | 1,778.35 | 4,821.65 | 5,350.00 | - | 11,950.00 |
| 56240 FUEL OIL | 226,225.27 | 295,879.00 | - | 174,728.63 | 121,150.37 | - | - | 295,879.00 |
| 56260 DIESEL FUEL | 284,076.50 | 250,000.00 | - | 157,466.33 | 92,533.67 | 0.00 | - | 250,000.00 |
| 56265 GASOLINE (VEHICLES) | 134,586.31 | 119,490.00 | - | 21,736.56 | 97,753.44 | - | - | 119,490.00 |
| 56270 PROPANE | 41,087.99 | 50,000.00 | - | 32,487.12 | 17,566.29 | (53.41) | - | 50,000.00 |
| 56300 FOOD SUPPLIES | 1,218.33 | 3,030.00 | - | - | 1,290.92 | 1,739.08 | - | 3,030.00 |
| 56400 BOOKS AND PERIODICALS | 7,867.37 | 7,700.00 | - | 2,000.00 | 3,873.56 | 1,826.44 | - | 7,700.00 |
| 56410 TEXTBOOKS | 12,624.18 | 37,310.00 | - | 475.00 | 10,818.17 | 26,016.83 | - | 37,310.00 |
| 56420 LIBRARY MATERIALS | 30,189.19 | 33,500.00 | (3.49) | 2,239.27 | 20,293.51 | 10,963.73 | - | 33,496.51 |
| 56500 SUPPLIES*TECHNOLOGY RELATED | 254,462.87 | 270,284.00 | (8,642.19) | 38,741.97 | 79,547.79 | 143,352.05 | - | 261,641.81 |
| 56900 SUPPLIES*OTHER | 188,405.75 | 196,127.00 | 10,382.26 | 9,407.42 | 120,894.68 | 76,207.16 | - | 206,509.26 |
| 56910 CUSTODIAL SUPPLIES | 209,434.92 | 211,500.00 | - | 117,936.11 | 93,685.33 | (121.44) | - | 211,500.00 |
| TOTAL SUPPLIES & MATERIALS | 3,962,870.75 | 4,345,965.00 | 12,268.48 | 1,704,815.57 | 2,113,056.21 | 540,361.70 | - | 4,358,233.48 |
| PROPERTY | | | | | | | | |
| 57200 BUILDINGS | 230,000.00 | - | - | - | - | - | - | - |
| 57300 NEW EQUIPMENT | 42,280.49 | 28,000.00 | - | 5,133.42 | 19,587.83 | 3,278.75 | - | 28,000.00 |
| 57330 FURNITURE AND FIXTURES | 20,403.80 | 17,000.00 | - | - | 11,582.19 | 5,417.81 | - | 17,000.00 |
| 57340 TECH REL HW/EQUIP | 3,120.79 | 3,129.00 | - | - | 1,606.33 | 1,522.67 | - | 3,129.00 |
| 57390 OTHER EQUIP/PROPERTY | 2,394.97 | 3,100.00 | - | 424.58 | 2,340.79 | 334.63 | - | 3,100.00 |

| Object Code - Summary | Expenditure 2022-2023 | Appropriation 2023-2024 | Appropriation Adjustment | Encumbrance | Current Expenditure | Current Balance | Projected Overage/Deficit | Projected Expenditure |
|--|--|----------------------------|-----------------------------|--------------|------------------------|--------------------|------------------------------|--------------------------|
| TOTAL PROPERTY | 298,200.05 | 51,229.00 | - | 5,558.00 | 35,117.14 | 10,553.86 | - | 51,229.00 |
| MAJOR PROJECTS | | | | | | | | |
| 57400 INFRASTRUCTURE | 55,095.00 | - | - | - | - | - | - | - |
| TOTAL MAJOR PROJECTS | - | - | - | - | - | - | - | - |
| MISCELLANEOUS | | | | | | | | |
| 58100 MEMBERSHIPS & DUES | 97,406.41 | 105,325.00 | 55.00 | 1,155.00 | 74,615.36 | 29,609.64 | - | 105,380.00 |
| 58901 EDUCATIONAL SUPPORT | 8,413.43 | 21,090.00 | - | 232.39 | 18,650.90 | 2,206.71 | - | 21,090.00 |
| 58903 PROF DEV IMPROVE | 5,563.55 | 29,000.00 | - | - | 23,659.38 | 5,440.62 | - | 29,000.00 |
| 58904 WESLEYAN PUB SCHL COLLAB | 5,000.00 | 5,000.00 | - | - | - | 5,000.00 | - | 5,000.00 |
| 58906 AFTER SCHOOL PROGRAM | 992.00 | 16,650.00 | - | - | - | 16,650.00 | 15,000.00 | 1,650.00 |
| 58908 RECRUITMENT | 9,150.00 | 66,100.00 | - | - | 13,034.20 | 53,065.80 | 25,000.00 | 41,100.00 |
| TOTAL MISCELLANEOUS | 126,525.39 | 243,165.00 | 55.00 | 1,387.39 | 129,859.84 | 111,972.77 | 40,000.00 | 203,220.00 |
| TUITION | | | | | | | | |
| 55600 TUITION MAGNET (REGULAR EDUCATION) | 561,192.00 | 560,600.00 | - | - | 935,967.00 | (375,367.00) | (50,000.00) | 610,600.00 |
| 55610 TUITION TO OTHER DISTR IN STATE (SPEC. ED) | 338,266.92 | 360,000.00 | - | 64,181.41 | 95,616.18 | 200,202.41 | 200,000.00 | 160,000.00 |
| 55630 TUITION TO PRIVATE SOURCES (SPEC. ED) | 3,974,766.38 | 4,100,000.00 | - | 2,341,924.68 | 2,725,831.83 | (967,756.51) | (835,000.00) | 4,935,000.00 |
| TOTAL TUITION | 4,874,225.30 | 5,020,600.00 | - | 2,406,106.09 | 3,757,415.01 | (1,142,921.10) | (685,000.00) | 5,705,600.00 |
| GRAND TOTAL | 92,819,493.21 | 98,204,339.00 | (0.00) | 7,887,117.02 | 65,208,763.27 | 25,108,458.71 | 901.88 | 98,203,437.12 |
| Definitions: | | | | | | | | |
| Expenditure | Expenses of funds | | | | | | | |
| Appropriation | City funds allocated for the fiscal year | | | | | | | |
| Encumbrance | Commitment to spend funds for a particular item at some point in the future | | | | | | | |
| Current Expenditure | current expenses paid | | | | | | | |
| Current Balance | current funds before pending expenses | | | | | | | |
| Projected Overage/Deficit | Projected overage/deficit before any budget transfers | | | | | | | |
| Projected Expenditure | projected expenses once all expenses, encumbrances, transfers have been liquidated | | | | | | | |

Date Range: 01-Feb-2024 to 29-Feb-2024 For FY 2024

| Account | Description | Original Budget | Budget Adjust | Total Budget | From | To |
|-----------|--|-----------------|---------------|--------------|--------|--------|
| Journal#: | 39103 | | | | | |
| Date: | 26-Feb-2024 | | | | | |
| From | 1010-009-2212-171-55800-00000 | 1,000.00 | | 1,000.00 | 934.00 | |
| To | 1010-009-2213-171-53220-00000 | 4,000.00 | | 4,000.00 | | 934.00 |
| | CURR: MACD*STEM*TRAVEL RETIMB. | | | | | |
| | CURR: MACD*STEM*IN SERVICE/PD | | | | | |
| | Transfer from reimbursement to PD/in-service for National Conference | | | | | |
| | Total Transfer for CURRICULUM | | | 934.00 | | |

| Journal#: | Date: | From | To | Description | Original Budget | Budget Adjust | Total Budget | From | To |
|-----------|---|----------|----|-------------|-----------------|---------------|--------------|------|----------|
| Journal#: | 39102 | | | | | | | | |
| Date: | 23-Feb-2024 | | | | | | | | |
| From | 1010-013-2410-000-57340-00000 | 3,129.00 | | 3,129.00 | 1,522.00 | | | | |
| To | 1010-013-2410-000-56121-00000 | 3,800.00 | | 3,800.00 | | | | | 1,522.00 |
| | LAWRENCE: TECH REL HW/EQUIP | | | | | | | | |
| | LAWRENCE: COPY PAPER | | | | | | | | |
| | Transferring from technology line to copy paper line. | | | | | | | | |
| | Total Transfer for Lawrence School | | | | 1,522.00 | | | | |

| Journal#: | Date: | From | To | Description | Original Budget | Budget Adjust | Total Budget | From | To |
|-----------|--|----------|----|-------------|-----------------|---------------|--------------|------|--------|
| Journal#: | 39098 | | | | | | | | |
| Date: | 20-Feb-2024 | | | | | | | | |
| From | 1010-012-1000-000-56110-02123 | 500.00 | | 500.00 | -76.51 | | | | |
| From | 1010-012-1000-000-56500-00000 | 400.00 | | 400.00 | | | | | 423.49 |
| From | 1010-012-2213-000-53220-00000 | 100.00 | | 100.00 | | | | | 1.03 |
| From | 1010-012-2213-200-53220-02124 | 400.00 | | 400.00 | | | | | 6.67 |
| From | 1010-012-2213-425-53220-02123 | 400.00 | | 400.00 | | | | | 60.01 |
| To | 1010-012-2410-000-56120-00000 | 4,230.00 | | 4,230.00 | | | | | 400.00 |
| | MOODY: INSTR SUP*HN | | | | | | | | |
| | MOODY: SUPPLIES TECH RELATED | | | | | | | | |
| | MOODY: IN SVC-PROF MTG/DEV | | | | | | | | |
| | MOODY: IN SVC-PROF MTG/DEV*SPED/NICM | | | | | | | | |
| | MOODY: IN SVC-PROF MTG/DEV*HN | | | | | | | | |
| | MOODY: ADMIN SUPPL | | | | | | | | |
| | Remaining balances transfer to Admin Supply. | | | | | | | | |
| | Total Transfer for Moody School | | | | | | | | |

*** Grand Total To Transfer

| | |
|----------|----------|
| 269.64 | 269.64 |
| 2,725.64 | 2,725.64 |



Facilities Department
“Unlocking the Potential in ALL Students”

Director of Facilities - Kevin Dion.
372 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1408
Email: Dionk@mpsct.org, Web: www.middletownschools.org

Facilities Report for Board of Education- March 12, 2024 Meeting

Middletown Track and Field replacements

Replacement still on track for Summer 2024. Construction will begin 6/17/24

Farm Hill PV Project (State Project # 083-0123 PV)

State approved the photovoltaic roof panel project on 1/31/2. \$614,888 w/ approx 65% State reimbursement rate. We are working with the architect and building committee to set up a PCR (*Pre-bid Conformance Review*) date with the State at DAS to move the project forward.

Snow School Roof Application - The DAS roof application will be resubmitted by Grants.

MHS Library Renovation HVAC Replacement -

The HVAC unit for the Library has arrived at the vendor's storage location and will be installed the Week of April 8th. Grant funded. Ordered July 2023 for \$369,580.95. - Trane 90 Ton Electric Cooling, Gas Heating, Self Contained Rooftop Unit

Summer preparation has begun -

Purchase of Summer supplies has begun.

Working with vendors on quantity pricing and expected ship dates.

Custodial Managers are beginning to prepare district building cleaning needs and planning.

Working with Central Office administration on Summer programming and expected building needs.



BOE Monthly Human Resources Report

Tuesday, March 12, 2024

M

Monthly HR Update

- **Staffing: Time Period – February 1 – February 29, 2024**

New Hires – 12

- **Certified: 16**
- Special Ed - (Moody)

- **Non Certified: 11**
- Paraprofessional – (Snow)
- Paraprofessional – (MHS)
- Student Intern – (Keigwin)
- DEIB Student Interns – 8 – (MHS)
- School Nurse – (Farm Hill)
- Building Sub - (MHS)
- Administrative Secretary III- (Operations/CO)
- Para educator - (Moody)
- Paraprofessional - (MHS)

Monthly HR Update

- **Staffing: Time Period – February 1 – February 29, 2024**

Separations - 10

- **Retirements: 2**
- Certified staff:
 - Kindergarten Teacher (Bielefield)
 - Elementary Teacher (Lawrence)
- Non Certified staff: 0

- **Resignations: 8**
-
- **Certified staff: 3**
 - Elementary Teacher - (Lawrence)
 - Special Education Teacher – (Moody)
 - Science Teacher – (Beman)

separations continued on next slide

Monthly HR Update

- **Staffing: Time Period – February 1 – February 29, 2024**

Resignations – continued

- **Non Certified: 5**
- Duty Aide – (Spencer)
- Temp Café Worker – (District)
- Sub Nurse – (District)
- Expulsion Tutor– (Expulsion Program)
- Paraprofessional – (Moody)

Monthly HR Update

- **Staffing: Time Period – February 1 – February 29, 2024**
- **Vacancies - 51**
- **Certified: openings - 12**
 - ESL Instructor (NEW - Grant Funded) - Adult Ed
 - Math Teacher – (MHS)
 - World Language/Spanish Teacher – (MHS)
 - IB Elementary Teacher – (Lawrence)
 - Science Teacher – (Beman)
 - Special Education Teacher - (MHS)
 - Literacy Interventionist – (Bielefeld)
 - School Psychologist – (Farm Hill)
 - School Psychologist – (Beman/MHS)

Vacancies continued on next slide

Monthly HR Update

- **Staffing: Time Period – February 1 – February 29, 2024**
- **Vacancies** – certified continued
 - Speech Language Pathologist – (Macdonough)
 - Speech Language Pathologist – (Beman)
 - Speech Language Pathologist – (MHS)

vacancies continued on next slide

Monthly HR Update

- **Staffing: Time Period – February 1 – February 29, 2024**
- **Vacancies – Non-Certified**

Para-Educators – 27

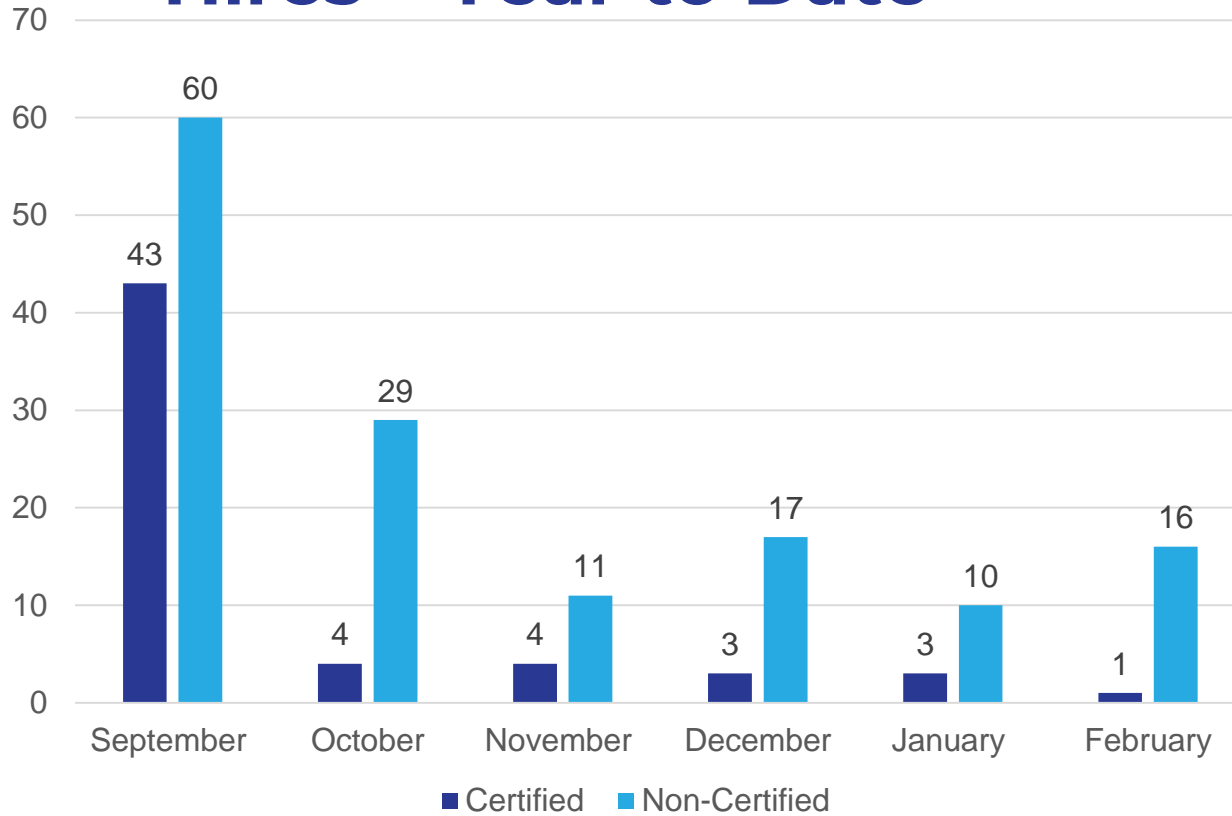
- Beman – 5
- Bielefield – 1
- Lawrence – 1
- Middletown High School – 13
- Middletown Transition Center – 1
- Wesley – 2
- Spencer – 2
- Moody - 1
- Adult Ed - Early Childhood – 1

vacancies continued on next slide

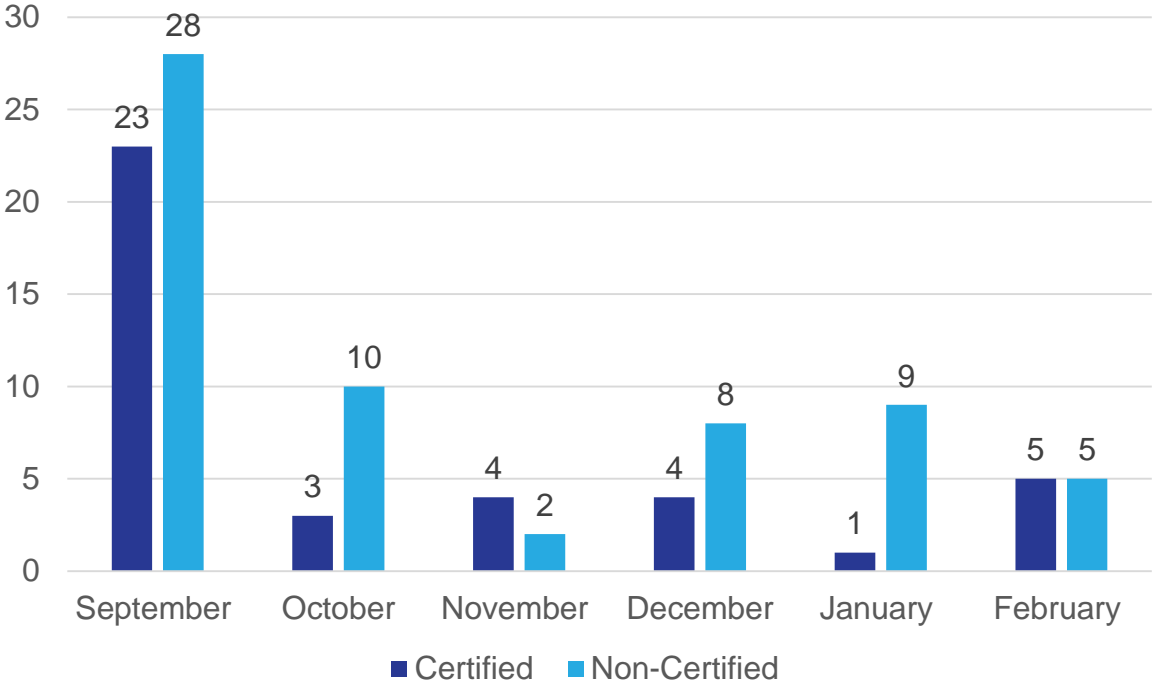
Monthly HR Update

- **Staffing: Time Period – February 1 – February 29, 2024**
- **Vacancies** –continued
- **Other Non-Certified - 12**
 - SEL Mentor- (District)
 - SEL Aide – (Lawrence)
 - Accounts Clerk II – (MHS)
 - Homebound Tutor – (District)
 - Family Engagement Liaison – (Snow and Wesley)
 - SAE Interventionist - Ag Sci – (MHS)
 - Cafeteria Worker – (Beman)
 - Custodian – (Central Office/Beman)
 - Payroll Supervisor – (Central Office)
 - School Custodian I – (Lawrence)
 - Homebound Tutor – (District)
 - Parochial Tutor – (District)

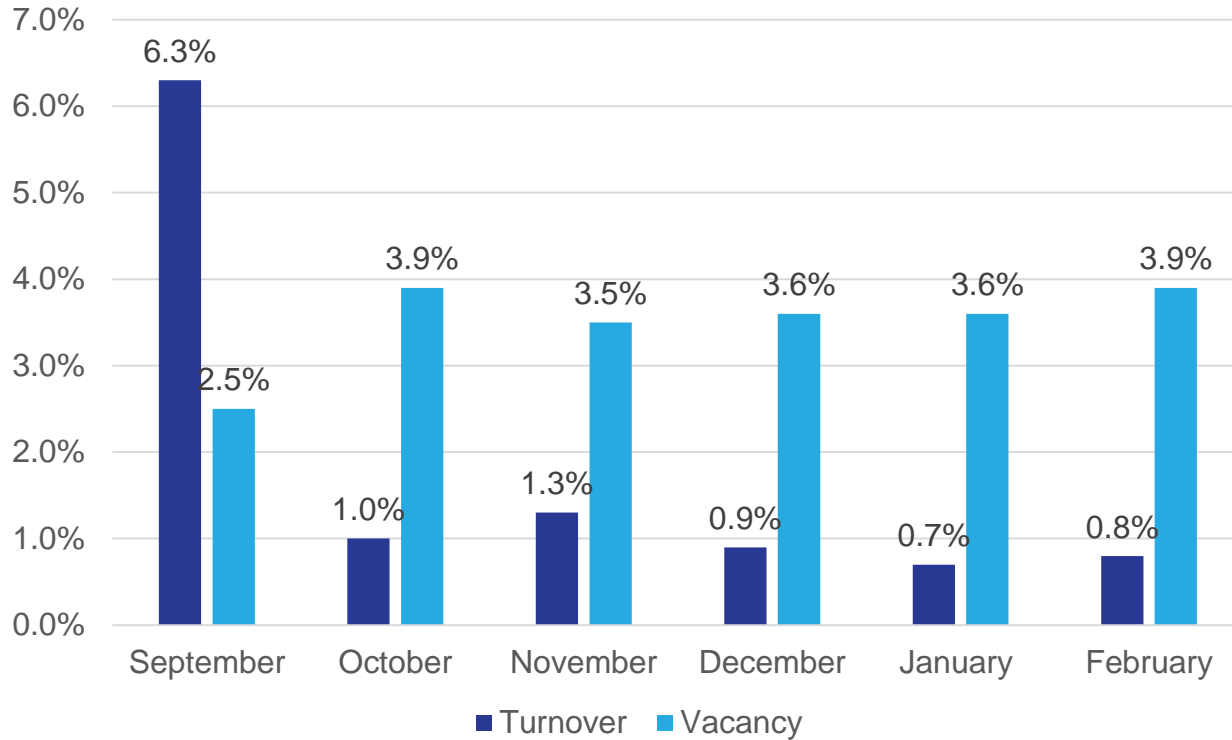
Hires – Year to Date



Separations Year to Date



Turnover and Vacancy Rate % Year to Date





Board of Education
Unlocking the Potential in ALL Students

311 Hunting Hill Ave., Middletown, CT 06457
860-638-1401

**Minutes for Budget Committee Meeting
February 12, 2024**

The meeting was called to order at 5:33 p.m.

Present: Eduardo Miranda, Executive Director of Finance
Harold Panciera, Committee Chair
Debra Guss, Member of the Board of Education
Sheila Daniels, Chairperson of the Board of Education
Callie Grippo, Member of the Board of Education (arrive at 5:45)
Dr, Chris Nocera, Community Member
Mike Skott, Director of IT

The minutes for the meeting held on January 8 were approved.

Finance Director Miranda explained the ten line-item transfers that were approved since the last meeting. He will review them again at the Board meeting scheduled for February 15. He reiterated the concern that the Superintendent has about the rising costs in the following areas: transportation, special education tuition for out-of-district schools, special education transportation costs for out- of- district programs, and tuition increases at CREC schools. Decisions will have to be made to transfer money from other accounts that are showing a surplus. State money cannot be counted on at this time.

Mr. Miranda also explained the terms used in his monthly reports in order to help the new members of the Board of Education better understand what he is saying.

Ms. Guss commented that a better effort has to be made to fill non-certified positions that are important to effective teaching, and not have the surplus we have which then can be transferred to accounts in the red.

Mr. Miranda said that the budget workshop between the administrative staff and the Board will now be held in March.

Future agenda items: none at this time.

The meeting was adjourned at 6:02.

**MIDDLETOWN BOARD OF EDUCATION
CURRICULUM COMMITTEE**

February 1, 2024

Zoom

5:30 PM

| | |
|--|---|
| <u>Board of Education (BOE)</u> <u>Committee Members Present</u> Debra Guss, Committee Chair and BOE Member Elizabeth Crooks, Committee member Adam Hayn, Committee member Shiela Daniels, BOE Chair | <u>Also Present</u> Stacey McCann, Assistant Superintendent of Teaching and Learning Dawn Brooks, Principal Middletown High School ("MHS") Steve Mathews, K-12 Arts Department Head Lauren Pszczolkowski, Career and Technical Education ("CTE"), Business, MHS Gisella Gandulla, Community member |
|--|---|

1. **Call to order and introductions:** Committee Chair Debra Guss called the meeting to order at 5:30 p.m., which was followed with introductions.
2. **Course Change Proposal- BlueTube: Film & Social Media:** Next, Ms. Pszczolkowski reviewed a proposal to have the Film and Social Media class at MHS be approved as an Arts credit in addition to a STEM credit, noting that the class content covered the four key elements required to meet the National Core Arts Standards as well as the more detailed requirements set forth in the standard. A discussion followed and none of the Committee members expressed concerns about the proposed change.
3. **Advanced Placement (AP) Demographic Information:** Next, Dr. Brooks provided an overview of the AP classes currently being offered at MHS, including the course selection process, a breakdown of demographic information for the classes and the benefits of such classes for MHS students. A discussion followed during which it was noted that AP classes offer students an opportunity to distinguish themselves as part of the college application process and in many cases can be used for college credit.
4. **Adjournment:** Committee Chair Debra Guss then adjourned the meeting at 6:26 p.m.



Office of Middletown Public Schools
Facilities Department

Unlocking the Potential in ALL Students

Joshua Burger, Facilities Support Specialist
burgerj@mpsct.org | (860) 638-1407
372 Hunting Hill Avenue, Middletown, CT 06457
www.middletownschools.org

Middletown Public Schools Facilities Committee Meeting Minutes

February 21, 2024, 5:30 pm

**311 Hunting Hill Avenue (Conference Room B) Middletown CT
06457**

February 21st 2024

MOTION to come to order at: 5:36 pm, by Madam Chairwoman Susan Owens, seconded by board of education member Howard Panciera.

Introductions:

Dan Penney-community member, Susan Owens-Madam Chairwoman, Marco Gaylord-Executive Director of Operations, Joshua Burger-Facilities Support Specialist, Howard Panciera-Board of Education Member, Kevin Dion-Director of Facilities.

Review of the January 17, 2024 minutes

MOTION to approve the minutes by Madam Chairwoman Susan Owens, seconded by Harold Panciera

Status and Updates of Beman Middle School Open Projects. Kevin Dion

Marco reported the additional acoustic panels have been installed, the company is going to be doing more decibel testing and providing us with a report. Marco also reported he met with the locker company, they discovered that 90% of the students are locking the lockers by accident, the company will be changing the locking mechanism as a pilot program on the first floor. Kevin Dion discussed that our custodians will be resetting the locks. Marco is meeting with the administration tomorrow about how to unlock the lockers and finished by reporting that the issue of paying for the solution is being discussed with the building committee.

Indoor Air Quality. Kevin Dion

Kevin notified the committee that we have applied for the grant but still have not heard back from the state at this time on the answer.



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State of CT IAQ Requirement Mandate. Kevin Dion.

Kevin reported that the State of CT has a new IAQ requirement mandate. We are currently working on a checklist and meeting internally. He notified the committee the statute now requires BOE's to conduct HVAC system assessments for each public school building. The state will hold back any grants if we do not comply with the IAQ requirement mandate.

Track and Field and roof replacement updates. Kevin Dion.

We are still on track to start the project right after graduation, Kevin reported, however, we may have to push back the start of any sporting events the first few weeks of September. The track and field will need time to set and cure before use.

Open Discussion

Marco Gaylord reported that we are not moving forward with the lease for the additional space at this time.

MOTION to adjourn at 5:58 by Madam Chairwoman Susan Owens, seconded by Harold Panciera.

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE**

Meeting Minutes

Tuesday, February 27, 2024

Virtual Meeting 5:30 P.M.

Board of Education Policy Committee Members participating:

Deb Kleckowski, Policy Committee Chair

Liz Crooks

Shelia Daniels, Chair of Board of Education

Stacy Porch, Community Member

Ashley Dunn, Community Member

Also participation:

Dr. Alberto Vasquez Matos, Superintendent

Jennifer Cannata, Assistant Superintendent

Marco Gaylord, Executive Director of Operations

Colleen Fitzpatrick, K-5 ELA Supervisor

Jill Power, Operations Administrative Secretary

The Virtual Meeting was called to order by Deb Kleckowski at P.M.

1. Introductions

2. Policy #1250 Visitors and Observations

Marco Gaylord started off by mentioning that there is a list of policies that need to be reviewed and updated based on last summer's recent legislative session. Marco discussed there are a few changes for the policies required by law. Revisions for Policy #1250 includes wording that states "all visitors and observers permitted on school grounds must comply with all school health and safety protocols in place including but not limited to, any health screening protocols". Motion to approve and bring forward to the board. All were in favor.

3. Policy #1330 Use of School Facilities

Marco Gaylord discussed that there was wording that was added for Policy #1330. The wording included, vapor products are added to the restriction list and that in order to use school facilities any organization or individual must agree to abide by all health and safety protocols, including but not limited to protocols relating to cleaning of the facilities, signage, and health screening of individuals requesting access to the facilities. Motion to move forward to the board. All in favor.

4. Policy #1331 Prohibition Against Smoking

There are minor changes to this policy adding terminology and cannabis into the policy. Discussion was had to add language regarding distance and school property. Discussion was also had to keep the optional language which is stated in the current policy. Motion to move forward with the newly adjusted language in the first paragraph and keeping the optional language. All were in favor.

5. Policy #6153 Field Trips and Community Service

Dr. Vasquez Matos recommended this policy to come forward due to a situation of not having 60 days to get Board approval for a field trip. Discussion was had and decided to add language that the Superintendent can approve a field trip where 60 days advance notice to the board isn't possible and then obtain approval from the board chair. Colleen Fitzgerald also brought forth that some field trips are under the 30-day approval time and students are losing out on great opportunities. After discussion the policy committee decided to add a bullet point of, in special circumstances less than 30 days' approval will go through the office of the Superintendent. Motion was to accept changes with the spelling of chaperone, adding special circumstances and additional language for less than 60 days' notice for the Superintendent to notify the Board. All were in favor.

6. Policy #9323 Construction and Posting of the Agenda

Marco Gaylord discussed the wording change and we reviewed the model policy by Shipman and Goodwin. Shelia Daniels brought forth the change of "chairperson" to "executive board" to follow what we do now. Motion was to accept changing of wording and corrections. All in favor.

7. Future Agenda Items

Shelia Daniels brought forth to look over the policy and/or regulation of Committees. Marco Gaylord is continuing to go through the policies that need change recommended by Shipman and Goodwin. Liz Crooks brought up retakes from Dr. Brooks comments at the previous board meeting wondering if there is a policy on that or if there needs to be one. Dr. Vasquez Matos recommended it be brought up with the Curriculum committee and if a policy is needed the Curriculum committee can recommend that to the policy committee. Shelia Daniels made a comment about community members who serve on the policy committee being able to voice their opinions and bring forth policies if they see fit.

The next policy committee meeting will take place on Tuesday March 19th, 2024 at 5:30 PM.

ADJOURNMENT

The meeting was adjourned at 5:20 P.M.

Respectfully submitted,

Marco Gaylord

Executive Director of Operation

**Series 1000
Community/Board Operation**

POLICY REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS

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

The Board further desires to work collaboratively with parents with an educational nexus with the district, its educational programs or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board’s schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board’s Guidelines for Independent Educational Evaluations.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors’ reception area of the school office, prominently displaying visitors’ badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

Legal References:

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

Policy Adopted: March 21, 1995
Policy revised: April 13, 2004
Policy revised: June 12, 2018
Policy replaced: December 8th, 2020
Policy revised: April , 2024

**Series 1000
Community/Board Operation**

USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the Middletown Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

| Facility | Application Submitted To |
|---|---------------------------------|
| For use of school buildings | Building Principal |
| For use of athletic fields and facilities | Athletic Director |
| For use of other school facilities | Superintendent of Schools |

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (*e.g.*, PTO, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator,

refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.

4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

| Category | Fee |
|--|------------------------------------|
| 1. School-sponsored programs and activities. | No rental fee or associated costs. |
| 2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations). | No rental fee or associated costs. |
| 3. Town department or agency activities. | Associated costs. |
| 4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above. | Associated costs. |
| 5. Activities of for-profit organizations operating within the Town. | Rental fee and associated costs. |
| 6. Out-of-town organizations. | Rental fee and associated costs. |

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other

personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

Policy adopted: June 6, 2000
Policy readopted: April 13, 2004
Policy revised: January 13, 2015
Policy replaced: January 12, 2021
Policy revised: April , 2024

Instruction

Field Trips

The Board of Education recognizes that field trips for students when properly planned, executed, evaluated, and used as a device for teaching and learning, are an educationally sound and important ingredient in the instructional program of the District/school.

For purposes of this policy, a field trip is defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study, co-curricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

The value of field trips is directly related to the orientation and preparation of the students by their teacher(s) prior to the trip and the care with which the teacher(s) uses follow-up activities upon the student's return.

Safety is of paramount concern on any field trip. The ratio of students to adults will be determined by the administration. In making such determination, the administrators or designee will consider whether groups of students will be permitted to leave a chaperon at any time during the field trip.

Types of Field Trips

The District recognizes the following types of field trips:

1. School Sponsored Educational Field Trips

School sponsored educational field trips should be directly related to or be an extension of classroom learning experiences. Pre-teaching, planning, and evaluation should always be part of any given field trip. This category of trips includes competitive/performance field trips by academic, athletic, (excluding regularly scheduled interscholastic athletic contests) and performing art teams participating in competition or performance.

2. School Club Sponsored Activities

Trips taken outside of school hours for club-sponsored activities are not considered field trips, but must complete the required paperwork for authorization.

3. School Sponsored Cultural/Enrichment Field Trips

School groups may plan trips for cultural/enrichment purposes. They are subject to final approval of the Building Principal and Board of Education, if necessary (see Approval of Field Trips).

4. Trips Unrelated to the District

The Board of Education cannot accept responsibility for non-school sponsored trips/tours. Individuals who plan trips/tours that are not school sponsored must alert parents and students that the planned trip is not associated with the Middletown Public Schools. The trip planners must clearly indicate in writing that they are serving as private agents or private individuals. The preparation for non-school sponsored trips shall not take place during school hours. No school materials may be used for letters to parents, directions or other communications.

Approvals of Field Trips

All school sponsored field trips require administrative approval.

- For all trips within the State of Connecticut, requests must be submitted to the building administrator 30 days in advance of the departure date. Costs must be ascertained.
- In special circumstances the Superintendent may approve trips that occur less than 30 days in advance of the departure date.
- All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date.
- In the rare circumstance when approval cannot be sought or obtained 60 days in advance of the departure date (ex: Wrestling New England Championships), the Superintendent may obtain approval from the board chair. The Superintendent shall provide notice of such approvals to the full board as soon as possible.
- All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date.
- Superintendent approval of all field trips shall be conditional. Approval for any field trip may be revoked at any time by the Superintendent or Building Principal if a change in circumstances, whether man-made or natural, would warrant cancellation in the interest of safety of the students –and staff.

Parents/guardians are responsible for obtaining trip cancellation insurance. The Board of

Education is not responsible to refund students for canceled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.

The school nurse has the right to deny participation in field trip activities due to concerns for

student health and well-being resulting from the failure of the parent/student to submit required documents for implementing medical interventions during the field trip prior to the day of the trip. (Issues resulting in denial of participation include, but are not limited to: incomplete or missing medical intervention plans and/or required MD orders for medication administration of daily or emergency medications; and, the absence of medications). Field trip organizers and the school nurse shall take corrective actions, such as notifying parents and/or students prior to the field trip, in the event of identified health concerns that impact the health and well-being for student(s) during a field trip.

Other Considerations:

- Parents/guardians who feel their child should not participate may deny permission and arrangements will be made for the child to remain at school on the day of the trip. ● Use of privately owned vehicles or leased vans to transport students to and from field trips is **strongly discouraged**, except in the case of a bona fide emergency. Determination of a bona fide emergency will be made by the field trip leader if the Superintendent or Principal is not present or available or not possible to contact. Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
- Chaperones on school sponsored trips will be covered for liability purposes by the school district policies. **The cost for a background check is incurred by the volunteer. All paperwork must be submitted and approved prior to the trip.**
- The administration reserves the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

Costs of Field Trips

The cost of field trips includes transportation, lodging, meals, nursing services when required, and entry fees. Fundraising activities (following District policies) must be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for possible assistance in payment for those individuals experiencing a hardship. Parents/guardians of students on the free and reduced lunch program should contact the administrator.

Additional Considerations

This policy does not apply to regular interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the administration. Any trips by athletic

teams beyond the regular interscholastic schedule must be approved in accordance with this policy.

The Board may require a follow up review of any field trip at a Board meeting, at the discretion of the Chairperson.

The acceptance of any gratuities, discounts and/or gifts for personal use resulting from field trips is prohibited. Any gifts, gratuities, or promotional items provided by travel companies will become the property of the District and will be used for the benefit of the trip or the school.

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating and approving field trips. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised
- All safety precautions are observed, including a reunification plan should a child become separated from a group, or the groups are relocated due to a natural or manmade emergency
- All trips contribute to the educational program
- All trips must allow a plan for payment alternatives

The administration reserves the right to deny the participation for any student on any field trip based upon actions or behaviors that may adversely impact the health and safety of students and/or staff.

Policy adopted: September 3, 1996

Policy readopted: June 20, 2006

Policy revised: September 12, 2017

Policy readopted: March 8, 2022

Policy revised: April , 2024

Bylaws of the Board

Construction and Posting of the Agenda

Construction of the Agenda

The Chairperson Executive board of the Middletown Board of Education (the "Board") in cooperation with the Superintendent shall prepare an agenda for each Board meeting. Any member of the Board may contact the Executive board and request an item to be placed on the agenda no later than one week prior to the scheduled Board meeting. If the item is not included in the agenda presented to the Board, then that member may propose that the item be added to the agenda at the time that the agenda is adopted. Any change to the agenda presented to the Board requires a two-thirds vote of those Board members present and voting. A simple majority is required to adopt the agenda.

Posting of the Agenda

At least 24 hours prior to the time of the Board meeting, the agenda shall be posted in the Superintendent's office, Town Hall and on the Board's Internet website.

The agenda as well as associated documents that may be reviewed by the Board at the meeting will be prepared and forwarded or emailed to members of the Board by the Friday preceding the scheduled Board meeting. Any associated documents that may be reviewed by members of the Board at such meeting shall be posted on the Board's Internet website, provided such documents are not exempt from disclosure under the Freedom of Information Act.

If, in accordance with applicable law, the Board holds a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting, the agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting by means of electronic equipment or in person, as applicable and permitted by law. Any such agenda shall be posted in accordance with the provisions of Connecticut General Statutes Section 1-225.

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule of meetings to be filed. Notice of special meetings. Executive sessions exempt.

1-225a Meetings of public agencies conducted by electronic equipment

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

Bylaw adopted: November 1, 1994
Bylaw revised: December 19, 2006
Bylaw revised: January 8, 2008
Bylaw revised: February 14, 2012
Bylaw revised: April , 2024