

Board of Education Regular Meeting

Tuesday, May 13, 2025 6:30 PM

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

I. Call to Order	Speaker (s) : Sheila Daniels
II. Salute to the Flag	Speaker (s) : Sheila Daniels
III. Adoption of Agenda	Speaker (s) : Sheila Daniels
IV. District Highlights	Speaker (s) : Jessie Lavorgna
IV.A. Yvonne Daniels 2025 Recipient of ATOMIC Mari Muri Award	Speaker (s) : Jessie Lavorgna
IV.B. Introduction of Executive Chef, Kashia Diaz	Speaker (s) : Jessie Lavorgna
IV.C. School Lunch Hero Day	Speaker (s) : Jessie Lavorgna
IV.D. IB PYP Exhibition	Speaker (s) : Jessie Lavorgna
IV.E. Upcoming District Events	Speaker (s) : Jessie Lavorgna
V. Public Session	Speaker (s) : Sheila Daniels
VI. Communications	Speaker (s) : Sheila Daniels
VI.A. Report of Student Representative	Speaker (s) : Dania Rabah
VII. Consent Agenda	Speaker (s) : Sheila Daniels
VII.A. Minutes of Board of Education Meeting April 8, 2025	Speaker (s) : Sheila Daniels
VII.B. Minutes of BOE Special Meeting / Budget Workshop April 2, 2025	Speaker (s) : Sheila Daniels
VII.C. Minutes of BOE Special Meeting April 30th, 2025	Speaker (s) : Sheila Daniels
VII.D. 2nd year Funding Program Enhancement Project	Speaker (s) : Ralph D'Amato
VII.E. Grants Status Report	Speaker (s) : Natalie Forbes
VII.F. Policy #4112.5 Employment and Student Teacher Checks - Second Reading	Speaker (s) : Deborah Kleckowski
VII.G. Budget Committee	Speaker (s) : Harold Panciera
VII.H. Curriculum Committee	Speaker (s) : Debra Guss
VII.I. Facilities Committee	Speaker (s) : Susan Owens
VII.J. Policy Committee	Speaker (s) : Deborah Kleckowski
VIII. Department Reports	Speaker (s) : Sheila Daniels
VIII.A. Financial Report	Speaker (s) : Natalie Forbes
VIII.A.1. Action on Line Item Transfer Report	Speaker (s) : Natalie Forbes

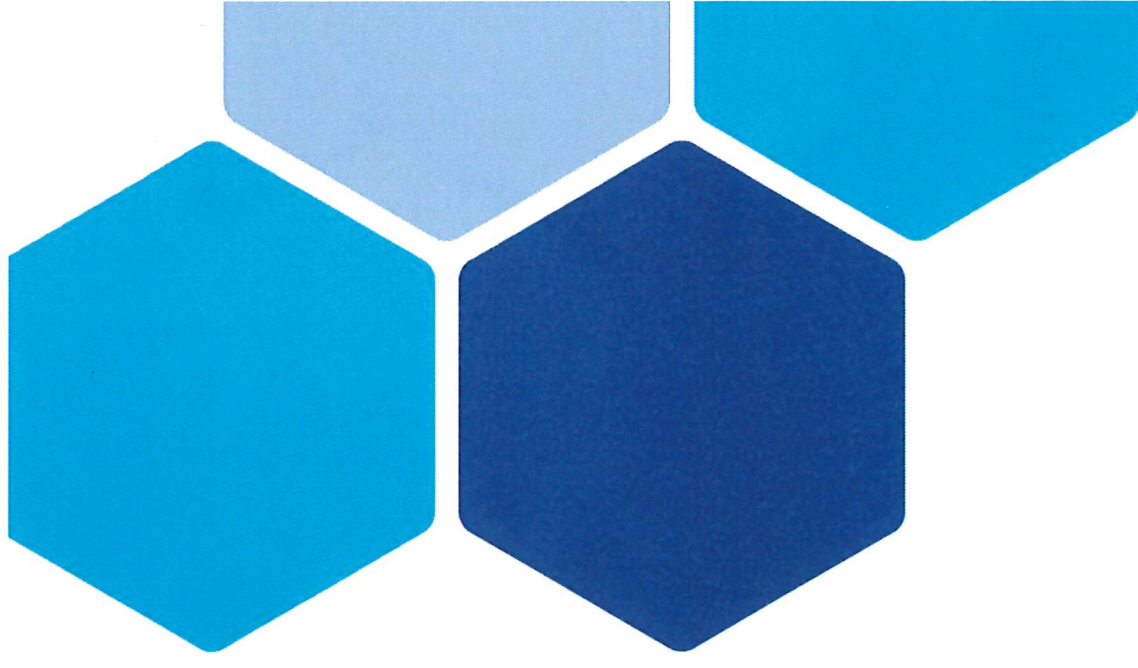
VIII.B.	Facilities Department	Speaker (s) : Marco Gaylord
VIII.C.	Personnel Report	Speaker (s) : Harry Snyder
VIII.D.	Transportation Report	Speaker (s) : Mark Langton
IX. Superintendent's Report		Speaker (s) : Dr. Vazquez Matos
IX.A.	KPA	Speaker (s) : Dr. Vazquez Matos
IX.B.	Legislative Updates	Speaker (s) : Dr. Vazquez Matos
X. Action Items		Speaker (s) : Sheila Daniels
XI. Future Agenda Items		Speaker (s) : Sheila Daniels
XII. Proposed Executive Session		Speaker (s) : Sheila Daniels
XII.A.	Discussion Concerning Tentative Agreement Reached with The Middletown Federation of Paraprofessionals (Proposed for Executive Session)	Speaker (s) : Sheila Daniels
XIII. Possible Action Concerning Tentative Agreement Reached with the Middletown Federation of Paraprofessionals		Speaker (s) : Sheila Daniels
XIV. Adjournment		Speaker (s) : Sheila Daniels

Executive Chef Introduction

District Highlight May 2025



Middletown Public Schools
Cultivating the Brilliance in Each Student



Welcome to Kashia
Diaz, Executive Chef for
Middletown Public
Schools

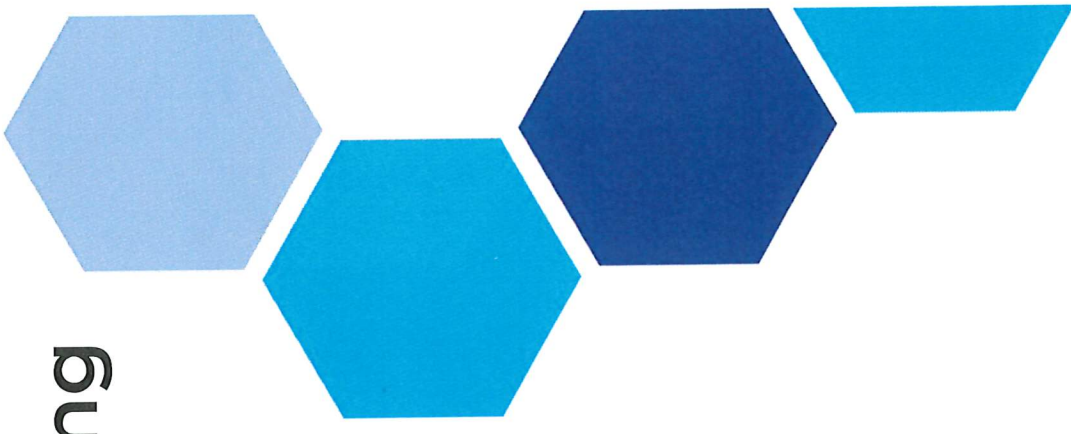


Chefs to Schools Grant – Transforming School Meals

Focus: Scratch cooking, local ingredients, and cultural inclusivity

Goal: Create meals students love while meeting high nutritional standards and creating a model of success for all CT School Districts

CSD E Funded Grant for 3 years with the goal of financial success within the department to retain the position permanently



Meet Executive Chef Kashia Diaz

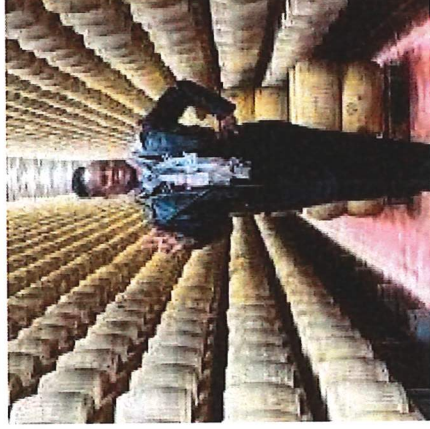
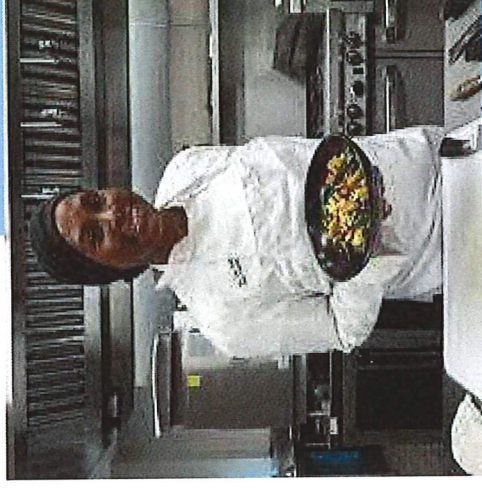
17 years in culinary education & food systems leadership
Founder of My City Kitchen and owner of KD Gastronomy Consulting LLC
Media features: PIX 11 NYC, Fox61, Netflix's "Carb-Loaded"

Honors:

Paul Harris Fellow Award (2024) – Rotary International
Citizen of the Year (2017) – Lion's International

Role In the District:

Develop nutritious, culturally diverse recipes
Train staff in scratch cooking
Lead sustainable kitchen practices



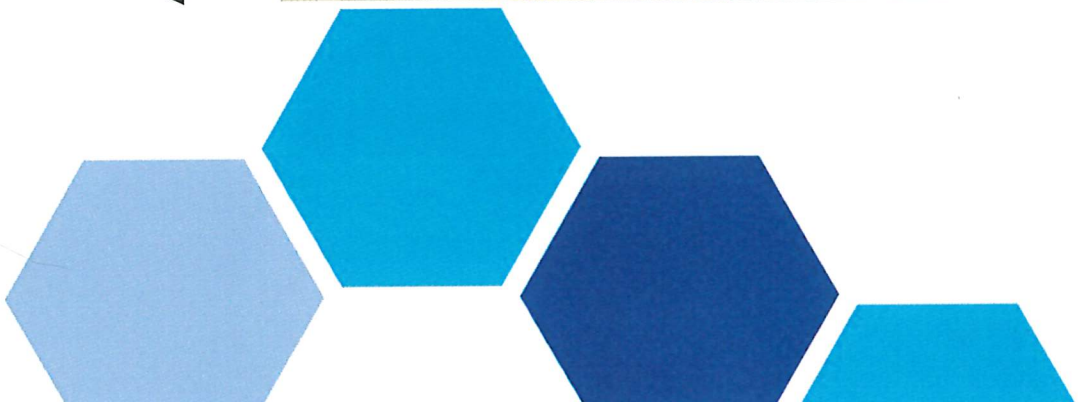


Successes of her first three weeks

In only 3 weeks on the job, Chef Kashia has:

- Met with many students and staff; obtaining feedback and suggestions on operating improvements
- Led the catering event for Staff Appreciation week, preparing food for 1,100 employees district wide
- Revised Standard Operating Procedures for our MHS Team and is working on reviewing operations at all 10 schools
- Identified at least \$200,000 already in potential additional revenue through ideas and possible programs to implement next school year for the department.
- Helping to Lead our Farm to School Efforts and Expansion
- Providing hands on training and professional development

A Few Words from Chef Kashia



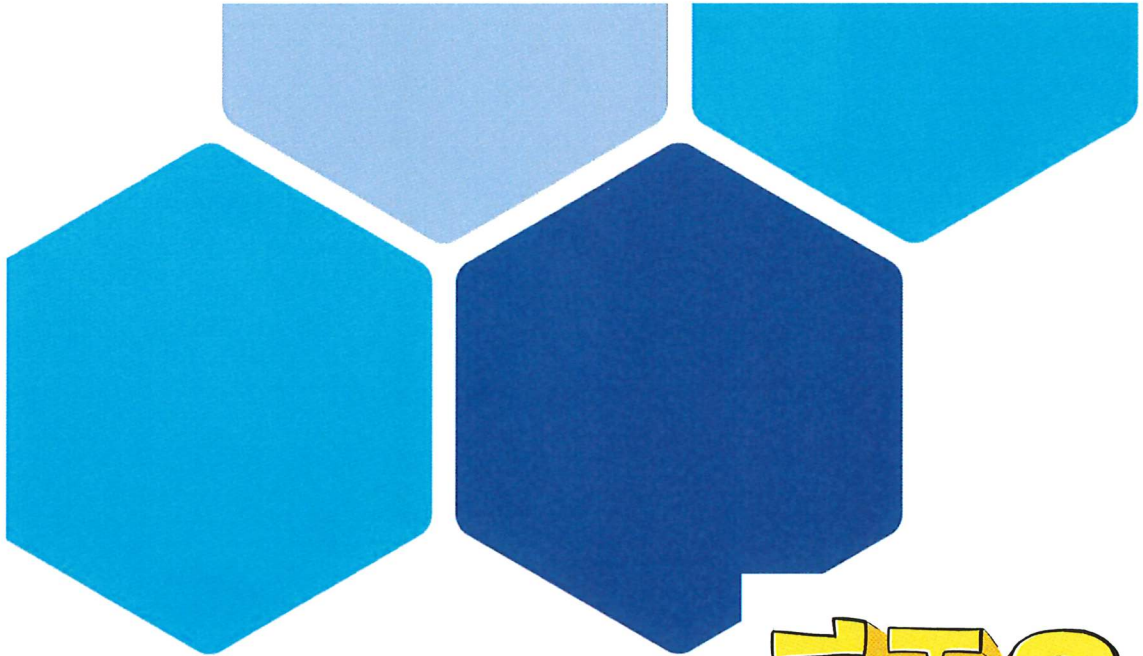
SCHOOL LUNCH HERO DAY

May 2nd, 2025

District Highlight May 2025

M Middletown Public Schools
Cultivating the Brilliance in Each Student

SCHOOL LUNCH HERO



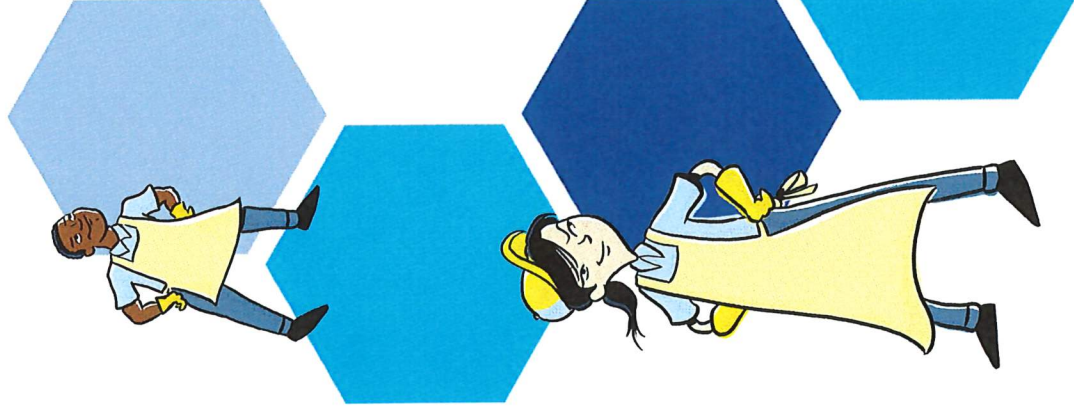
What is School Lunch Hero Day?

Celebrated the First Friday in May

Every day, school nutrition professionals serve healthy meals, manage allergies, follow strict nutrition standards, and do it all with a smile.

School Lunch Hero Day, created in 2013 by the School Nutrition Association and author Jarrett J. Krosoczka, honors these behind-the-scenes heroes. Inspired by Krosoczka's *Lunch Lady* graphic novels, this day celebrates the vital role cafeteria teams play in nourishing students and supporting learning.

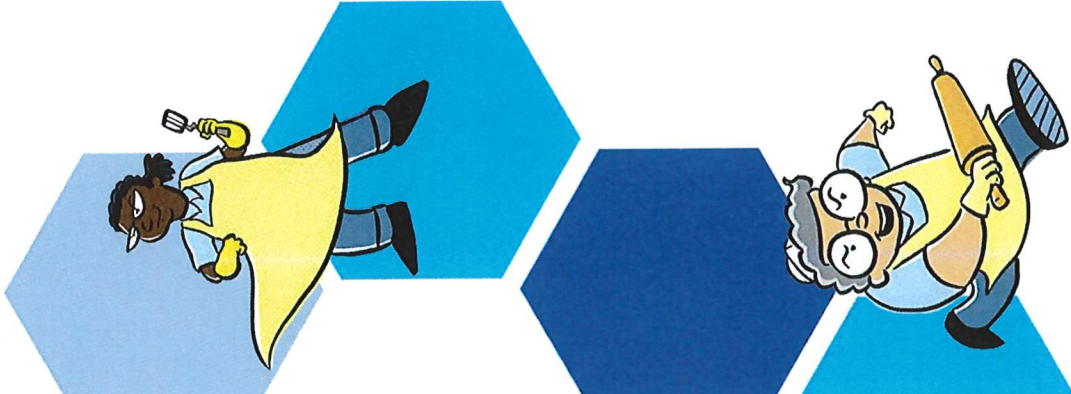
Not all heroes wear capes—some wear aprons!



Our Middletown School Lunch Heroes!

Here in Middletown Public Schools, we believe that our team members are not just “lunch ladies” but that they are School Nutrition Professionals who play a vital role in the educational day of our students.

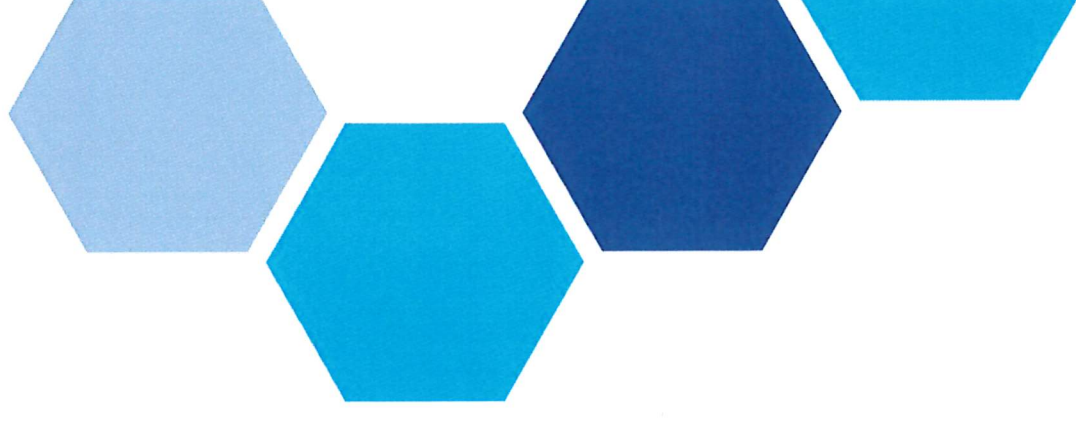
We operate the largest and most complex restaurant in town and have taken great pride in our work here in Middletown, regularly being recognized by the state and federal governments along with various organizations for our leading role in changing the perception of School Nutrition.



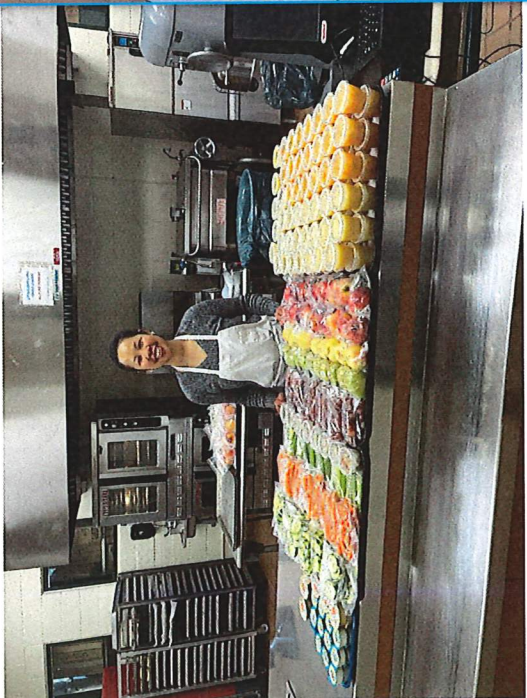
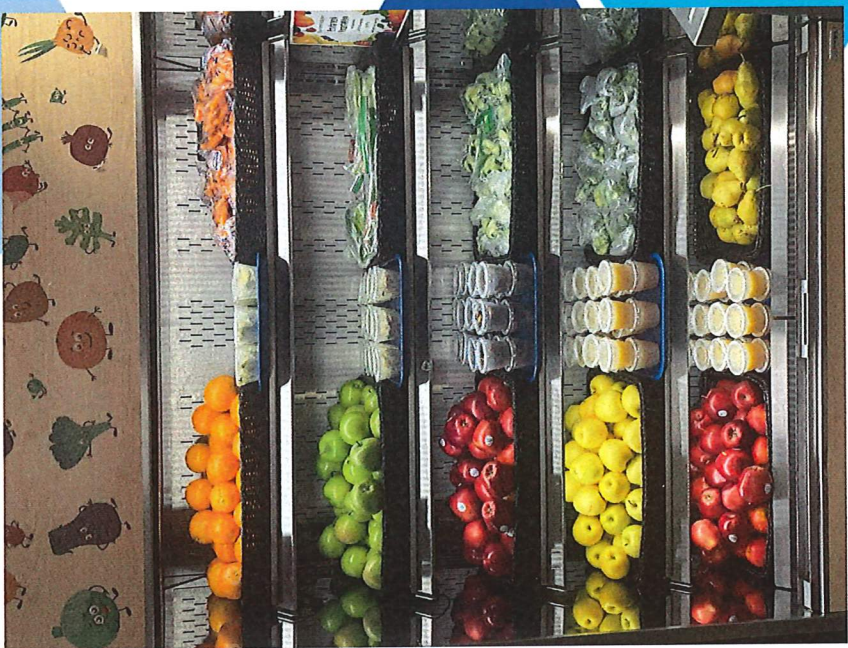
Beyond the Cafeteria

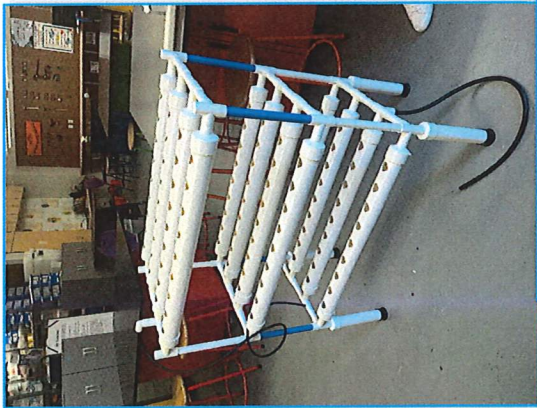
Outside of their roles in the Cafeteria where our SNP's navigate strict federal regulations and administrative tasks to provide students with the most nutritious meals possible, our school nutrition professionals are diving directly into the educational day. Some of our highlights of their work include:

- **Leading After School Cooking, Nutrition and Wellness Clubs at Beman, MHS and Wesley.** Students learned about healthier cooking methods and recipes while also having an emphasis on SEL and Nutrition Education
- **Farm to School:** In all of our Cafeterias, our SNP's have been educating students on the importance of supporting local farms and sharing how we at MPS are dedicated to supporting our local farmers and their relationship to sustainability. Several of our schools have also started school gardens both inside and outside with more to come
- **Classroom lessons and field trips.** Some of our SNP's have been speaking to students in their classrooms about the importance of their work and their role in keeping our students fed so they are ready to learn
- **Cafeteria Nutrition Education:** All of our School Cafeterias are equipped with Nutrition Education Stations that have take home resources for students to take home to further educate themselves on all areas of good nutrition.
- **Student Engagement:** From student surveys, to student menu groups, to obtaining student feedback, we are focusing on Student Voice and Choice to improve our services and our menus. Our food is only nutritious if our students consume it so we want to make sure that we are providing them foods they want to eat



Uplifting our Work





Harvest of the Month

OCTOBER

BELL PEPPERS

GREEN BEANS

from Cold Spring Farm in Colchester

THE COLCHESTER AREA COMMUNITY CENTER

Bell peppers are very high in Vitamin C. Just one provides 150% of the recommended daily amount!

Green beans are a good source of Vitamin K which helps with bone & blood health!

VEGETABLE STIR-FRY



NUTRITION TIP:

For a more nutritious stir fry, serve with whole grain brown rice, and lean proteins such as tofu or chicken breast.



CHICKEN NOODLE SOUP

WELLNESS TIP:

Chicken noodle soup is often hailed as a treatment for flu-like symptoms. It nourishes your body with immune-supporting vitamins and the energy to fight off disease while keeping you hydrated and decongested.



March Recap

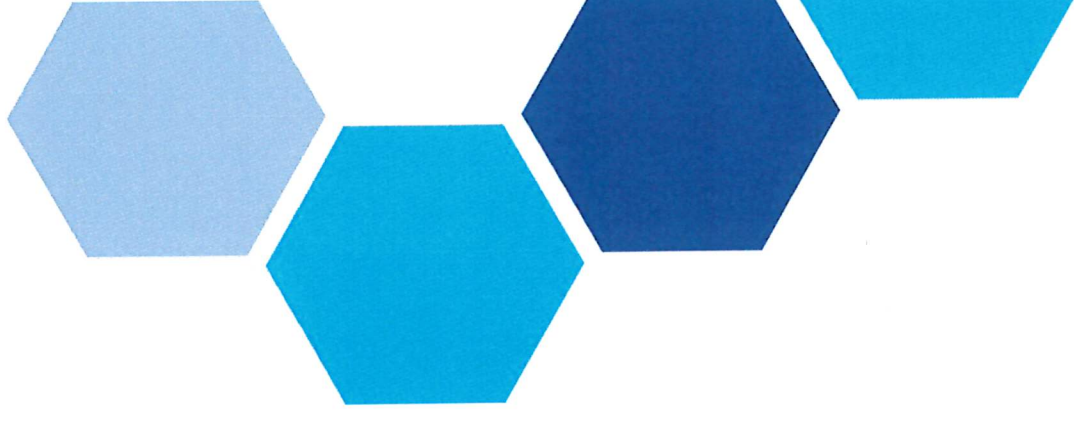





We are just getting started...

Despite federal funding challenges, through our collaboration as a team school meals will not only be getting healthier, but we will be taking them to a new level through culinary training, uplifting student voices and through our commitment to support our MPS community.

We are expanding our school garden partnerships, further training our team and working with district and building leaders to expand our presence in the educational sphere with our students





**THANK YOU TO
OUR SCHOOL
NUTRITION
PROFESSIONALS**

Board of Education Regular Meeting
Tuesday, April 8, 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: Absent
Callie Grippo: Present
Debra Guss: Present
Adam Hayn: Present
Deborah Kleckowski: Present
Susan Owens: Absent
Harold Panciera: Present

Present: 7, Absent: 2.

Rakim Grant: Present (6:42)

Susan Owens: Present (6:40)

Present: 9.

I. Call to Order

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

II. Salute to the Flag

Dania Rabhab led the Pledge of Allegiance.

Ms. Daniels asked for a moment of silence in honor of Mr. Stephen Hill Jr, who recently passed away.

III. Adoption of Agenda

A motion to adopt the agenda was made. This motion, made by Liz Crooks 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. Beman Robotics

Ms. Scholes and Ms. White were accompanied by members of the Robotics Team. Ms. Scholes discussed the tournament that the robotics teams participated in and the many awards that they won. All 9 of the Beman teams qualified for the State tournament. 2 teams qualified for the Worlds Competition. Students from each team gave a season highlight.

IV.B. Autism Acceptance Month

Ms. Spaulding introduced Ms. Mitchell, Ms. Abbatello and Ms. Post from the Intensive Classrooms to share their experiences in the classroom.

Ms. Mitchell and Talia talked about the emotions and tools they use in the classroom.

Ms. Abbatello and Ms. Post spoke about the Best Buddies program at Moody. Best Buddies focuses on disabilities or abilities in social opportunities. The Best Buddies group is about inclusion and creating friendships. This is the second year of the best buddies' program. They shared a video of the program and activities that they participate in.

V. Public Session

Chair Daniels explained the rules of Public Session.

Dr. Marlon Millner, 1 Long Lane. Dr. Millner spoke of his experience of attempting to observe the school day.

Ms. Anita Ford Saunders, 14 Brookview Lane. Ms. Ford Saunders spoke of the Communications audit and Communications Director position.

Ms. Cris Freer, 108 David Drive. Ms. Freer spoke of AP classes and Calculus Based Physics. She offered suggestions on adding or changing courses at the high school.

VI. Communications

VI.A. Report of Student Representative

Ms. Rabah shared that there have been many college acceptance days at MHS. These days allow students to meet college representatives and learn more about the schools. All City Music Festival and High School Musical were both successes. Ms. Daniels congratulated Ms. Rabah on her success in DECA competition.

Ms. Daniels shared that Susan Owens received recognition from NAACP for her work in her GIFTS program.

Ms. Guss shared that there is a job fair for certified vacancies at Beman Middle School on Monday, April 28th.

VII. Consent Agenda

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

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

Ms. Daniels pulled Item VII. H. Policy Minutes.

A motion to accept the Consent Agenda as amended was made. This motion, made by Deborah Kleckowki and seconded by Harold Panciera, Carried.

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

VII.A. Minutes of BOE Regular Meeting March 11, 2025

VII.B. MHS Ed Rising: Interns to National Conference

VII.C. 2024-2025 Winter End of Season Sports Report

VII.D. Grants Status Report

VII.E. Budget Committee

VII.F. Curriculum Committee

VII.G. Facilities Committee

VII.H. Policy Committee

Chair Daniels asked for the spelling of her name to be corrected. She also clarified her comment during that meeting that in the past the principal final candidate nominations were introduced and interviewed by the Board.

VIII. Department Reports

VIII.A. Financial Report

Ms. Forbes shared that there is a projected surplus. The surplus is due to open positions. Mr. Panciera asked about an audit line. Dr. Vazquez Matos responded it was a required audit with the city. Gasoline, grounds and supply lines were also discussed. Out of district tuition projections and Legacy Academy was discussed.

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

Ms. Forbes explained the transfers that were made this month. Transfers were made in Operations, DEI, Curriculum, Athletics, Farm Hill and Moody schools.

A motion to accept the Line Item Transfers was made. This motion, made by Harold Panciera and seconded by Liz Crooks, Carried.

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

Yea: 9, Nay: 0

VIII.B. Facilities Department

Mr. Gaylord thanked Billy Torres and Lee Stoup for all of their work at Keigwin. There are still roof leaks, tree removals happening around the district. A safety drill will be held next week.

VIII.C. Personnel Report

Mr. Snyder shared that the new Aerospace Teacher had started. The Executive Chef position was filled today and will be grant-funded for 3 years. Mr. Snyder discussed the substitute coverage and the timeline of hiring was also discussed.

VIII.D. Transportation Report

Mr. Langton shared that he sent out a breakdown of conduct reports by school to the board members last week. April and May are showing the busiest times for field trips. Mr. Langton continues to work with Ms. DeJesus to make sure all of the sporting events are covered.

IX. Superintendent's Report

IX.A. 25-26 Superintendent's Proposed Budget

Ms. Forbes explained initial position cuts and additions to the proposed budget. She shared the BOE cuts to reach the mayor's proposed 2025-2026 education contribution. Ms. Cannata answered questions regarding displaced employees and salaries. Ms. Guss discussed cutting the PSAT practice test for 8th graders. Ms. Guss expressed her concern regarding the cutting process. Kleckowski warned that the city may not give the increase and future cuts could be made.

A motion was made to approve the proposed BOE Budget of \$105,366,555. This motion, made by Harold Panciera and seconded by Liz Crooks, Carried.

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

Yea: 5, Nay: 2, Abstain: 2

Adam Hayn: Nay, Deborah Kleckowski: Nay

X. Action Items

X.A. Moody School Micro Forest

A detailed presentation was given at the facilities meeting. The micro forest will not have a cost to the district. It is proposed to be almost an acre.

A motion to approve Moody School Micro Forest was made. This motion, made by Liz Crooks and seconded by Adam Hayn, Carried.

Liz Crooks: Yea, Sheila Daniels: Yea, Rakim Grant: 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 4112.5 Employment and Student Teacher Checks - First Reading

This is a statutory policy. There were no concerns over the updates from the Policy Committee.

A motion to approve Policy 4112.5 Employment and Student Teacher Checks - First Reading was made. This motion, made by Deborah Kleckowski and seconded by Liz Crooks, Carried.

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

X.C. Approval of 25-26 Superintendent's Proposed Budget

This item was approved during IX.A. 25-26 Superintendent's Proposed Budget

XI. Future Agenda Items

Ms. Daniels suggested a walk through for the BOE to see Keigwin. Mr. Hayn shared that the Macdonough Governance Council has asked for regular updates regarding the renovations and move. Ms. Kleckowski shared that many agencies in town will be holding a mass casualty drill in the district. She will attend the event and report back. Ms. Daniels shared that the KPA presentation will be on the agenda next month.

XII. Proposed Executive Session

Executive Session was canceled due to unexpected illness.

XII.A. Discussion of attorney client privileged written communication (Legal advice regarding budget procedures; Policies 2400, 4010, & 4020; procedures for staff, student, parent, former staff member and community complaints; procedures for claims and litigation and threats of same; response to pending/threatened litigation) - *proposed for executive session*

XIII. Adjournment

A motion to adjourn was made at 8:34 PM. This motion, made by Deborah Kleckowski and seconded by Debra Guss, Carried.

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

Board of Education Meeting

April 2, 2025 6:00 PM

Alfred B. Tyschen Building, 311 Hunting Hill Ave.

Conference Room A

DRAFT

Board Members Present: Liz Crooks, Sheila Daniels, Debra Guss, Adam Hayn, Deborah Kleckowski, Susan Owens, and Harold Panciera

Others Present: Superintendent Dr. Alberto Vázquez Matos, Assistant Superintendent of Teaching and Learning Stacey McCann, Executive, Director of Communications Jessie Lavorgna, Executive Director of Finance Natalie Forbes, Director of Food, Nutrition and Wellness Randall Mel, Director of Assessment, Manager of Human Resources Harry Snyder, Randall, Mel, Finance and Resource Management Specialist Cassandra Steinhilber, Purchasing Agent and Finance Department Lead Christopher Puorro, and Assistant to the Superintendent and Board of Education Joyce Carey

I. CALL TO ORDER

Ms. Guss called the meeting to order at 7:09 PM.

II. 2025-2026 PROPOSAL OF SUPERINTENDENT'S RECOMMENDED BUDGET

Ms. Owens shared information from a meeting from last evening regarding Capital Prep Magnet School. Dr. Vázquez Matos reviewed documents including benefits and Legacy Academy Financials. Questions from Board Members included topics of leadership of Legacy Academy, location of Transition Academy, and tuition of outplaced students. Legacy Academy plans to include students from MHS, Beman and outplacements each separated into their own classrooms. Dr. Vázquez Matos explained how the district determined which students would be successful in the Legacy Academy. Chair Daniels asked about the Alliance Grant. Ms. Forbes explained. Mr. Puorro explained electricity costs and substitute secretarial costs. PreK curriculum writing was discussed as well as Convocation costs.

Mr. Gaylord explained the fuel cell repair or replacement. Dr. Vázquez explained the athletic coordinator position and the athletic trainer position. He explained that instruction support positions are put and maintained in place based on data results. Mr. Snyder explained adjusting job titles and discussions that would need to take place with bargaining units before taking any action. Mr. Snyder responded to questions regarding CT sick leave.

Dr. Vázquez Matos responded to remarks regarding reducing tuition of out of district high need students. He shared that the budget presented is conservative while serving the needs of the

students and comparable to other like districts. The wide services that the Pupil Services office covers was discussed.

The Board should be prepared to vote on the budget at the April 8th BOE Regular meeting. Ms. Forbes reminded the board members that grant funding is unknown and could be significantly reduced.

III. ADJOURNMENT

Motion: A motion to adjourn was made by Ms. Daniels and a second by Ms. Kleckowski was made at 9:40PM.

Respectfully Submitted,

Debra Guss

Board of Education Meeting

April 30, 2025 5:30 PM

Alfred B. Tychsen Administration Building, 311 Hunting Hill Ave.

Conference Room B

DRAFT

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

Others Present: Superintendent Dr. Alberto Vázquez Matos, Assistant Superintendent Jennifer Cannata, Executive Director of Operations Marco Gaylord

I. Call to Order

Ms. Daniels called the meeting to order at 5:34 PM.

II. Proposed for Executive Session

- II.A. Discussion of attorney client privileged legal memorandum (legal advice regarding death of a school administrator and related issues)

MOTION: A motion to enter Executive Session and invite Dr. Vázquez Matos, Jennifer Cannata, Marco Gaylord and Attorney Anne Littlefield was made by Ms. Kleckowski and a second by Mr. Panciera - unanimous vote.

III. Adjournment

Motion: A motion to adjourn was made by Ms. Daniels and Ms. Kleckowski was made at 6:15PM.

Executive Summary

2025-26 Adult Education Program Enhancement Projects

Middletown Adult Education is submitting a proposal for continuation of funding in our second year of Program Enhancement Initiatives through the State Department of Education, Bureau of Health/Nutrition, Family Services, and Adult Education.

This initiative comprises four programs. These are: Family Literacy Services, Instructional Innovation, Technology Integration and Expansion of Services, and Transition, Career Navigation and Support.

The following is a summary of each program:

Family Literacy – Family Literacy Instruction integrates four components to promote whole family literacy: Adult Education classes for basic skill development, high school completion, and English Language development, Early Childhood Education that provides developmentally appropriate programming for infants and toddlers of adult education students. Parenting education for parents and caretakers to attend parenting classes and Parent and Child Interactive Literacy Activities which include classroom activities, field trips to local community resources such as the Russell Library, community parks, and the Macdonough School Family Resource Center. The goal of this project is to increase literacy skills for the family, increase school involvement, and promote economic self-sufficiency.

Instructional Innovation – This project targets a specific population who will benefit from intensive contextualized learning in a STEM area. Drones will promote students' acquisition of programming coding, piloting techniques and will increase their decision making skills. Through the Approved Unmanned Aircraft Systems-Collegiate Training Initiative (UAS-CTI), they can continue to advance in this area and become gainfully employed upon graduation.

Technology Integration – This project increases the focus on digital literacy through digital literacy instruction for students in a contextualized environment and through distance learning. It also will provide for a digital navigator who will serve as a resource for both students and teachers to enhance the skills necessary for promoting technology competence. The digital navigator will expand contacts in the community to connect with new and innovative digital initiatives.

Transition, Career Navigation and Support – The Transition Program builds on our high school programs to improve upon student learning, critical thinking, and digital literacy, and promote transitions from our high school completion programs to post-secondary education or training. It includes promoting career research based on individual interests and aptitudes, post-secondary exploration and support for transition to training, further education, or pre-employment readiness. This project supports a designated Career Navigator to make connections with employers and the American Job Center and to guide students through this process.

These projects are in line with the needs of the Workforce Development Board and are collaborative with support agencies in our region.



Office of Finance & Administration
Cultivates the Brilliance in Each Student

Natalie Forbes, Executive Director of Finance
 forbesn@mpsct.org | (860) 638-1414
 311 Hunting Hill Ave, Middletown, CT 06457
 www.middletownschoools.org

Board of Education Report
5.9.25
Grants Report

The following grants were confirmed in March 8-May 9, 2025:

Grant Title	Funder	SY25	SY24
Perkins Supplemental Land Lab (VoAg Land Lab @ Keigwin Field)	CSDE	49,882	50,000
Violence Prevention (Macdonough Summer Programming)	Middlesex Coalition for Children	4,000	4,000
CTNCY LECC Transition--CT Network for Children & Youth, Professional Development to support the Transition of Public Schools oversight to community providers	CT Network for Children & Youth	5,000	0
	TOTAL	\$58,882	\$54,000

Respectfully submitted,
 Natalie Forbes, Executive Director of Finance

EMPLOYMENT AND STUDENT TEACHER CHECKS

As set forth below, each applicant for a position with the Middletown Public Schools (the “District”), and each student who is enrolled in a teacher preparation program with the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience in the District (collectively referred to as “applicants”), shall be asked to provide in writing: (1) whether the applicant has ever been convicted of a crime; (2) whether there are any criminal charges pending against the applicant at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether the applicant is included on an equivalent database and/or abuse/neglect registry maintained in that other state.

*[*Note: This language is optional, as out-of-state registry checks are not required under Connecticut law. However, given that the intent of state law is to ensure access to all relevant background information, we have included this provision should districts wish to require this additional information.]*

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. An employment application form that contains any question concerning the criminal history of the applicant shall contain the following notice, in clear and conspicuous language:

Pursuant to section 31-51i(d) of the Connecticut General Statutes, the applicant is hereby notified that (1) the applicant is not required to disclose the existence of any erased criminal history record information, (2) erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

In addition, the District shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

“Sexual misconduct” means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault

in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

A. The District shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the District:

1. Requiring the applicant:

- a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:
 - (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, inter-district magnet school operator, or a supervisory agent of a nonpublic school, and/or
 - (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.
- b. to submit a written authorization that
 - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
 - (ii) consents to and authorizes disclosure by the Connecticut State Department of Education (the “Department”) of the information requested under paragraph I.A.3 of this policy and the release of related records by the Department, and
 - (iii) releases those employers and the Department from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
- c. to submit a written statement of whether the applicant
 - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,

- (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
 - (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
- 2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department, which shall request the following:
 - a. the dates employment of the applicant, and
 - b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated, unless such substantiation was reversed as a result of an appeal to DCF;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct, unless such substantiation was reversed as a result of an appeal to DCF; or
 - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct, unless such substantiation was reversed as a result of an appeal to DCF. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the District receives a request for such information about an employee or former employee, the District shall respond with such information. The District may request more information concerning any response made by a current or former employer for information about an applicant, and,

notwithstanding subsection (g), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department concerning:
 - a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
 - b. whether the Department has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
 - c. whether the Department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, if the District receives information that an applicant for a position with or an employee of the District has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of such information.
- C. The District shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The District may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the District's review of information received under this section, provided:
 1. The applicant complied with paragraph I.A.1 of this policy;
 2. The District has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the District; and
 3. The applicant affirms that the applicant is not disqualified from employment with the District.
- E. The District shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
 1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 2. Affects the ability of the District to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
 3. Requires the District to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the District, unless, after investigation, such allegation is dismissed or found to be false.

- F. The District shall not offer employment to a person as a substitute teacher, unless such person and the District comply with the provisions of paragraph I.A.1 of this policy. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the District as a substitute teacher, as described in paragraph III.B.2 of this policy, provided the District does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, inter-district magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the District, either telephonically or through written communication. If the District receives such information, it shall determine whether such employee of the contractor may work in a position involving direct student contact at any school in the District. No determination by the District that any such employee of the contractor shall not work under any such contract in any such position shall constitute a breach of such contract.
- H. Any applicant/employee who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the District that may include:
1. denial of employment, or
 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151, or
 3. termination of a non-certified employee in accordance with applicable law and/or any applicable collective bargaining agreement, contract or District policy.
- I. If the District provides information in accordance with paragraph I.A.2 or I.G of this policy, the District shall be immune from criminal and civil liability, provided the District did not knowingly supply false information.

- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (g) of Conn. Gen. Stat. § 31-51i, the District shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, inter-district magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the District has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the District shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, inter-district magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.
- L. The District shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, inter-district magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the District, and before a student who is enrolled in a teacher preparation program in the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience, the District shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

[Optional: For any applicant whose current or most recent employment occurred out of state, the District shall request that the applicant provide the District with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the District to access such information shall be considered grounds for rejecting any applicant for employment.]

The District shall request information from the Registry [or its out of state equivalent] promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or the Superintendent’s designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent’s designee will either obtain the information from the Registry or, if the applicant’s consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.

- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF [or its out of state equivalent], with a copy to the Superintendent or the Superintendent's designee. Failure of the applicant to submit the signed form to DCF [or its out of state equivalent] within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry [or out-of-state registry] information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or the Superintendent's designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or the Superintendent's designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or the Superintendent's designee shall revoke the offer of employment and/or terminate the applicant's employment if the applicant has already commenced working for the District.

III. Criminal Records Check Procedure

- A. Each person hired by the District shall be required to submit to state and national criminal records checks within thirty (30) calendar days from the date of employment. Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, shall be required to submit to state and national criminal records checks within sixty (60) calendar days from the date such student begins to perform such student teaching experience. Record checks will be processed according to the following procedure:*

 - 1. No later than five (5) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the Department of Emergency Services and Public Protection, State Police Bureau of Identification (SPBI), 1111 Country Club Road, Middletown, CT 06457. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal records checks. The Superintendent or the Superintendent's designee will also provide each applicant with the following notifications before the applicant obtains the applicant's fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
 - 2. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the Department of Emergency Services and

Public Protection, State Police Bureau of Identification (SPBI), 1111 Country Club Road, Middletown, CT 06457. Failure of the applicant to have the applicant's fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal records checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.
4. Upon receipt of a criminal records check indicating a previously undisclosed conviction, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal records check. The affected applicant/employee may notify the Superintendent or the Superintendent's designee in writing within five (5) calendar days that the affected applicant/employee will challenge such individual's criminal history records check. Upon written notification to the Superintendent or the Superintendent's designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or the Superintendent's designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or the Superintendent's designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Notwithstanding anything in paragraph III.A.5 of this policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this policy, above.

B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the District must submit to state and national criminal history records checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history records checks for a substitute teacher have been completed within one year prior to the date the District hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history records checks to be forwarded to the Superintendent or the Superintendent's designee, then the substitute teacher will not be required to submit to another criminal history records check at the time of such hire.

2. If a substitute teacher submitted to state and national criminal history records checks upon being hired by the District, then the substitute teacher will not be required to submit to another criminal history records check so long as the substitute teacher is continuously employed by the District, that is, employed for at least one day of each school year, by the District, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

District personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the District.

V. Credit Checks

The District may also ask a prospective employee for a credit report for employment for certain District positions, where the District's receipt of a credit report is substantially related to the employee's potential job. "Substantially related to the current or potential job" is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated because of the position." Prior to asking for a credit report, the District will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the District; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the District, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or District debit or credit card; or (5) involve access to the District's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the District will provide written notification to the prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the District may use the information in the consumer credit report to make decisions related to the individual's employment. The District will obtain written, signed consent before performing the credit or other background checks.

If the District intends to take an action adverse to a potential employee based on the results of a credit report, the District must provide the prospective employee with a copy of the report on which the District relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The District will give the potential employee a reasonable amount of time, i.e., at least five days, to dispute any of the information in the report prior to making any final employment decision.

If an adverse action is taken based on information from the report, the District will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the District's actions; and a notice of the person's right to dispute the accuracy or completeness of any information

the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the District receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the District shall send such notice to the State Board of Education. In complying with this requirement, the District shall not disseminate the results of any national criminal history records check.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the District shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of this policy, “personal online account” means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the District, including, but not limited to, electronic mail, social media and retail-based Internet web sites. “Personal online account” does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the District.

A. During the course of an employment check, the District may not:

1. request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing a personal online account;
2. request or require that an applicant authenticate or access a personal online account in the presence of District personnel; or
3. require that an applicant invite a supervisor employed by the District or accept an invitation from a supervisor employed by the District to join a group affiliated with any personal online account of the applicant.

B. The District may request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing:

1. any account or service provided by District or by virtue of the applicant’s employment relationship with the District or that the applicant uses for the District’s business purposes, or
2. any electronic communications device supplied or paid for, in whole or in part, by the District.

C. In accordance with applicable law, the District maintains the right to require an applicant to allow the District to access the applicant’s personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:

1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or
2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the District's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Certain Individuals

This policy shall not apply to:

- A. A student employed by the District who attends a District school.
- B. A person employed by the District as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for such position.

X. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

[* Note: This is a sample policy designed to provide compliance with the provisions of Connecticut General Statutes §§ 10-221d and 10-222c. Individual boards of education may wish to treat certain aspects of this policy differently. For example, a board of education may wish to do the required fingerprinting on-site, using board personnel. Also, a board of education may request a regional educational service center to arrange the taking and forwarding of the fingerprints, with the direction to provide the board of education with the results of the criminal history records checks.]

Legal References: Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act 24-41, "An Act Concerning Educator Certification, Teachers, Paraeducators and Mandated Reporter Requirements."

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Policy Adopted: August 28, 2001

Policy readopted: June 22, 2004

Policy revised: January 26, 2010

Policy revised: April 17, 2012

Policy revised: June 27, 2017

Policy replaced: December 8, 2020

Policy updated:

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits the applicant's fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain the applicant's record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct the applicant's record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

<p>Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p>Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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Noncriminal Justice Applicant's Privacy Rights

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.⁴ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated person information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.⁵
- You must be advised in writing of the procedures for obtaining a change, correction, or updating of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁶
- If you need additional information or assistance, please contact:

<p>Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p>Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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⁴ Written notification includes electronic notification, but excludes oral notification.

⁵ <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

⁶ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation
Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**MIDDLETOWN BOARD OF EDUCATION
CURRICULUM COMMITTEE**

April 3, 2025

Zoom

5:30 PM

<u>Board of Education (BOE)</u> <u>Committee Members Present</u> Debra Guss, Committee Chair Adam Hayn, Committee member Elizabeth Crooks, Committee member Sheila Daniels, BOE Chair	<u>Also Present</u> Dr. Stacey McCann, Assistant Superintendent of Teaching and Learning Richard Cordaway, Director of Math (K-12) Colleen Fitzpatrick, K-5 English Language Arts (“ELA”) Supervisor DeLita Rose-Daniels, Community member
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1. **Call to order and Introductions:** Committee Chair Debra Guss called the meeting to order at 5:30 p.m. and introductions were made.

2. **Bridging the Home-School Connection:** Next, Ms. Fitzpatrick shared an overview of the “Literacy How” Family nights that have been conducted at Farm Hill school, which include family friendly activities and information sharing focused on literacy. Ms. Fitzpatrick then provided an overview of various multilingual learners’ family nights held throughout the district. Mr. Cordaway next discussed math family nights at the elementary schools, which include food, prizes and various math-related focused games, highlighting the way that families can learn how math can be found in our daily lives. He also reported on the recent Algebra 1 informational session at Beman. A discussion followed, including opportunities to expand these events, sustainability and funding.

3. **Adjournment:** Committee Chair Debra Guss then adjourned the meeting at 5:58 p.m.

<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>
CERTIFIED SALARIES								
51109 CERTIFIED*CURR WRITING	43,294.50	81,820.00	(410.00)	-	45,837.25	35,572.75	30,000.00	51,410.00
51110 CERTIFIED*REG	35,591,312.69	37,071,168.00	-	-	26,664,196.78	10,406,971.22	600,000.00	36,471,168.00
51112 UNKNOWN ATTRITION CERTIFIED	-	(946,085.00)	-	-	-	(946,085.00)	-	(946,085.00)
51115 CERTIFIED*OTH ADDL/STIPEND	5,193.45	6,992.00	-	-	1,910.45	5,081.55	4,500.00	2,492.00
51309 SALARIES: INTERVENTIONISTS	1,851.80	-	-	-	-	-	-	-
51310 SALARIES: SUBS-DAILY*REG	55,524.26	-	-	-	-	-	-	-
51315 SALARIES: SUBS-LT*REG	249,959.71	100,000.00	-	-	145,420.85	(45,420.85)	(68,000.00)	168,000.00
51316 SALARIES: SUBS-BLDG*REG	191,625.78	299,208.00	-	-	197,641.97	101,566.03	70,000.00	229,208.00
51410 SALARIES: ADMINISTRATOR*REG	5,326,476.12	5,659,271.00	-	-	4,967,156.87	692,114.13	100,000.00	5,559,271.00
51601 LONGEVITY: CERTIFIED	395,200.00	383,200.00	-	-	352,228.05	30,971.95	30,971.95	352,228.05
51716 SALARIES: MENTOR	10,172.28	21,222.00	-	-	4,521.00	16,701.00	16,701.00	4,521.00
51718 SALARIES: TUTOR	150,220.50	198,850.00	-	-	110,919.50	87,930.50	60,000.00	138,850.00
51721 SALARIES: STIPENDS-NON TRB	637,483.25	689,474.00	(9,316.00)	-	488,679.14	191,478.86	-	689,158.00
51900 OTHER SALARIES	137,917.00	-	-	-	-	-	-	-
51901 NON-CONTRACTED CERTIFIED	71,962.39	60,000.00	-	-	78,549.70	(18,549.70)	(26,000.00)	86,000.00
51921 SALARIES: CLASS COVERAGE	209,012.43	100,000.00	-	-	167,858.44	(67,858.44)	(100,000.00)	200,000.00
TOTAL CERTIFIED SALARIES	43,077,206.16	43,725,120.00	(9,726.00)	-	33,224,920.00	10,490,474.00	718,172.95	42,997,221.05
CLASSIFIED SALARIES								
51116 CLASSIFIED*REG	8,700,708.51	9,478,540.00	-	-	8,012,159.44	1,466,380.56	(278,000.00)	9,756,540.00
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	-	-	186,527.00	66,473.00	50,000.00	203,000.00
51200 SALARIES OF SEASONAL TEMP	124,250.31	50,000.00	-	-	79,685.11	(29,685.11)	(40,000.00)	90,000.00
51416 ATHLETIC EVENT WORKERS	61,830.23	53,000.00	-	-	59,821.54	(6,821.54)	(10,000.00)	63,000.00
51418 SUBS-SECRETARIES	33,589.87	10,000.00	-	-	18,930.99	(8,930.99)	(12,000.00)	22,000.00
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	-	-	3,290.00	555.00	1,000.00	5,000.00
TOTAL CLASSIFIED SALARIES	9,425,824.26	9,641,072.00	-	2,155.00	8,361,089.24	1,277,827.76	(260,308.00)	9,901,380.00
PARAPROFESSIONALS/AIDES								
51210 SALARIES: AIDES/PARAS*REG	4,544,842.30	5,162,752.00	-	-	4,011,020.92	1,151,731.08	265,000.00	4,897,752.00

Object Code - Summary	Expenditure 2023-2024	Appropriation 2024-2025	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Surplus/Deficit	Projected Expenditure
51112 UNKNOWN ATTRITION PARAS	-	(154,883.00)	-	-	-	(154,883.00)	-	(154,883.00)
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	266,704.24	431,742.00	-	-	264,683.79	167,058.21	95,000.00	336,742.00
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	-	-	1,713.75	8,286.25	7,000.00	3,000.00
TOTAL PARAPROFESSIONALS/AIDES	5,084,302.63	5,445,124.00	-	-	4,292,118.46	1,153,005.54	369,400.00	5,075,724.00
EMPLOYEE BENEFITS								
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	-	-	599,158.36	85,411.64	(80,000.00)	764,570.00
52210 MEDICARE	902,675.89	909,573.00	-	-	726,718.99	182,854.01	(30,000.00)	939,573.00
52300 RETIREMENT CONTRIB	85,921.14	91,145.00	-	-	73,331.55	17,813.45	8,000.00	83,145.00
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	(30,000.00)	80,000.00
52700 WORKERS COMPENSATION	509,870.01	692,021.00	-	60,646.66	626,573.77	4,800.57	(11,284.43)	703,305.43
52831 HEALTH INS*CERTIFIED/PARAS	9,355,471.00	9,183,370.00	-	-	9,183,370.00	-	-	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	956,518.43	1,033,278.00	-	61,592.02	906,685.98	65,000.00	65,000.00	968,278.00
52950 DISABILITY INSURANCE	30,920.59	30,500.00	-	-	31,159.95	(659.95)	(659.95)	31,159.95
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	20,000.00	5,000.00
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
TOTAL EMPLOYEE BENEFITS	18,805,948.66	19,441,584.00	-	122,238.68	16,923,676.08	395,669.24	(75,230.86)	19,516,814.86
PURCHASED SERVICES								
53010 PURCHASED PROF SVCS	189,631.51	16,350.00	-	2,888.70	13,411.30	50.00	50.00	16,300.00
53020 LEGAL SERVICES	150,693.65	175,000.00	-	20,129.10	149,733.55	5,137.35	5,137.00	169,863.00
53040 NURSING SERVICES	40,112.50	50,000.00	-	2,650.00	42,350.00	5,000.00	5,000.00	45,000.00
53070 TESTING / SCORING	19,164.00	21,700.00	-	-	21,700.00	-	-	21,700.00

<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>
53200 PROF EDUC SERVICES	449,049.13	142,000.00	-	102,195.70	266,133.41	(226,329.11)	(226,329.00)	366,329.00
53205 EMPLOYEE TRNG/DEV SVCS	1,000.00	550.00	-	-	300.00	250.00	250.00	300.00
53220 INSERVICE - PROF MTGS/DEVEL	59,967.45	52,790.00	2,004.68	7,243.95	39,070.50	8,480.23	8,480.00	46,314.68
53240 FIELD TRIPS	22,385.59	22,200.00	5,263.93	1,404.12	24,147.46	1,912.35	1,912.35	25,551.58
53251 STUDENT ACTIVITIES	8,306.84	12,000.00	-	1,925.00	3,805.20	6,269.80	6,269.80	5,730.20
53300 PURCH PROF SVCS: TECH	159,480.33	86,785.00	1,332.93	60,704.30	78,596.15	(51,182.52)	(51,343.00)	139,460.93
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	-	83,067.05	366,212.89	(245,895.94)	(245,895.94)	449,279.94
53500 PURCH PROF/TECH SERVICES	32,384.95	35,239.00	(2,470.00)	-	30,039.46	2,729.54	2,730.00	30,039.00
53530 PURCH PROF SVCS: POLICE	25,251.04	13,000.00	3,658.00	-	14,933.33	1,724.67	(8,000.00)	24,658.00
53540 PURCH PROF SVCS: SPORTS OF	44,936.52	70,700.00	-	-	38,711.76	31,988.24	20,000.00	50,700.00
54010 PURCH PROPERTY SVCS	66,734.44	123,248.00	13,920.42	31,030.85	107,291.61	(1,154.04)	(6,200.00)	143,368.42
54103 SNOW PLOWING/SANDING	16,100.00	25,000.00	-	-	21,500.00	3,500.00	-	25,000.00
54300 REPAIRS & MAINTENANCE	735,773.14	891,780.00	38,586.39	172,709.33	701,907.33	55,749.73	-	930,366.39
54303 MAINT: GROUNDS	21,517.97	46,500.00	-	6,456.70	40,029.49	13.81	13.81	46,486.19
54304 ELEVATOR MAINTENANCE	55,477.75	50,000.00	-	9,000.68	40,999.29	0.03	0.03	49,999.97
54411 WATERSEWER	99,500.82	114,662.00	-	46,455.26	79,701.77	(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	261.00	4,739.00
54421 DISPOSAL	156,347.79	155,800.00	-	5,986.72	145,864.47	3,948.81	-	155,800.00
54424 LAWN CARE	10,110.00	15,000.00	-	-	7,371.72	7,628.28	7,000.00	8,000.00
54440 RENTALS	673.68	700.00	-	-	336.84	363.16	363.00	337.00
55010 PURCHASED SERVICES	711,296.48	934,751.00	(867.42)	90,542.34	809,579.69	33,761.55	54,666.70	879,216.88
55100 PUPIL TRANSPORTATION	4,014,310.98	6,532,299.00	-	56,195.38	5,697,296.61	778,807.01	778,807.00	5,753,492.00
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	-	324,980.52	1,277,902.68	(222,883.20)	(222,883.00)	1,602,883.00
55190 TRANSPORT*HOMELESS	256,466.71	250,000.00	-	36,823.40	86,451.07	126,725.53	120,000.00	130,000.00
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	-	40,629.25	223,593.54	677.21	677.00	264,223.00
55301 POSTAGE	30,013.60	27,400.00	-	232.71	15,778.99	11,388.30	-	27,400.00
55303 SECURITY MONITORING	90,716.55	90,000.00	-	9,150.00	86,937.37	(6,087.37)	(6,087.37)	96,087.37
55304 SUBSCRIPTIONS/LICENSES	74,602.73	90,720.00	4,683.86	-	95,489.18	(85.32)	(85.32)	95,489.18

<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>
55400 ADVERTISING	281.38	800.00	-	-	1,275.81	(475.81)	(475.81)	1,275.81
55500 PRINTING	21,134.69	17,800.00	1,750.00	2,593.61	13,284.83	3,671.56	3,671.56	15,878.44
55510 COPYING	88,618.60	114,000.00	-	-	108,442.29	5,557.71	5,557.71	108,442.29
55800 TRAVEL/CONFERENCES	89,872.04	111,550.00	(4,083.40)	5,990.04	44,521.71	56,954.85	56,000.00	51,466.60
TOTAL PURCHASED SERVICES	10,360,096.40	12,701,400.00	63,779.39	1,150,984.71	11,193,163.29	421,031.39	332,121.34	12,433,058.05
SUPPLIES & MATERIALS								
56100 SUPPLIES*GENERAL	20,596.86	10,000.00	-	1,775.00	4,341.62	3,883.38	3,883.38	6,116.62
56104 SUPPLIES*MAINTENANCE	155,630.27	209,000.00	(500.00)	49,938.91	146,907.55	11,653.54	-	208,500.00
56106 SUPPLIES*FOOD	260.00	390.00	-	15.44	274.56	100.00	100.00	290.00
56110 INSTRUCTIONAL SUPPLIES	356,714.62	428,004.00	(11,923.71)	10,806.19	354,620.20	50,653.90	49,447.00	366,633.29
56115 COMMON CORE MATERIALS	18,132.28	20,503.00	(698.87)	-	19,177.66	626.47	626.47	19,177.66
56120 ADMINISTRATIVE SUPPLIES	67,883.16	70,677.00	2,780.61	8,352.84	59,395.56	5,709.21	6,191.00	67,266.61
56121 COPY PAPER	50,502.46	51,625.00	1,822.23	3,760.80	46,473.87	3,212.56	3,212.56	50,234.67
56210 NATURAL GAS	616,610.08	763,250.00	(63,000.00)	209,267.23	490,578.76	404.01	404.00	699,846.00
56220 ELECTRICITY	1,044,827.62	1,337,034.00	-	455,874.64	1,097,575.36	(216,416.00)	-	1,337,034.00
56230 BOTTLED GAS	12,276.73	11,950.00	-	3,230.17	6,869.83	1,850.00	1,850.00	10,100.00
56240 FUEL OIL	268,478.19	295,879.00	-	74,484.31	221,394.69	-	-	295,879.00
56260 DIESEL FUEL	229,004.19	240,000.00	-	81,034.32	158,965.68	-	-	240,000.00
56266 GASOLINE (VEHICLES)	131,355.14	104,490.00	15,000.00	29,953.17	89,536.83	-	-	119,490.00
56270 PROPANE	29,065.54	50,000.00	83.40	10,540.58	39,542.82	-	-	50,083.40
56300 FOOD SUPPLIES	1,410.92	3,280.00	(1,000.00)	-	865.00	1,415.00	1,415.00	865.00
56400 BOOKS AND PERIODICALS	7,358.30	7,700.00	-	684.70	5,508.07	1,507.23	1,507.00	6,193.00
56410 TEXTBOOKS	24,314.61	14,310.00	-	40.00	12,430.82	1,839.18	1,839.00	12,471.00
56420 LIBRARY MATERIALS	31,103.74	20,090.00	(4,250.00)	1,725.14	11,991.72	2,123.14	2,123.00	13,717.00
56500 SUPPLIES*TECHNOLOGY RELAT	218,781.24	206,094.00	(46.63)	21,754.05	169,751.89	14,541.43	14,541.00	191,506.37
56900 SUPPLIES*OTHER	179,863.75	186,035.00	(7,000.00)	34,136.18	145,830.42	(931.60)	9,622.00	169,413.00
56910 CUSTODIAL SUPPLIES	203,050.83	211,500.00	-	56,948.37	150,973.53	3,578.10	3,578.00	207,922.00
TOTAL SUPPLIES & MATERIALS	3,667,220.53	4,241,811.00	(68,732.97)	1,054,322.04	3,233,006.44	(114,250.45)	100,339.41	4,072,738.62
PROPERTY								
57300 NEW EQUIPMENT	24,721.25	28,000.00	(2,000.00)	8,607.80	998.37	16,393.83	15,671.44	10,328.56
57330 FURNITURE AND FIXTURES	14,992.08	4,500.00	11,979.58	6,150.00	13,114.23	(2,784.65)	(2,785.00)	19,264.58

<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>
57340 TECH REL HW/EQUIP	1,606.33	2,129.00	-	-	1,943.44	185.56	185.56	1,943.44
57390 OTHER EQUIP/PROPERTY	3,091.98	3,100.00	4,000.00	-	7,050.80	49.20	49.00	7,051.00
TOTAL PROPERTY	44,411.64	37,729.00	13,979.58	14,757.80	23,106.84	13,843.94	13,121.00	38,587.58
MISCELLANEOUS								
58100 MEMBERSHIPS & DUES	90,319.36	115,420.00	700.00	1,225.00	100,628.56	14,266.44	10,514.00	105,606.00
58901 EDUCATIONAL SUPPORT	23,321.95	32,155.00	-	839.50	30,783.46	532.04	532.00	31,623.00
58903 PROF DEV IMPROVEMENT	25,101.38	29,000.00	-	-	17,101.44	11,898.56	11,299.00	17,701.00
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	1,172.00	478.00
58908 RECRUITMENT	19,199.71	19,100.00	-	194.38	14,144.72	4,760.90	4,761.00	14,339.00
TOTAL MISCELLANEOUS	167,127.40	202,325.00	700.00	2,258.88	168,136.14	32,629.98	28,278.00	174,747.00
TUITION								
55600 TUITION MAGNET (REGULAR ED	935,967.00	600,174.00	-	-	514,384.02	85,789.98	85,789.98	514,384.02
55610 TUITION TO OTHER DISTR IN ST	231,834.48	168,000.00	-	13,780.00	90,664.46	63,555.54	63,555.54	104,444.46
55630 TUITION TO PRIVATE SOURCES	4,662,580.08	4,930,000.00	-	1,491,499.28	4,484,196.73	(1,045,696.01)	(1,166,126.00)	6,096,126.00
TOTAL TUITION	5,830,381.56	5,698,174.00	-	1,505,279.28	5,089,245.21	(896,350.49)	(1,016,780.48)	6,714,954.48
GRAND TOTAL	96,462,519.24	101,134,339.00	(0.00)	3,851,996.39	84,508,461.70	12,773,880.91	209,113.36	100,925,225.64

Middletown Board of Education
BOE Transfer of Funds

Date Range: 05-Mar-2025 to 09-May-2025 For FY 2025

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 39617 Date: 09-May-2025						
From 1010-940-2600-000-54300-02004	OPER/MAINT PLANT: REPAIRS/MAINT: CARPENTRY	151,500.00	-5,000.00	146,500.00	20,697.00	
To 1010-015-4700-000-57010-00000	KEIGWIN: PROPERTY					20,697.00
Resolution dated March 21, 2025 for Keigwin School handrails renovation project BOE responsibility.						
Total Transfer for Central Office					20,697.00	20,697.00
Journal#: 39570 Date: 09-Apr-2025						
From 1010-940-2600-000-54300-02004	OPER/MAINT PLANT: REPAIRS/MAINT: CARPENTRY	151,500.00	-5,000.00	146,500.00	7,000.00	
To 1010-940-2600-000-56104-02004	OPER/MAINT PLANT: SUPPL*MAINT*CARPENTRY	35,000.00		35,000.00		7,000.00
TRANSFER TO CORRECT A NEGATIVE EXPENDITURE AND TO ANTICIPATE ADDITIONAL EXPENDITURES						
Journal#: 39572 Date: 09-Apr-2025						
From 1010-940-2620-000-54010-00000	MAINT/BLDGS: PURCH PROP SVCS	28,500.00	-6,227.90	22,272.10	500.00	
From 1010-940-2630-000-54010-00000	CARE/UPKEEP GROUNDS: PURCH PROP SVCS	28,000.00	16,500.00	44,500.00	649.33	
From 1010-940-2630-000-54424-00000	CARE/UPKEEP GROUNDS: LAWN CARE	15,000.00		15,000.00	628.28	
From 1010-940-2630-000-57300-00000	CARE/UPKEEP GROUNDS: NEW EQUIP	20,000.00		20,000.00	722.39	
To 1010-940-2620-000-56900-00000	MAINT/BLDGS: SUPPL*OTHER	17,500.00		17,500.00		2,500.00
TRANSFER TO CORRECT NEGATIVE EXPENDITURE AND ANTICIPATING ADDITIONAL EXPENDITURES						
Journal#: 39601 Date: 06-May-2025						
From 1010-940-2630-000-54103-00000	CARE/UPKEEP GROUNDS: SNOW PLOWING/SANDING	25,000.00		25,000.00	3,500.00	
To 1010-940-2630-000-54010-00000	CARE/UPKEEP GROUNDS: PURCH PROP SVCS	28,000.00	16,500.00	44,500.00		3,500.00
TRANSFER TO ACCOMODATE ANTICIPATED EXPENDITURES						
Total Transfer for Facilities					13,000.00	13,000.00
Journal#: 39568 Date: 07-Apr-2025						
From 1010-001-1000-150-56110-00000	SPENCER: LIT & READ*INSTR SUPPL	3,175.00		3,175.00	291.41	
From 1010-001-1000-180-56110-00000	SPENCER: PHYS ED*INSTR SUPPL	550.00		550.00	33.44	
From 1010-001-1000-350-56110-00000	SPENCER: PERFORM ARTS*INSTR SUPPL	750.00		750.00	118.83	
From 1010-001-1000-350-56900-00000	SPENCER: PERFORM ARTS*SUPPL*OTHER	200.00		200.00	50.51	
From 1010-001-2220-440-54300-00000	SPENCER: LIBR/MEDI REPAIRS & MAINT	1,150.00		1,150.00	576.81	
To 1010-001-2410-000-56120-00000	SPENCER: ADMIN SUPPL	4,550.00		4,550.00		1,071.00

Middletown Board of Education
BOE Transfer of Funds

Date Range: 05-Mar-2025 to 09-May-2025 For FY 2025

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
	transfer funds to cover additional supplies needed for teachers, office					
	Total Transfer for Spencer School				1,071.00	1,071.00

Journal#: 39600 Date: 05-May-2025

From 1010-054-3200-920-51721-00000	STUDENT ACT: BMS: STIPENDS-NON TRB	27,156.00	-2,158.00	24,998.00	6,000.00	
To 1010-054-3200-910-51416-00000	ATHLETICS: BMS*EVENT-OT-CUSTODIANS	1,000.00		1,000.00		6,000.00
From 1010-062-3200-910-51721-00000	ATHLETICS: STIPENDS-NON TRB-COACHES	459,249.00		459,249.00	2,000.00	
To 1010-062-3200-910-53300-00000	ATHLETICS: PURCH PROF SVCS: TECH		1,750.00	1,750.00		2,000.00
From 1010-062-3200-910-51721-00000	ATHLETICS: STIPENDS-NON TRB-COACHES	459,249.00		459,249.00	2,000.00	
To 1010-062-3200-910-55010-00000	ATHLETICS: PURCH SVCS	27,650.00	2,158.00	29,808.00		2,000.00
From 1010-054-3200-910-51721-00000	ATHLETICS: STIPENDS-NON TRB-COACHES	78,912.00	-5,000.00	73,912.00	2,000.00	
To 1010-062-3200-910-58100-00000	ATHLETICS: MEMBERSHIP/DUES	33,950.00		33,950.00		2,000.00
From 1010-062-3200-920-51721-00000	STUDENT ACT: MHS: STIPENDS-NON TRB	101,357.00	-2,158.00	99,199.00	4,815.00	
To 1010-062-3200-910-56900-00000	ATHLETICS: SUPPL*OTHER	62,150.00		62,150.00		4,815.00
From 1010-054-3200-910-51721-00000	ATHLETICS: STIPENDS-NON TRB-COACHES	78,912.00	-5,000.00	73,912.00	1,500.00	
To 1010-062-3200-910-56900-00000	ATHLETICS: SUPPL*OTHER	62,150.00		62,150.00		1,500.00
From 1010-062-3200-910-51721-00000	ATHLETICS: STIPENDS-NON TRB-COACHES	459,249.00		459,249.00	816.00	
To 1010-062-3200-910-56900-00000	ATHLETICS: SUPPL*OTHER	62,150.00		62,150.00		816.00
From 1010-054-3200-920-51721-00000	STUDENT ACT: BMS: STIPENDS-NON TRB	27,156.00	-2,158.00	24,998.00	973.00	
To 1010-062-3200-910-56900-00000	ATHLETICS: SUPPL*OTHER	62,150.00		62,150.00		973.00
	Transfer funds to cover negative balances and to pay incoming invoices.					
	Total Transfer for Student Activities/Athletics				20,104.00	20,104.00
	*** Grand Total To Transfer				54,872.00	54,872.00



BOE Monthly Human Resources Report

Tuesday, May 13, 2025

M

Monthly HR Update

- **Staffing: Time Period – April 1 – April 30, 2025**

New Hires – 2

- **Certified: 0**

New Hires continued on next page



Monthly HR Update

- **Staffing: Time Period – April 1 – April 30, 2025**

New Hires – continued

- **Non-Certified: 2**
- **Paraeducator - (Spencer)**
- **Executive Chef – (District)**

Monthly HR Update

- **Staffing: Time Period – April 1 – April 30, 2025**

Separations –

- **Retirements: 2 –**

Elementary School Teacher (5th grade) – (Snow)

Elementary School Teacher (3rd grade) – (Macdonough)

- **Resignations: 2**

- **Certified staff: 0**

separations continued on next slide

Monthly HR Update

- **Staffing: Time Period – April 1 – April 30, 2025**

- **Resignations: continued**
- **Non Certified: 1**

- **Paraeducator – (Beman)**

Monthly HR Update

- **Staffing: Time Period – April 1 – April 30, 2025**
- **Vacancies – 54**

- **Certified: openings – 10**

- **Principal – (Beman) –open – Mass mailing to 7960 Currently Certified Admins State-wide– Kate Thomas Acting Principal; Megan Hanly – Acting Assistant Principal.**
- **Assistant Principal – (MHS) – 1st round of interviews complete; 2nd round being scheduled**
- **School Psychologist – (Snow) – (covered by contract personnel) – (Pending hire for 25/26)**
- **School Psychologist – (Lawrence) - (covered by contract personnel)**
- **School Psychologist – (Bielefield) – (covered by contract personnel) – (Pending hire for 25/26)**
- **World Language Teacher – (Beman) – filled for 2025/2026 school year**
- **Special Ed Teacher – (MHS) – covered by certified SPED sub**

Vacancies continued on next slide

Monthly HR Updates

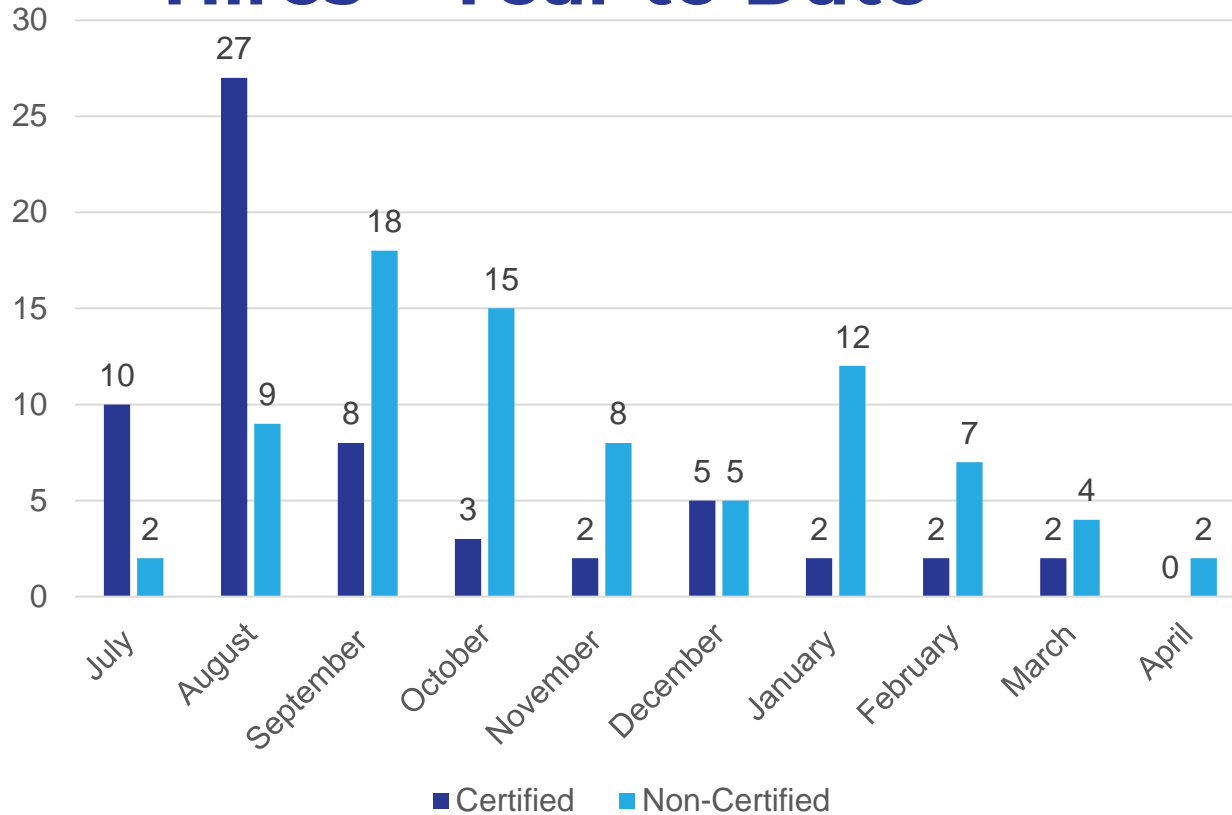
- **Staffing: Time Period – April 1 – April 30, 2025**
- **Vacancies – (continued)**
- **ML Department Head – (MHS/District) Duties being covered by Colleen Fitzpatrick**
- **Bilingual Teacher – (District)**
- **Science Teacher - Chemistry – (MHS) – (covered with Proximity Learning – synchronous classroom)**
- **Classified Vacancies – 47**
- **Board Certified Behavioral Analyst (2) – (Farm Hill & Spencer) – (Pending Hire- offer made)**
- **MTC Tutor – (MTC)**

Vacancies continued on next slide

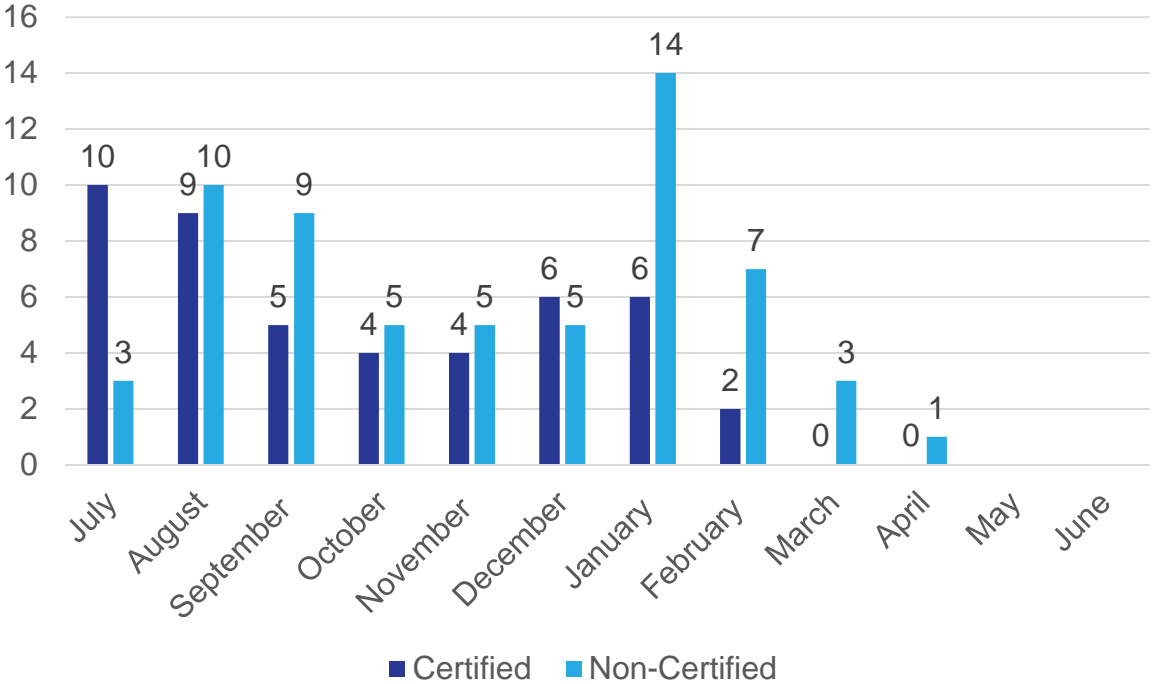
Monthly HR Updates

- **Staffing: Time Period – April 1 – April 30, 2025**
- **Vacancies – (continued)**
 - **Paraeducator Vacancies – 44**
 - **MHS – 11**
 - **Beman – 10**
 - **Snow – 5**
 - **Wesley – 3**
 - **Bielefield – 2**
 - **Farm Hill – 4**
 - **Spencer – 3**
 - **Macdonough – 1**
 - **Moody – 4**
 - **Lawrence - 1**

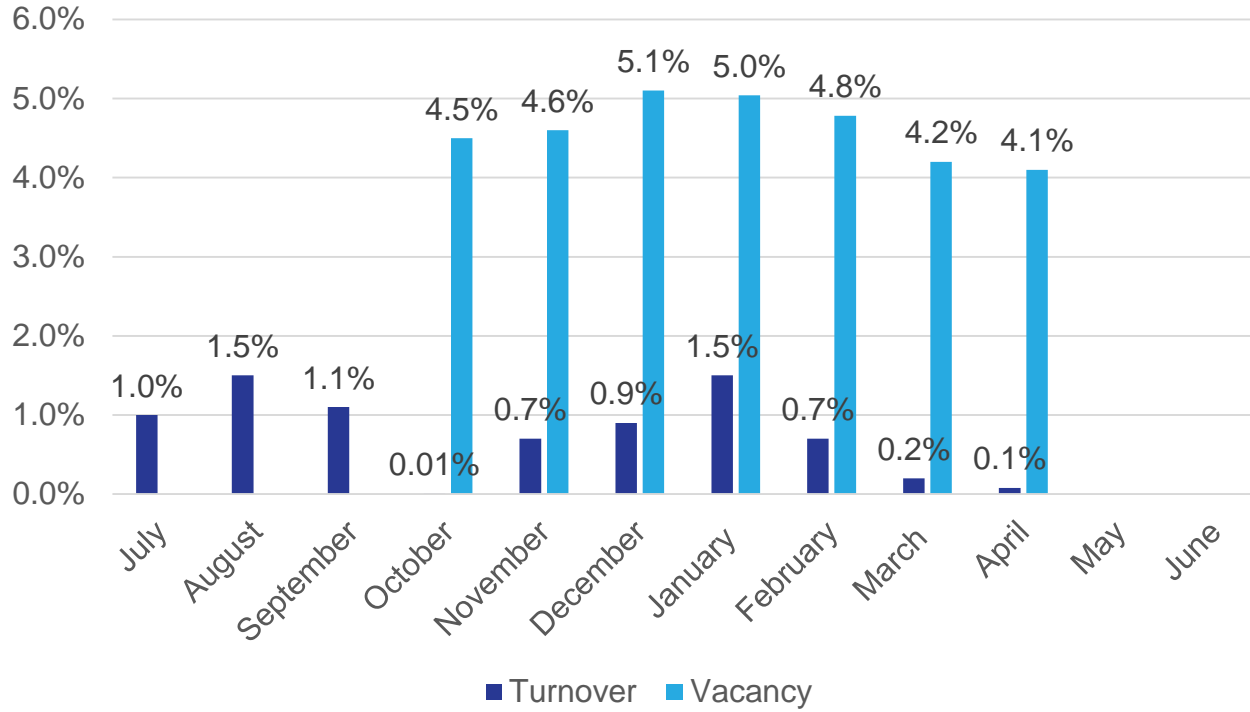
Hires – Year to Date



Separations Year to Date



Turnover and Vacancy Rate % Year to Date





MIDDLETOWN PUBLIC SCHOOLS

“Unlocking the Potential in ALL Students”

Mark Langton, Transportation Manager

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