

# Board of Education Regular Meeting

Monday, November 17, 2025 6:30 PM

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

I. Call to Order	<b>Speaker (s)</b> : Jennifer Cannata
II. Salute to the Flag	<b>Speaker (s)</b> : Jennifer Cannata
III. Election of Officers	<b>Speaker (s)</b> : Jennifer Cannata
IV. Adoption of Agenda	<b>Speaker (s)</b> : Board Chair
V. District Highlights	<b>Speaker (s)</b> : Jennifer Cannata
V.A. Introduction of New Board Members	<b>Speaker (s)</b> : Board Chair
V.B. CTEEA Teacher of the Month, Erin Scholes	<b>Speaker (s)</b> : Scott Roberts
V.C. SNACT 2024-2025 Rising Star of the Year Director	<b>Speaker (s)</b> : Scott Roberts
V.D. 2025 Conservation Project Award by the CT River Coastal Conservation District	<b>Speaker (s)</b> : Scott Roberts
V.E. MHS Marching Band CT State Championships	<b>Speaker (s)</b> : Scott Roberts
V.F. MHS Crew Team Successes	<b>Speaker (s)</b> : Scot Peaslee
VI. Public Session	<b>Speaker (s)</b> : Board Chair
VII. Communications	<b>Speaker (s)</b> : Board Chair
VII.A. Report of Student Representative	<b>Speaker (s)</b> : Salahaldin Marnus Kunate
VIII. Consent Agenda	<b>Speaker (s)</b> : Board Chair
VIII.A. Minutes of October 8, 2025 BOE Special Meeting	<b>Speaker (s)</b> : Board Chair
VIII.B. Minutes of November 3, 2025 9:10AM BOE Special Meeting	<b>Speaker (s)</b> : Board Chair
VIII.C. 2026 BOE Meeting Dates	<b>Speaker (s)</b> : Board Chair
VIII.D. MHS Performing Arts to Virginia Beach	<b>Speaker (s)</b> : Steve Matthews
VIII.E. Grants Status Report	<b>Speaker (s)</b> : Natalie Forbes
VIII.F. Policy #0301 Equity Policy - Second Reading	<b>Speaker (s)</b> : Committee Chair
VIII.G. Policy #1250 Visitors and Observations in Schools	<b>Speaker (s)</b> : Committee Chair
VIII.H. Budget Committee	<b>Speaker (s)</b> : Committee Chair
VIII.I. Curriculum Committee	<b>Speaker (s)</b> : Committee Chair
VIII.J. Facilities Committee	<b>Speaker (s)</b> : Committee Chair
VIII.K. Policy Committee	<b>Speaker (s)</b> : Committee

		Chair
<b>IX. Department Reports</b>		<b>Speaker (s) :</b> Board Chair
IX.A.	Financial Report	<b>Speaker (s) :</b> Natalie Forbes
IX.A.1.	Action on Line Item Transfer Report	<b>Speaker (s) :</b> Natalie Forbes
IX.A.2.	Unexpended balance of 24-25	<b>Speaker (s) :</b> Natalie Forbes
IX.B.	Facilities Department	<b>Speaker (s) :</b> Marco Gaylord
IX.C.	Personnel Report	<b>Speaker (s) :</b> Harry Snyder
IX.D.	Transportation Report	<b>Speaker (s) :</b> Mark Langton
<b>X. Superintendent's Report</b>		<b>Speaker (s) :</b> Board Chair
X.A.	District Security Overview	<b>Speaker (s) :</b> Marco Gaylord
X.B.	Monthly Overview	<b>Speaker (s) :</b> Jennifer Cannata
<b>XI. Action Items</b>		<b>Speaker (s) :</b> Board Chair
XI.A.	Approval of the 2026-2027 School Year Calendar	<b>Speaker (s) :</b> Board Chair
XI.B.	Policy # 4152.6 Family and Medical Leave - First and Final Reading	<b>Speaker (s) :</b> Deborah Kleckowski
<b>XII. Future Agenda Items</b>		<b>Speaker (s) :</b> Board Chair
<b>XIII. Proposed Executive Session</b>		<b>Speaker (s) :</b> Board Chair
XIII.A.	Discussion concerning records, reports and statements of strategy or negotiations with respect to collective bargaining ( <i>anticipated executive session</i> )	<b>Speaker (s) :</b> Board Chair
XIII.B.	Possible action concerning ratification of MSAA Tentative Agreement	<b>Speaker (s) :</b> Board Chair
XIII.C.	Discussion regarding the appointment, employment, performance, evaluation and/or dismissal of a public employee (Superintendent of Schools) Proposed for Executive Session	<b>Speaker (s) :</b> Board Chair
XIII.D.	Possible action concerning the appointment, employment, performance, evaluation and/or dismissal of a public employee (Superintendent of Schools)	<b>Speaker (s) :</b> Board Chair
<b>XIV. Adjournment</b>		<b>Speaker (s) :</b> Sheila Daniels

**Board of Education Special Meeting**  
**October 8, 2025 7:30 PM**  
**Alfred B. Tyschen Building, 311 Hunting Hill Ave.**  
**Conference Room B**  
**DRAFT**

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

Others Present: Superintendent Dr. Alberto Vázquez Matos, Assistant to the Superintendent and Board of Education Joyce Carey and 1 visitor.

**I. Call to Order**

Ms. Daniels called the meeting to order at 7:30 PM.

**MOTION:** A motion to enter Executive Session for the purpose of Discussion regarding confidential attorney client privileged written communication(Legal advice regarding request to investigate Board Member Social Media Post) and also Discussion regarding confidential attorney client privileged written communication (Legal advice regarding complaint about Board Member Social Media Post) and invite Dr. Vazquez Matos and Attorney Anne Littlefield was made by Ms. Daniels and a second by Ms. Kleckowski.

**II. Discussion regarding confidential attorney client privileged written communication (Legal advice regarding request to investigate Board Member Social Media Post) (anticipated executive session)**

**III. Discussion regarding confidential attorney client privileged written communication (Legal advice regarding complaint about Board Member Social Media Post) (anticipated executive session)**

**IV. Possible Action concerning Board member social media posts**

**MOTION:** Motion to bring Policy 054 to Policy Committee for revision or review was made by Ms. Kleckowski and a second by Mr. Hayn - unanimous vote.

**XVI. Adjournment**      **MOTION:** A motion to adjourn was made at 8:37 PM by Ms. Daniels.

**Special Meeting Minutes**  
**Virtual Meeting**  
**Streamed on**  
**<https://www.youtube.com/@MiddletownStream>**  
**Monday, November 3, 2025 9:10 AM**

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

Others Present: Superintendent Dr. Vazquez Matos, Assistant Superintendent Jennifer Cannata, Executive Director of Finance Natalie Forbes, Director of Facilities, Safety and Security Marco Gaylor, Executive Assistant to the Superintendent Joyce Carey, and 0 visitors

**I Call to Order**

Board Chair Sheila Daniels called the meeting to order at 9:15 AM

**II. Approval of Minutes of November 3, 2025 9:00 AM Meeting**

**MOTION:** Motion to approve the minutes of the BOE Special Meeting November 3, 2025 9:00 AM was made by Mr. Hayn and a second by Ms. Kleckowski.

Daniels - yes

Hayn - yes

Kleckowski yes

Owens yes

Panciera yes

**III. Adjournment**

**MOTION:** Motion to adjourn was made by Ms. Kleckowski and a second by Ms. Owens at 9:16 AM- unanimous vote.

Respectfully submitted,

Alberto Vázquez Matos, Ed.D., Ph.D.  
Superintendent of Schools

**MIDDLETOWN BOARD OF EDUCATION**

**JANUARY 2026-JANUARY 2027**

**6:30 PM**

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

**2026**

JANUARY 13

FEBRUARY 10

MARCH 10

APRIL 7 (Second Tuesday is 14<sup>th</sup>, Spring Break)

MAY 12

JUNE 9

SEPTEMBER 8

OCTOBER 13

NOVEMBER 10

DECEMBER 8

JANUARY (2027) 12

**OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM**

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

Name of School: MHS Date of Request: 10/7/25  
 Name of Club or Activity: Performing Arts Classes  
 Trip To: Virginia Beach, VA Purpose: Performing Arts Clinic  
 Number of Students Participating: 100  
 Number of students eligible to go on the field trip: 100  
 Dates of Trip: From: 4/9/26 To: 4/12/26 # of school days missed: 2

Names of Teachers and Chaperones:

1. <u>Kimberly Rodriguez</u>	5. <u>Stephanie Zak</u>
2. <u>Kelsi Harmon</u>	6. <u>TBD</u>
3. <u>Lauren Otto</u>	7. <u>TBD</u>
4. <u>Jillian Kellogg</u>	8. <u>TBD</u>

Number of Non-Chaperone Adults going on trip: 0

Transportation: Bus Van Train Plane Car Other

Are fund-raising activities planned: Yes If so, describe: Monthly fundraisers

Amount of money raised through fundraisers:

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: \$ 950 Cost per Teacher and/or Chaperone: \$ 0/0900

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

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

- a. Performing Arts Consultants c. Landmark Ed.
- b. Music Travel d. Other

Name of teacher making request: Kimberly Rodriguez

Approved by Department Head at secondary level: W. S. Mot

Approved by Principal: A. Vazg & Moko

Authorized by Chief Academic Officer: Colleen Metzpatrick

Superintendent Approval: A. Vazg Moko Date: 10/22/24

To Whom It May Concern:

On behalf of the Performing Arts Department at Middletown High School, I am writing to request approval for the band to travel to Virginia Beach from April 9th - April 12th, 2026.

Taken directly from the planning website, you will notice that embedded in this field trip are educational opportunities:

"The Commonwealth of Virginia makes a fantastic school trip destination because it offers a great combination of educational opportunities and good old fashioned fun. Two of the more popular historic attractions are Colonial Williamsburg and Jamestown Settlement, which are both living-history museums that reenact what it was like to live in the Colonial and Revolutionary time periods. Aside from the obvious educational applications, students really enjoy the hands-on experience. Another popular destination is Virginia Beach, a resort town along the Atlantic Coast. In addition to the 3-mile long boardwalk along the beach, it has the Virginia Aquarium & Marine Science Center. And no school music trip would be complete without capping off the post-performance celebration at a theme park like Busch Gardens or Kings Dominion, both of which have an abundance of thrilling roller coasters, rides, shops and other attractions,"

(<https://fourwindstours.com/student-group-tours/music-travel/usa-music-travel/virginia-music-trips/>).

This field trip will work as an important moment of learning for all students to share in a social experience that provides an opportunity for students to encounter and explore novel things in an authentic setting. With the main goal to deepen and enhance classroom study, students will participate in multiple performance opportunities as well as classroom workshops. Students will be judged on their performance by professional performing arts individuals with a created rubric. The rubric will enhance musicianship and set real world expectations that students can bring back to Middletown.

On top of performance opportunities this trip will also work as a way of exposing students to new experiences and can increase interest and engagement in the performing arts, regardless of prior interest in the topic. This trip will motivate students to perform and continue being part of the program.

As a department we have worked hard to create an equitable experience for all students that is completely student centered. With the support of the entire performing arts department, students will participate in multiple fundraising opportunities and innovative workshops, where students will demonstrate personal performance growth through these experiences.

Thank you for your consideration and feel free to reach out with any questions or concerns you may have.

Sincerely,  
Kimberly Rodriguez



## Office of Finance & Administration

*Unlocking the Potential in ALL Students*

**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
Grants Report
11.14.2025

The following grants were confirmed in October 10 – November 14, 2025

Grant Title	Funder	SY26	SY25
IDEA Part B, Sect 611—Public	CSDE	1,415,735.09	1,483,688
Paraeducator Stipend	CSDE	82,795.87	79,974.67
Adult Education Cooperative	CSDE	7,657	8,670
	<b>TOTAL</b>	<b>1,506,187.96</b>	<b>1,572,332.67</b>

### School Construction Grants

Responses to the Department of Administrative Services' follow-up questions were submitted for two school construction grants:

- Macdonough Elementary School Renovation and Extension Priority Grant **on** November 13, 2025.
- Keigwin Alteration Project Priority Grant **on** November 7, 2025.

It was indicated that the district may receive additional questions before final review.

Respectfully submitted,  
 Natalie Forbes, Executive Director of Finance

## **Equity Policy**

The Middletown Board of Education is committed to the success of every student and achieving its mission of ensuring that all students graduate ready for college, career, and life. The Board believes that the responsibility for student success is broadly shared by district staff, administrators, instructors, communities, and families.

The Middletown Public Schools (the "District") is committed, to using the Strategic Operating Plan (SOP) within the District. The SOP is designed to create learning communities that provide support and academic programs for every student by addressing and eliminating barriers to equity and inclusion that hinder the academic achievement, social emotional development, and physical well-being of a marginalized students (e.g., culturally, racially, & linguistically diverse students, students receiving special education services, students from economically disadvantaged backgrounds, and other marginalized identities).

Discrimination of any form will not be tolerated and is prohibited by law and Board policies. For purposes for this policy, “discrimination” occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual’s actual or perceived membership in a protected class (i.e., race, religion, color national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law).

The Board and District adopt proactive policies and practices that promote a safe environment that provides all students with equal access to the Districts educational programs and activities. This requires all District staff to examine and redress implicit biases embedded within the intrapersonal and interpersonal relations and institutional and societal structures.

For more information contact your school administrator.

Policy adopted: December 18, 2022

Policy revised:, 2025

## POLICY REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS

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

<https://drive.google.com/file/d/1YeCzGsJWInz0fzHE2KxSsDmuKWnqMJcH/view?usp=sharing>

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

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors’ reception area of the school office. All visitors prominently displaying visitors’ badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access. Refraining from engaging with students and/or staff except as permitted by the school officials and consistent with the purpose of the visit in question, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening or personal protective equipment (“PPE”) protocols.

In the event that a federal immigration authority appears in person at a school in the District or otherwise contacts a school to request information, in accordance with applicable law and pursuant to the Guidance to K-12 Public Schools Pertaining to Immigration Activities developed by the Connecticut State Department of Education (“CSDE”) or any subsequent applicable CSDE guidance, such authority shall be directed to communicate with the administrator designated for such interactions, who will follow the protocols outlined in the school’s Security and Safety Plan. For purposes of this policy, a “federal immigration authority” means “any officer, employee or other person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement or any successor agency thereto or any division thereof or any officer, employee or other person otherwise paid by or acting as an agent of the United States Department of Homeland Security or any successor agency thereto who is charged with enforcement of the civil provisions of the Immigration and Nationality Act.”

Legal References:

Conn. Gen. Stat. § 10-222m

Conn. Gen. Stat. § 54-192h

Public Act No. 25-1, “An Act Concerning Interactions Between School Personnel and Immigration Authorities, the Purchase and Operation of Certain Drones, Grants to Certain Nonprofit Organizations, and Student Athlete Compensation Through Endorsement Contracts and Revenue Sharing Agreements”

Connecticut State Department of Education, Guidance to K-12 Public Schools Pertaining to Immigration Activities (January 28, 2025).

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

Policy Adopted: March 21, 1995

Policy revised: April 13, 2004

Policy revised: June 12, 2018

Policy replaced: December 8th, 2020

Policy revised: April 16, 2024

Policy revised: ,2025

**MIDDLETOWN BOARD OF EDUCATION  
CURRICULUM COMMITTEE**

**October 9, 2025**

**Zoom**

**5:30 PM**

<b><u>Board of Education (BOE)</u></b> <b><u>Committee Members Present</u></b> Debra Guss, Committee Chair Adam Hayn, Committee member Elizabeth Crooks, Committee member	<b><u>Also Present</u></b> Colleen Fitzpatrick, Interim Chief Academic Officer Scot Peaslee, Steam Department Head (6-12)
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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. **Physics C Course Proposal:** Next, Mr. Peaslee provided an overview of a proposed AP Physics C: Mechanics Class, highlighting that the course is a calculus-based college level physics course, which is especially appropriate for students planning on majoring in physics or engineering in college. Mr. Peaslee further noted that students majoring in these fields could potentially receive college credit for the course in their major but that ultimately such a decision would be determined by the college. Mr. Peaslee then discussed some additional challenges for introducing the course, including the cost of training a teacher and the impact on enrollment in the AP Physics I course. A discussion followed during which the Committee members discussed the costs and benefits in more detail and then recommended that the course be moved forward to the full Board for approval.
3. **JROTC Presentation Review:** Next, Ms. Fitzpatrick provided an overview of a presentation from a member of the Middletown community discussing the JROTC program and what would be required to bring the program to Middletown, highlighting that she had pulled together a committee of stakeholders, including central office staff, MHS administration and guidance staff and a BOE member, Ms. Crooks, to review the program. Ms. Fitzpatrick then provided a high-level summary of the classroom and teacher requirements, cost-sharing formula with the Federal Government, application process and potential benefits for our students. Ms. Fitzpatrick then reported that due to the many potential benefits, the plan was for the district to move ahead with a further analysis of the feasibility of the program. A discussion followed during which additional benefits for our students were highlighted, including STEM funding, classroom content, community service experience, leadership skills and physical fitness requirements. Ms. Crooks also highlighted the positive impact on marginalized students that she observed from the program in New Britain. Following additional discussion, the Committee members expressed their support for the district to continue its feasibility analysis.
4. **Adjournment:** Committee Chair Debra Guss then adjourned the meeting at 6:20 p.m.

**MIDDLETOWN BOARD OF EDUCATION  
POLICY COMMITTEE**

Meeting Minutes

Tuesday, October 21, 2025

In Person Meeting 5:30 P.M.

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

Deb Kleckowski, Policy Committee Chair

Shelia Daniels, Board Member

Harold Panciera, Board Member

Liz Crooks, Board Member

**Also participation:**

Dr. Alberto Vázquez Matos, Superintendent

Marco Gaylord, Director of Facilities, Safety, & Security

Colleen Fitzpatrick, Interim Chief Academic Officer

Jill Power, Operations Administrative Secretary

**The Meeting was called to order by Deb Kleckowski at 5:35 P.M.**

**1. Introductions**

**2. Policy #4152.6 Family and Medical Leave**

Dr. Vázquez Matos explained that there was a statutory mandate for this policy. We had just updated this policy a few months ago but the state has made some changes so we need to update those changes. This policy is for non-certified staff. Teachers and admin do not apply. There is an added section about taking care of ill service members. This section is added on page 4. There is also some updated language throughout the new policy. After discussion the committee motioned to move the policy forward to the next Board meeting on November 17th for its first and final reading with the wording changes.

**3. Sports Physical - Discussion**

Elisha DeJesus was not able to attend the meeting, and Stacy Porch, parent, was not present either so there was a motion to table this discussion to the next meeting. All were in favor.

**4. Policy #6154 Homework - Discussion**

Colleen Fitzpatrick mentioned that the OTL committee is now working on fixing up this policy. They have been researching homework policies around the area and what other districts are doing. Colleen mentioned for the time being, while they are researching and working on this policy, the one we currently have in place supports teachers and gives them flexibility when it comes to homework. Colleen also mentioned there can be some guidance from Admin and coaches for these teachers in how to handle homework. Harold believes there should be some accountability for teachers to show they are giving

homework and to have more communication with parents about homework. He would like to see more expectations for grades 6-12 and criteria for the teachers to follow. Colleen and Dr. Vázquez Matos mentioned that the policies for each school are in the schools handbooks that all parents get at the beginning of the year. OTL will continue to do research and have discussions about this policy and what it should look like for this district. After the discussion the committee agreed to continue the discussion and make some expectations for teachers regarding homework. All were in favor.

**5. Policy #4010 Hiring of Certified Staff, Policy #2400 Evaluation of Superintendent and Non-Bargaining Unit Administrators (Team Leadership (BOE) Evaluation Assessment - in Regulation) & Policy #2401 - Discussion**

Harold had some recommendations for the committee about the 4010 policy. He wanted the Board to have some say in the hiring of Administrators. Harold would like a notification about vacant positions and wants to have a discussion about those positions needing to be filled or around budget time because these positions might not need to be filled. After discussion many of the positions Harold had mentioned are MSAA or UPSUE positions which have a union. Marco had done some research to see what other districts are doing for their hiring of certified staff policies and found one from Hamden that is comparable. There was also discussion about editing policy 2400. Policy 2400 should only be for evaluating superintendents not Non-Bargaining Admin. After discussion policy 2400 will be edited for the next policy meeting. For the next meeting Marco and Dr. Vázquez Matos will combine our policy, Hamden's, and Harold's recommendations. The committee was in favor.

**6. Policy #6146.1 Grading - Discussion**

Liz Crooks asked to table these policies to the next meeting so we can have an in-depth conversation. All were in favor.

**7. Bylaw 9010 Limit of Authority**

Liz Crooks asked to table these policies to the next meeting so we can have an in-depth conversation. All were in favor.

**8. Policy 0050 Code of Ethics**

Liz Crooks asked to table these policies to the next meeting so we can have an in-depth conversation. All were in favor.

The next policy committee meeting is on November 18, 2025, at 5:30 PM.

**ADJOURNMENT**

**The meeting was adjourned at 6:48 P.M.**

**Respectfully submitted,**

**Marco Gaylord**

**Director of Facilities, Safety & Security**

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 01-Jul-2025 to 12-Nov-2025 For FY 2026

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 39792      Date: 20-Oct-2025						
From 1010-100-1000-110-55304-00000	CURR: ELA*SUBSCRIPTIONS/LICENSES	800.00		800.00	800.00	
To 1010-100-1000-110-56110-00000	CURRIC: ELA*INSTRUC SUPPLIES	5,000.00		5,000.00		800.00
	Subscriptions no longer needed, secondary supply needed for Humanities					
Journal#: 39793      Date: 20-Oct-2025						
From 1010-100-1000-170-56110-00000	CURR: NAT/PHYS SCIENCE*INSTR SUPPL	10,000.00		10,000.00	4,000.00	
To 1010-062-2213-000-58901-00000	CURR: MHS*INST TRNG*ED SUP	7,200.00	3,000.00	10,200.00		4,000.00
	Funds needed to cover cost of PSAT/SAT Fall/Spring 25/26					
Journal#: 39796      Date: 24-Oct-2025						
From 1010-960-2213-000-55010-00000	CURR: INSTRUC TRNNG*PURCH SVCS	5,000.00		5,000.00	5,000.00	
To 1010-960-2212-000-51109-00000	CURR: CERTIFIED*CURRE WRITING	19,100.00		19,100.00		5,000.00
	To cover shortage in TEAM funding					
Total Transfer for CURRICULUM					9,800.00	9,800.00
Journal#: 39809      Date: 06-Nov-2025						
From 1010-940-2600-000-56104-02001	OPER/MAINT PLANT: SUPPL*MAINT*PLUMBING	70,000.00		70,000.00	10,000.00	
To 1010-940-2600-000-54300-02001	OPER/MAINT PLANT: REPAIRS/MAINT: PLUMBING	79,750.00		79,750.00		10,000.00
	TRANSFER FOR ANTICIPATED BUDGET NEEDS DUE TO UNEXPECTED PLUMBING REPAIRS DISTRICT WIDE					
Journal#: 39810      Date: 06-Nov-2025						
From 1010-940-2600-000-55010-02004	OPER/MAINT PLANT: PURCH SVCS: CARPENTRY	30,000.00		30,000.00	1,700.00	
To 1010-940-2610-000-54400-00000	OPER/BLGDS: RENTAL OF LAND/BUILDINGS					1,700.00
	TRANSFER TO COVER THE ADDITIONAL EXPENSES OF RENTAL SPACE					
Total Transfer for Facilities					11,700.00	11,700.00
Journal#: 39801      Date: 27-Oct-2025						
From 1010-062-1000-180-53240-00000	MHS: PHYS ED*FIELD TRIPS	500.00	-200.00	300.00	300.00	
From 1010-062-1000-180-56110-00000	MHS: PHYS ED*INSTR SUPPL	3,500.00	-196.88	3,303.12	20.00	
To 1010-062-2213-180-53220-00000	MHS: PHYS ED*IN SVC-PROF MTG/DEV					320.00

Middletown Board of Education  
BOE Transfer of Funds

Date Range: 01-Jul-2025 to 12-Nov-2025 For FY 2026

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
	Transfer from field trip and supplies for PD					
	Total Transfer for MHS				320.00	320.00

Journal#: 39802 Date: 27-Oct-2025

From 1010-012-1000-201-56500-02125	MOODY: SUPP TECH REL*SPED/ICM	200.00		200.00	75.00	
To 1010-012-1000-201-56110-02125	MOODY: INSTR SUP*SPED/ICM	750.00		750.00		75.00
	School Function Assessment Kit. We cannot locate this assessment in district. We need it for students in ICM. We do not have enough money remaining for the full kit. We need					
	Total Transfer for Moody School				75.00	75.00

Journal#: 39787 Date: 14-Oct-2025

From 1010-054-1000-350-56110-00000	BMS: PERFORM ARTS*INSTR SUPPL	2,740.00		2,740.00	170.00	
To 1010-054-1000-350-58100-00000	BMS: PERFORM ARTS*MEMBERSHIP/DUES	720.00		720.00		170.00
	Transfer from supplies to pay Connecticut Music Educator Assoc (CMEA) dues.					
	Total Transfer for BEMAN MIDDLE SCHOOL (WWMS)				170.00	170.00

\*\*\* Grand Total To Transfer

22,065.00	22,065.00
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## **Facilities Department**

*Cultivating the Brilliance in Each Student*

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

### **Facilities Report** **November 17, 2025 - Board Meeting**

#### Elementary Schools Updates:

- Keigwin Security Audit is completed.
- Exterior building cleaning completed.
- Snow School Roof replacement is completed.
- Spencer's courtyard trees were removed on November 11th.
- Snow School front trees were removed on October 22nd.
- All elementary school Fire Marshal Re-Inspections are completed.
- District Radio repairs and replacement are ongoing.
- IAQ Assessments will be completed by November 3rd.

#### Beman Middle School Updates:

- Vape Sensors installation TBD
- Locker adjustments are completed.
- Boiler Inspection and Service completed
- Fire Marshal re-inspections are completed.
- Prometheum Board relocation is completed
- IAQ Assessments are completed.

#### Middletown High School Updates:

- Prometheum Boards Installation at MHS started the week of October 6th
- HVAC and Pool assessment is completed.
- Fire Marshal Re-Inspection completed.
- MHS Library lights and stairwell lights repaired.
- Transition Center relocation to Newfield Street was completed on November 5th.
- IAQ Assessments completed and submitted to Langan on November 3rd.

#### Adult Education

- Emergency repair of boiler and sump pump drainage line.

## Facilities Department

*Cultivating the Brilliance in Each Student*

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Adult Education broken pipe ^



Keigwin hot water check valve ^



← Adult Education fixed Pipe



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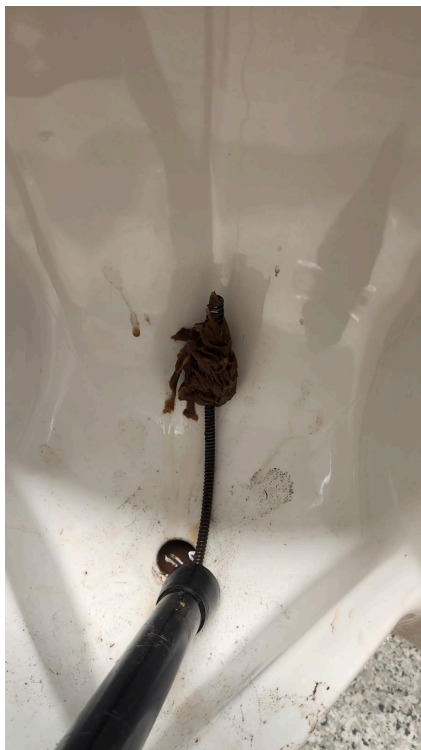
Snow School Tree ^

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Broken Drain at Snow ^^



← Beman Vandalism in Bathroom



# BOE Monthly Human Resources Report

Monday, November 17, 2025

**M**

# Monthly HR Update

- Staffing: Time Period – October 1 – October 31, 2025
- Summary of New Hires:
- Total Hired - 16
- Certified Hires: - 8
- Music Teacher – (Bielefield - all grades)
- Special Education Teacher – (Legacy Academy, 6,7,& 8 grades)
- Interim Special Education Supervisor – (District)
- Biology Teacher – (MHS, grades 9-12)
- Special Education Teacher – (District Float)
- Alternative (gen-ed) Education Teacher – Legacy Academy, grades 9-12)
- Special Education Teacher – (Bielefield)

# Monthly HR Update

- Staffing: Time Period – October 1 – October 31, 2025
- Summary of New Hires:
- Classified Hires : 9
  - Paraeducator – (MTC)
  - Special Care Nurse – (Farm Hill)
  - Behavior Tech – (Legacy Academy)
  - Paraeducator (Instructional Aide) – (Bielefield)
  - Paraeducator – (Moody)
  - Paraeducator (Instructional Aide) – (ICM Spencer)
  - Duty Aide – (Wesley)
  - Academic Interventionist – (Snow)
  - Paraeducator – (Bielefield ICM)

# Monthly HR Updates

- Staffing: Time Period – October 1 – October 31, 2025
- Separations: - Total Separations - 5
- Certified Staff: - 2
- 5<sup>th</sup> grade Teacher – (Bielefield)
- Special Education Teacher – (Farm Hill - ICM)

# Monthly HR Updates

- Staffing: Time Period – October 1 – October 31, 2025
- Separations
- Classified: - 3
- Interventionist - (Bielefield - )
- Board Certified Behavioral Analyst – BCBA - (Farm Hill)
- Registered Behavior Tech – RBT - (Moody, ICM) –

# Monthly HR Updates

- Staffing: Time Period – October 1 – October 31, 2025
- Vacancies Total – 45
- Certified Staff: - 7
- School Psychologist (District)
- Speech Language Pathologist (District) –
- Biology Teacher (MHS) – grades 9-12
- Legacy Coordinator (Legacy Academy)
- Alternative Ed Teacher (Legacy Academy) – grades 6-12
- Special Ed Teacher (Legacy) - grades 6-12
- Special Ed Teacher (Farm Hill) - grades

Vacancies continued on next page

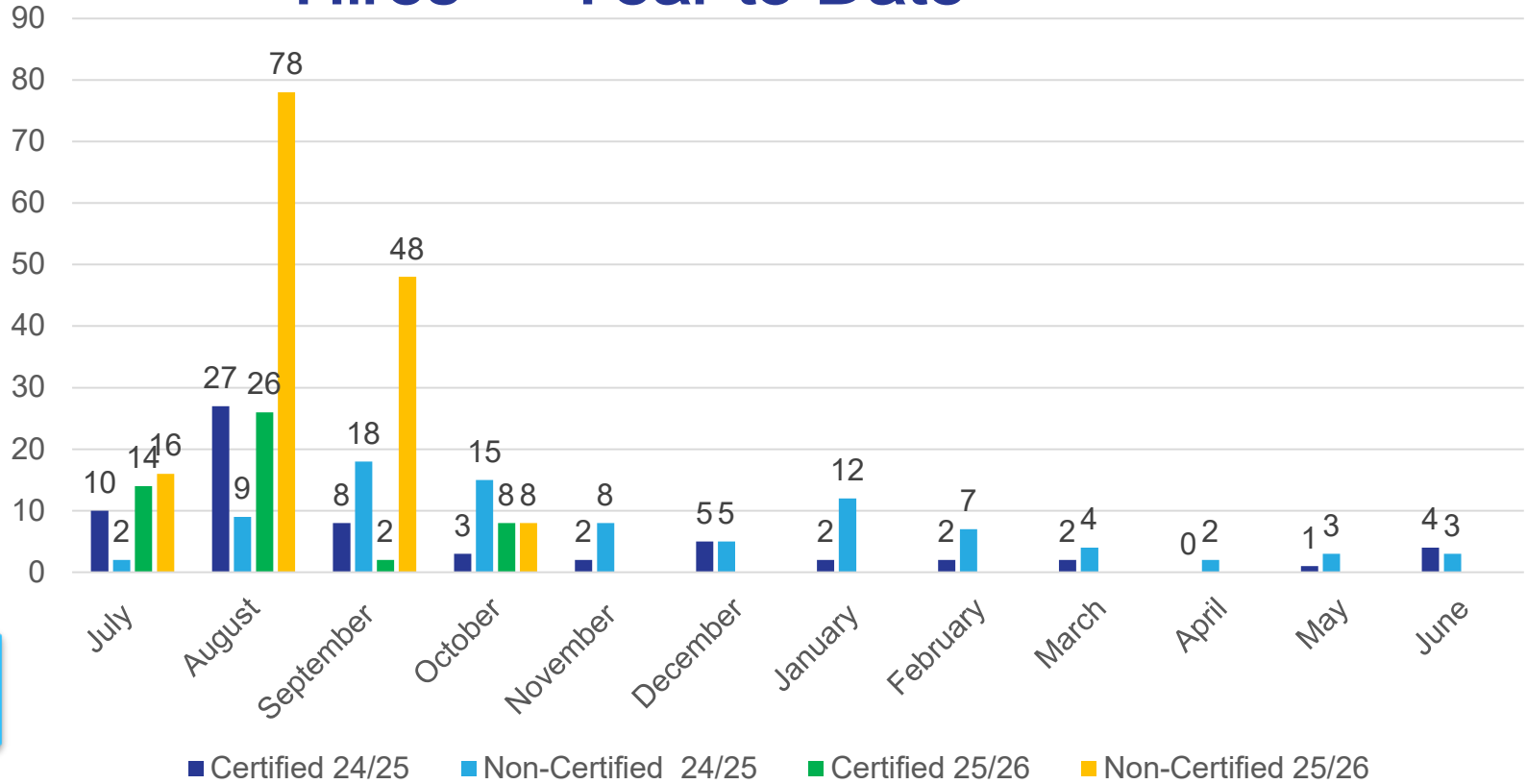
# Monthly HR Updates

- Staffing: Time Period – October 1 – October 31, 2025
- Current Vacancies: -
- Classified: 36
  - BCBA – (Moody)
  - MTC Para Coach – (MTC)
  - Grants Coordinator – (Central Office)
  - Behavior Tech – BT – (District)
- Vacancies continued on next page

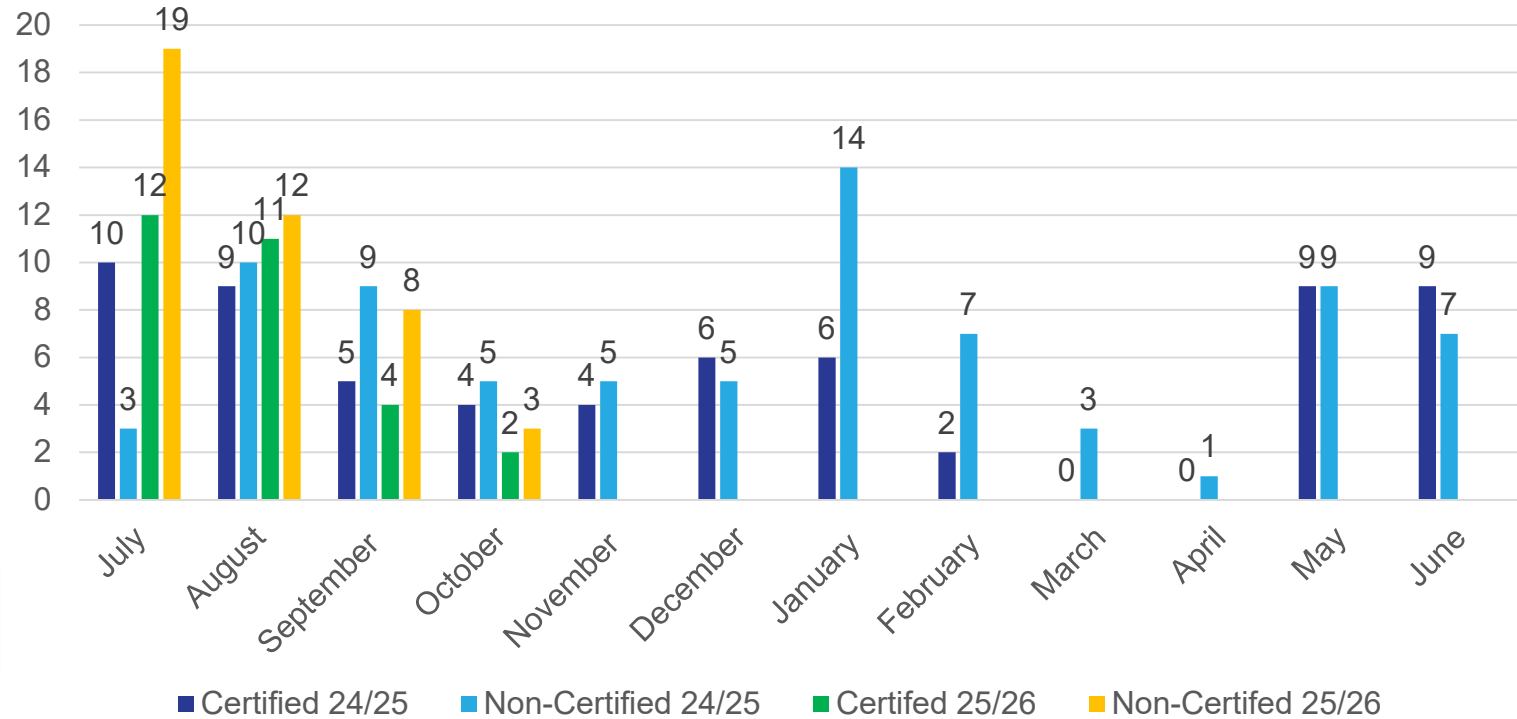
# Monthly HR Updates

- Staffing: Time Period – October 1 – October 31, 2025
- Current Vacancies – continued:
  - Para vacancies by school:
  - Beman-4
  - Bielefield-5
  - Farm Hill-4
  - Lawrence-0
  - Macdonough-3
  - MHS-6
  - MTC-0
  - Moody-2
  - Snow-1
  - Snow pre-school-2
  - Spencer-3
  - Wesley-2

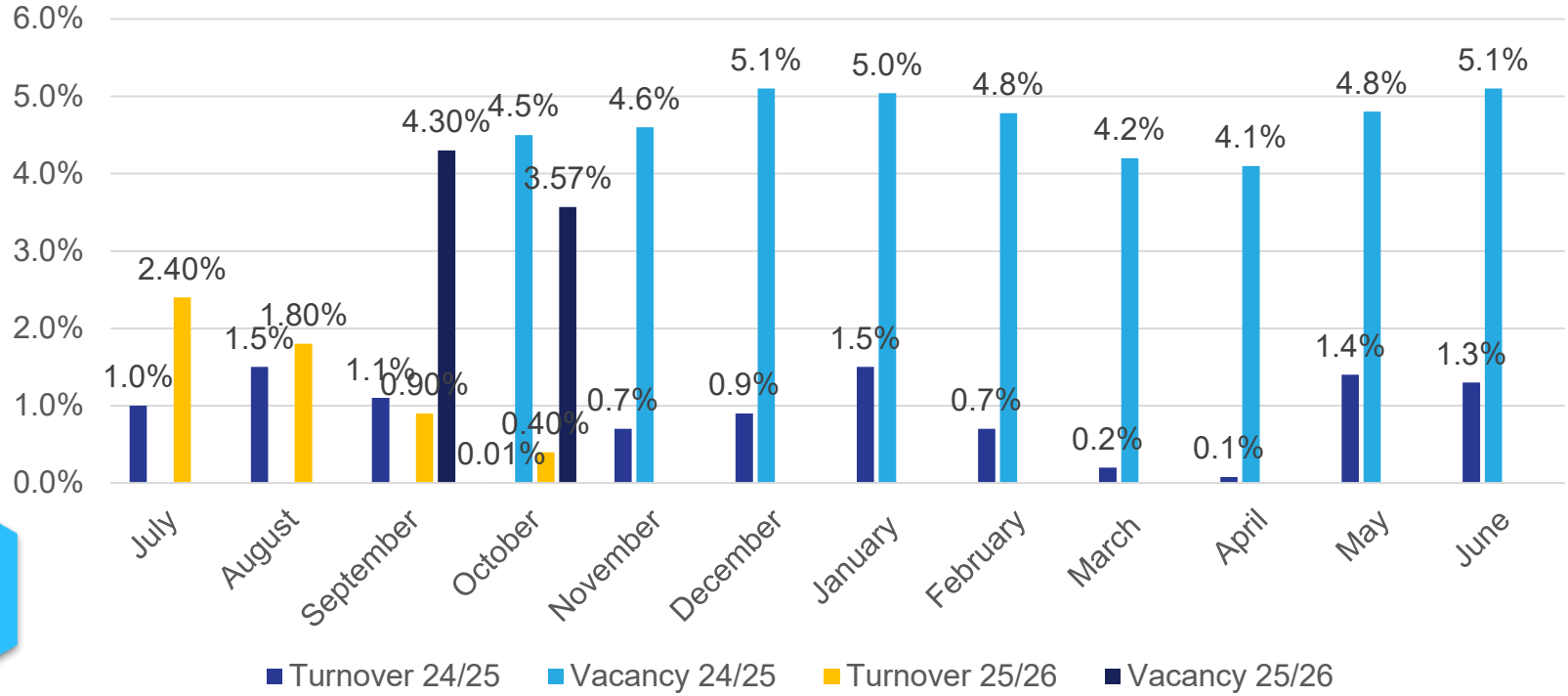
# Hires – Year to Date



# Separations Year to Date



# Turnover and Vacancy Rate % Year to Date





# MPS Security Overview



November 17, 2025

BOE Meeting



Middletown Public Schools  
*Cultivating the Brilliance in Each Student*

## Access Control Systems



MPS Faculty and staff gain access to our buildings by using their ID badge

(electronic card access system) with approved access credentials and permissions.

Every MPS building is equipped with video intercom/remote "buzz-in" systems for visitors.

This system also ensures every person entering our buildings is properly vetted and is an approved visitor.

# Security Cameras



Exterior and Interior cameras are present in all MPS buildings to ensure a safe and secure learning environment for every student and staff member. Security cameras are installed across all Middletown Public Schools facilities. These cameras serve as a vital component of our comprehensive safety plan by:

- **Deterring** unauthorized activity and behavioral incidents.
- **Monitoring** common areas, entry points, and exterior perimeters.
- **Assisting** in the swift and accurate investigation of any incidents that may occur.

The placement and operation of these cameras strictly adhere to all district policies, prioritizing student privacy while maximizing site security. This investment underscores our commitment to maintaining a safe educational setting where students can focus on learning.

The Middletown Police Department and our SRO's have access to our cameras.

## Lock Sets and Key Access

Every school uses a system and protocols that allow teachers and staff to lock and secure their classroom quickly.



## MPS Campus Safety Staff and SRO's & All Schools Safety Team



- MPS currently has CSO'S working at Beman Middle School (6) and Middletown High School (6).
- MPS also has SRO'S ( School Resource Officers) assigned to all of our schools.
- City of Middletown Schools Safety Committee , which include school administration, law enforcement, City Officials, Health Director, and fire/EMS officials. These meetings are used to review drills, analyze incidents, and refine our emergency protocols.
- Professional Development

# Alertus



Alertus is our primary mass emergency notification system. When activated Alertus immediately gives notice to the building to go into Lockdown protocol. This is done by using the schools PA system, desktop notifications, mobile communication, and visual beacons (strobes) to instantly inform all students, faculty, and staff of a lockdown. This system is our first line of communication for immediate action. Alertus is directly connected to our Middletown Police Department. Alertus notifications go directly to our SRO's, MPD, and district safety team for immediate response.



# Scholarchip



Scholarchip Visitor Validation System requires every visitor to scan a government-issued ID before being granted access. The system instantly checks visitors against national sex offender registries and any custom district exclusion, ensuring we know exactly who is in our buildings at all times.



# Sandy Hook Promise - Say Something Anonymous Reporting System



The Say Something Anonymous Reporting System allows anyone to submit secure, anonymous safety concerns to help someone who may hurt themselves or others. **This is for MHS and Beman only.**

The Say Something program teaches students and staff a three step process to protect themselves, their classmates and their schools from harmful acts. The steps are: Recognize The Signs, Act Immediately, Take It Seriously and Say Something to a Trusted Adult or through an Anonymous Reporting System.

With the *Say Something* Anonymous Reporting System (*Say Something ARS*), students become Upstanders who report warning signs and threats to Trusted Adults by text, app, phone, or website. Tips are vetted and triaged by highly-skilled crisis counselors in our accredited, bilingual National Crisis Center. Local school/law enforcement response teams are promptly alerted to life-safety reports to ensure swift intervention in critical safety issues. Additional training for school district personnel and local law enforcement and emergency services is required.

Student training and refresher training will be completed by December 1st, 2025.

## Securly Aware



Securly Aware is an advanced technology on all student devices that enables early intervention by analyzing students' online activities for signs of anxiety, depression, cyberbullying, self-harm, and potential violence.

Provides 24/7 alerts and rapid emergency notifications



# All Hazard Plan - Submitted October 31, 2025



The state of the **CT Schools All-Hazard document requirement** is that it is a **mandated, active, and regularly updated requirement** for all local and regional Boards of Education in Connecticut.

This requirement is primarily governed by **Connecticut General Statutes § 10-222m and § 10-222n**.

Here are the key aspects of the requirement:

- **Mandate:** Every local and regional Board of Education must develop, maintain, and implement an **All-Hazards School Security and Safety Plan** for each school under its jurisdiction.
- **Approach:** The plan must follow an **"all-hazards" approach**, meaning it addresses a full spectrum of emergencies, including natural disasters (e.g., severe weather, fire) and human-caused incidents (e.g., active threats, medical emergencies).
- **Annual Submission/Review:** Boards of Education are required to **annually review, update as necessary, and submit** their plan (or an update form if no changes were made) to the **Department of Emergency Services and Public Protection (DESPP) / Division of Emergency Management and Homeland Security (DEMHS) Regional Coordinator** by **November 1st** of each year.
- **Template:** The plan must follow the format of the **All-Hazards School Security and Safety Plan Templates** released and revised by DESPP/DEMHS in consultation with the Department of Education (SDE).
- **Vulnerability Assessment:** A **security and vulnerability assessment** must be conducted for each school at least **every two years**, and the plan must be based on the results of this assessment. **MPS complete audit in June of 2025.**
- **Involvement:** The development and review of the plan must involve local officials, including law enforcement, fire, public health, and emergency management directors.

# Fire and Safety Drill Requirements

The State of Connecticut has **specific and mandated requirements** for both fire drills and emergency response drills (crisis response drills) in all public schools, as outlined in **Connecticut General Statutes § 10-231**.

Here is a breakdown of the current drill frequency requirements:

## Fire Drill:

- Must be held no later than thirty (30) days after the first day of each school year.
- Schools must conduct at least seven (7) fire drills per year.

## Crisis Drills (Safety/Security):

- Schools must hold two (2) crisis response drills per school year. **MPS Performs 3 Crisis Drills per year.**
- At least one of the two must be a staff-only drill held no later than thirty (30) days after the first day of the school year. This drill is for training their staff on their roles.
- The other drill must involve the whole school (students and staff)
- The format for these drills must be developed in consultation with the appropriate local law enforcement agency and follow specific protocols developed by the local Board of Education.
- Crisis response drills must be trauma-informed and incorporate basic protocols like lockdown, site evacuation, and secure the perimeter responses, utilizing the Incident Command System.
- For the whole school drill, parents/guardians must be given the option to opt their student out of participating and advance notice may be provided.
- Active assailant simulations or simulated violence with highly sensorial elements (fake assailants, gunfire sounds, etc) are prohibited in drills involving students. (This is a key recent legislative update aimed at reducing psychological harm.)

## Annual Reporting:

Local Board of Education are also required to annually submit a report to the Department of Emergency Services and Public Protection (DESPP) regarding the types, frequency and feedback related to both the fire drills and the crisis response drills. This report is due by June 30th.

Questions?



# Monthly Update:

*Multi-Tiered Systems of Support*



Middletown Public Schools  
*Cultivating the Brilliance in Each Student*



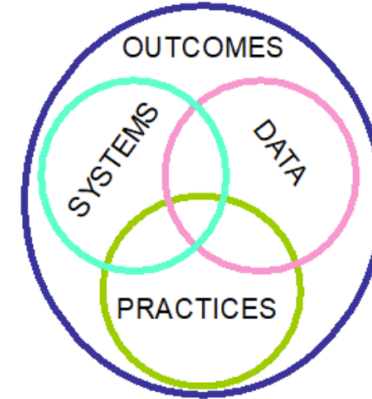


# Multi-Tiered Systems of Support (MTSS)

*framework for enhancing the implementation and adoption of a continuum of **evidence-based interventions** to achieve important **academic** and **social-emotional** outcomes for ALL students.*

Supporting Important **Culturally Equitable** Academic & Social Behavior Competence

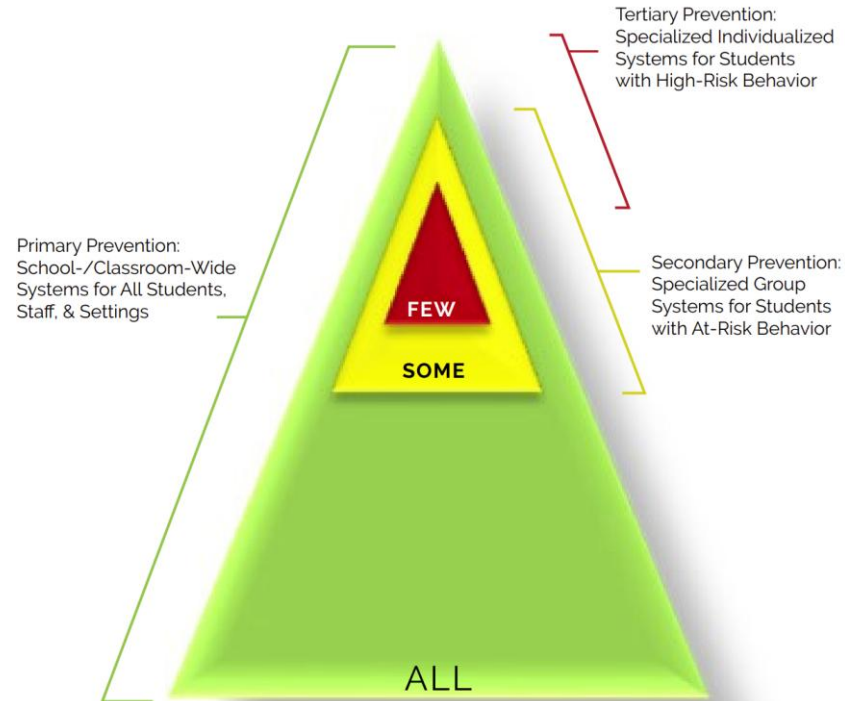
Supporting **Culturally Knowledgeable** Staff Behavior



Supporting **Culturally Valid** Decision Making

Supporting **Culturally Relevant** Evidence-based Interventions

# Multi-Tiered Systems of Support (MTSS)





# Building MTSS in MPS

## **SY 23-24:**

Began consultancy with EASTConn ACCESS team

Work began with consultant-led, weekly meetings at:

- Beman
- Farm Hill
- Macdonough

District-level meetings with OTL and PPS teams



# Building MTSS in MPS

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- Macdonough

District-level meetings with OTL and PPS teams

## **SY 24-25:**

Continued consultancy with EASTConn

Continued and additional consultant-led, weekly meetings at:

- Beman
- Farm Hill
- Macdonough
- Bielefield

District-level meetings with OTL and PPS teams



# Building MTSS in MPS

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Continued consultancy with EASTConn

Continued and additional consultant-led, weekly meetings at:

- Beman
- Farm Hill
- Macdonough
- Bielefield

District-level meetings with OTL and PPS teams

## **THIS YEAR:**

Continued consultancy with EASTConn

Continued and additional consultant-led, weekly meetings at:

- Beman
- Bielefield
- Snow
- Spencer

Faded support at Farm Hill and Macdonough

District-level meetings with OTL and PPS teams

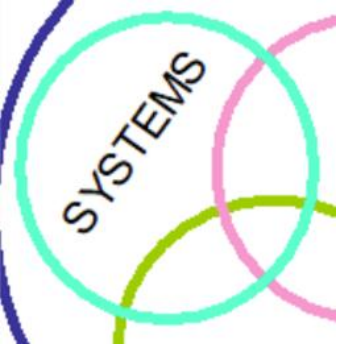


# Examples of Improvement

## Data-Based Decision Making

- Developed **uniform, clear criteria** for flagging students in need of intensified levels of support
  - Academics, Social-Emotional/Behavioral (SEB), and Attendance
- Criteria are based on **multiple measures**, including at least one standardized assessment
- Also includes criteria for when to fade support





# Examples of Improvement

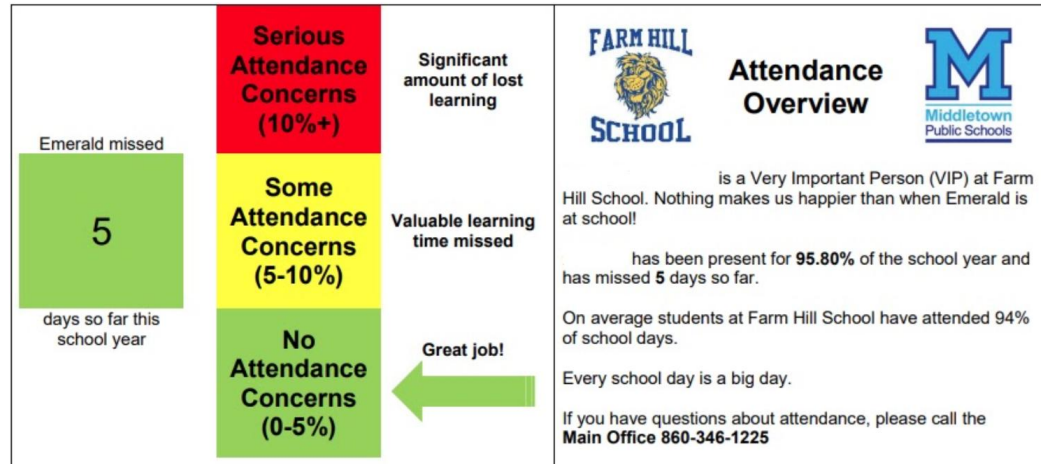
- **Electronic referral system**, K-12, for documenting defined, undesired behaviors
- Use of **Panorama** platform for documenting and monitoring intervention plans
- **MTSS teams** and meeting foundations



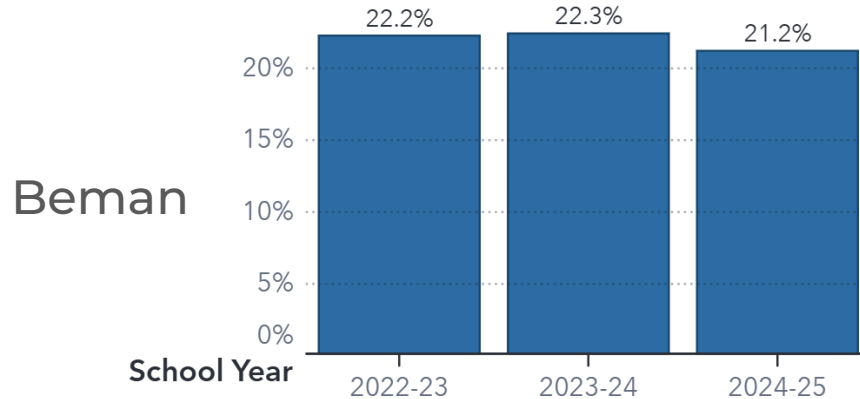
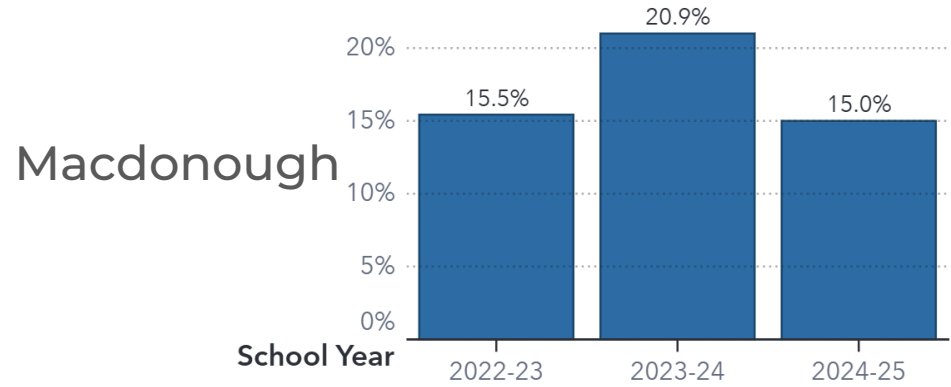
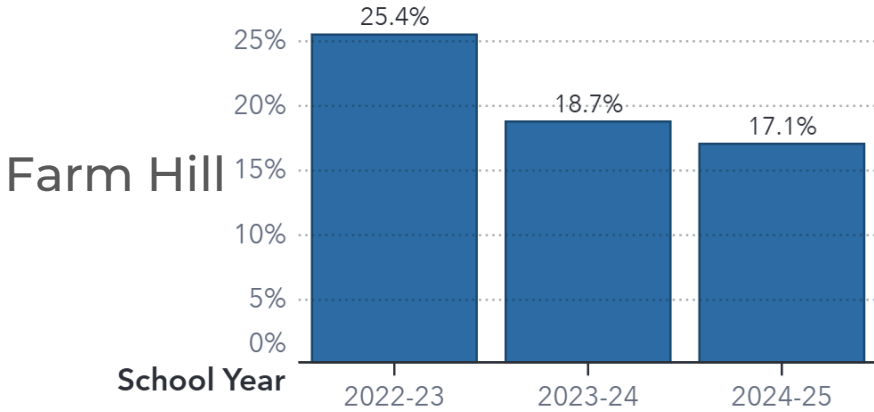


# Examples of Improvement

- *Proactive to Responsive Strategies* **flow chart** to prevent and address undesired behaviors
- Tier 1 attendance **incentives**- individual and class-wide
- Piloted attendance postcards

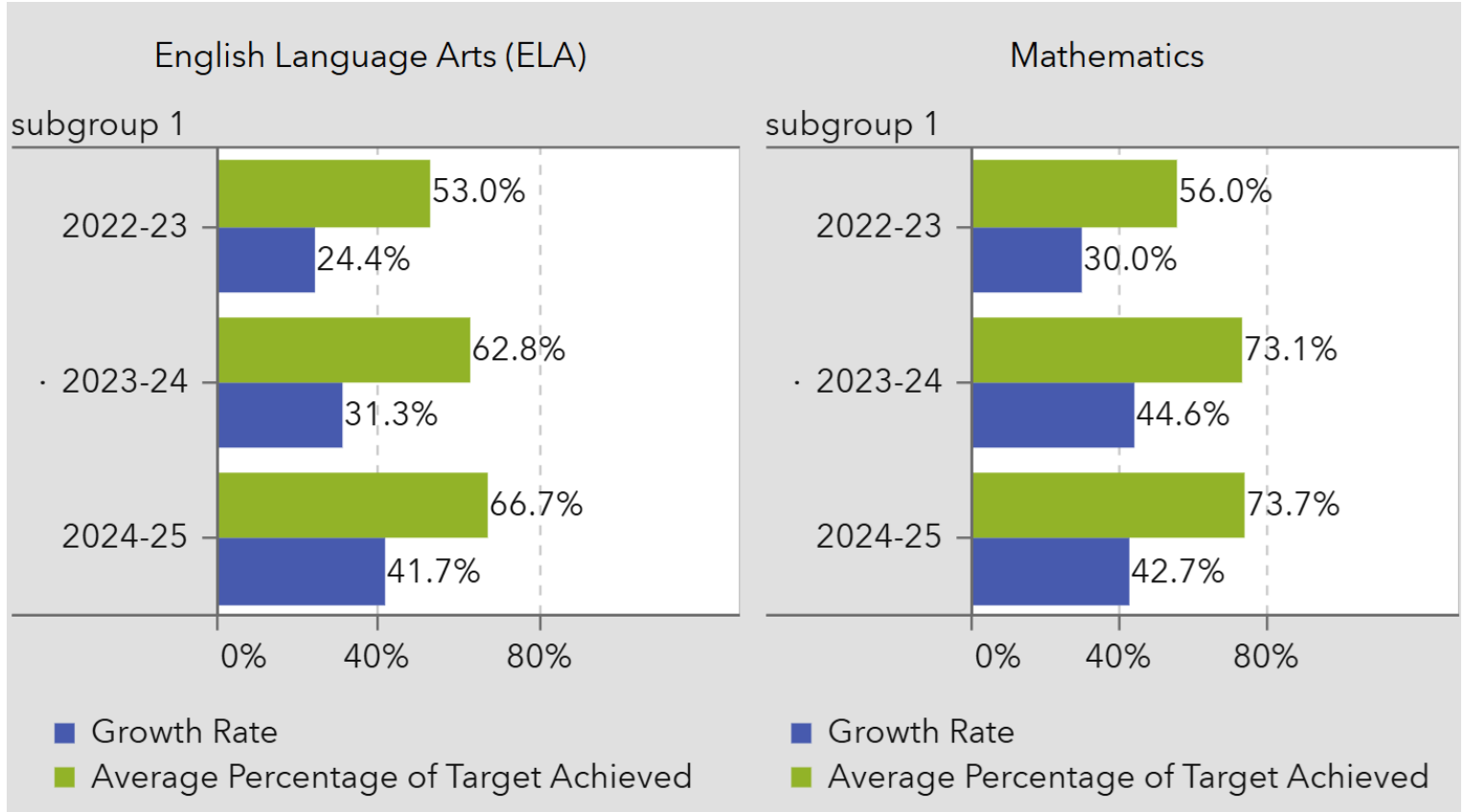


# Results: Chronic Absenteeism



# Results: Academic Growth

## Farm Hill





# Next Steps

- Continue to build **Systems, Practices, and Data** in pilot schools
  - For example, refining data-based decision making criteria
- Continue to **fade consultant support** as we build internal capacity
- **Scale** MTSS best-practices to all schools in 2026-27

# Middletown Public Schools Academic Calendar 2026-27



August 2026 (3)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20 NT	21
24 PD	25 PD	26 PD	27 FD	28
31				

September 2026 (21)				
M	T	W	T	F
	1	2	3	4
7 LD	8	9	10	11
14	15 PD	16	17 HCO	18 HCO
21	22	23	24	25
28	29	30		

October 2026 (21)				
M	T	W	T	F
			1	2
5	6 PD	7	8	9
12 ID	13	14 MCO	15 MCO	16 MCO
19	20	21	22	23
26	27	28	29	30

November 2026 (17)				
M	T	W	T	F
2	3 EL/PD	4	5	6
9	10	11 VD	12	13
16	17	18	19	20
23	24	25 *	26 TR	27 TR
30				

December 2026 (17)				
M	T	W	T	F
	1	2 ECO	3 ECO	4 ECO
7	8 PD	9	10	11
14	15	16	17	18
21	22	23 *	24 HR	25 HR
28 HR	29 HR	30 HR	31 HR	

January 2027 (19)				
M	T	W	T	F
				1 HR
4	5	6	7	8
11	12	13	14	15
18 MK	19 PD	20	21	22
25	26	27	28	29

February 2027 (17)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15 PR	16 WR	17 WR	18	19
22	23 PD	24	25	26

March 2027 (22)				
M	T	W	T	F
1	2	3 MCO	4 MCO	5 MCO
8	9	10 ECO	11 ECO	12 ECO
15	16 PD	17	18	19
22	23	24	25	26 GF
29	30	31		

April 2027 (17)				
M	T	W	T	F
			1	2
5	6 PD	7	8	9
12 SB	13 SB	14 SB	15 SB	16 SB
19	20	21	22 HCO	23 HCO
26	27	28	29	30

May 2027 (20)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18 PD	19	20	21
24	25	26	27	28
31 MD				

June 2027 (6)				
M	T	W	T	F
	1	2 EX	3 8P/EX	4 8P/EX
7 EX	8 LD/EX	9	10	11
14	15	16	17	18 JT
21	22	23	24	25
28	29	30		

- Student & Staff Holidays/Vacation**  
*No School for Students & Staff*
- Student Holidays/Full PD Days**  
*No School for Students; Staff Reports*
- Early Release PD Days**  
*Early Release for Students; Staff Reports*
- Early Release Day**  
*Early Release for Students & Staff*
- Special Schedule Day**  
*See Details Below*

## Important Dates and Information

August 20	NT: New Teacher Orientation
August 24-26	PD: Convocation and Prof. Dev.
August 27	FD: First Day
September 7	LB: Labor Day
September 15	PD: Early Release for Prof. Dev.
September 17-18	HCO: High School Open House/Conferences
October 6	PD: Early Release for Prof. Dev.
October 12	ID: Indigenous Peoples' Day
October 14-16	MCO: Middle School Conferences
November 3	EL/PD: Election Day/Full Day for Prof. Dev.
November 11	VD: Veterans Day
November 25	Early Release
November 26-27	TR: Thanksgiving Recess
December 2-4	ECO: Elementary Conferences
December 8	PD: Early Release for Prof. Dev.
December 23	Early Release
December 24- January 1	HR: Holiday Recess
January 18	MK: Martin Luther King, Jr. Day
January 19	PD: Early Release for Prof. Dev.
February 15	PR: Presidents' Day
February 16-17	WR: Winter Recess
February 23	PD: Early Release for Prof. Dev.
March 3-5	MCO: Middle School Conferences
March 10-12	ECO: Elementary Conferences
March 16	PD: Early Release for Prof. Dev.
March 26	GF: Good Friday
April 6	PD: Early Release for Prof. Dev.
April 12-16	SB: Spring Break
April 22-23	HCO: High School Conferences
May 18	PD: Early Release for Prof. Dev.
May 31	MD: Memorial Day
June 2-8	EX: High School Final Exams
June 3-4	8P: 8th Grade Promotion
June 8	LD/EX: Last Day/High School Final Exams
June 12	MHS Graduation

### Special Schedule Days

NT: New Teacher Orientation- only new teachers report
HCO: High School Open House/Conferences <ul style="list-style-type: none"> <li>Sept. 17, Apr. 23- Full School Day, Evening Conferences</li> <li>Sept. 18, Apr. 24- School begins 10:00 AM, Morning Conferences</li> </ul>
ECO: Elementary Conferences- Early Release at 1:00 PM
MCO: Middle Conferences- Early Release at 12:00 PM
EX: Final Exams (MHS Only)- Early Release at 11:00 AM
8P: 8th Gr. Promotion (BMS Only)- Early Release at 12:00 PM

### Academic Dates

Marking Term End Dates	MHS+BMS: Oct. 30, Jan. 15, Mar. 25, June 8 Elem.: Nov. 20, Feb. 26, June 10
Progress Report Distribution	MHS + BMS: Sept. 28, Dec. 7, Feb. 22, May 3
Report Card Distribution	MHS + BMS: Nov. 9, Jan. 25, Apr. 5, June 8 Elem.: Dec. 1, Mar. 9, June 7

### Early Release Schedule

MHS: Early Release at 11:00 AM  
BMS: Early Release at 12:00 PM  
Elem: Early Release at 1:00 PM

### Early Dismissals and Emergency Closings

**Early Dismissal:** An unscheduled Early Dismissal is usually because of weather or other unexpected circumstances. Time will be announced on the day of dismissal and can be found at [www.middletownschools.org](http://www.middletownschools.org).

**Emergency Closing Make-up Days will be taken in the following order:**

1. June 9-17 (8 days)
2. Spring Break, Apr. 13-17, in order from first to last (5 days)
3. June 21-30 (7 days)

## **FAMILY AND MEDICAL LEAVE**

### ***PURPOSE***

The purpose of this policy is to apprise employees of their rights, and establish guidelines for leaves taken by employees of the Middletown Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“Federal FMLA”) and/or the Connecticut Family and Medical Leave Act (“CT FMLA”) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

### ***ELIGIBILITY***

An employee who has been employed by the Board for at least twelve (12) months, and who have worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the Federal FMLA. Full-time instructional employees meet the 1,250 hours of service requirement unless the Board can demonstrate that the full-time instructional employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

An employee working for the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes (*i.e.*, a “noncertified employee”) is eligible for unpaid leave under the CT FMLA if such employee has been employed by the Board for at least three (3) months in the twelve (12) months immediately preceding the start of such leave.

### ***DEFINITIONS***

**Genetic information:** For purposes of this policy, “genetic information” includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive technology..

**Instructional employee:** For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

**Noncertified employee:** For purposes of this policy, “noncertified employee” means an employee employed by the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes.

### ***REASONS FOR LEAVE***

Leaves under the Federal FMLA may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care or child birth; or
- to care for the employee's newborn child; or
- the placement of a child with the employee by adoption or for foster care; or
- to care for the employee's spouse, child or parent who has a serious health condition; or
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee's position; or
- to care for an injured or ill servicemember (see below – Length of Leave – for further information); or
- a qualifying exigency arising out of a family member's military service, including one or more of the following reasons (note – more detailed information on the following categories is available from **Harry Snyder**.
  - short-notice deployment;
  - military events and related activities;
  - childcare and school activities;
  - financial and legal arrangements;
  - counseling;
  - rest and recuperation;
  - post-deployment activities;
  - parental care leave for military member's parent who is incapable of self-care and care is necessitated by the military member's covered active duty;
  - additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

(b) CT FMLA

Leaves under the CT FMLA may be taken for the following reasons:

- upon the birth of the employee's newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the newly placed child;
- to care for the employee's family member, if such family member has a serious health condition;
- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- in order to serve as an organ or bone marrow donor;
- to care for an injured or ill servicemember who is the employee's spouse, parent, child or next of kin (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under the CT FMLA, "family member" is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

### ***LENGTH OF LEAVE***

#### (a) Basic FMLA Leave Entitlement

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.

(2) Leaves under CT FMLA: If a leave is requested for a CT FMLA-qualifying reason, an eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period, except that the employee may take up to two (2) additional workweeks of leave during such twelve (12)-month period for a serious health condition resulting in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

The 12-month entitlement period for family or medical leave is measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. NOTE: To change calculation methods, the employer must plan ahead, giving at least sixty (60) days' notice to all employees, and make no reduction in rights for employees using/requesting leave at the time of transition].

An employee may be entitled to leave under the Federal FMLA and/or CT FMLA. To the extent an employee is eligible for and qualifies for leave under both laws, the employee's Federal FMLA and CT FMLA leave will run concurrently.

(b) Leave to Care for an Injured or Ill Servicemember

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of Federal FMLA and/or CT FMLA leave during a 12-month period to care for (i) a servicemember who is the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty on active duty in the Armed Forces; or (ii) a covered veteran with a serious injury or illness who is the employee's spouse, parent, child or next of kin.

When combined with any other type of Federal FMLA or CT FMLA-qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

***TYPES OF LEAVE AND CONDITIONS***

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the Federal FMLA and/or CT FMLA.

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule leave may be taken (a) when medically necessary for an employee's or covered family member's serious health condition, or for a covered service member's serious illness or injury, and (b) the need for leave can be best accommodated through an intermittent or reduced schedule leave. In addition, Federal FMLA and/or CT FMLA leave may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency; or (2) to effectuate the placement of a child for adoption or foster care before the placement of the child in the home.

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a family member or a covered service member, including during a period of recovery from an employee's or family member's serious health condition or a serious injury or illness of a covered service member, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested.

Under the Federal FMLA special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period), if the leave is to care for a family member with a serious health condition, to care for a covered service member with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the Board may require the instructional employee to transfer temporarily to another job or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

(b) Both Spouses Working for the Same Employer

If both spouses are eligible employees of the Board and request request Federal FMLA and/or CT FMLA leave for the birth, placement of a child by adoption or for foster care, or to care for a parent with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the 12 weeks for request Federal FMLA and/or CT FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

(c) Leave Taken by Instructional Employees Near the End of an Academic Term

If Federal FMLA leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that instructional employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee would return to work during the three-week period before the end of the term.

If the instructional employee begins Federal FMLA leave during the five-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two-week period before the end of the term.

If the instructional employee begins Federal FMLA leave during the three-week period preceding the end of an academic term for a reason other than the instructional employee's own

serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

### ***REQUESTS FOR LEAVE***

(a) Foreseeable Leave

An employee must notify the **FMLA Administrator/Harry Snyder** of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth of the employee's child, placement of a child with the employee for adoption or foster care, planned medical treatment for the employee's or family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered service member. If 30 days-notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for FMLA leave and/or CT FMLA leave.

(c) Unforeseeable Leave.

When the employee's need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

### ***SCHEDULING PLANNED MEDICAL TREATMENT***

When planning medical treatment for foreseeable FMLA and/or CT FMLA leave, an employee must consult with the **FMLA Administrator/Harry Snyder** and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the **FMLA Administrator/Harry Snyder** prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

### ***REQUIRED CERTIFICATIONS/DOCUMENTATION***

For leaves taken for any FMLA and/or CT FMLA Leave-qualifying reason, an employee must submit a completed certification form supporting the need for leave. The appropriate form will be provided to the employee. The employee must submit a complete and sufficient certification form as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee's diligent, good faith efforts, the employee must inform the **FMLA Administrator/Harry Snyder** of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. Federal FMLA- and/or CT FMLA- ~~FMLA~~-protected

leave may be delayed or denied if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the **FMLA Administrator/Harry Snyder**. If the employee is unable to perform one or more of the essential functions of the employee's position, the Board will determine whether the employee is eligible for additional FMLA and/or CT FMLA leave (if such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information.

### ***USE OF PAID LEAVE***

Paid leave, which has been accrued in accordance with applicable law, the relevant collective bargaining agreement (if any), and/or Board policy ("PTO") will be substituted for any unpaid portions of family or medical leave taken for any reason that is also a qualifying reason for using such accrued paid leave. In such instance, the employee's accrued paid leave and Federal FMLA and/or CT FMLA-qualifying leave will run concurrently. The employee must satisfy any procedural requirements applicable to the use of paid leave, but only in connection with the receipt of such payment. An employee who is approved for CT FMLA leave may retain up to two weeks of their accrued paid time off that would otherwise be required to run concurrently with CT FMLA leave.

Where a noncertified employee's accrued paid leave is not substituted for the entire period of unpaid leave for a qualifying reason under the CT FMLA and/or Connecticut law regarding leave for victims of family violence and sexual assault, the employee may apply for and be provided with compensation through the Paid Family and Medical Leave Insurance Program ("CT Paid Leave") for all or part of any unpaid leave, provided the employee qualifies for payments under the program. Noncertified employees may apply to the Connecticut Paid Medical and Family Leave Insurance Authority ("Authority") for partial income replacement benefits when they need leave for (1) any of the reasons that qualify for CT FMLA; and/or (2) if an employee is a victim of family violence or sexual assault, to seek medical care or psychological or other counseling for physical or psychological injury or

disability for the victim; to obtain services from a victim services organization on behalf of the victim; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault. Eligible employees shall apply directly to the Authority, which is responsible for determining an employee's eligibility for CT Paid Leave benefits and the amount of such benefit. The Board will provide the Authority with all requested information regarding an employee's application for CT Paid Leave, in accordance with applicable law.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain the employee's regular weekly income level.

### ***MEDICAL INSURANCE AND OTHER BENEFITS***

During approved family or medical leaves approved in accordance with the Federal FMLA, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid Federal FMLA. The employee must continue to pay the employee's share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

During an FMLA and/or CT FMLA leave, an employee shall not accrue **[list benefits, such as seniority, pension benefits, or sick or vacation leave]**, unless otherwise required by any applicable collective bargaining agreement or Board policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Board's attendance policy, if any.

### ***REINSTATEMENT***

Except for circumstances unrelated to the taking of a family or medical leave pursuant to this policy, and unless an exception applies, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

### ***COMPLAINTS***

The Federal FMLA and CT FMLA prohibit employers from interfering with, restraining, or denying any rights provided by the respective laws. The Federal FMLA and CT FMLA also prohibit employers from terminating or discriminating against any individual for opposing any unlawful practice or being involved in any proceeding related to the Federal FMLA or CT FMLA, respectively. The CT FMLA also prohibits employers from interfering with, restraining, or denying any rights provided by CT Paid Leave and/or terminating or discriminating against an employee for applying for CT Paid Leave benefits.

An employee alleging a violation of the Federal FMLA may file a complaint with the U.S. Department of Labor, Wage and Hour Division. Such complaint should be filed within a reasonable time of when the employee discovers that the employee's Federal FMLA rights have been violated. In no event may a complaint be filed more than two (2) years after the action which is alleged to be a violation of the Federal FMLA occurred, or three years in the case of a willful violation. An employee may also be able to bring a private civil action for violations.

An employee alleging a violation of the CT FMLA may file a complaint with the Connecticut Department of Labor within one hundred eighty (180) calendar days of the employer action that prompted the complaint, unless good cause exists for the late filing. Upon receipt of any such complaint, the Connecticut Department of Labor Commissioner, or the Commissioner's designee, shall conduct an investigation and make a finding regarding jurisdiction and whether a violation of the CT FMLA has occurred. An employee alleging a violation of the CT FMLA may also bring a civil action in a court of competent jurisdiction against the employer within one hundred eighty (180) calendar days of the employer action alleged to be in violation of the CT FMLA. Such action may be brought by an employee without first filing an administrative complaint.

### ***ADDITIONAL INFORMATION***

Questions regarding family or medical leave may be directed to the Superintendent or designee. Federal FMLA and CT FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Legal References:

Connecticut General Statutes:

Connecticut:

Conn. Gen. Stat. § 31-51kk et seq.

Conn. Gen. Stat. § 31-49e et seq.

Regs. Conn. State Agencies 31-51qq, et seq.

Public Act 25-174, "An Act Authorizing and Adjusting Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects, Revisions to the School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027"

Federal:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC  
2000ff et seq.

29 CFR 1635.1 et seq.

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