

# Board of Education Regular Meeting

Tuesday, March 11, 2025 6:30 PM

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

I. Call to Order	<b>Speaker (s)</b> : Sheila Daniels
II. Salute to the Flag	<b>Speaker (s)</b> : Sheila Daniels
III. Adoption of Agenda	<b>Speaker (s)</b> : Sheila Daniels
IV. District Highlights	<b>Speaker (s)</b> : Jessie Lavorgna
IV.A. Beman Food Critics Student Menu and Advocacy Group	<b>Speaker (s)</b> : Jessie Lavorgna
IV.B. Music in our Schools Month and Youth Art Month	<b>Speaker (s)</b> : Jessie Lavorgna
IV.C. Upcoming District Events	<b>Speaker (s)</b> : Jessie Lavorgna
V. Public Session	<b>Speaker (s)</b> : Sheila Daniels
VI. Communications	<b>Speaker (s)</b> : Sheila Daniels
VI.A. Report of Student Representative	<b>Speaker (s)</b> : Dania Rabah
VII. Consent Agenda	<b>Speaker (s)</b> : Sheila Daniels
VII.A. Minutes of February 11, 2025	<b>Speaker (s)</b> : Sheila Daniels
VII.B. Minutes of January 16, 2025 Special Meeting	<b>Speaker (s)</b> : Sheila Daniels
VII.C. Out of State Field Trip MHS Indoor Track to Nationals	<b>Speaker (s)</b> : James White
VII.D. Out of State Field Trip Beman Robotics to Worlds Championship	<b>Speaker (s)</b> : Erin Scholes
VII.E. Out of State Field Trip MPAC to NY	<b>Speaker (s)</b> : Lauren Otto
VII.F. Out of State Field Trip MHS HBCU and DC Sites	<b>Speaker (s)</b> : Elba Llantín-Cruz
VII.G. Grants Status Report	<b>Speaker (s)</b> : Natalie Forbes
VII.H. Policy #3110 Board Budget Procedures and Line Item Transfers - Second Reading	<b>Speaker (s)</b> : Deborah Kleckowski
VII.I. Policy # 5131.81 Student Use of the District's Computer Systems and Internet Safety - Second Reading	<b>Speaker (s)</b> : Deborah Kleckowski
VII.J. Budget Committee	<b>Speaker (s)</b> : Harold Panciera
VII.K. Curriculum Committee	<b>Speaker (s)</b> : Debra Guss
VII.L. Facilities Committee	<b>Speaker (s)</b> : Susan Owens
VII.M. Policy Committee	<b>Speaker (s)</b> : Deborah Kleckowski
VIII. Department Reports	<b>Speaker (s)</b> : Sheila Daniels
VIII.A. Financial Report	<b>Speaker (s)</b> : Natalie

VIII.A.1. Action on Line Item Transfer Report	Forbes <b>Speaker (s)</b> : Natalie Forbes
VIII.B. Facilities Department	<b>Speaker (s)</b> : Marco Gaylord
VIII.C. Personnel Report	<b>Speaker (s)</b> : Harry Snyder
VIII.D. Transportation Report	<b>Speaker (s)</b> : Mark Langton
<b>IX. Superintendent's Report</b>	<b>Speaker (s)</b> : Dr. Vazquez Matos
IX.A. HR Annual Exit and Stay Interview Report	<b>Speaker (s)</b> : Dr. Vazquez Matos
IX.B. Overview of Ed Specs of Macdonough	<b>Speaker (s)</b> : Dr. Vazquez Matos
IX.C. Legislative Updates	<b>Speaker (s)</b> : Dr. Vazquez Matos
<b>X. Action Items</b>	<b>Speaker (s)</b> : Sheila Daniels
X.A. Required vote for participation in healthy food option of Healthy Food Certification	<b>Speaker (s)</b> : Randall Mel
X.B. Required vote for food exemptions for BOEs choosing healthy food option of Healthy Food Certification	<b>Speaker (s)</b> : Randall Mel
X.C. Optional vote for beverage exemptions for all BOEs	<b>Speaker (s)</b> : Randall Mel
X.D. Approval of Ed Specs for Macdonough	<b>Speaker (s)</b> : Dr. Vazquez Matos
<b>XI. Future Agenda Items</b>	<b>Speaker (s)</b> : Sheila Daniels
<b>XII. Adjournment</b>	<b>Speaker (s)</b> : Sheila Daniels

# Beman Student Food Critics

March 2025 BOE District Highlight



Middletown Public Schools  
*Cultivating the Brilliance in Each Student*



The Beman Food Critics are a student led group who provide feedback and assistance to the Office of Food, Nutrition and Wellness in all areas concerning Cafeteria Menu Offerings.

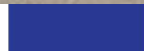
The Beman Food Critics have also been supporting in advocating for Farm to School and Free School Meals to our State Legislature.



On March 20th, 2025; we had 11 of our Food Critics testify before the state legislature on the Education Committee and to the Joint Committee on Finance, Bonding and Revenue.

These students all spoke to the importance of the need for funding to support the continuation of free school meals for districts like ours as well as grant opportunities to better connect students to where their food comes from.

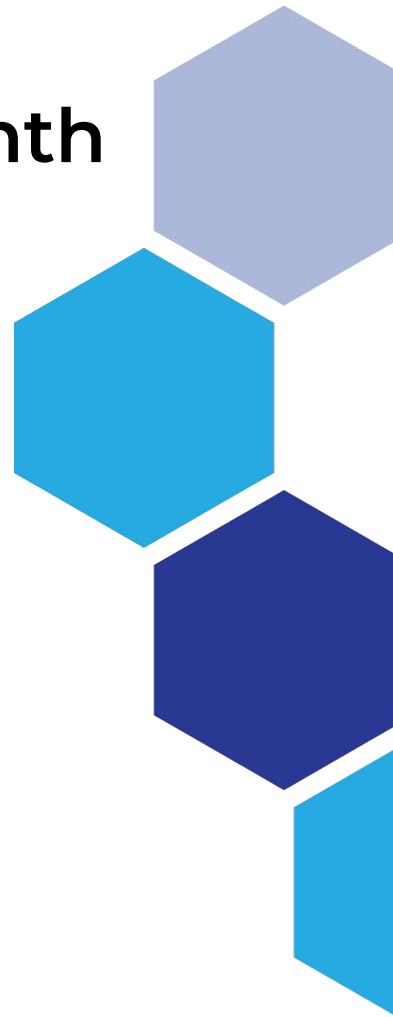


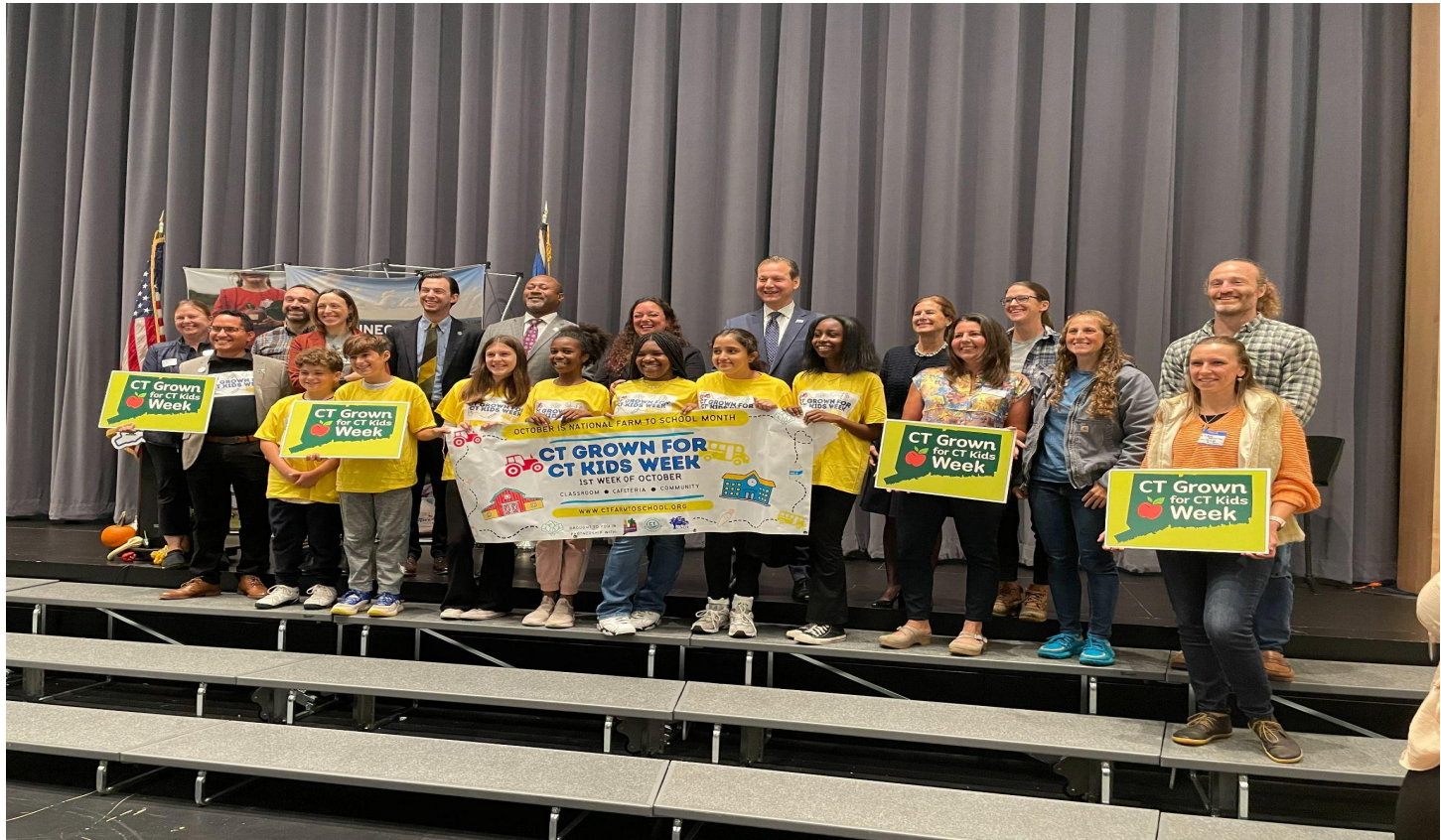


# In Honor of Board Appreciation Month

The Office of Food, Nutrition and Wellness Services along with the Beman Food Critics have prepared a student created meal called “Mango Chicken” served over Brown Rice and Locally Grown Brussel Sprouts.

This item will be introduced to the student body at Beman and MHS in May!





Board of Education Regular Meeting  
Tuesday, February 11, 2025 6:30 PM Eastern

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

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

Liz Crooks: Present  
Sheila Daniels: Present  
Rakim Grant: Present (7:14)  
Callie Grippo: Present  
Debra Guss: Present  
Adam Hayn: Present  
Deborah Kleckowski: Present  
Susan Owens: Present (6:43)  
Harold Panciera: Present  
Present: 9.

#### I. Call to Order

Ms. Daniels called the meeting to order at 6:32 PM.

#### II. Salute to the Flag

Student Representative Dania Rabah let the Pledge of Allegiance

#### III. Adoption of Agenda

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

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

Yea: 7, Nay: 0, Absent: 2

#### IV. District Highlights

##### IV.A. 2025 Connecticut Association of Schools Outstanding Arts Award

Ms. Lavourga introduced Mr. Matthews, Ms. Heslin and student Demar Holley. Mr. Matthews shared that Demar Holley and De’Nario Scott were recognized as part of the Elementary Arts Banquet at the Aqua Turf. Mr. Matthews spoke of the importance of the Arts in students' lives. Ms. Heslin shared the artwork that was recognized. Demar spoke about how art is important to him.

##### IV.B. Middletown Public Schools Administrators Engage in Professional Learning

Ms. Lavourga introduced Mr. Peter Fragola, Principal Snow School and Ms. Maghan Heslin, Acting Principal of Bielefield School. Ms. Heslin spoke of the professional development that she has received, including walkthroughs. Mr. Fragola discussed the MTSS and Response to Intervention. He explained the Individual Student Support Plan (ISSP) and the success stories they have generated.

#### IV.C. Proclamation for Black History Month

Ms. Dania Rabah read the Black History Month Proclamation for Middletown Public Schools.

#### IV.D. Upcoming District Events

There were no upcoming District events.

#### V. Public Session

Chair Daniels explained the rules of Public Session. There were no comments.

#### VI. Communications

##### VI.A. Report of Student Representative

Ms. Rabah shared that bathroom monitors have been hired, and they are very helpful to the students, making bathrooms more accessible. The students from the Human Rights and Genocide early college experience class went to UCONN for a summitt. Students learned about human rights and violations. Administrators and staff have been monitoring hallways and classrooms for cell phone usage. She reported student engagement and conversations have improved. Fighting has decreased. Gifts provided a presentation for Black History Month. Students enjoyed the student-led assembly.

#### VII. Consent Agenda

A motion to approve the Consent Agenda was made. This motion, made by Deborah Kleckowski and seconded by Harold Panciera, Carried.

Rakim Grant: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Callie Grippo: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea  
Yea: 8, Nay: 0, Absent: 1

##### VII.A. Minutes of January 14, 2025

##### VII.B. Minutes of January 29, 2025

##### VII.C. MHS FFA Agricultural Mechanics and Engineering Career Development Event

##### VII.D. MHS DECA to NYC South Street Seaport

##### VII.E. MHS VEX Robotics World Championship

##### VII.F. MHS Photography Club Proposal

##### VII.G. MHS Latinx Heritage Club Proposal

##### VII.H. Policy #4118.51 Social Media - Second Reading

##### VII.I. Policy #5145 Section 504 of the Rehabilitation Act of 1973 - Second Reading

##### VII.J. Policy #5141.5 Suicide Prevention and Intervention - Second Reading

##### VII.K. Policy # 4152.6 Family Medical Leave - Second Reading

##### VII.L. Grants Status Report

##### VII.M. Budget Committee

##### VII.N. Curriculum Committee

##### VII.O. Facilities Committee

## VII.P. Policy Committee

## VIII. Department Reports

### VIII.A. Financial Report

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

Ms. Forbes shared that the transfers include staff professional development and paper. She reviewed lines with deficits and explained the reasons for the deficits.

A motion to approve the Line Item Transfer was made. This motion, made by Debra Guss and seconded by Liz Crooks, Carried.

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

Yea: 8, Nay: 0, Absent: 1

### VIII.B. Facilities Department

Mr. Gaylord shared that the maintenance crew have done a great job with the recent snowfalls. Fire inspections and mandatory training are taking place. Ms. Guss asked about the bleacher repairs at Beman and Mr. Gaylord explained why that happened and the solution for the future.

### VIII.C. Personnel Report

Mr. Snyder shared updates on the vacancies. More teachers have been hired and are in the process of hiring. Beman principal interviews have started. Mr. Snyder also discussed the vacancies in Special Education. Mr. Panciera asked about the psychologists and MSEL coordinator. Chair Daniels asked about the openings for paraprofessionals and if the district vacancies were the same as in other districts. Mr. Snyder explained the shortages that are statewide. Ms. Kleckowski asked about paraprofessional qualifications, recruitment and exit interviews.

### VIII.D. Transportation Report

Mr. Gaylord thanked Mark Langton and Erin Stevenson for their daily hard work. He discussed the safety meetings that are held monthly. Ms. Grippo asked about elementary conduct reports. Mr. Gaylord explained the supports that are in place.

## IX. Superintendent's Report

### IX.A. Yondr Updates

Dr. Vazquez Matos thanked Dania for her remarks about the Yondr pouches. He shared that he visited MHS today and there are significantly fewer phones and headphones. Beman has near to zero phones visible during the school day.

### IX.B. ML Bilingual Program

Dr. Vazquez Matos introduced Ms. Fitzpatrick and the MLL Program. The district currently has 295 ML learners. She reviewed the staff and the Bilingual Education Needs. The law defines bilingual education as instruction in both English and a student's native language with

a continuously increasing use of English and the goal of reaching English proficiency. Courses are designed to meet students where they are on their additional language acquisition journey as newcomers, beginners, intermediate or academic student support. There is MPSA Professional Learning at the building, department and district levels.

Ms. Brewster discussed after-school programs. Ms. Deotte discussed the cooking and wellness classes with Ms. Krapf as well as grant-funded 21C programs at elementary schools. Ms. Fitzpatrick shared many events and opportunities that the ML staff has provided.

#### IX.C. District Updates

Dr. Vazquez Matos shared more information regarding the hall monitors and the success they have brought in a short time. The Macdonough Project has a building committee that was put together by the city. Meetings are being held and improvements to Keigwin are being discussed. He discussed current Legislative Updates including the proposed budget by the Governor. He spoke about the changes that could greatly impact the free and reduced lunch program.

Ms. Elba Llantín-Cruz is the new Director of Diversity, Equity, Inclusion and Belonging. Ms. Llantín-Cruz thanked Dr. Vazquez Matos and the Board of Education Members for their support.

#### X. Action Items

##### X.A. Policy # 1001 Non-Discrimination - First and Final Reading

A motion to approve Policy # 1001 Non-Discrimination - First and Final Reading was made. This motion, made by Liz Crooks and seconded by Callie Grippo, Carried.

Rakim Grant: Yea, Liz Crooks: Yea, Sheila Daniels: Yea, Callie Grippo: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea  
Yea: 9, Nay: 0,

##### X.B. Policy #3110 Board Budget Procedures and Line Item Transfers - First Reading

A motion to approve Policy #3110 Board Budget Procedures and Line Item Transfers - First Reading was made. This motion, made by Deborah Kleckowski and seconded by Debra Guss, Carried.

Rakim Grant: Yea, Liz Crooks: Yea, Sheila Daniels: Yea, Callie Grippo: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea  
Yea: 9, Nay: 0, Absent: 0

##### X.C. Policy # 5131.81 Student Use of the District's Computer Systems and Internet Safety - First Reading

A motion to approve Policy # 5131.81 Student Use of the District's Computer Systems and Internet Safety was made. This motion, made by Deborah Kleckowski and seconded by Adam Hayn, Carried.

Rakim Grant: Yea, Liz Crooks: Yea, Sheila Daniels: Yea, Callie Grippo: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea  
Yea: 9, Nay: 0, Absent: 0

X.D. Policy # 4118.111 Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel) - First and Final Reading

A motion to approve Policy # 4118.111 Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel) - First and Final Reading was made.

This motion, made by Deborah Kleckowski and seconded by Debra Guss, Carried.

Rakim Grant: Yea, Sheila Daniels: Nay, Liz Crooks: Yea, Callie Grippo: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea  
Yea: 8, Nay: 1, Absent: 0

Sheila Daniels: Nay

X.E. Policy #5145.5 Policy Regarding Title IX of the Education Amendments of 1972 - Prohibition of Sex Discrimination and Sexual Harassment (Students)

A motion to approve Policy #5145.5 Policy Regarding Title IX of the Education Amendments of 1972 - Prohibition of Sex Discrimination and Sexual Harassment (Students) was made. This motion, made by Deborah Kleckowski and seconded by Adam Hayn, Carried.

Rakim Grant: Yea, Sheila Daniels: Nay, Liz Crooks: Yea, Callie Grippo: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea  
Yea: 8, Nay: 1, Absent: 0

Sheila Daniels: Nay

XI. Future Agenda Items

Ms. Kleckowski stated that the Policy Committee will meet on February 25 due to the school vacation.

XII. Proposed Executive Session

A motion to enter Executive Session for the purpose of discussion of confidential attorney client privileged written communication (correspondence received from FIRE and related policy considerations) - Proposed for Executive Session and invite Dr. Vazquez Matos, Anne Littlefield of Shipman and Goodwin was made. This motion, made by Sheila Daniels and seconded by Debra Guss, Carried.

Rakim Grant: Yea, Liz Crooks: Yea, Sheila Daniels: Yea, Callie Grippo: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea  
Yea: 9, Nay: 0, Absent: 0

XII.A. Discussion of confidential attorney client privileged written communication (correspondence received from FIRE and related policy considerations) - Proposed for Executive Session

XIII. Adjournment

A motion to adjourn was made. This motion, made by Deborah Kleckowski and seconded by Liz Crooks, Carried.

Rakim Grant: Yea, Liz Crooks: Yea, Sheila Daniels: Yea, Callie Grippo: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea  
Yea: 9, Nay: 0, Absent: 0

**Board of Education**  
**Special Meeting / Workshop Minutes**  
**January 16, 2025 5:30 PM**

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

Others Present: Superintendent Dr. Vázquez Matos, Assistant Superintendent of Administration Jennifer Cannata, Assistant Superintendent of Teaching and Learning, Dr. Stacey McCann, K-12 Math Director Richard Cordaway, 6-12 Math Supervisor Yvonne Daniels, K-12 ELA Director Colleen Fitzpatrick, World Languages Department Chair Andres Alphonso Mohammed, Principal Middletown High School Dr. Dawn Brooks, 6-12 ELA Supervisor Dan Raucci, PreK-12 STEAM Director Meg Hanly, Director of Assessment, Professional Development and Instruction Paul Griswold

**1. Profile of 8 Elementary Schools**

Mrs. Daniels called the meeting to order. The board discussed the materials that were provided in advance of the meeting which included the Profiles and Performance Data of 8 Elementary Schools which included student demographics, school staffing and resource requests.

**2. Math Curriculum and World Language Alignment**

The board discussed the materials that were provided in advance of the meeting which included: World Language & Math Curriculum Alignment- including grade distribution. Mr. Alphonso also shared that the world language courses offered in middle and high school are equivalent. Mr. Cordaway and Ms. Daniels then shared an overview of the two tracks for current 8th grade students and the trajectory for 9-12th grade options. A discussion followed.

**3. Post-Secondary Success Rates**

With post-secondary success rates, the Board decided to postpone this topic to a later meeting.

**4. Grading for Equity**

The board discussed the materials that were provided in advance of the meeting which included: Grading for Equity- Dr. Brooks provided an overview of the high school grading policy used in determining a student's grade. A discussion followed.

Respectfully Submitted,

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Debra Guss  
Secretary

**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 High School** Date of Request: **February 24, 2025**

Name of Club or Activity: **Boy and Girls Indoor Track Team**

Trip To: **NIKE Track & Field Center at the Armory, New York, NY**

Purpose: **to compete in nationals**

Number of Students Participating: **6**

Number of students eligible to go on the field trip:

Dates of Trip: From: **March 13, 2025** To: **March 15, 2025** # of school days missed: **One Day**

Names of Teachers and Chaperones:

1. Coach James White	2. <b>Jamarius Russell</b>
3.	4.

Number of Non-Chaperone Adults going on trip: **6 adults**

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

Are fund-raising activities planned: If so, describe:

Amount of money raised through fundraisers:

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: \$0 Cost per Teacher and/or Chaperone: \$ **25 per ticket**

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

Name of teacher making request: James White

Approved by Department Head at secondary level: 

Approved by Principal: 

Authorized by Chief Academic Officer: 

Superintendent Approval:  A. Vazquez

Date: 3/5/25

**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: Beman Middle School

Date of Request: 2/28/25

Name of Club or Activity: Beman Robotics

Trip To: Dallas, TX

Purpose: Middle School Robotics Worlds Championship

Number of Students Participating: 10

Number of students eligible to go on the field trip: 10

Dates of Trip: From: May 8 To: May 12, 2025 # of school days missed: 3

Names of Teachers and Chaperones:

1. Erin Scholes	5.
2. Sydney White	6.
3. Amy Waterman	7.
4.	8.

Number of Non-Chaperone Adults going on trip: 10

Transportation:  Bus     Van     Train     Plane     Car     Other

Are fund-raising activities planned: Yes    If so, describe: Popcorn Sale, GoFund Me, Possible other

Amount of money raised through fundraisers: 4,000

Lodging:     Hotel/Motel     Camp     Private Home

Insurance Arrangements for Staff and Students: Travel Insurance

Cost per Student: \$ 2,300    Cost per Teacher and/or Chaperone: \$

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

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

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

Name of teacher making request: Erin Scholes

Approved by Department Head at secondary level: \_\_\_\_\_

Approved by Principal: Joseph Alaruelo 3/3/25

Authorized by Chief Academic Officer: \_\_\_\_\_

Superintendent Approval: A. Vega

Date: 3/5/25

**BEMAN MIDDLE SCHOOL  
COVER FIELD TRIP REQUEST FORM**

**DATE OF TRIP:** May 8-12, 2025

**TODAY'S DATE:** 2/27/25

**TEACHER IN CHARGE OF TRIP:** Erin Scholes

**GROUP/CLASS:** Beman Robotics Team 99088

**CHAPERONES ATTENDING:** Erin Scholes

**CHAPERONES CELL PHONE:** 847-507-1354

**NUMBER OF STUDENTS ATTENDING:** 10

**DID YOU SUBMIT NURSES FORM:** Yes

**DESTINATION:**

Kay Bailey Hutchison Convention Center Dallas

650 South Griffin Street

Dallas, Texas 75202

**DESCRIBE PURPOSE & HOW IT CONNECTS TO YOUR CURRICULUM:**

Robotics Worlds, two teams qualified for Robotics worlds. Through competition students practice the engineering design process as they work to build a robot that solves the problem presented by the game. Students design, build, code, test, and redesign their robot throughout the season. They document all of their work in an engineering notebook. Then share that work through an interview with judges.

**TRANSPORTATION:** Students' Parent will be traveling with them. We will meet at the airport, fly to Dallas, ride to the hotel, then walk to and from the event. Students will be staying with their parent at the hotel.

**DEPARTURE TIME FROM SCHOOL:** NA

**DESTINATION DEPARTURE TIME:** NA

**RETURN TIME TO SCHOOL:** NA

**PROJECTED COST FOR EACH STUDENT:** Cost of a hotel room and cost of flights

**What will you do to assist students who have a financial burden:**

Beman Robotics Team Student Activity Account

**TEACHER/ADVISOR SIGNATURE:**



**DATE:** 2-27-25

**FIELD TRIP REQUEST FORM**

*(Please refer to field trip procedures on page 3)*

Today's Date: 2 / 27 / 2025 Person Requesting Authorization: Erin Scholes

Date of Trip: 5 / 8-12 / 2025 Origin/School: Beman Robotics

Destination: Kay Bailey Hutchison Convention Center Dallas Purpose of Trip: Middle School Robotics Worlds

Total Number of Students: 10 Total Number of Adults: 10 Number of Yellow Buses:       
No buses needed     

Departure Time From School:      Destination Departure Time:      Return Time To School:     

**\*\*Departure for school buses 9:15 A.M. and return at or before 1:30 P.M.\*\***

Total Time Estimated:      x \$78.68/hr. x buses:      Price Before Terminal Charge=       
\*\*\*Terminal charges = (See Note below)\*\*\*

Bill To: NA

**NOTE: Terminal Charges are 1 hour of maintenance (½ hr each side of the charter), this will be charged by DATTCO and included in its field trip CONFIRMATION, which will be forwarded to the school secretary and the Field Trip Organizer.**

Reunification Plan: *See Page 2*

Total Adult Supervisors (chaperones) Names/Telephone Numbers: *See Page 2*

Field Trip Organizer/Lead Name: (Signed): Erin Scholes

E-mail (Required): scholese@mpsct.org

Cell Phone Number (Required): ( 847 ) 507 - 1354

**\*\*\*By signing above you guarantee that you have the funds for this field trip\*\*\***

1. School bus trips will return to school by 1:30 P.M. or after 4:30 P.M. (in town trips).
2. Submit form to BOE Transportation Department.
3. Do not call the bus company for trips.
4. Requests must be in writing 5 school days before the field trip date.
5. Bus capacity is 77 passengers – (3 to a seat)
6. If any of the rules are not adhered to, your trip will be disapproved.
7. Only Dattco can determine if a trip is drop off and pick up.
8. Additional 1 hour terminal charges (1/2 hr. each side of charter).

Approved by: *Joseph Blaseck*  
Building Principal/(Activity Director-MHS Only)

DATE: 2-28-25

Transportation Dept. Signature:     

DATE:

**Reunification Plan:** a reunification plan provides staff and students with a back-up plan in the event groups or individuals are separated because of unforeseen events (blocked entrance/exit, manmade or natural disasters, lost staff or students, etc.).

Please include:

**Communication plan** (how will you, the lead, communicate with staff/students at the field trip site and Central Office):  
 Cell phone / communication with chaperones/use of GroupMe app to communicate with all team members and adults

**Staff/student accountability** (in what way will the presence of staff and students be accounted for throughout the trip, head count, call-in, etc.):

Head count before all departures and at each arrival location. Check-in throughout the day, monitoring of schedule and student locations, head count before departure from venues

**Alternate parking or meeting site** (consider where you would meet if the original plan is no longer viable):

To exit the field trip site: We will follow the plans and directions of the host venue  
 Multiple exits are accessible, meeting point is the main entrance

For shelter (inclement weather): We will follow the plans and directions of the hosts

**Identification of on-site security and first aid:** Security and first aid will be present - provided by hosts

**Identification of field trip co-leader name and telephone number:** Sydney White 860-948-8125

**Total Adult Supervisors (chaperones) Names/Telephone Numbers:**

Name	Cell Phone Number	Name	Cell Phone Number
Erin Scholes	847-507-1354		
Sydney White	860-948-8125		
Amy Waterman	860-575-7018		

**Other notes:**

BOE Central Office Phone: (860) 638-1401

BOE Transportation Office Phone: 860 638-1418

DATTCO Phone: 860 635-8234

Provide Copies To: Transportation Department, Principal and Teacher

## FIELD TRIP PROCEDURES

1. More than one member of the faculty chaperoning the field trip must have a cellular phone in order to remain in direct contact with the school at all times as well as to communicate with one another in the event a group is separated.
2. One member of the faculty will be designated to call the school at least two times during the time the students and staff are on the field trip, i.e. upon arrival, some time during the trip, or right before the buses depart for school.
3. A primary and secondary plan for evacuation and regrouping of students in cases of emergency must be developed and shared with adult supervisors and chaperones. For example, a primary site for meeting must be established and, in which, all adults involved with the trip are informed, i.e. bus where attendance will be taken. A secondary site for meeting must be established in the event that the primary site is not accessible (see Reunification plan, page 2).
4. A briefing must be held with the school administrator and the staff member in charge of the trip to discuss emergency plans if the field trip site is evacuated or one or more members of the group are separated.
5. Buses will be ready to depart at the assigned time. Students, Staff, and Chaperones must be assembled and ready to go.
6. A master list of students, staff, and chaperones attending the trip must be updated and left with the school administrator prior to leaving the building the day of the trip. All teachers must have copies of the students' emergency cards with them during the field trip.
7. The trip coordinator must meet with the school nurse prior to the trip to ensure that all medical information regarding students is conveyed to staff involved with the field trip.

The regular school nurse can inform you of the need for a nurse to attend a field trip. Nurses providing health services during the field trip shall complete a timesheet for the total number of hours worked during the trip, mark the timesheet "*Field Trip*", and submit to payroll for processing

8. The regular classroom teacher can inform you of the need for a paraprofessional to attend a field trip. The paraprofessional(s) attending the field trip shall complete a timesheet for the total number of hours worked during the trip, mark the timesheet "*Field Trip*", and submit to payroll for processing.
9. The field trip request form must be completely filled out with contact phone numbers in the event of emergency and submitted in the timeline described in district *Field Trip Regulations and Procedures*, # 6153.

**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: 03/04/24  
 Name of Club or Activity: MPAC (MHS Performing Arts Classes)  
 Trip To: New York, NY Purpose: Students will experience a live Broadway musical  
 Number of Students Participating: 45  
 Number of students eligible to go on the field trip: open to any MPAC student  
 Dates of Trip: From: 5/17/25 To: same day # of school days missed: 0 (SATURDAY)

**Names of Teachers and Chaperones:**

1. <u>Lauren Otto</u>	5.
2. <u>Jillian Kellogg</u>	6.
3. <u>Katie Vandrilla</u>	7.
4.	8.

Number of Non-Chaperone Adults going on trip:

Transportation: Bus  Van  Train  Plane  Car  Other

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

Amount of money raised through fundraisers: N/A

Lodging: na Hotel/Motel  Camp  Private Home

Insurance Arrangements for Staff and Students: na

Cost per Student: \$ 5 Cost per Teacher and/or Chaperone: \$ 5

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

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

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

Name of teacher making request: Lauren Otto 

Approved by Department Head at secondary level: \_\_\_\_\_

Approved by Principal:  \_\_\_\_\_

Authorized by Chief Academic Officer: \_\_\_\_\_

Superintendent Approval: G. Vazzy mch. Date: 5/10/25

**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 High School                      Date of Request: 3/3/2025

Name of Club or Activity: Office of Diversity, Equity, and Inclusion

Trip To: Washington, D.C. and Baltimore, MD                      Purpose: Visit HBCU colleges and other DC sites

Number of Students Participating: 25

Number of students eligible to go on the field trip:

Dates of Trip: April 2 - April 4 2025    From: Middletown HS    To: Baltimore, MD and Washington, D.C.  
# of school days missed: 3

Names of Teachers and Chaperones:

1. Elba Llantín-Cruz	5. TBD
2. TBD	6. TBD

Number of Non-Chaperone Adults going on trip: 0

Transportation: **Bus** Van Train Plane Car Other Are fund-raising activities planned: NO If so, describe:

Amount of money raised through fundraisers: 0

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

Insurance Arrangements for Staff and Students: No insurance

Cost per Student: \$ No cost for students

Cost per Teacher and/or Chaperone: \$ No cost to chaperones

Cost per Nurse: \$

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

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

Name of teacher making request: Elba Llantín-Cruz

Approved by Department Head at secondary level: \_\_\_\_\_

Approved by Principal: [Signature]

Authorized by Chief Academic Officer: [Signature]

Superintendent Approval: [Signature] Date: 3/10/25



**Office of Finance & Administration**  
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Board of Education Report
3.7.25
Grants Report

The following grants were confirmed in January 9-March 7, 2025:

Grant Title	Funder	SY25	SY24
Title 1 (Public & Private)	CSDE	1,131,497	1,042,456
21C Afterschool @ Beman	CSDE	100,000	165,000
21C Afterschool @ Farm Hill	CSDE	146,625	0
21C Afterschool @ Spencer	CSDE	50,000	115,000
21C Afterschool @ Bielefield	CSDE	75,000	115,000
21C Afterschool @ Snow	CSDE	75,000	115,000
ARPA Education Workforce Development	CSDE	7,500	0
Title 2 (Public & Private)	CSDE	155,377	154,243
Even Start: Family Literacy	CSDE	181,818	181,818
CT DOT (Bielefield)	CTDOT	2,000	0
Literacy How (Farm Hill)	CSDE	1,000	1,000
DECD (MHS)	CSDE	2,500	2,500
Experiential Learning (VoAg)	CFMC	7,500	0
Chefs to Schools	CSDE	150,000	0
	<b>TOTAL</b>	<b>\$2,085,817</b>	<b>\$1,892,017</b>

Respectfully submitted,  
 Natalie Forbes, Executive Director of Finance

**BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS**  
*(Local Board of Education Version)*

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

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

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

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

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

The Superintendent and/or the Superintendent’s designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in the same format as the Itemized Estimate showing for each budgetary category line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts),

projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such a budget report shall be presented to the Board at the regularly scheduled meeting in the month following the period for which such a report is prepared. Reports will be every month with September's report including July and August.

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

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

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources, including any unexpended funds that have been set aside in a non-lapsing account as authorized by law and described below, for educational purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

#### Unexpended Funds

Notwithstanding any provision of the general statutes, municipal charter, home rule ordinance, or other ordinance, the Board may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation, in an amount not to exceed two per cent of the total budgeted appropriation for such prior fiscal year. Each expenditure from the account must be authorized by the Board and shall be made only for educational purposes, in accordance with state law.

Legal Reference:

Conn. Gen. Stat. § 10-221

§ 10-222 §  
10-248a

Public Act 24-45, “An Act Concerning Education  
Mandate Relief, School Discipline and Disconnected  
Youth.”

Policy adopted: May 16, 1995  
Policy readopted: June 8, 2004  
Policy replaced: June 8, 2021  
Policy revised:

**STUDENT USE OF  
THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY**

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Middletown Board of Education (the “Board”) has installed computers and a computer network(s), including Internet access and electronic messaging systems on Board premises, and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, Smartwatches, network access devices, tablets, laptops, personal gaming systems, Bluetooth speakers, e-readers, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer network, electronic devices, Internet access, and electronic messaging systems are referred to collectively as "the computer systems" and are provided in order to enhance both the educational opportunities for our students and the business operations of the Middletown Public Schools (the “District”).

These computer systems are business and educational tools. As such, they are made available to students in the District for education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education-related purposes. The District will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and other online communication sites and cyberbullying awareness and response. Additionally, the District will implement a technology protection measure designed to block or filter Internet access to visual depictions that contain material that is obscene or obscene as to minors or contains child sexual abuse material, and designed to ensure that such filtering technology is operative during computer use by minor students to the extent practicable when such students are using Board-owned computers or devices and Board-provided Internet access.

As the owner of the computer systems, the Board reserves the right to monitor the use of the District’s computers and computer systems.

Legal References:

Conn. Gen. Stat. §10-221

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-193; 53a-250 *et seq.*

Public Act 24-118, “An Act Concerning Child Sexual Abuse.”

Electronic Communication Privacy Act of 1986, 18 U.S.C. §§ 2510 through 2523

Children’s Internet Protection Act, 47 U.S.C. § 254(h)

No Child Left Behind Act of 2001, 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, 47 U.S.C. § 254(h)(5)(B)(iii)

Policy adopted: April 16, 1996 Policy  
revised: June 12, 2003 Policy revised:  
June 7, 2005 Policy revised: May 8,  
2007 Policy replaced: March 11, 2014  
Policy revised: December 20, 2020  
Policy revised:



**Office of the Superintendent**  
*Cultivating the Brilliance in Each Student*

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**Middletown Board of Education  
Budget Committee Meeting Minutes  
February 10, 2025**

Present: Natalie Forbes, Finance Director  
Harold Panciera, Chairperson  
Susan Owens, Board Member  
Callie Grippo, Board Member  
Mike Skott, Director of I. T.

I. The meeting was called to order at 5:31 p.m.

II. The minutes were approved for the December 9, 2024, meeting. No meeting was held in January, 2025.

III. The Finance Director reported on the monthly transfers. She also took questions about the following items:

a- Clarified the term UNKNOWN ATTRITION, and addressed the large amount set aside for certified & classified staff, paraprofessionals, and duty aids.

b- Explained why the projected deficits were showing for FICA and MEDICARE.

c- Deficits projected for professional services (\$320,000) & professional education services (\$50,000) were reviewed again. The lack of staff to fill certain positions requires that the district contract out for services.

d- The jump in the projected deficit for gasoline: it seems that usage has increased and will continue.

e- Tuition paid to private sources jumped about \$ 106,000 from last month. Additional students needing a special program caused this jump.

IV. Update on the budget process: Ms. Forbes reported that the budget process continues on schedule, with meetings still scheduled with some departments and principals. There should be more information to report at next month's meeting.

V. Plans are taking shape for what will be called the Middletown Legacy Academy (MLA ). It will be located at the former Keigwin School. The goal is to put in place two or three programs in order to help those with documented special needs, and those having little success in the regular education classroom. The intention is to have small classes, with a team of teachers and support staff to carry out and develop educational plans for all enrolled.

VI. There is the threat that the district could lose grant money from the state that is federally funded as a result of decisions made in Washington. Among the programs that could be affected are money for free lunches, after school programs, and special education programs. It is too early to panic, as the actual impact is unknown for now.



## **Office of the Superintendent**

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On a more positive note, Governor Lamont announced that he supports giving more grant money to towns who develop special education programs that will keep more students in their district. This would be very helpful as we plan for the Middletown Legacy Academy. In addition, the educational cost sharing grant could be modified to make more funds available to Middletown. We look forward to these proposals becoming law.

VII. No other budget questions from committee members.

VIII. No suggested topics for next month's meeting.

IX. Motion to adjourn from Susan Owens. and seconded by Callie Grippo at 6:07.



**Office of Facilities**  
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# Facilities Committee Meeting Minutes

## **Middletown Public Schools Facilities Committee Meeting**

Wednesday, January 15th at 5:30 pm

Middletown Board of Education Building, 311 Hunting Hill Avenue  
Conference room "B"

## **MINUTES**

### **i. Call to Order by Madam Chairwoman Susan Owens at: 5:33pm**

Members present: Marco Gaylord-Executive Director of Operations, Mr. Dan Penney, Madam Chairwoman Susan Owens, Deborah Klekowski-Board of Education Member, Joshua Burger-Facilities Support Specialist, Mr. Harold Panciera-community member, Mr. Geoff Belair, Miss Jennifer Cannata-Assistant Superintendent

### **ii. Review of and approval of the November 20<sup>th</sup> 2024 minutes**

iii. Motion to approve minutes by Chairwoman Susan Owens

iv. Motion Seconded by: Deborah Klekowski to approve minutes. Motion passed unanimously by committee members present.

### **v. Maintenance Work Order Executive Summary**

Marco outlined the updates and changes regarding the maintenance work order system. He emphasized the importance of weekly maintenance meetings to ensure ongoing communication and efficiency among the staff. Historical data was reviewed to assess past performance and identify areas for improvement. Changes to the communication flow concerning work orders were discussed, indicating a shift in how maintenance requests will be handled going forward. Marco also highlighted the need for safety perimeter checks and addressed recent heating issues affecting the buildings. He mentioned that he would be sharing individual data with the team in the future to facilitate better understanding and management of maintenance operations.

### **vi. Farm Hill Gym Floor Replacement**

The recent upgrade of the gym floor at the school has been well-received by students and staff alike, thanks to a grant that facilitated the renovation during the Christmas break. The new floor features a rubber surface designed to mimic the appearance of wood, enhancing both the aesthetic and functional qualities of the gym environment.

**vii. 2012 Maintenance Truck Replacement**

Marco is actively seeking quotes for a used truck, collaborating with vendors listed on the state bid list. He is also coordinating efforts with the superintendent to ensure that the procurement process is efficient and meets operational needs. There is an existing truck in use, and there is optimism that it will last through the current season, underscoring the importance of timely acquisition of a replacement vehicle.

**viii. Farm Hill Solar Project- Marco Gaylord *and***

**ix. Snow School Roof Project – Marco Gaylord**

The recent project meeting involved mandatory walk-throughs with nine vendors signing in. Silver Petrucelli was in attendance and proposed an addendum to include gutters in the project scope. Additionally, three vendors attended specifically for the solar project, with all bids required to be submitted by the upcoming Friday.

**x. Moody School Courtyard Window Project – Marco Gaylord**

This specific task has taken a considerable amount of time, was finally completed during the winter break.

**xi. Moody School Urban Forestry / Micro forest – Marco Gaylord**

Marco has initiated a project focused on the establishment of micro forests, which are small-scale forested areas designed for educational purposes. He has engaged in discussions about this initiative with the current principal to explore its potential. However, before the committee can reach a decision regarding the project, they have expressed the need for additional information. Consequently, they have invited Mr. Cronkite to attend the upcoming meeting to provide further insights.

**xii. IAQ Grant HVAC Project – Marco Gaylord**

The current status of this presentation being prepared by the O&G company for a building committee meeting scheduled for tomorrow night. The company is set to move forward with bidding on four distinct projects: Moody School, Snow School, Farm Hill School, and Bielefield School. However, the commencement of these projects is contingent upon the state releasing the next round of funding, which is still pending. The I.A.Q building assessments were due December 31<sup>st</sup>, 2024

**xiii. MPS Boiler Maintenance Contract (S) – Marco Gaylord**

There are two vendors for managing Beman and MHS, with a particular emphasis on one vendor, Action Air. This decision marks the first contract the organization has entered into in several years for this type of boiler system.

**xiv. Keigwin Improvements update – Marco Gaylord**

There has been a series of ongoing improvements and maintenance projects. Focusing on upgrades to flooring, HVAC systems, and other essential infrastructure. There are highlights on issues with the air conditioning units in the library and emphasizes collaboration with school administration, including walkthroughs with the principal of Macdonough School. Additionally, custodians have been actively cleaning the building, and a lease for storage space has been secured, projecting a move from Macdonough to Keigwin that may be possible by September 2025

**xv. Summer 2025 projects update – Marco Gaylord**

A roof project related to a snow school, a solar energy initiative at Farm Hill, and potential projects at Keigwin that depend on budget constraints. Additionally, there was a dialogue with the park and recreation department regarding the availability of schools this summer may not be available for use, suggesting a consideration for utilizing other facilities for community purposes this summer

**xvi. Open Discussion**

- xvii. **Adjournment: Motion** by Madam Chairwoman Susan Owens for adjournment at 6:26 pm. Motion seconded by Board of Education member Deborah Klekowski. Motion was unanimous by all members present.

Object Code - Summary	Expenditure 2023-2024	Appropriation 2024-2025	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Surplus/Deficit	Projected Expenditure
CERTIFIED SALARIES								
51109 CERTIFIED*CURR WRITING	43,294.50	81,820.00	(410.00)	-	42,424.25	38,985.75	30,000.00	51,410.00
51110 CERTIFIED*REG	35,591,312.69	37,071,168.00	-	-	21,102,281.48	15,968,886.52	275,000.00	36,796,168.00
51112 UNKNOWN ATTRITION CERTIFIED	-	(946,085.00)	-	-	-	(946,085.00)	-	(946,085.00)
51115 CERTIFIED*OTH ADDL/STIPEND	5,193.45	6,992.00	-	-	1,290.45	5,701.55	-	6,992.00
51309 SALARIES: INTERVENTIONISTS	1,861.80	-	-	-	-	-	-	-
51310 SALARIES: SUBS-DAILY*REG	55,524.26	-	-	-	-	-	-	-
51315 SALARIES: SUBS-LT*REG	249,959.71	100,000.00	-	-	103,049.84	(3,049.84)	(50,000.00)	150,000.00
51316 SALARIES: SUBS-BLDG*REG	191,625.78	299,208.00	-	-	151,454.58	147,753.42	50,000.00	249,208.00
51410 SALARIES: ADMINISTRATOR*RE	5,326,476.12	5,659,271.00	-	-	4,106,731.56	1,552,539.44	50,000.00	5,609,271.00
51501 LONGEVITY: CERTIFIED	395,200.00	383,200.00	-	-	180,600.00	202,600.00	22,000.00	361,200.00
51716 SALARIES: MENTOR	10,172.28	21,222.00	-	-	4,521.00	16,701.00	5,000.00	16,222.00
51718 SALARIES: TUTOR	150,220.50	198,850.00	-	-	78,714.75	120,135.25	50,000.00	148,850.00
51721 SALARIES: STIPENDS-NON TRB	637,483.25	689,474.00	-	-	313,753.15	375,720.85	15,000.00	674,474.00
51900 OTHER SALARIES	137,917.00	-	-	-	-	-	-	-
51901 NON-CONTRACTED CERTIFIED	71,962.39	60,000.00	-	-	76,107.30	(16,107.30)	(26,000.00)	86,000.00
51921 SALARIES: CLASS COVERAGE	209,012.43	100,000.00	-	-	121,359.78	(21,359.78)	(100,000.00)	200,000.00
<b>TOTAL CERTIFIED SALARIES</b>	<b>43,077,206.16</b>	<b>43,725,120.00</b>	<b>(410.00)</b>	<b>-</b>	<b>26,282,288.14</b>	<b>17,442,421.86</b>	<b>321,000.00</b>	<b>43,403,710.00</b>
<b>CLASSIFIED SALARIES</b>								
51116 CLASSIFIED-REG	8,700,708.51	9,478,540.00	-	-	6,263,386.36	3,215,153.64	(240,000.00)	9,718,540.00
51112 UNKNOWN ATTRITION CLASSIFIED	-	(238,835.00)	-	-	-	(238,835.00)	-	(238,835.00)
51117 CLASSIFIED-TEMP	10,673.26	-	-	-	675.16	(675.16)	(675.00)	675.00
51118 CLASSIFIED-OT	270,196.88	253,000.00	-	-	170,006.18	82,993.82	-	253,000.00
51200 SALARIES OF SEASONAL TEMP	124,250.31	50,000.00	-	-	69,654.84	(19,654.84)	(30,000.00)	80,000.00
51416 ATHLETIC EVENT WORKERS	61,830.23	53,000.00	-	-	48,553.95	4,446.05	(10,000.00)	63,000.00
51418 SUBS-SECRETARIES	33,589.87	10,000.00	-	-	15,726.78	(5,726.78)	(25,000.00)	35,000.00
51903 FAMILY ENGAGEMENT	220,935.20	29,367.00	-	-	-	29,367.00	29,367.00	-
51920 SALARIES: STUDENT VOCATION	3,640.00	6,000.00	-	-	2,520.00	715.00	1,500.00	4,500.00
<b>TOTAL CLASSIFIED SALARIES</b>	<b>9,425,824.26</b>	<b>9,641,072.00</b>	<b>-</b>	<b>2,765.00</b>	<b>6,570,523.27</b>	<b>3,067,783.73</b>	<b>(274,808.00)</b>	<b>9,915,880.00</b>
<b>PARAPROFESSIONALS/AIDES</b>								
51210 SALARIES: AIDES/PARAS*REG	4,544,842.30	5,162,752.00	-	-	3,002,962.14	2,159,789.86	250,000.00	4,912,752.00
51112 UNKNOWN ATTRITION PARAS	-	(154,883.00)	-	-	-	(154,883.00)	-	(154,883.00)

Object Code - Summary	Expenditure 2023-2024	Appropriation 2024-2025	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Surplus/Deficit	Projected Expenditure
51217 SAL- STUDENT ENGAGEMENT S	177,975.33	-	-	-	-	-	-	-
51503 LONGEVITY- PARAS	16,100.00	17,100.00	-	-	14,700.00	2,400.00	2,400.00	14,700.00
51713 SALARIES- LUNCH/DUTY AIDES	286,704.24	431,742.00	-	-	195,670.30	236,071.70	65,000.00	366,742.00
51112 UNKNOWN ATTRITION DUTY AID	-	(21,587.00)	-	-	-	(21,587.00)	-	(21,587.00)
51714 SALARIES- FOOD SVC CLERICAL	55,394.51	-	-	-	-	-	-	-
51717 SALARIES- BUS MONITOR	3,286.25	10,000.00	-	-	1,000.83	8,999.17	5,000.00	5,000.00
<b>TOTAL PARAPROFESSIONALS/AIDES</b>	<b>5,084,302.63</b>	<b>5,445,124.00</b>	<b>-</b>	<b>-</b>	<b>3,214,333.27</b>	<b>2,230,790.73</b>	<b>322,400.00</b>	<b>5,122,724.00</b>
<b>EMPLOYEE BENEFITS</b>								
52010 EMPLOYEE BENEFITS	12,324.04	-	-	-	-	-	-	-
52100 GROUP LIFE INSURANCE	213,667.00	220,000.00	-	-	242,646.00	(22,646.00)	(22,646.00)	242,646.00
52205 FICA	728,655.10	684,570.00	-	-	455,047.03	229,522.97	(80,000.00)	764,570.00
52210 MEDICARE	902,675.89	909,573.00	-	-	571,163.02	338,409.98	(30,000.00)	939,573.00
52300 RETIREMENT CONTRIB	85,921.14	91,145.00	-	-	61,666.55	29,476.45	-	91,145.00
52500 TUITION REIMB	-	3,000.00	-	-	-	3,000.00	-	3,000.00
52600 UNEMPLOY COMPENSATION	52,239.00	50,000.00	-	-	48,264.00	1,736.00	-	50,000.00
52700 WORKERS COMPENSATION	509,870.01	692,021.00	-	223,336.46	463,883.97	4,800.57	4,800.57	687,220.43
52831 HEALTH INS-CERTIFIED/PARAS	9,355,471.00	9,183,370.00	-	396,081.17	8,787,288.83	-	-	9,183,370.00
52832 HEALTH INS-CLASSIFIED	5,482,858.00	6,044,035.00	-	-	6,044,035.00	-	-	6,044,035.00
52840 DENTAL INSURANCE	958,518.43	1,033,278.00	-	202,601.10	790,676.90	40,000.00	40,000.00	993,278.00
52950 DISABILITY INSURANCE	30,920.59	30,500.00	-	7,396.09	23,603.91	(500.00)	(500.00)	31,000.00
52960 UNUSED SICK BENEFIT	24,877.76	25,000.00	-	-	21,640.48	3,359.52	3,359.52	21,640.48
52961 UNUSED VACATION PAYOUT	-	25,000.00	-	-	-	25,000.00	25,000.00	-
52990 OTHER POST EMPLOYEE BENEF	417,501.00	420,092.00	-	-	420,092.00	-	-	420,092.00
52991 ACA HEALTH INSURANCE	30,449.70	30,000.00	-	-	-	30,000.00	-	30,000.00
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>18,805,948.66</b>	<b>19,441,584.00</b>	<b>-</b>	<b>829,414.82</b>	<b>17,930,093.69</b>	<b>682,159.49</b>	<b>(59,985.91)</b>	<b>19,501,569.91</b>
<b>PURCHASED SERVICES</b>								
53010 PURCHASED PROF SVCS	189,631.51	16,350.00	-	4,222.03	12,077.97	50.00	-	16,350.00
53020 LEGAL SERVICES	150,693.65	175,000.00	-	43,140.40	135,722.25	(3,862.65)	-	175,000.00
53040 NURSING SERVICES	40,112.50	50,000.00	-	13,980.00	31,020.00	5,000.00	5,000.00	45,000.00
53070 TESTING / SCORING	19,164.00	21,700.00	-	-	21,700.00	-	-	21,700.00
53200 PROF EDUC SERVICES	449,049.13	142,000.00	-	218,454.34	120,232.88	(196,687.22)	(100,000.00)	242,000.00
53205 EMPLOYEE TRNG/DEV SVCS	1,000.00	550.00	-	-	300.00	250.00	-	550.00

Object Code - Summary	Expenditure 2023-2024	Appropriation 2024-2025	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Surplus/Deficit	Projected Expenditure
53220 INSERVICE - PROF MTGS/DEVEL	59,967.45	52,790.00	345.00	4,750.00	36,936.37	11,448.63	-	53,135.00
53240 FIELD TRIPS	22,385.59	22,200.00	5,000.00	3,622.91	15,454.55	8,122.54	-	27,200.00
53251 STUDENT ACTIVITIES	8,306.84	12,000.00	-	-	3,805.20	8,194.80	2,000.00	10,000.00
53300 PURCH PROF SVCS: TECH	159,480.33	86,785.00	(417.07)	20,549.00	57,820.97	7,997.96	-	86,367.93
53310 PURCH PROF SVCS: AUDIT	30.00	30,000.00	-	30,000.00	3,000.00	(3,000.00)	(3,000.00)	33,000.00
53400 PURCH PROF SVCS: OTHER	533,115.70	203,384.00	-	170,721.79	276,760.62	(244,098.41)	(244,000.00)	447,384.00
53500 PURCH PROF/TECH SERVICES	32,384.95	35,239.00	-	-	28,789.46	6,449.54	-	35,239.00
53530 PURCH PROF SVCS: POLICE	25,251.04	13,000.00	-	-	11,856.93	1,143.07	(8,000.00)	21,000.00
53540 PURCH PROF SVCS: SPORTS OF	44,936.52	70,700.00	-	-	34,666.86	36,033.14	20,000.00	50,700.00
54010 PURCH PROPERTY SVCS	66,734.44	123,248.00	18,000.00	21,454.85	91,819.76	27,973.39	-	141,248.00
54103 SNOW PLOWING/SANDING	16,100.00	25,000.00	-	3,500.00	21,500.00	-	-	25,000.00
54300 REPAIRS & MAINTENANCE	735,773.14	891,780.00	860.00	210,592.42	579,964.26	102,083.32	-	892,640.00
54303 MAINT. GROUNDS	21,517.97	46,500.00	-	7,226.40	39,259.79	13.81	-	46,500.00
54304 ELEVATOR MAINTENANCE	55,477.75	50,000.00	-	12,376.78	29,623.19	8,000.03	-	50,000.00
54411 WATER/SEWER	99,500.82	114,662.00	-	54,140.43	72,016.60	(11,495.03)	(11,495.00)	126,157.00
54420 RENTAL OF EQUIPMENT&VEHIC	1,131.83	5,000.00	-	-	4,738.81	261.19	-	5,000.00
54421 DISPOSAL	156,347.79	155,800.00	-	78,705.23	77,094.77	-	-	155,800.00
54424 LAWN CARE	10,110.00	15,000.00	-	-	7,371.72	7,528.28	-	15,000.00
54440 RENTALS	673.68	700.00	-	-	336.84	363.16	-	700.00
55010 PURCHASED SERVICES	711,296.48	934,751.00	-	93,719.34	765,504.94	75,526.72	25,000.00	909,751.00
55100 PUPIL TRANSPORTATION	4,014,310.98	6,532,299.00	-	75,098.89	5,672,234.00	784,966.11	750,000.00	5,782,299.00
55105 TRANSPORTATION*SUMMER	126,997.12	157,690.00	-	-	120,621.18	37,068.82	37,068.82	120,621.18
55109 TRANSPORT*SPED OUT OF TOW	1,301,342.19	1,380,000.00	-	602,910.52	962,492.48	(185,403.00)	(175,400.00)	1,555,400.00
55190 TRANSPORT*HOMELESS	256,466.71	250,000.00	-	84,895.22	41,317.25	123,787.53	50,000.00	200,000.00
55191 TRANSPORT*DCF	47,785.00	-	-	-	-	-	-	-
55205 PROPERTY/CASUALTY INSURAN	341,821.00	341,821.00	-	-	341,821.00	-	-	341,821.00
55206 ATHLETIC INSURANCE	28,281.00	28,281.00	-	-	28,281.00	-	-	28,281.00
55300 COMMUNICATIONS/TELEPHONE	237,679.70	264,900.00	-	61,655.83	202,566.96	677.21	-	264,900.00
55301 POSTAGE	30,013.60	27,400.00	-	-	7,642.12	19,757.88	-	27,400.00
55303 SECURITY MONITORING	90,716.55	90,000.00	-	7,115.00	72,454.89	10,430.11	-	90,000.00
55304 SUBSCRIPTIONS/LICENSES	74,602.73	90,720.00	4,433.86	7,441.74	73,472.04	14,240.08	(216.00)	95,369.86
55400 ADVERTISING	281.38	800.00	-	-	1,275.81	(475.81)	(475.00)	1,275.00
55500 PRINTING	21,134.69	17,800.00	-	2,359.75	9,469.39	5,970.86	-	17,800.00
55510 COPYING	88,618.60	114,000.00	-	-	108,442.29	5,557.71	-	114,000.00

<u>Object Code - Summary</u>	<u>Expenditure 2023-2024</u>	<u>Appropriation 2024-2025</u>	<u>Appropriation Adjustment</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Current Balance</u>	<u>Projected Surplus/Deficit</u>	<u>Projected Expenditure</u>
55800 TRAVEL/CONFERENCES	89,872.04	111,550.00	(2,000.00)	4,834.96	15,244.30	89,470.74	20,000.00	89,550.00
<b>TOTAL PURCHASED SERVICES</b>	<b>10,360,096.40</b>	<b>12,701,400.00</b>	<b>26,221.79</b>	<b>1,837,467.83</b>	<b>10,136,709.45</b>	<b>753,444.51</b>	<b>366,482.82</b>	<b>12,361,138.97</b>
<b>SUPPLIES &amp; MATERIALS</b>								
56100 SUPPLIES-GENERAL	20,596.86	10,000.00	-	-	2,767.44	7,232.56	-	10,000.00
56104 SUPPLIES-MAINTENANCE	155,630.27	209,000.00	-	52,813.20	100,397.52	55,789.28	10,000.00	199,000.00
56106 SUPPLIES-FOOD	260.00	390.00	-	38.75	251.25	100.00	-	390.00
56110 INSTRUCTIONAL SUPPLIES	356,714.82	428,004.00	(10,441.75)	47,576.93	245,926.77	124,056.55	30,000.00	387,562.25
56115 COMMON CORE MATERIALS	18,132.28	20,503.00	(298.47)	2,706.53	6,732.13	10,765.87	-	20,204.53
56120 ADMINISTRATIVE SUPPLIES	67,883.16	70,677.00	-	12,880.58	40,008.03	17,788.39	-	70,677.00
56121 COPY PAPER	50,502.46	51,625.00	1,828.43	16,234.87	26,232.16	10,986.40	-	53,453.43
56210 NATURAL GAS	616,610.08	763,250.00	(18,000.00)	344,431.01	355,818.99	45,000.00	50,000.00	695,250.00
56220 ELECTRICITY	1,044,827.62	1,337,034.00	-	739,188.24	814,261.76	(216,416.00)	-	1,337,034.00
56230 BOTTLED GAS	12,276.73	11,950.00	-	4,985.70	5,114.30	1,850.00	1,850.00	10,100.00
56240 FUEL OIL	268,478.19	295,879.00	-	123,925.46	171,953.54	(0.00)	-	295,879.00
56280 DIESEL FUEL	229,004.19	240,000.00	-	111,859.71	128,140.29	-	-	240,000.00
56285 GASOLINE (VEHICLES)	131,355.14	104,490.00	-	49,294.48	70,195.52	(15,000.00)	(15,000.00)	119,490.00
56270 PROPANE	29,065.54	50,000.00	-	28,601.11	22,114.01	(715.12)	(715.00)	50,715.00
56300 FOOD SUPPLIES	1,410.92	3,280.00	-	-	820.00	2,460.00	1,500.00	1,780.00
56400 BOOKS AND PERIODICALS	7,358.30	7,700.00	-	1,394.69	4,808.08	1,507.23	-	7,700.00
56410 TEXTBOOKS	24,314.61	14,310.00	-	-	8,784.24	5,525.76	-	14,310.00
56420 LIBRARY MATERIALS	31,103.74	20,090.00	(4,000.00)	3,491.63	8,921.87	3,676.50	-	16,090.00
56500 SUPPLIES-TECHNOLOGY RELAT	218,781.24	206,094.00	1,000.00	31,032.27	113,192.99	62,868.74	-	207,094.00
56900 SUPPLIES-OTHER	179,863.75	186,035.00	(7,000.00)	29,218.79	114,310.01	35,506.20	5,000.00	174,035.00
56910 CUSTODIAL SUPPLIES	203,050.83	211,500.00	-	93,162.67	114,759.23	3,578.10	-	211,500.00
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>3,667,220.53</b>	<b>4,241,811.00</b>	<b>(36,911.79)</b>	<b>1,692,828.62</b>	<b>2,355,510.13</b>	<b>156,560.46</b>	<b>82,635.00</b>	<b>4,122,264.21</b>
<b>PROPERTY</b>								
57300 NEW EQUIPMENT	24,721.25	28,000.00	-	8,718.36	456.43	18,825.21	-	28,000.00
57330 FURNITURE AND FIXTURES	14,992.08	4,500.00	6,400.00	10,910.07	3,358.26	(3,368.33)	-	10,900.00
57340 TECH REL HW/EQUIP	1,606.33	2,129.00	-	70.40	987.48	1,071.12	-	2,129.00
57390 OTHER EQUIP/PROPERTY	3,091.98	3,100.00	4,000.00	-	1,231.59	5,868.41	-	7,100.00
<b>TOTAL PROPERTY</b>	<b>44,411.64</b>	<b>37,729.00</b>	<b>10,400.00</b>	<b>19,698.83</b>	<b>6,033.76</b>	<b>22,396.41</b>	<b>-</b>	<b>48,129.00</b>

Object Code - Summary	Expenditure 2023-2024	Appropriation 2024-2025	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Surplus/Deficit	Projected Expenditure
<b>MISCELLANEOUS</b>								
58100 MEMBERSHIPS & DUES	90,319.36	115,420.00	700.00	2,190.00	95,664.85	18,285.15	10,000.00	106,120.00
58901 EDUCATIONAL SUPPORT	23,321.95	32,155.00	-	238.88	29,838.03	2,078.09	-	32,155.00
58903 PROF DEV IMPROVEMENT	25,101.38	29,000.00	-	-	10,425.94	18,574.06	-	29,000.00
58904 WESLEYAN PUB SCHL COLLAB	5,000.00	5,000.00	-	-	5,000.00	-	-	5,000.00
58906 AFTER SCHOOL PROGRAM	4,185.00	1,650.00	-	-	477.96	1,172.04	-	1,650.00
58908 RECRUITMENT	19,199.71	19,100.00	-	2,000.00	6,003.37	11,096.63	5,000.00	14,100.00
<b>TOTAL MISCELLANEOUS</b>	<b>167,127.40</b>	<b>202,325.00</b>	<b>700.00</b>	<b>4,428.88</b>	<b>147,410.15</b>	<b>51,185.97</b>	<b>15,000.00</b>	<b>188,025.00</b>
<b>TUITION</b>								
55600 TUITION MAGNET (REGULAR ED	935,967.00	600,174.00	-	-	514,384.02	85,789.98	85,000.00	515,174.00
55610 TUITION TO OTHER DISTR IN ST	231,834.48	168,000.00	-	59,590.00	69,494.46	38,915.54	30,000.00	138,000.00
55630 TUITION TO PRIVATE SOURCES	4,662,580.08	4,930,000.00	-	2,760,471.57	3,312,103.09	(1,142,574.66)	(886,500.00)	5,816,500.00
<b>TOTAL TUITION</b>	<b>5,830,381.56</b>	<b>5,698,174.00</b>	<b>-</b>	<b>2,820,061.57</b>	<b>3,895,981.57</b>	<b>(1,017,869.14)</b>	<b>(771,500.00)</b>	<b>6,469,674.00</b>
<b>GRAND TOTAL</b>	<b>96,462,519.24</b>	<b>101,134,339.00</b>	<b>-</b>	<b>7,206,665.55</b>	<b>70,536,799.43</b>	<b>23,388,874.02</b>	<b>1,223.91</b>	<b>101,133,115.09</b>
<b>Definitions:</b>								
Expenditure	The amount of funds spent							
Appropriation	City funds allocated for the fiscal year							
Encumbrance	Commitment to spend funds for a particular item at some point in the future							
Current Balance	The amount of funds remaining after accounting for expenditures and encumbrances							
Projected Surplus	Expected excess of funds							
Projected Deficit	Expected amount of additional funds needed							
Projected Expenditure	The amount of funds expected to be spent by year end							
Attrition	Anticipated savings due to position vacancies							

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 07-Feb-2025 to 07-Mar-2025 For FY 2025

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 39528 Date: 27-Feb-2025						
From 1010-940-2620-000-54010-00000	MAINT/BLDGS: PURCH PROP SVCS	28,500.00		28,500.00	1,048.32	
To 1010-940-2600-000-54010-00000	OPER/MAINT PLANT: PURCHASED SVCS	66,748.00		66,748.00		1,048.32
	TRANSFER TO CORRECT A NEGATIVE EXPENDTURE LINE IN OP/PLANT LINE					
Journal#: 39529 Date: 27-Feb-2025						
From 1010-940-2600-000-56104-02000	OPER/MAINT PLANT: SUPPL*MAINT*HVAC	50,000.00		50,000.00	4,500.00	
From 1010-940-2600-000-56104-02003	OPER/MAINT PLANT: SUPPL*MAINT*ELECTRICAL	35,000.00		35,000.00	1,000.00	
To 1010-940-2600-000-56104-02001	OPER/MAINT PLANT: SUPPL*MAINT*PLUMBING	35,000.00		35,000.00		5,500.00
	TRANSFER TO CORRECT NEGATIVE EXPENDITURE AND TO ADD FUNDS TO PLUMBING SUPPLY LINE					
Journal#: 39530 Date: 27-Feb-2025						
From 1010-940-2610-000-55800-00000	OPER/BLDGS: TRAVEL REIMB.	200.00		200.00	83.40	
To 1010-940-2610-000-56270-00000	OPER/BLDGS: PROPANE	2,000.00		2,000.00		83.40
	TRANSFER TO CORRECT A NEGATIVE EXPENDITURE LINE					
Journal#: 39531 Date: 27-Feb-2025						
From 1010-940-2610-000-56300-00000	OPER/BLDGS: FOOD SUPPLIES	2,000.00		2,000.00	1,000.00	
From 1010-940-2610-000-57300-00000	OPER/BLDGS: NEW EQUIP	6,500.00		6,500.00	2,000.00	
From 1010-940-2620-000-54010-00000	MAINT/BLDGS: PURCH PROP SVCS	28,500.00		28,500.00	2,579.58	
To 1010-940-2620-000-57330-00000	MAINT/BLDGS: FURNITURE AND FIXTURES	2,500.00		2,500.00		5,579.58
	TRANSFER TO CORRECT NEGATIVE FURNITURE EXPENDITURE LINE					
Journal#: 39534 Date: 05-Mar-2025						
To 1010-940-2600-000-54010-00000	OPER/MAINT PLANT: PURCHASED SVCS	66,748.00		66,748.00		600.00
To 1010-940-2600-000-54010-00000	OPER/MAINT PLANT: PURCHASED SVCS	66,748.00		66,748.00		600.00
To 1010-940-2600-000-54010-00000	OPER/MAINT PLANT: PURCHASED SVCS	66,748.00		66,748.00		400.00
To 1010-940-2600-000-54010-00000	OPER/MAINT PLANT: PURCHASED SVCS	66,748.00		66,748.00		500.00
To 1010-940-2600-000-54010-00000	OPER/MAINT PLANT: PURCHASED SVCS	66,748.00		66,748.00		500.00
From 1010-940-2620-000-54010-00000	MAINT/BLDGS: PURCH PROP SVCS	28,500.00		28,500.00	2,600.00	
	TRANSFER TO ACCOMODATE ADDITIONAL FUNDS NEEDED FOR CINTAS INVOICES					
Journal#: 39535 Date: 05-Mar-2025						
From 1010-940-2610-000-56210-00000	OPER/BLDGS: NATURAL GAS	150,000.00	-18,000.00	132,000.00	45,000.00	
From 1010-940-2610-000-56220-00000	OPER/BLDGS: ELECTRICITY	430,930.00		430,930.00	45,000.00	
To 1010-940-2600-000-54300-02000	OPER/MAINT PLANT: REPAIRS/MAINT: HVAC	354,600.00		354,600.00		90,000.00

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 07-Feb-2025 to 07-Mar-2025 For FY 2025

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
	TRANSFER FROM THE UNENCUMBERED FUNDS FROM NATURAL GAS AND ELECTRICITY TO THE OVER EXPENDED HVAC REPAIRS AND MAINTENANCE EXPENDITURE LINE. ACCOMODATING NUMEROUS UNEXPECT					

Journal#: 39536 Date: 05-Mar-2025

From 1010-940-2600-000-54300-02003	OPER/MAINT PLANT: REPAIRS/MAINT: ELECTRICAL	82,700.00		82,700.00	3,000.00	
From 1010-940-2600-000-56104-02003	OPER/MAINT PLANT: SUPPL*MAINT*ELECTRICAL	35,000.00		35,000.00	500.00	
From 1010-940-2600-000-54300-02004	OPER/MAINT PLANT: REPAIRS/MAINT: CARPENTRY	151,500.00		151,500.00	5,000.00	
From 1010-940-2600-000-55010-02004	OPER/MAINT PLANT: PURCH SVCS: CARPENTRY	30,000.00		30,000.00	5,000.00	
From 1010-940-2630-000-54010-00000	CARE/UPKEEP GROUNDS: PURCH PROP SVCS	28,000.00	18,000.00	46,000.00	1,500.00	
To 1010-940-2650-000-56265-00000	VEH OPER/MAINT: GASOLINE (VEHICLES)	15,000.00		15,000.00		15,000.00
	TRANSFER TO CORRECT THE NEGATIVE EXPENDITURE IN THE DISTRICT WIDE FUEL LINE DUE TO EXCEEDINGLY HIGH UNEXPECTED FUEL COSTS					

Journal#: 39538 Date: 06-Mar-2025

From 1010-940-2630-000-54010-00000	CARE/UPKEEP GROUNDS: PURCH PROP SVCS	28,000.00	18,000.00	46,000.00	1,200.00	
To 1010-940-2630-000-56106-00000	CARE/UPKEEP GROUNDS: SUPPLIES*FOOD	260.00		260.00		1,200.00
	TRANSFER TO INCREASE NEEDED FUNDS UNDER THE SUPPLY EXPENDITURE LINE FOR GROUNDS					

Total Transfer for Facilities

121,011.30 121,011.30

Journal#: 39540 Date: 07-Mar-2025

From 1010-005-2220-440-56420-02123	FH: LIB/MED*LIBR MATLS*HN	750.00		750.00	250.00	
To 1010-005-2220-440-55304-00000	FARM HILL: LIBR/MEDIA*SUBSCRIPTIONS	900.00		900.00		250.00
	transfer to cover negative balance from Follet library subscription					

Total Transfer for Farm Hill School

250.00 250.00

Journal#: 39514 Date: 07-Feb-2025

From 1010-062-1000-190-56110-00000	MHS: SOCIAL STUDIES*INSTR SUPPL	2,000.00		2,000.00	1,051.56	
To 1010-062-1000-190-55010-00000	MHS: SOC SCIENCE*PURCH SVCS	6,000.00		6,000.00		1,051.56
From 1010-062-1000-190-56110-02123	MHS: SOCIAL STUDIES*INST SUP*HN	2,000.00		2,000.00	613.02	
To 1010-062-1000-190-55010-00000	MHS: SOC SCIENCE*PURCH SVCS	6,000.00		6,000.00		613.02
	DIFFIT subscription staff school-wide 3/1/25-6/30/25					

Journal#: 39519 Date: 18-Feb-2025

From 1010-062-1000-360-56110-00000	MHS: TECH EDUC*INSTR SUPPL	19,750.00	-3,760.00	15,990.00	760.00	
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Middletown Board of Education  
BOE Transfer of Funds

Date Range: 07-Feb-2025 to 07-Mar-2025 For FY 2025

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
To 1010-062-1000-360-54300-00000	MHS: TECH EDUC*REPAIRS & MAINT Haas mill repair--recover tool changer for aerospace, quote attached	2,000.00	760.00	2,760.00		760.00

Journal#: 39533 Date: 04-Mar-2025

From 1010-062-1000-360-56110-00000	MHS: TECH EDUC*INSTR SUPPL	19,750.00	-3,760.00	15,990.00	1,160.72	
To 1010-062-1000-320-56110-00000	MHS: FAM & CONS EDUC*INSTR SUPPL Per N Forbes for RealCare Baby dolls for FACS	18,200.00		18,200.00		1,160.72

Journal#: 39537 Date: 06-Mar-2025

From 1010-062-1000-172-56110-00000	MHS: NAT/PHYS SCIENCE*INSTR SUPPL	7,000.00	-2,000.00	5,000.00	263.93	
To 1010-062-1000-170-53240-00000	MHS: NAT/PHYS SCIENCE*FIELD TRIPS To cover the trips for the remainder of the year		2,000.00	2,000.00		263.93

Journal#: 39539 Date: 06-Mar-2025

From 1010-062-1000-172-56110-00000	MHS: NAT/PHYS SCIENCE*INSTR SUPPL	7,000.00	-2,000.00	5,000.00	310.00	
To 1010-062-1000-172-55010-00000	MHS: PURCHASED SVCS*AP SCIENCE Compliance services as a follow up to our mock-OSHA					310.00

Total Transfer for MHS

4,159.23 4,159.23

Journal#: 39526 Date: 27-Feb-2025

From 1010-054-2213-171-53220-00000	BMS: STEM*IN SVC-PROF MTG/DEV	1,500.00	700.00	2,200.00	700.00	
To 1010-054-1000-171-56110-00000	BMS: STEM*INSTRUCTIONAL SUPPLIES Transfer from Inservice PD account to supplies to purchase classroom supplies for STEM.	1,500.00		1,500.00		700.00

Total Transfer for WWMS

700.00 700.00

\*\*\* Grand Total To Transfer

126,120.53 126,120.53



## **Facilities Department**

*Cultivating the Brilliance in Each Student*

Executive Director of Operations - Marco Gaylord.  
372 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1408  
Email: [gaylordm@mpsct.org](mailto:gaylordm@mpsct.org), Web: [www.middletownschoos.org](http://www.middletownschoos.org)

### **Facilities Report** **March 11, 2024 - Board Meeting**

#### Elementary Schools Updates:

- Security Audit in process. Window blinds/shade replacements are needed at many of our elementary schools.
- Emergency Key Knox boxes Installed
- Continue work on regulating heating temperatures at all schools.
- Farm Hill Solar Panel Installation is scheduled for June/July.
- Snow School Roof replacement will begin on June 16th
- IAQ HVAC Grant work is tentatively scheduled to begin on June 16th. Building committee approval will take place on March 12th.
- Trees at Wesley and CO need to be removed. The trees at Wesley need to be removed ASAP due to being near the playground. This area is closed until the area is cleared.
- Continue work on Spencer, Bielefeld, and CO roof leaks.
- Bielefeld School Hot water tank emergency repair. (In-house)

#### Beman Middle School Updates:

- Science table repairs/improvements completed.
- Large door hinge repairs completed
- Emergency Key Knox boxes Installed

#### Middletown High School Updates:

- Emergency Key Knox boxes Installed
- Electrical breaker panels need to be assessed and cleaned.

#### Around the District:

- Central Office Roof has many areas that need additional drains installed and eventually, a new roof will be needed.
- Continue work on Keigwin along with getting quotes for necessary repairs and improvements.
- District supplies and materials that were stored at Keigwin and now stored at new storage facilities.
- Violence Drill Exercise will be held at Keigwin on April 15th & 16th. This will involve MPS, MPD, SFD, MFD, WFD, Emergency Management, Middlesex Hospital, local ambulance services, etc...
- Continue work on assessing cleaning material and supply list prices. Recommendations and ideas for cost savings will be presented at the April meeting.

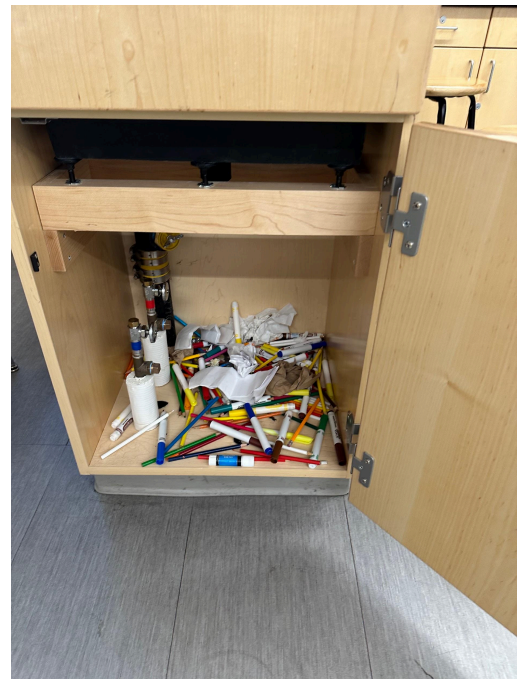




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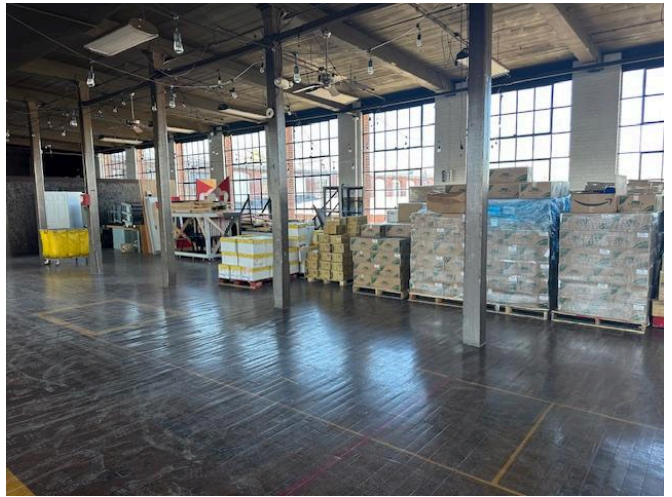




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# BOE Monthly Human Resources Report

Tuesday, March 11, 2025



**M**

# Monthly HR Update

- Staffing: Time Period – February 1 – February 28, 2025

## New Hires – 9

- **Certified: 2**
- **3<sup>rd</sup> Grade Teacher – (Bielefield)**
- **School Psychologist – (Macdonough)**

New Hires continued on next page

# Monthly HR Update

- Staffing: Time Period – February 1 – February 28, 2025

## New Hires – continued

- **Non-Certified: 7**
- **Hall Monitor (3) - (MHS)**
- **Paraeducator – (Snow)**
- **Cafeteria Lead II – (MHS)**
- **ICM Paraeducator – (Wesley)**
- **SEL Interventionist – (MHS)**

# Monthly HR Update

- Staffing: Time Period – February 1 – February 28, 2025

Separations –

- Retirements: 0
- Resignations: 9
- Certified staff: 2
- **Special Education Teacher – (Beman)**
- **Assistant Principal – (MHS)**

separations continued on next slide

# Monthly HR Update

- Staffing: Time Period – February 1 – February 28, 2025
- Resignations: continued
- Non Certified: 7
  - Instructional Aide – (Wesley)
  - Paraeducator – (Beman)
  - Paraeducator – (Bielefield)
  - Paraeducator – (Moody)
  - Assistant Football Coach (2) – (MHS)
  - Head Football Coach – (MHS)

# Monthly HR Update

- Staffing: Time Period – February 1 – February 28, 2025
- Vacancies – 63
  
- Certified: openings – 12
  
- **Principal – (Beman) –re-opened – actively reviewing new applicants**
- **Assistant Principal – (MHS) – posted internally – no internal applicants, posting externally**
- **Aerospace Instructor – (MHS) – (reopened and offer pending)**
- **School Psychologist – (Snow) – (covered by contract personnel)**
- **School Psychologist – (Lawrence) - (covered by contract personnel)**
- **School Psychologist – (Bielefield) – (covered by contract personnel)**
- **World Language Teacher – (Beman)**
- **Special Ed Teacher – (MHS) –(covered by contract personnel)**
- **Special Education Teacher – (Beman) – Pending Hire**

Vacancies continued on next slide

# Monthly HR Updates

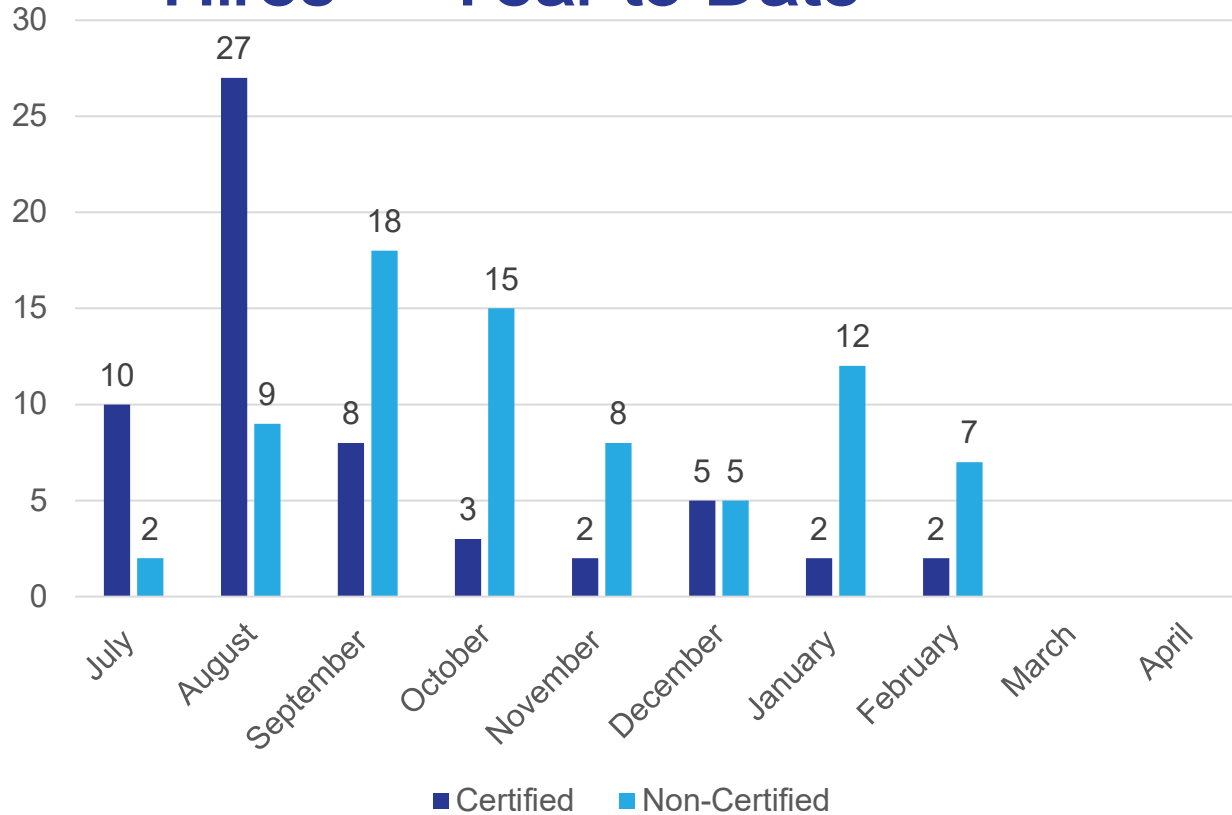
- Staffing: Time Period – February 1 – February 28, 2025
- Vacancies – (continued)
- ML Department Head – (MHS/District) – interviews pending
- Bilingual Teacher – (District)
- Science Teacher - Chemistry – (MHS) – (covered with Proximity Learning – synchronous classroom)
- Classified Vacancies – 51
- Board Certified Behavioral Analyst (2) – (Farm Hill & Spencer) – (Hire pending for Spencer)
- Family Engagement Liaison; FEL – (MHS) – (Being filled internally)
- MTC Tutor – (MTC)
- Expulsion Tutor – (District )

Vacancies continued on next slide

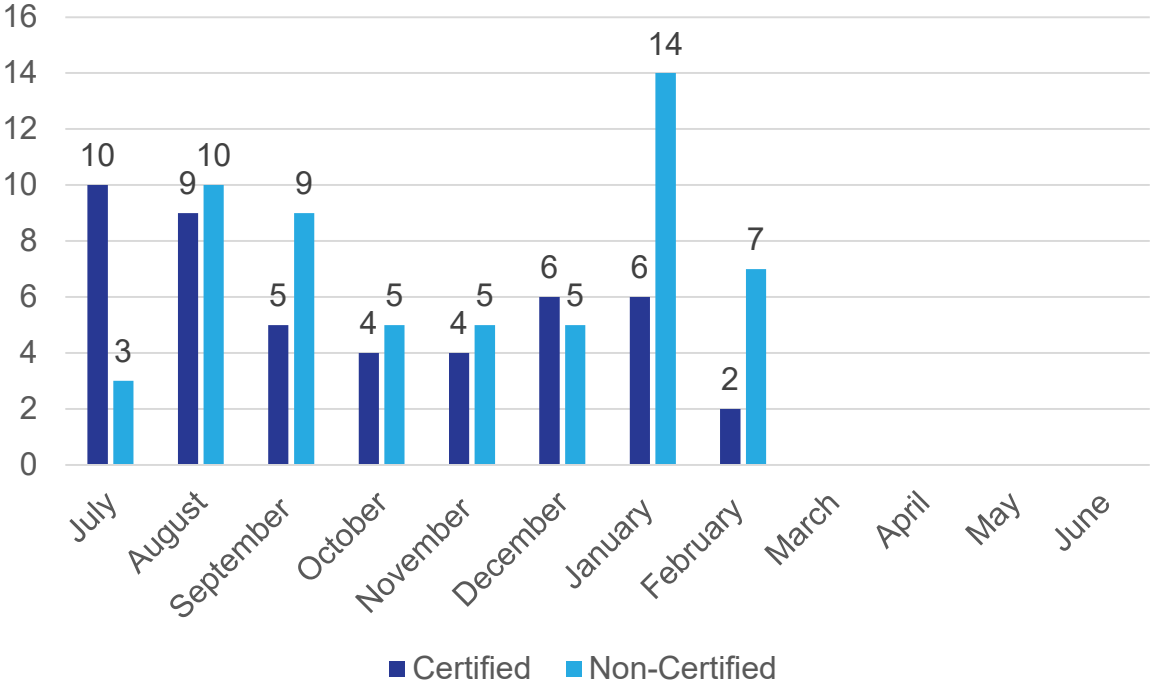
# Monthly HR Updates

- Staffing: Time Period – February 1 – February 28, 2025
- Vacancies – (continued)
- Paraeducator Vacancies – 46
  - MHS – 13
  - Beman – 9
  - Snow – 5
  - Wesley – 3
  - Bielefield – 2
  - Farm Hill – 4
  - Spencer – 4
  - Macdonough – 1
  - Moody – 4
  - Lawrence – 1

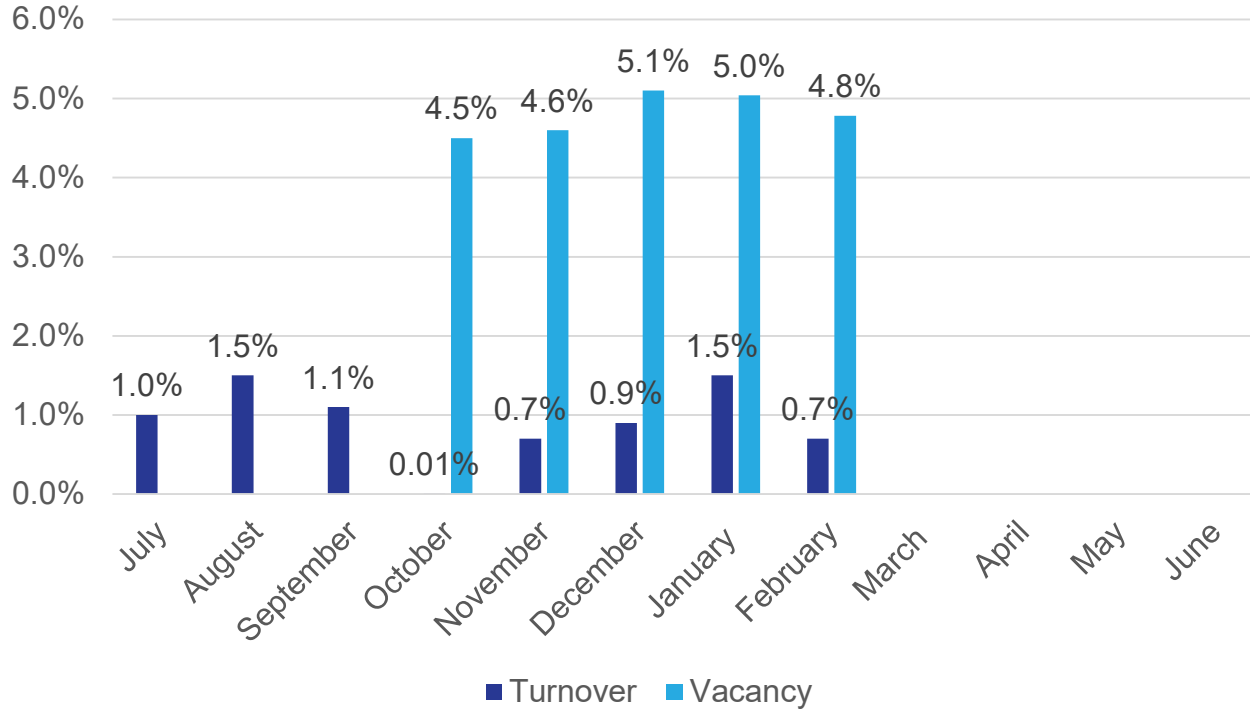
# Hires – Year to Date



# Separations Year to Date



# Turnover and Vacancy Rate % Year to Date







# Employee Exit Interview Update

Middletown Board of Education Meeting  
March 11, 2025



## Employee Exit Interviews

### Data Period

- January 2024 - February 2025

### Recipient Criteria

- Sent to staff who voluntarily separate from the BOE
- Includes both full-time and part-time staff members

### Exclusions

- Excludes change of assignments, temporary, and seasonal staff

### Assess the Overall Employee Experience

- Gain insights into the experiences of departing employees to better understand strengths and areas for improvement within our organization

### Opportunity for Employee Feedback

- Provides departing employees with a platform to share their perspectives, helping us reflect on our ability to meet the needs of our facility and staff

### Identify Opportunities for Retention and Engagement

- Pinpoint specific areas where enhancements can be made to enhance employee satisfaction, retention, and engagement levels

# Distribution of MPS Exit Questionnaire

## Delivery Method

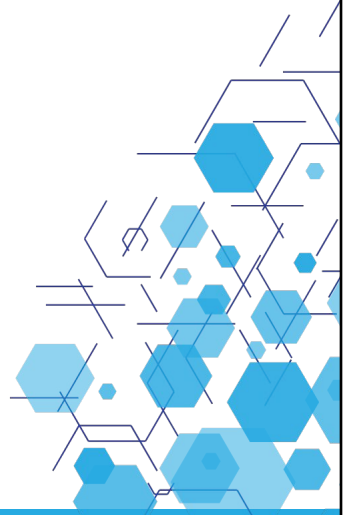
- The MPS Exit Questionnaire is distributed electronically via email
- Employees receive the Google Form upon notification of retirement or resignation

## Flexible Completion Options

- Employees have multiple options for completing the questionnaire
  - Online submission via the Google Form
  - In-person meeting
  - Virtual meeting
  - Phone interview

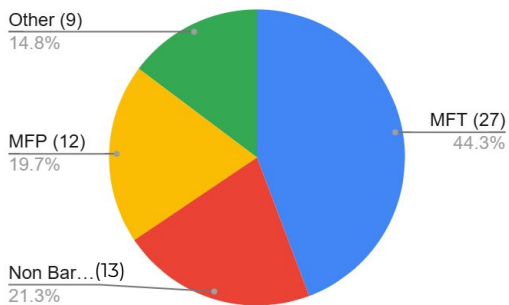
## Completion Rate

- 62% (61 out of 98)

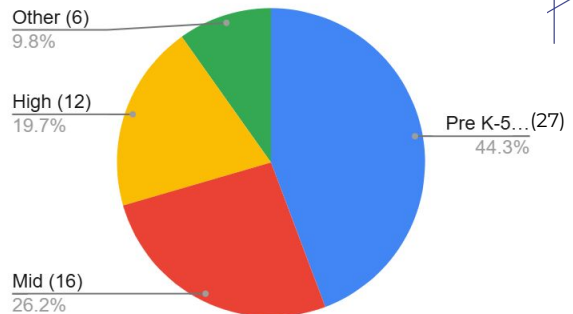


# Survey Respondent Data

## Bargaining / Non-Bargaining Positions



## Building Level Classification



## Survey Respondent Demographics

### Subject Areas Taught

- 42.6% (26/61) Support Staff (w/o certification)
- 26.2% (16/61) Special Education
- 24.6% (15/61) Secondary Content
- 6.6% (4/61) Elementary

### Gender:

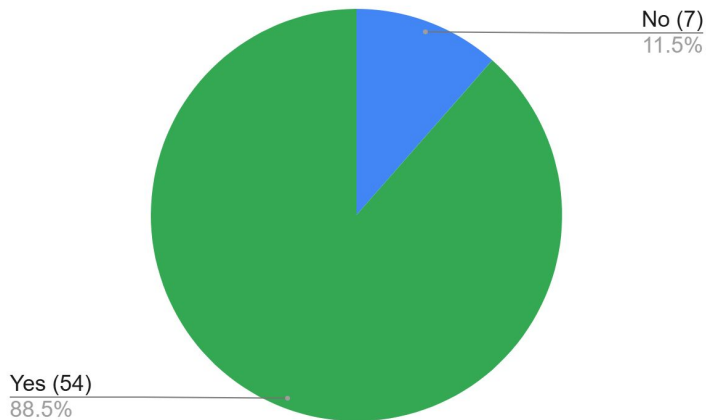
- 72.1% (44/61) Female
- 27.9% (17/61) Male

### Race:

- 70.5% (43/61) White
- 11.5% (7/61) Hispanic
- 9.8% (6/61) Black
- 8.2% (5/61) Two or More Races

## Support

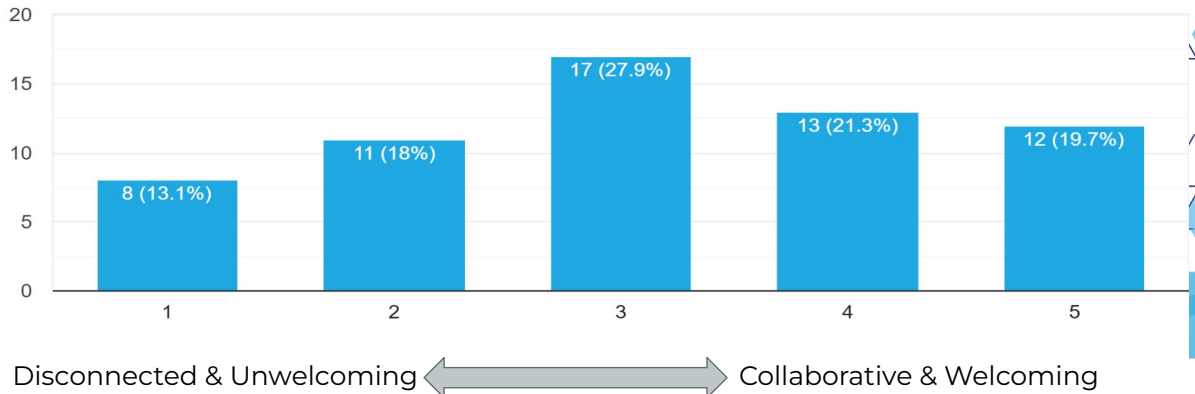
Have you felt professionally supported?



# Building Culture

Professional Environment: The overall culture in my building/office can be described as

61 responses



## Top Reasons For Leaving the District

- Career Change (10/61)
- Workplace Dissatisfaction (9/61)
- Retirement (8/61)
- Personal Reasons/Illness (7/61)
- Relocation (6/61)
- Other (21/61)

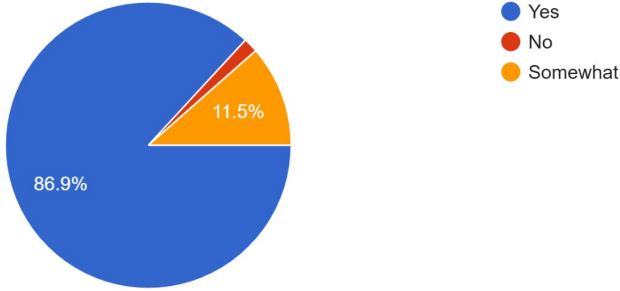
Other reasons includes: commute, recruitment for another position, compensation, lack of career advancement, lack of support, reduction in force, inadequate mentoring, seeking part time work, seeking a full time contracted position, leadership, bias or change in assignment.



# Multicultural Setting

Did you feel prepared to work in a multi-cultural setting?

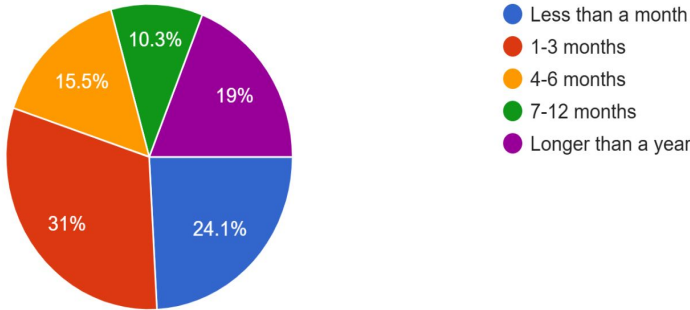
61 responses



# Time Considered Before Resignation

How long did you consider leaving this position before submitting a resignation?

58 responses



# Workplace Improvements & Exit Interview Insights

## Exit Survey

- Enhanced Questionnaire Design
- Integration with Stay Interviews and Annual Staff Surveys

## Comprehensive Employee Manuals

- Detailed Guides for Roles, Responsibilities, and Procedures
  - Reviewing job descriptions
  - Collaborating with Center for Public Research and Leadership (CPRL) for Onboarding improvements and processes
  - Personnel Policy Manual
  - Department FAQs

## Regular Updates to Reflect Organizational Changes

- Revising Org Charts
- Maintaining Websites
- Communicating Clearly and in a Timely Manner



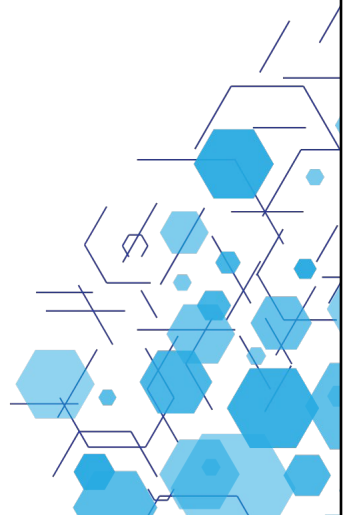
# Workplace Improvements & Exit Interview Insights

## Review of Compensation and Benefits Packages

- Ensuring Competitive Compensation to Attract and Retain Talent
- Evaluation of Benefits Offerings to Meet Diverse Needs
- Regular Reviews to Stay Aligned with Market Trends and Employee Expectations

## Professional Learning Communities (PLCs)

- Collaborative Learning – Educators share best practices, strategies, and insights to enhance teaching and student learning outcomes.
- Ongoing Professional Development – Provides a structured space for continuous learning, reflection, and skill-building.
- Mentorship & Support – Experienced educators guide and support newer teachers, fostering a culture of growth and shared expertise.
- Stronger Teacher Retention – Builds a supportive professional environment that helps teachers feel valued and engaged in their work.



## Next Steps & Commitment to Improvement


- **Using Feedback to Drive Positive Change**
  - Insights from interviews (stay/exit) and staff culture and climate surveys will continue to inform workplace improvements
- **Ongoing Efforts**
  - Continued focus on retention, professional growth, and employee well-being.
- **Commitment to Action**
  - Commitment to learn, improve, and support our employees, ensuring meaningful changes based on employee experiences.





# Report on Stay Interview Data

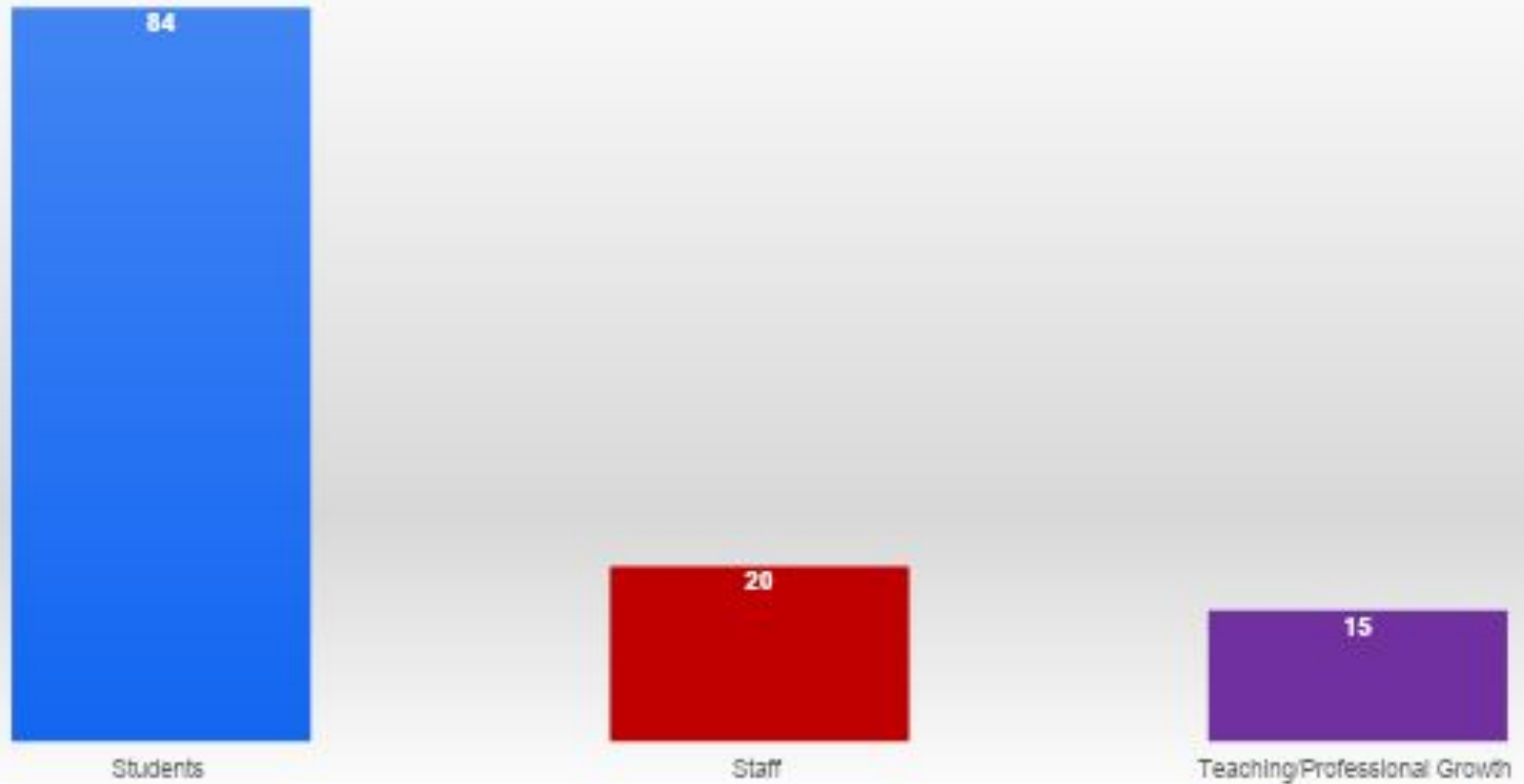
12/2023-3/2025





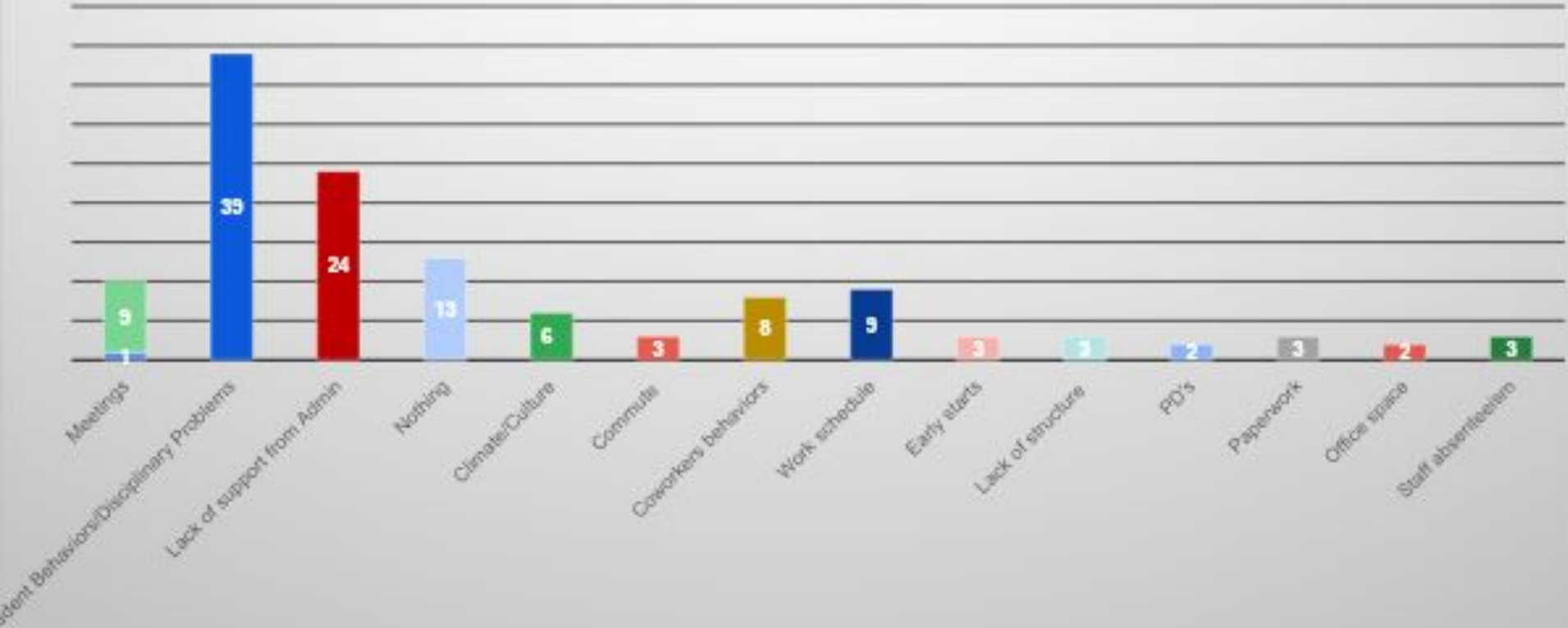
When you think about the onboarding process, from the time you applied until your first day, was your experience positive or negative,

## Q2: Look Forward to the Most



What do you look forward to most when you come to work?

### Q3: Look Forward to the Least



What do you look forward to the least when you come to work each day?



## Q 4: Supported In First Month



Do you feel you received appropriate support during your first month on the job?

## Q5: Feel Heard by Peers



5. Do you feel heard by your peers? If so, why, if not, why?

## Q6: Feel Supported by Admin/Mgr.



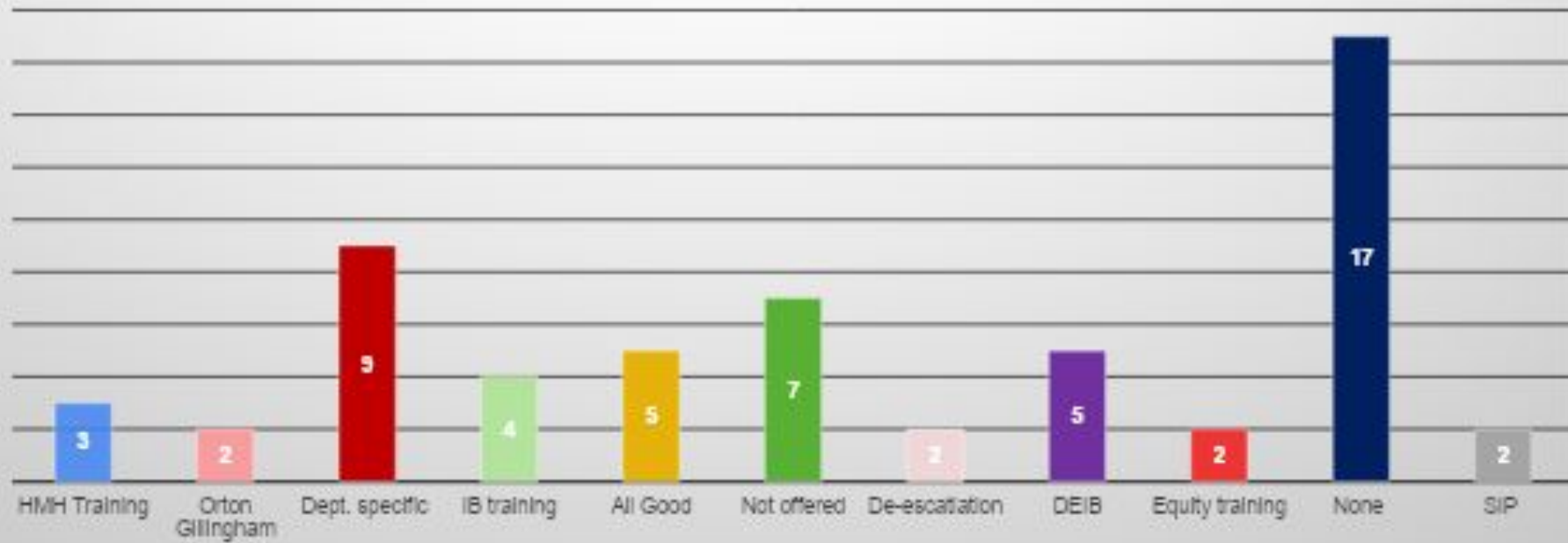
Do you feel supported by your manager/supervisor/admin? If so why; if not why?

## Q 7: Right Resources for Success



Do you feel you have the right resources to do your job successfully?

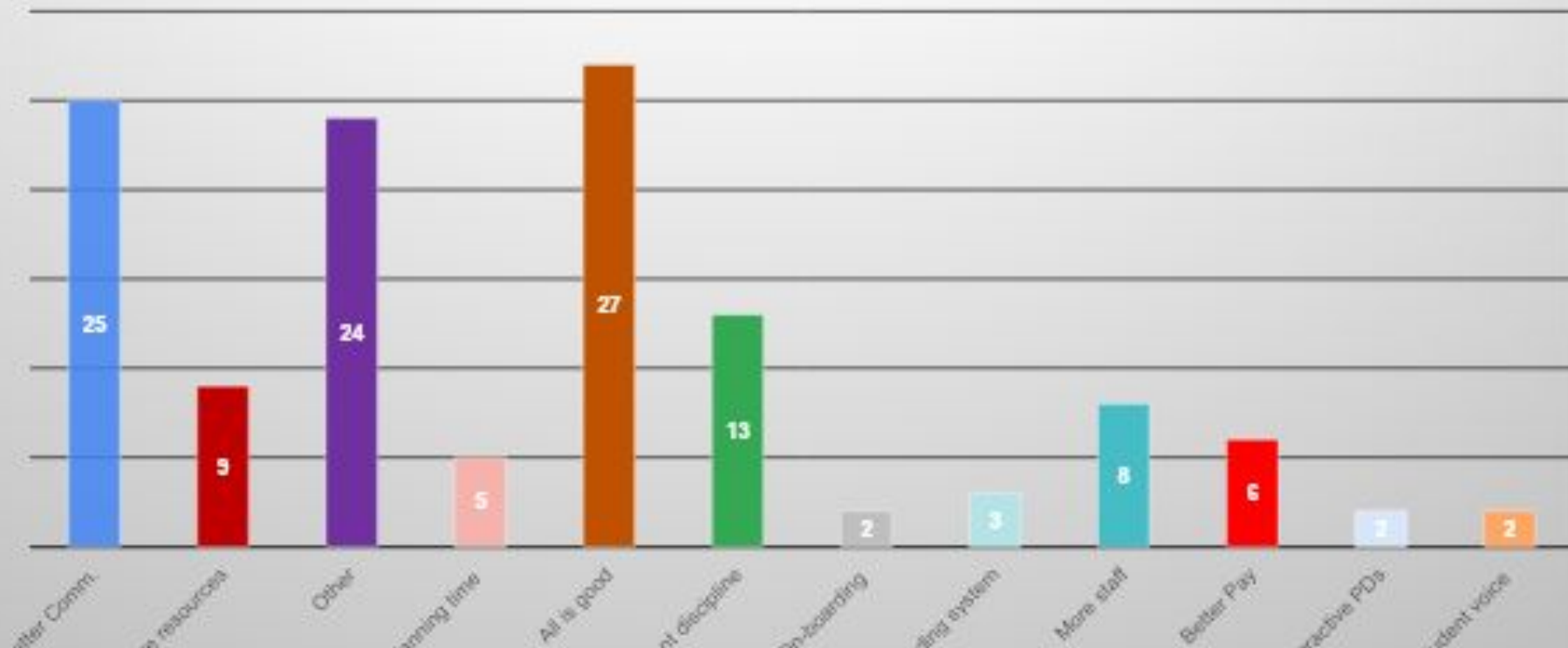
## Q8: Professional Development Most Valuable



What professional development has provided you the most value?



## Q9: If You Could Change One Thing



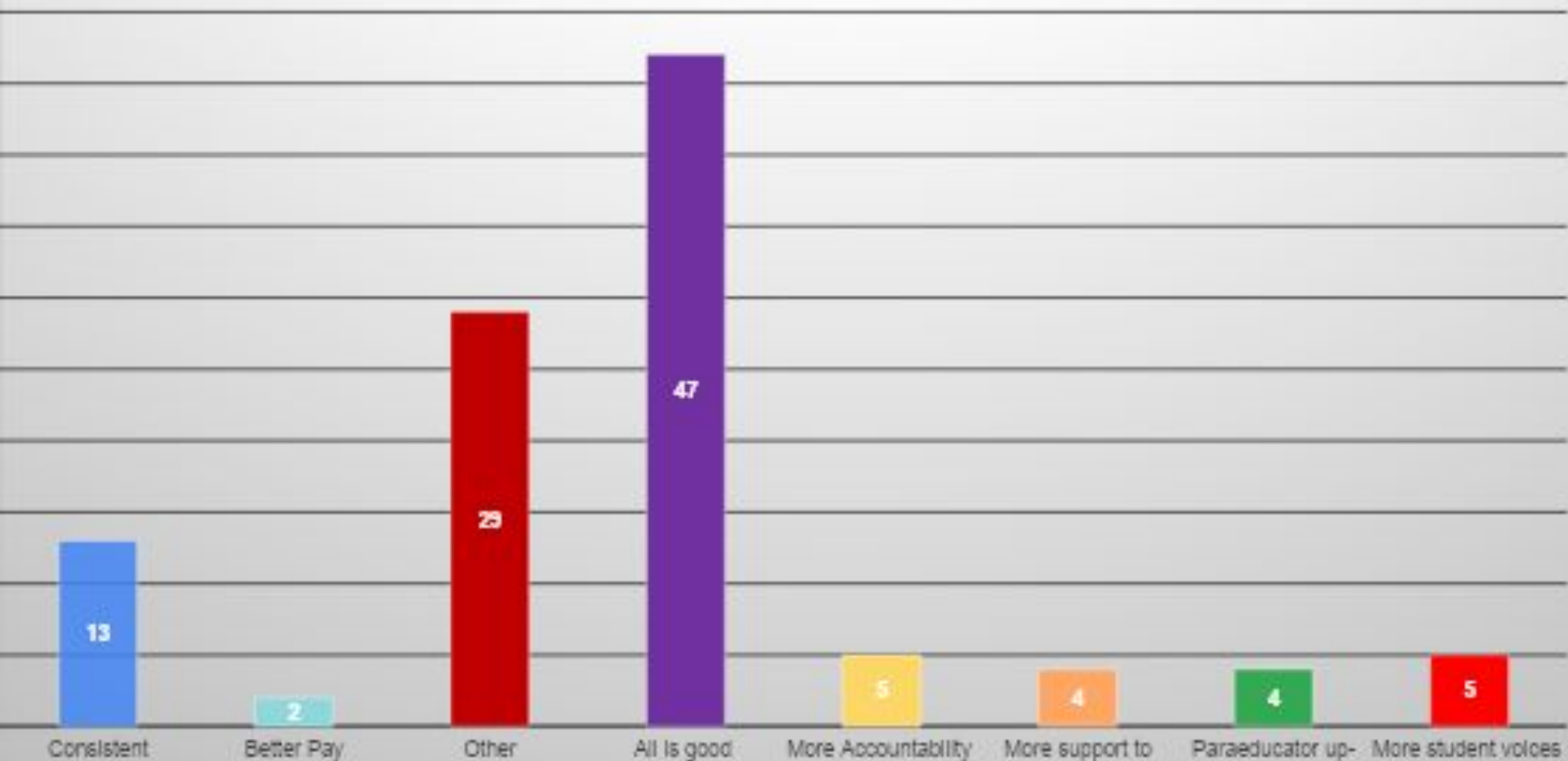
If you could change one thing in the organization, what would it be?



Do you feel valued and recognized by the Company?



## Q 11: What We Are Not Doing



What are we currently not doing that you feel we should?



## Q 12: Recommend MPS



Would you recommend working at Middletown Public Schools? If so, why; if not, why?

# What Happens Next?

- **Continue to Share Data with Administrators/Managers/Supervisors**
- **Expand to Staff More Tenured - (Stay Longer Interviews)**
- **Continue Reviewing Onboarding/Orientation**
- **Report Out Semi-annually moving forward; (December & June)**

**EDUCATION SPECIFICATIONS**  
**For Macdonough Elementary School**

Dr. Alberto Vázquez Matos, Superintendent of Schools  
Dr. Stacey McCann Assistant Superintendent of Teaching and Learning  
Mr. Marco Gaylord, Executive Director of Operations  
Ms. Natalie Forbes, Executive Director of Finance  
Ms. Vacianna Spaulding, Director of Pupil Personnel Services  
Mr. Michael Skott, Director of Informational Technology  
Mr. Orlando Ruiz, Principal

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## I. INTRODUCTION

Middletown Public Schools (MPS) currently has eight elementary buildings. These buildings range in age from just renovated like new to 100 years old. The Middletown Board of Education seeks to provide elementary school buildings that:

- Create learning environments designed for current instructional strategies and supports;
- Benefit from needed technology upgrades;
- Comply with current building and fire codes;
- Incorporate contemporary design for school safety and security;
- Utilize modern, efficient heating and cooling systems;
- Provide accessibility to all by meeting the requirements of the Americans with Disabilities Act; and
- Achieve racially balanced schools.

The Middletown 2024: Thriving Together, A Journey Toward Empowerment and Growth Strategic Operating Plan consists of four goals with the aim of boldly changing the legacy systems and structures of the past. Middletown Public Schools, cultivating the brilliance in each student We have the opportunity to expand, bring back students who live within ½ mile of the school, and develop pathways for students where they serve as the co-authors of their learning. By boldly transforming education through nurturing the individualized growth of all students, we will create choice and innovation models. Specifically, the plan consists of the following overarching components:

- Expansion of PreK and STEM
- Increase Macdonough Capacity
- Implement a Redistrict Plan which will return students to Macdonough and provide balance at the remaining schools
- Include Kindergarten Preparatory Academy at Macdonough
- Support a community school model

## II. LONG RANGE PLAN/ PROJECT RATIONALE

Enrollment Study with projections will be added after the study is completed.

### New Statement

Middletown Public Schools has initiated a progressive STEM Academy, with Macdonough School serving as its inaugural site. A lottery system was implemented in 2021 to ensure equitable access, prioritizing neighborhood students while extending opportunities district-wide. The planned renovation and expansion of Macdonough School will facilitate the reintegration of approximately 100 students residing within a half-mile radius, currently bussed to Farm Hill School. Macdonough School serves a student population with 73% high needs in the north part of Middletown. This strategic realignment addresses significant challenges related to student connectivity and parental engagement. These students, mainly from subsidized housing, experience limited connection to Farm Hill School due to logistical barriers, resulting in diminished parental involvement and reduced participation in school-based activities. The expansion to a 350-student capacity at Macdonough will enable these students to attend their local school, fostering a stronger sense of community and facilitating parental engagement through increased accessibility to school functions, parent-teacher conferences, the school resource center, community-based health services, meal assistance, and recreational facilities. The remaining 30-40 slots will be allocated via a district-wide lottery, ensuring diverse representation within the STEM Academy. Our vision is to establish a state-of-the-art STEAM Academy at Macdonough, supported by strategic redistricting, to cultivate robust community partnerships and elevate parental engagement. This investment in a modern, innovative learning environment will create transformative educational pathways, promoting innovation, creativity, and equitable access to quality education for all students.

#### **IV. CAPACITY DATA**

Macdonough Elementary School currently has an enrollment of 231 students. The construction of like-new K - 5 facilities at the Macdonough School site will house 350 students.

#### **V. OVERVIEW OF PROGRAMS**

##### **GENERAL EDUCATION**

The features of elementary classrooms considered when housing groups of school children for instructional purposes can be divided into four (4) classifications: (1) Pre-Kindergarten, (2) full-day kindergarten, (3) early elementary - grades one and two; and (4) intermediate grades three, four and five. The classroom needs of kindergarten and early elementary children require flexibility of space, portability of furniture, and sound absorbers and diffusers. In addition, these classrooms will consist of low-height furnishings and space for group instruction ranging from total class involvement to three or four separate groups involved in different activities simultaneously. The learning environment for intermediate grades must accommodate large-group and small-group instructional activities, which are teacher-directed. Space should also be provided for students to read, write, research, and study for individual or small group projects. Intermediate instructional classrooms require storage space for classroom libraries, textbooks, reference materials, supplemental books, supplies, science equipment, charts, computers, calculators, and audio-visual equipment. Again, classroom spaces need to support the workshop model, including regularly spaced electrical outlets to support various flexible student groupings.

Grades K—5 require students to change classes periodically during the day. Due to this academic arrangement, consideration should be given to the student traffic that will result from it. Student proximity to the library/media center, gymnasium/auditorium, instrumental music, and art and music rooms should also be noted.

The general education program includes language arts, mathematics, science, social studies, art, music, and physical education. Support services include a media center and technology support. Facilities for these areas need to be specific to the purpose yet flexible enough to accommodate the variety of services offered. Further, these facilities should be pleasant and inviting to encourage students, staff, and the community to fully support them and to benefit from them. The gymnasium will serve as a stage area for school assemblies, performances, and other events.

##### **OUTSIDE PLAY AREA**

The outside play area for the intermediate level must accommodate activities ranging from the minimal space demands of jump rope to the larger areas needed to play soccer, kickball, softball, etc. If possible, this play area should be away from instructional spaces.

##### **SUPPORT SERVICES**

General education intervention services are comprised of reading, mathematics, and Multilingual learner (MLL) support. Intervention services should be centrally located in the classroom areas of the building. The reading and math areas are staffed by the reading consultant and math interventionist. Depending on the school's Multilingual learner population and needs, an MLL teacher will staff the MLL support space and/or tutor. These rooms will be utilized for individualized testing and individual and small group instruction.

Special Education programs include special education resource rooms, specialized district learning centers, spaces for occupational/physical therapy (OT/PT) services, and related services (Social Work, Psychologist, Speech/Language, Behavior Technician).

Classrooms for special education and related service teachers should meet the needs for small group instruction. They must be of sufficient size to accommodate children requiring specialized equipment. Rooms will be used for testing, confidential meetings with parents and/or students, individual and small group instruction and counseling, and staff conferences.

## **TECHNOLOGY AND MEDIA**

With a focus on STEM, the Academy must be able to support varied uses of technology. In particular, the school's infrastructure should reflect the latest in wiring and cabling, which would support current technology applications as well as future requirements. The school should have a networking capability and be adaptable for single computer use. Computers should support the school's full range of educational and operational functions.

Wiring for all classrooms will include network drops and multiple electrical outlets. The entire facility will have wireless connectivity to support the implementation of mobile devices such as smartphones, notebooks, and other internet-ready devices.

Hallways should have regularly spaced electrical outlets to support temporary charging of computer carts. Each classroom will house 20-25 portable technology devices (iPads or Chromebooks).

The Library Media Center/Maker Space of an elementary school is a multi-purpose room. It should be bright, colorful, attractive, warm, and inviting, and it should meet the needs of the students it serves. It is important that the media center be designed with the students' safety in mind. There should be freestanding, four-foot-high, double-faced shelving allowing an adult to see the entire area. The area must be large enough to house an appropriate print and media collection and a space for approximately five (5) computer carts used throughout the school to support testing and curriculum. The room is divided so that most space is used as the public area. A small story corner, computer access to online card catalogue, and a circulation area located near an exit door are also required.

## **VI. CLASSROOM SPECIFICATIONS**

Unless otherwise noted, the standard furnishings for every classroom noted below are expected to include the following:

- Room darkening shades
- Classroom
- Acoustical insulation for soundproofing
- Air conditioning
- ADA-compliant building standards
- Wireless/internet access to support at least 30 mobile devices
- Multiple electrical outlets
- Sound Field System
- Telephone
-

## GENERAL EDUCATION PROGRAMS

<b>Kindergarten Preparatory Academy / School Readiness Program</b>	
<b>SPACE:</b> 1,000 square feet (each)	
<b>NUMBER:</b> Two (2) classrooms	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Toilet room with sink at a level appropriate for children ages 4-6</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate countertops</li> <li>• In-room drinking fountain</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Direct access to outdoor play areas desirable, if possible</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Coat and personal storage area for twenty-four (24) located within the classroom</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) kidney-shaped tables</li> <li>• Student chairs/tables to accommodate up to twenty-four (24) students</li> <li>• Cozy Cube</li> <li>• Furniture to support play (mini kitchens or discovery / dramatic play items)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMART television on cart</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> <li>• One (1) charging storage station with ten (10) devices per classroom</li> </ul>

<b>KINDERGARTEN</b>	
<b>SPACE:</b> 1,000 square feet (each)	
<b>NUMBER:</b> Two (2) classrooms	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Toilet room with a sink at a level appropriate for children ages 4-6</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate countertops</li> <li>• In-room drinking fountain</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Direct access to outdoor play areas desirable, if possible</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Coat and personal storage area for twenty-four (24) located within the classroom</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) kidney-shaped tables</li> <li>• Student chairs/tables to accommodate up to twenty-four (24) students</li> <li>• Cozy Cube</li> <li>• Furniture to support play (mini kitchens or discovery / dramatic play items)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMART television on cart</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> <li>• One (1) charging storage station with ten (10) devices per classroom</li> </ul>

<b>EARLY ELEMENTARY - GRADES ONE AND TWO</b>	
<b>SPACE:</b> 810 square feet (+/- 10 %)	
<b>NUMBER:</b> Four- Five (4/5) classrooms	
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counters</li> <li>• In-room drinking fountain</li> <li>• Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Coat and personal storage area for twenty-four (24) located within the classroom</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) kidney-shaped tables</li> <li>• Student chairs/desks /tables to accommodate up to twenty-four (24) students</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMART television on cart</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> <li>• One (1) charging storage station with ten (10) devices per classroom</li> </ul>

<b>INTERMEDIATE - GRADES THREE, FOUR, and FIVE</b>	
<b>SPACE:</b> 800 square feet (+/-10%)	
<b>NUMBER:</b> Six - Eight (6/8) classrooms	
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counter</li> <li>• In-room water fountain</li> <li>• Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Coat and personal storage areas are located in the corridor for up to Twenty-four (24) students per classroom</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Kidney-shaped table and appropriate student seating for twenty-six (26)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMART television on cart</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> <li>• One (1) charging storage station with ten (10) devices per classroom</li> </ul>

<b>VISUAL ARTS</b>	
<b>SPACE:</b> 1,000 square feet (includes 100 s.f. for kiln room, and 150 s.f. for storage)	
<b>Number:</b> One (1) Visual Arts Rooms (K-5) designated	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• <i>N/A</i></li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location</li> <li>• <u>In-room drinking fountain</u></li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Lockable closets</li> <li>• Easily accessible cabinets and shelves</li> <li>• Vertical file tub-storage cabinets with locks</li> <li>• Two (2) kitchen-type mobile carts with shelves</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Storage racks and drawers</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Two-sided fully locked showcase on room's corridor wall</li> <li>• Whiteboard</li> <li>• <u>Bulletin Board</u></li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Twenty-six (26) stools</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• <u>Teacher Desk/Chair</u></li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• <u>Butcher block work tables (rectangular)</u></li> </ul>
<b>Special Needs/Equipment</b>	<ul style="list-style-type: none"> <li>• Two (2) small kilns (to be appropriately located and sized)</li> <li>• Drying racks</li> <li>• Book racks and magazine shelves (fine arts area)</li> <li>• Four (4) sturdy wooden adjustable painting easels</li> <li>• Two (2) large rolling waste barrels</li> <li>• <u>Eyewash station</u></li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMART television on cart</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> </ul>

<b>GENERAL MUSIC</b>	
<b>SPACE:</b> 900 square feet (+/-10%)	
<b>NUMBER:</b> 1 (1) General Music rooms	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Large sink in Instrumental Music room to submerge brass instruments for cleaning</li> <li>• Small sink/fountain area in General Music room</li> <li>• In-room drinking fountain</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• In proximity to gymnasium and platform (stage)</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in storage for instruments (low built-in cubbies at room entrance)</li> <li>• Music cabinets for sheet music storage (each room)</li> <li>• Built-in bookcase (16" x 15')</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting:</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring:</b>	<ul style="list-style-type: none"> <li>• Carpet tiles</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Two 8 ft. whiteboards, one with permanent musical staff lines (each room)</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Eighty (80) stackable chairs</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Twenty-five (25) music stands</li> <li>• One (1) Conductor's stand</li> </ul>
<b>Special Accommodations</b>	<ul style="list-style-type: none"> <li>• Sound deadening/sound proof walls</li> <li>• Acoustical divider built across the instrumental music room to divide the space into two separate practice rooms</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMART television on cart</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> <li>• Two (2) student devices (SMART Music)</li> </ul>

<b>INSTRUMENTAL MUSIC</b>	
<b>SPACE:</b> 200 square feet	
<b>NUMBER:</b> One (1) room	
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to music classroom</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in storage for instruments (low built-in cubbies at room entrance)</li> <li>• Built-in bookcase (16" x 15')</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) Lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rug</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Eight (8) student chairs</li> <li>• Computer furniture/workstations</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Visitor's chair</li> <li>• Ten music stands for instrumental room</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• SMART television on cart</li> <li>• One (1) teacher device</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Two (2) devices (SMART Music)</li> </ul>

<b>PHYSICAL EDUCATION</b>	
<b>SPACE:</b> Gymnasium/Multi-purpose/Auditorium: 4,400 SF	
PE Office/Storage: 300 SF	
Stage: 800 SF	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Two (2) lavatories adjacent or nearby the gymnasium</li> <li>• Faculty lavatory inside PE office</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Recessed drinking fountains located inside gymnasium</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Capacity to hold the entire student body, staff and faculty</li> <li>• Convenient access to ball fields</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Folding seating/carts/storage for the entire student body, staff and faculty</li> <li>• Storage area with access from the gymnasium</li> <li>• Six (6) shelving units (48"x18"x72") inside storage facility</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Lighting with safety cages or equivalent; stage lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• All-purpose wood floor system with essential markings</li> <li>• Removable protective matting</li> </ul>
<b>Special Accommodations</b>	<ul style="list-style-type: none"> <li>• Sound deadening/sound proof walls</li> <li>• Wall matting around entire perimeter, from height of wall base to 6'-0" minimum above finish floor</li> <li>• Removable wall matting along front of stage</li> <li>• Two (2) main and four (4) side baskets for basketball (all electrically operated)</li> <li>• Volleyball post recessed floor sleeves</li> <li>• Chinning bars</li> <li>• Horizontal bar</li> <li>• Divider curtain</li> <li>• One wall to be designated for future climbing, wall mounted equipment, and the masonry cores filled with concrete</li> <li>• Scoreboard (optional)</li> <li>• Movable cart for storage/equipment</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Portable whiteboard</li> <li>• SMART television on cart</li> <li>• One (1) teacher device</li> </ul>

<b>SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) LAB</b>	
<b>SPACE:</b> 900 square feet (+/- 10%)	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Three (3) stainless steel sinks with laminate countertops</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to general education classrooms</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Locked closet for audio-visual equipment and science equipment</li> <li>• Lockable cabinets to be deep, with adjustable / removable shelving, and space for large bin storage.</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• Two (2) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Two-sided fully locked showcases on room's corridor wall</li> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Age-appropriate student furniture (24 students)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Thirteen (13) movable laboratory tables</li> </ul>
<b>Special Accommodations</b>	<ul style="list-style-type: none"> <li>• Mobile, flexible, work top areas with water for science activities.</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• SMARTtv and Cart</li> <li>• Retractable, overhead electrical outlets</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Twelve (12) student devices</li> <li>• One (1) teacher device</li> <li>• Twelve (12) Electronic Microscopes</li> </ul>

<b>PROJECT ROOM</b>	
<b>SPACE:</b>	600 square feet (+/- 10%)
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Three (3) stainless steel sinks with laminate countertops</li> <li>• Soap and towel dispensers</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to general education classrooms J</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Locked closet for project supplies</li> <li>• Lockable cabinets to be deep, with adjustable/ removable shelving, and space for large bin storage.</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• Two (2) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Two-sided fully locked showcases on room's corridor wall</li> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• 26 stools</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Five (5) Butcher block wood tables</li> </ul>
<b>Special Accommodations</b>	<ul style="list-style-type: none"> <li>• Mobile, flexible, work top areas with water for science activities.</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMART television on cart</li> <li>• Retractable, overhead electrical outlets</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Twelve (12) student devices</li> <li>• One (1) teacher device</li> <li>• Twelve (12) Electronic Microscopes</li> </ul>

<b>LIBRARY MEDIA CENTER/MAKER SPACE</b>	
<b>SPACE:</b>	1,600 square feet (includes 200 s.f. office for media staff and video production room)
<b>Access</b>	<ul style="list-style-type: none"> <li>Centrally located in the school</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>Audio-visual storage cabinets</li> <li>Over-size vertical filing cabinet</li> <li>Storage for teacher resources and professional development materials</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>One (1) stainless steel sinks with laminate countertops</li> <li>Soap and towel dispensers</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>Remote control room darkening blinds</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>Wall to wall carpeting</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>Whiteboard</li> <li>Bulletin Boards</li> <li>Well-placed and secure space for displays and promotional materials</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>Tables and chairs with sleigh legs</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>Two (2) teacher desks/chairs</li> </ul>
<b>Space Considerations</b>	<ul style="list-style-type: none"> <li>Small study corner</li> <li>Area for independent study (for approximately 25 students)</li> <li>Informal seating or an informal area with comfortable chairs</li> <li>A stack area to accommodate approximately 12,000 volumes of student print materials</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>Document Camera</li> <li>SMART tv and Carts</li> <li>Video production equipment to support student news</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>Two (2) teacher devices</li> <li>Five (5) carts</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>Document Camera</li> <li>SMARTtv and Cart</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>Five (5) student devices</li> <li>One (1) teacher device</li> </ul>

## SPECIAL EDUCATION PROGRAMS

### SPECIALIZED CLASSROOMS

Based on current projections and existing student needs, two classrooms will be required to meet the needs of special education students who are enrolled in district wide programs for children, for example, with autistic or behavior disorders . In addition, space is required for special education instructional support.

<b>SPECIALIZED SPECIAL EDUCATION CLASSROOMS (District Programs)</b>	
<b>SPACE:</b> 810 square feet (each) (+/-10%)	
<b>NUMBER:</b> Two classrooms	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Separate toilet room within classroom, if possible</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• One stainless steel sinks with laminate counters</li> <li>• In-room drinking fountain</li> <li>• Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Storage area for large equipment (adaptive chairs, prone standers, supine standers, walkers, gait trainers, therapy balls, etc.)</li> <li>• Built-in bookcases</li> <li>• Storage areas</li> <li>• Counters under windows where appropriate</li> <li>• Large drawer storage (posters, large books, etc.)</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Coat and cubby storage for fifteen (15) students</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Tables and chairs</li> <li>• Computer workstations</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Activity Groups: one (1) kidney-shaped table with six (6) chairs</li> <li>• Whole Group Instruction : two (2) rectangular tables with twelve (12) chairs</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMARTtv and Cart</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher devices</li> <li>• Two (2) student devices</li> </ul>

<b>SPECIAL EDUCATION RESOURCE ROOM</b>	
<b>SPACE</b> 600 square feet (each)	
<b>NUMBER</b> One (1) classroom (with room divider)	
<b>Access</b>	<ul style="list-style-type: none"> <li>• Close proximity to general education classrooms</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Pupil tables/chairs (adjustable/movable)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Activity Groups: Two (2) kidney-shaped table with six (6) chairs (each)</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMARTtv and Carts</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> <li>• Four (4) student devices</li> </ul>

<b>INTERVENTION ROOM</b>	
<b>SPACE</b> 600 square feet (each)	
<b>NUMBER</b> One (1) classroom (with room divider)	
<b>Access</b>	<ul style="list-style-type: none"> <li>• Close proximity to general education classrooms</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Pupil tables/chairs (adjustable/movable)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Activity Groups: Two (2) kidney-shaped table with six (6) chairs (each)</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMARTtv and Carts</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> <li>• Four (4) student devices</li> </ul>

<b>O.T. / P.T. RESOURCE</b>	
<b>SPACE:</b> /400 square feet	
<b>NUMBER:</b> One (1) room	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.)</li> <li>• Built-in bookcases, storage areas, large-drawer storage</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinets (each)</li> </ul>
<b>Lighting:</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Pupil tables and chairs (adjustable - movable)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) teacher desk/chair (each)</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Activity Groups: One (1) small table with four (4) chairs (each office)</li> <li>• One (1) adult size visitor's chair</li> </ul>
<b>Special Needs/Equipment</b>	<ul style="list-style-type: none"> <li>• Full length mirror (Mylar)</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> </ul>

<b>SPEECH / LANGUAGE</b>	
<b>SPACE:</b> 250 square	
<b>NUMBER:</b> One room	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Adjacent to OT/PT areas if possible</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable built-in four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Pupil tables and chairs (adjustable and movable)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Activity Groups: One (1) kidney-shaped table with six (6) chairs</li> <li>• Adult size visitor's chair</li> <li>• Play equipment for centers</li> <li>• Full length mirror (Mylar)</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> </ul>

## VII. ADMINISTRATION AND SUPPORT FACILITIES

Unless otherwise noted, the standard furnishings for every area noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Year-round air conditioning
- ADA compliant building standards
- Wireless/internet access
- Multiple electric outlets
- Telephone

<b>ADMINISTRATIVE OFFICES</b>	
<b>SPACE:</b> 250 square feet	
<b>NUMBER:</b> Two (2) rooms	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Two (2) entrances: one to main office/secretarial area and one to conference room</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• One (1) large wall unit bookcase</li> <li>• Lockable lateral files</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Desk/Chair</li> <li>• Visitor's seating for six (6)</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Bulletin board</li> <li>• Private lavatory</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Polycom telephone</li> <li>• Building security system monitor</li> <li>• Security "panic button with dedicated phone line</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) Device</li> </ul>

<b>MAIN OFFICE (SECRETARIAL AREA)</b>	
<b>SPACE:</b> 400 square feet	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Adjacent to the principal's office with a closable connecting door.</li> <li>• Hallway wall should have multiple windows, and the Main Office should be able to view main entranceway of school</li> <li>• Connecting door between office and health suite</li> <li>• Staff lavatories should be adjacent to the office</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Safe</li> <li>• Base and wall cabinets with counter space</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Secretarial workstation (2)</li> <li>• Secretarial chair (2)</li> <li>• Additional work table</li> <li>• Visitor's seating</li> <li>• Tables</li> </ul>

<b>MAIN OFFICE (SECRETARIAL AREA (Continued))</b>	
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin boards</li> <li>• Closet for coats</li> <li>• Chairs/benches for visitors</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Network copier/fax machine</li> <li>• Building security system monitor (secretary)</li> <li>• Security "panic button with dedicated phone line (secretary)</li> <li>• Parent access Kiosk device</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Two (2) device</li> </ul>

<b>CONFERENCE ROOMS</b>	
<b>SPACE:</b> 200 square feet (each)	
<b>NUMBER:</b> One (1) rooms	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• One conference room adjacent to Main Office/Principal's Office</li> <li>• One conference room adjacent to pupil services offices</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• <u>Soft color, dimmable lighting</u></li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• <u>Wall to wall carpeting</u></li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Conference Table</li> <li>• <u>Seating for ten (10)</u></li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• <u>Bulletin board</u></li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Polycom telephone</li> <li>• SMARTtv and Cart</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) device</li> </ul>

<b>HEALTH SERVICES</b>	
<b>SPACE:</b> 450 square feet	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Oversized accessible toilet room with changing table</li> </ul>
<b>Sink</b>	<ul style="list-style-type: none"> <li>• Sink with foot pedal controls (outside Toilet room)</li> <li>• Sink with eyewash</li> </ul>
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Access to main office for assistance during times of emergency</li> <li>• Access through main corridor</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Lockable cabinets for medication (if controlled meds are not stored in the same cabinet as non-controlled meds, it does not require to be double locked)</li> <li>• Three (3) four-drawer lockable filing cabinets</li> <li>• Closet and extra storage for materials</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Bookcase</li> <li>• Table for testing/conferences</li> <li>• Four (4) student chairs for waiting area</li> </ul>
<b>Space Considerations</b>	<ul style="list-style-type: none"> <li>• Recovery area with three (3) cots</li> <li>• Nurse's space where nurse can speak privately with students</li> <li>• Examination room</li> <li>• 25-ft space to conduct vision screenings</li> <li>• Waiting area for students</li> </ul>
<b>Medical Equipment</b>	<ul style="list-style-type: none"> <li>• Wheelchair/evacuation chair</li> <li>• Rolling cart (portable emergency cart)</li> <li>• Examination table</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• AED with audible alarm box will be installed in the public access hallway.</li> <li>• Refrigerator with separate freezer compartment</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Telephone with direct access to an outside line</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) device</li> </ul>

<b>TEACHER WORKROOM</b>	
<b>SPACE:</b>	600 square feet
<b>Number:</b>	Two (2) 400 SF ,200 SF
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Sink</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate countertops</li> <li>• Soap and towel dispenser</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft, dimmable</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Shelving</li> <li>• Staff Mailboxes</li> <li>• Locked cabinet</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Three (3) tables and 12 chairs</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Dye press (letter cutting machine)</li> <li>• Laminating machine</li> <li>• General office supplies</li> <li>• Bulletin Board</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Network copier/fax machine/scanner</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Four (4) teacher devices</li> </ul>

<b>FOOD SERVICES - CAFETORIUM (with adjoining space for family resource center)</b>	
<b>CAFETERIA SPACE:</b> 1,700 square feet	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Sink</b>	<ul style="list-style-type: none"> <li>• Bay sink with foot pedal for hand washing and Purell stations for students</li> </ul>
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Adjacent to full kitchen and serving area</li> <li>• Exits to outdoors</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft, dimmable, room darkening shades</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Resilient textured rubber flooring</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Storage room to accommodate tables/benches and chairs</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Folding roll-away tables/benches, long type with built-in seating, to accommodate 100 in four (4) lunch waves</li> <li>• Chair and desk for paraprofessional/Cafeteria supervisor</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Recessed drinking fountains</li> <li>• Sound reducing measures</li> <li>• Soundproof divider between kitchen and cafeteria</li> <li>• Bulletin boards</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Localized public address system</li> </ul>

<b>FOOD SERVICES - KITCHEN</b>	
<b>SPACE:</b> 1,500 square feet - Kitchen	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>Locker room for five (5) with adjacent unisex toilet room</li> </ul>
<b>Sink</b>	<ul style="list-style-type: none"> <li>One (1) three bay sinks with drainboard, garbage disposal</li> <li>One (1) double well stainless steel produce sink</li> <li>One (1) triple well stainless steel pot wash sink</li> <li>Three (3) hand sinks with soap and towel dispensers</li> </ul>
<b>Lighting</b>	
<b>Flooring</b>	<ul style="list-style-type: none"> <li>Epoxy flooring</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>Safe</li> <li>Four (4) stainless steel utility carts, three shelves, #300/400 capacity</li> <li>One (1) stainless steel cart for tray storage, ADA accessible</li> <li>Adequate space for annual supplies</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>Teacher Desk/Chair</li> <li>Visitor's Chair</li> </ul>
<b>Space Considerations</b>	<ul style="list-style-type: none"> <li>Large walk-in storeroom with heavy-duty wire mesh chrome-mate shelving on casters</li> <li>Dishwasher room with necessary utilities (racks and tray carts)</li> <li>Separate area for the cashier to count money with a safe</li> <li>Two (2) serving lines with built-in hot and cold units</li> <li>Can washing area (outside, near dock - custodial)</li> </ul>
<b>Food Services Equipment</b>	<ul style="list-style-type: none"> <li>One (1) double steamer, pressure-less</li> <li>One (1) commercial microwave oven</li> <li>Two (2) double convection ovens with stand: single one-over-one unit</li> <li>Two (2) small double kettles</li> <li>Walk-in freezer, minimum 100 ft. square with shelving</li> <li>Walk-in refrigerator, minimum 100 ft. square with shelving</li> <li>One (1) pass-thru refrigerator near serving line</li> <li>One (1) pass-thru freezer near serving line</li> <li>Steam table with five (5) wells</li> <li>Two (2) preparation tables (stainless steel)</li> <li>Milk cooler</li> <li>Exhaust fans (ventilation) for ovens, skillet, stove, etc.</li> <li>Exhaust fans (ventilation) in washroom and pantry areas</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>Two (2) cash register and stand (point of sale system)</li> <li>One (1) device (Food Services Office)</li> </ul>

<b>FACULTY LOUNGE</b>	
<b>SPACE:</b> 300 square feet	
<b>NUMBER:</b> 1	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Faculty toilets adjacent to faculty lounge</li> </ul>
<b>Sink</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counter</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Close proximity to the major instructional section of the school</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Provide windows and maximize natural light</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and carpeting</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Built-in upper and lower cabinets</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Soft seating</li> <li>• Tables and seating for twenty (20) people</li> <li>• Bulletin Board</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Microwave oven</li> <li>• Refrigerator</li> </ul>

<b>CUSTODIAL OFFICE</b>	
<b>SPACE:</b> 150 square feet	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Locker room for four (4) with adjacent unisex toiletroom</li> </ul>
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• In close proximity to Cafeteria</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Locked cabinet</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Desk/Chair</li> <li>• Three (3) adult chairs</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher device</li> </ul>

<b>FAMILY RESOURCE ROOM (Adjacent to the Cafeteria)</b>	
<b>SPACE:</b>	500 square feet
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Toilet room with sink at a level appropriate for children</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Direct access to outdoors</li> <li>• Adjacent to the cafeteria</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Lockable storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> <li>• Counters under the windows where appropriate</li> </ul>
<b>Lightin2:</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) rectangular tables</li> <li>• Twelve ((12) folding chairs</li> <li>• Desk/Chair</li> </ul>
<b>Office Space</b>	<ul style="list-style-type: none"> <li>• Three (3) small offices with the room for confidential service providers</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Document Camera</li> <li>• SMARTtv and Carts</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Four (4) devices</li> </ul>

## VIII. COMMUNITY USE

All of our schools are used by the community. Some of the groups that regularly use the facilities include:

Middletown Parks and Recreation Department  
 Scouting organizations  
 Athletic Organizations  
 Civic organizations  
 Municipal Boards and groups  
 P.A.L.  
 Odd Fellows Playhouse

Adult Education  
 PTO  
 Registrar of Voters

## IX. ENVIRONMENT - SYSTEMS - EQUIPMENT

SYSTEM	SPECIFICATIONS
<b>Building Systems</b>	<ul style="list-style-type: none"> <li>• The building systems incorporated into the new construction will be designed in accordance with Connecticut High Performance Building Standards, equivalent in performance to a LEED Silver rating.</li> </ul>
<b>Heating/Cooling (HVAC) System</b>	<ul style="list-style-type: none"> <li>• The goal of the building systems is to achieve zero net energy and minimize/eliminate the use of fossil fuels.</li> <li>• Geothermal field to target net zero</li> <li>• All spaces are to receive air conditioning; but only those areas with summertime use will have the systems running year-round; all other areas will have systems set to dehumidification only during summer months.</li> <li>• In-line water heaters for domestic hot water shall be provided during non-heating season usage.</li> <li>• Energy recovery units, VFD fan systems and pumps to be utilized in the design.</li> </ul>
<b>Climate Controls/Ventilation System</b>	<ul style="list-style-type: none"> <li>• Spaces should have independent, on demand heating, cooling and ventilation control for operational efficiency.</li> <li>• Each classroom will be provided with a temperature sensor and carbon dioxide sensor. The carbon dioxide sensor is an energy saving device. By sensing the carbon dioxide within the room, the outside air intake is adjusted, reducing the amount of outside air being heated or cooled, resulting in less energy used.</li> <li>• Climate controls/ventilation systems need to meet current codes and standards.</li> </ul>
<b>Lighting System</b>	<ul style="list-style-type: none"> <li>• Efficient and appropriate natural lighting will be maximized within the facility as appropriate for the programmatic use of the spaces.</li> <li>• Motion sensors and dual switching will be installed in classrooms.</li> <li>• The use of fluorescent lights throughout, with exceptions in specialty areas.</li> <li>• Attention should be given to security lighting for both interior and exterior of the building.</li> <li>• Emergency back-up will be via local battery ballasts.</li> <li>• The use of light shelves and light sensors for natural light to reduce electrical load shall be considered in locations where possible.</li> </ul>

<b>Electrical (Power) System</b>	<ul style="list-style-type: none"> <li>● Photovoltaic Panels</li> <li>● Power to be provided by local utility company.</li> <li>● Distribution will include customer metering.</li> <li>● Emergency generator to accommodate Life Safety needs.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>● There shall be a combined voice/data system with "VOIP" (Voice Over Internet Protocol) design.</li> <li>● Each classroom will be equipped with digital projection and the school should be able to broadcast video content in all classrooms using a video distribution system.</li> <li>● Head equipment to be housed in an MDF with 24hour environmental control.</li> <li>● Horizontal cabling shall be Category 6e or contemporary equivalent.</li> <li>● Cable shall be run in corridors to support horizontal cable structure.</li> <li>● Fiber backbone between the MDF and IDF rooms shall be multi-mode type (10GB minimum).</li> <li>● Fiber optical cable from street to MDF</li> <li>● Make new Data center</li> <li>● Dedicated, local server capable of storing digital video surveillance from all cameras in the building for up to 30 days</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>● Digital video surveillance of exterior/interior areas of the building. A door control system consisting of one or more pan-able cameras mounted outside the controlled entry and a video phone system that allows office personnel to see and speak to persons wishing to enter the building and then remotely grant access by activating an electrified door lock mechanism.</li> <li>● Exterior doors will have swipe access controls.</li> <li>● Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours.</li> <li>● Motion sensors shall be mounted in corridors.</li> <li>● Respond to future state and/or federal mandates related to security requirements for elementary facilities.</li> </ul>
<b>Phone System</b>	<ul style="list-style-type: none"> <li>● A comprehensive, district-integrated VOIP phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options.</li> <li>● Install phones in every room of the facility occupied by teachers or students at any given time, including all support and instructional spaces.</li> <li>● Provide Voice Over "IP" options.</li> </ul>
<b>Public Address</b>	<ul style="list-style-type: none"> <li>● The building's public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications as well as external communications.</li> <li>● The PA system should be developed in conjunction with the phone, clock, data, voice and video distribution system of the school.</li> <li>● Secondary access to security and public address systems will be located in</li> </ul>

<b>Acoustics</b>	<ul style="list-style-type: none"> <li>• The building will comply with ANSI S12.60-2002: Acoustical Performance Criteria, Design Requirements and Guidelines for Schools.</li> <li>• Suspended acoustical ceilings and/or acoustical decks will be installed throughout the building.</li> <li>• Corridor walls should be constructed of glazed concrete masonry units, or materials with a comparable NRC rating, and provide an adequate separation for sound control.</li> <li>• In specialized areas, such as media centers, appropriate acoustical treatments will be installed.</li> <li>• Sound field system will be provided in each classroom.</li> </ul>
<b>Windows/Doors</b>	<ul style="list-style-type: none"> <li>• Windows should be high efficiency, non-operational type with low-e glazing.</li> <li>• Emergency egress windows and rated doors will be installed in accordance with applicable codes.</li> <li>• Key fobs, thumb latches, vision panels - review with District and integrate with security section.</li> </ul>

<b>Fire Alarm</b>	<ul style="list-style-type: none"> <li>• The building will be protected by a fully addressable analog, manual and automatic fire alarm system.</li> </ul>
<b>Clocks</b>	<ul style="list-style-type: none"> <li>• Clocks, similar to the phone system will be integrated into the technology component of the project.</li> <li>• All support and instructional spaces will be included.</li> <li>• System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government.</li> </ul>
<b>Plumbing System</b>	<ul style="list-style-type: none"> <li>• Plumbing fixtures/system will be designed per current and applicable codes.</li> <li>• Fixtures will be self-operating.</li> <li>• Plastic piping to be considered for domestic water and heating where possible.</li> </ul>
<b>Fire Protection</b>	<ul style="list-style-type: none"> <li>• Building will be fully protected by a sprinkler system installed per NFPA 13.</li> </ul>

## **X. SITE DEVELOPMENT**

Passive security measures, such as visual control of the entrances from the office area, must be planned for. Active security measures and systems will be developed with the building design. Adequate lighting for monitoring activities and ensuring safety are of paramount importance at the building entrances. The entrance area should accommodate a separate bus loading and parent drop-off area. Entry overhangs or covered walkways will be provided for inclement weather.

Bus loading areas should be configured as a one-way drive in a counterclockwise direction to assure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. The drive will have two lanes: one for travel, and one for stopping and unloading. The bus loading driveway should be located such that buses exit upstream of automobiles, thereby reducing delays.

Parent drop-off areas will also be configured as a one-way drive in a counterclockwise direction to ensure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. Student drop-off and pick-up areas are to be separated from the bus loading area, and preferably should be separate from other parking lots.

Parking for staff and visitors will be developed to accommodate the building's multiple uses. The size and location of the parking lots will be determined based on the building's use for community access and student safety. The design of parking will also address ADA and other code requirements.

Sidewalks will be featured around the perimeter of the school. Access to the parking lots, playfields, bus and parent pickup/drop-off areas, and access for student walkers will be addressed. Sidewalks should be designed to accommodate students who walk or ride bicycles to school. The number of driveways that are crossed by sidewalks should be eliminated/minimized as much as practicable.

Playgrounds will include paved (dry) play areas, replacement baseball and soccer fields, and play scape equipment. Pre-Kindergarten and Kindergarten play areas should be located in close proximity to their classrooms.

Playfields, parking, service drives, drop-off zones and bus zones should be located to reduce the cost of connecting elements without requiring pedestrians to cross vehicular traffic lanes. The location of driveways, walkways and landscaping must permit adequate sight distances for both vehicles and pedestrians.

Site utilities and physical plant components, including drives and access roads, will be located to avoid conflict with student and vehicular traffic, as well as the planned future growth of building components.



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program

**FROM:** Shannon K. Yearwood, Bureau Chief *Shannon K. Yearwood*  
Bureau of Child Nutrition Programs

**DATE:** February 24, 2025

**SUBJECT:** Operational Memorandum No. 03-25  
Requirements for Submitting the Healthy Food Certification (HFC) Statement  
for School Year 2025-26

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that every year, local boards of education or governing authorities (BOE) for public schools participating in the National School Lunch Program (NSLP) must determine and certify whether all food items sold to students separately from reimbursable meals will or will not meet the [Connecticut Nutrition Standards](#) (CNS). These standards also apply to all foods offered in reimbursable snacks for the Afterschool Snack Program (ASP).

“Public schools” include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

This memo provides the required BOE motion language and step-by-step instructions for submitting the HFC application for school year (SY) 2025-26. Please review this Operational Memorandum carefully to ensure accurate and timely submission of the HFC Statement.

### **HFC Eligibility Requirements for BOEs opting to implement HFC**

To be eligible for HFC during SY 2025-26 (July 1, 2025, through June 30, 2026), the BOE must conduct the HFC votes by **July 1, 2025**. All votes must use the **exact motion language** provided in attachment 1.

All BOEs **must** vote on whether to participate in the healthy food option of HFC.

- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is **required**. The BOE may choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is **not** required. The BOE may choose to vote on whether to allow beverage exemptions.

Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, only [allowable beverages](#) can be sold to students on school premises at all times.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

### **HFC Application Process for SY 2025-26**

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2025**, for school year 2025-26.

1. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2025, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
2. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 3).
3. **May 2025:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. The CSDE will notify sponsors when the HFC application module and instructions are available.

For more information, visit the "[Annual HFC Application](#)" section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's video, [Completing the Application Process for Healthy Food Certification](#).

For HFC compliance resources, visit the "[Guidance and Resources](#)" section of the CSDE's HFC webpage. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

SKY:sff

Attachments: (1)

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

## Attachment 1

# Required Motion Language for the Healthy Food Certification (HFC) Statement

## School Year 2025-26

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 03-25: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2025-26* and provides the required motion language for:

- the board of education or governing authority's (BOE) votes; and
- the final BOE-approved minutes.

The HFC Statement and final BOE minutes are due to the CSDE by July 1, 2025.

Use the **exact motion language** on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable).

### Summary of BOE Votes

#### Step 1: HFC Participation

All BOEs of public schools that participate in the National School Lunch Program (NSLP) must use the language in this attachment to conduct the required vote on participation in the healthy food option of HFC.

#### Step 2: Food and Beverage Exemptions

Conduct the votes on food and beverage exemptions using the required language in this attachment.

- If BOE votes **“yes”** to HFC, complete either one of the two requirements below.
  1. Conduct the required vote for food exemptions and the optional vote for beverage exemptions using the required language in this attachment.
  2. Conduct one vote for combined food and beverage exemptions using the required language in this attachment.
- If BOE votes **“no”** to HFC, conduct the optional vote for beverage exemptions using the required language in this attachment.

# Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

## Required Language for BOE Votes and Minutes for HFC

The required motion language for each BOE vote is below. All BOEs must use this **exact language** for each vote to be eligible for participation in HFC.

### Vote 1: Required vote for participation in healthy food option of HFC

Pursuant to C.G.S. Section 10-215f, the (*insert name of board of education or governing authority*) certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2025, through June 30, 2026. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

### Vote 2: Required vote for food exemptions for BOEs voting “yes” to the healthy food option of HFC

The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions.

The (*insert name of board of education or governing authority*) will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

**Note:** If the BOE votes “no” to participation in the healthy food option, a vote on whether to allow food exemptions is **not** required.

# Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

## Required Language for BOE Vote and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC.

### Vote 3: Optional vote for beverage exemptions for all BOEs

The (*insert name of board of education or governing authority*) will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

## Required Language for Option to Combine Food and Beverage Exemptions

BOEs that vote “yes” to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion. This combined option replaces votes 2 and 3 above.

### Required motion language for combined food and beverage exemptions:

The (*insert name of board of education or governing authority*) will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.