

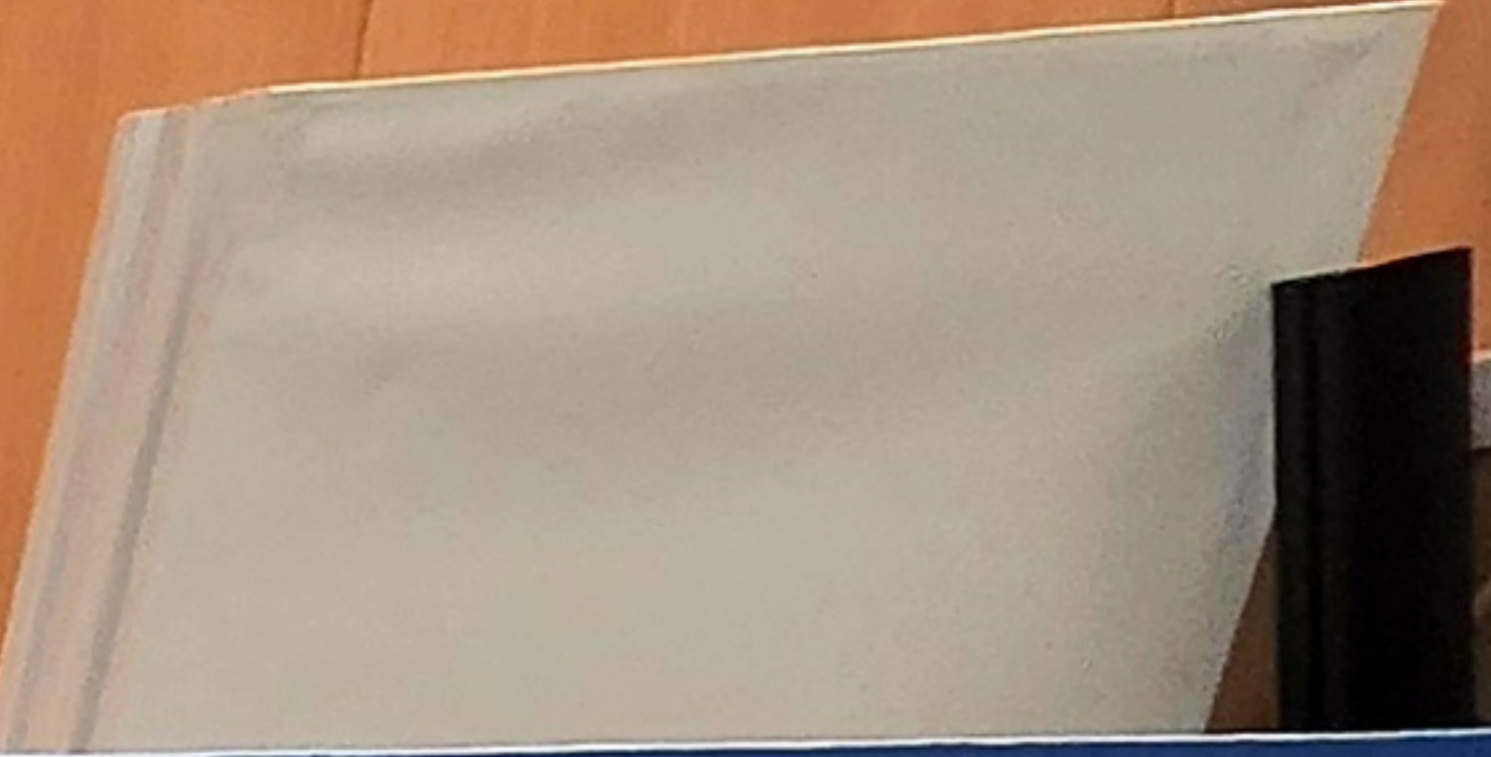
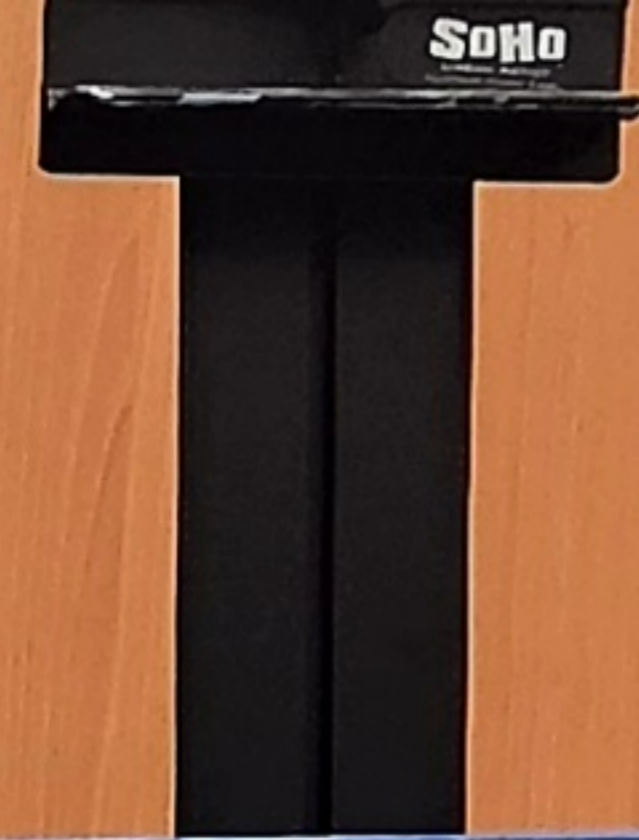
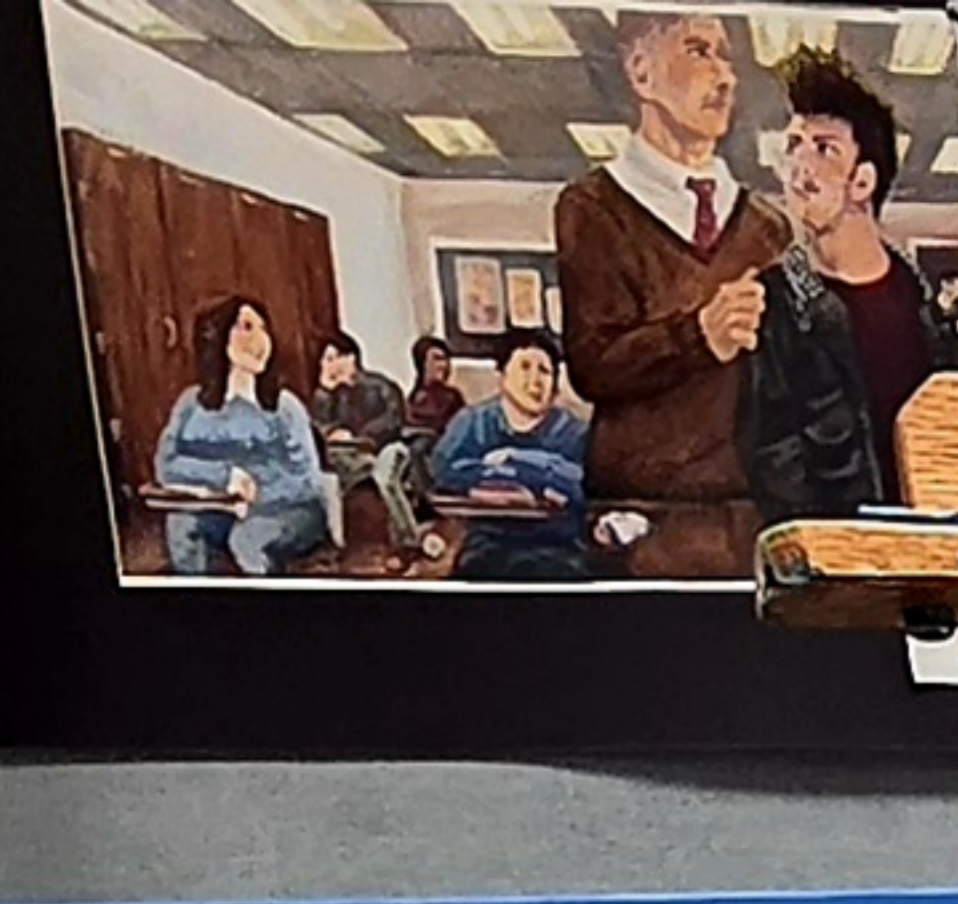
Board of Education Regular Meeting

Tuesday, January 13, 2026 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) : Dr. Alan Addley
IV.A. Rebecca Isaacson Teacher Mentor Award	Speaker (s) : Scott Roberts
IV.B. Senior Class Mural at MHS	Speaker (s) : Scott Roberts
V. Public Session	Speaker (s) : Sheila Daniels
VI. Communications	Speaker (s) : Sheila Daniels
VI.A. Report of Student Representative	Speaker (s) : Salahaldin Marnus Kunate
VII. Consent Agenda	Speaker (s) : Sheila Daniels
VII.A. Minutes of BOE Meeting December 9, 2025	Speaker (s) : Sheila Daniels
VII.B. Minutes of BOE Special Meeting December 4, 2025	Speaker (s) : Sheila Daniels
VII.C. 2025 Fall End of Season Sports Report	Speaker (s) : Elisha DeJesus
VII.D. Grants Status Report	Speaker (s) : Natalie Forbes
VII.E. Budget Committee	Speaker (s) : Harold Panciera
VII.F. Curriculum Committee	Speaker (s) : Sheila Daniels
VII.G. Facilities Committee	Speaker (s) : Susan Owens
VII.H. 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.A.2. Action on Prior Year Unexpended Balance Expenditures	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) : Marco Gaylord
IX. Superintendent's Report	Speaker (s) : Dr. Alan

		Addley
IX.A.	Indoor Air Quality Report	Speaker (s) : Marco Gaylord
IX.B.	Capital Projects	Speaker (s) : Dr. Alan Addley
IX.C.	FY 2027 Budget Process & Timeline	Speaker (s) : Dr. Alan Addley
IX.D.	Administrative Update	Speaker (s) : Dr. Alan Addley
X.	Action Items	Speaker (s) : Sheila Daniels
X.A.	World Literature Course	Speaker (s) : Dan Raucci
X.B.	Facilities Committee Discussion and Vote	Speaker (s) : Sheila Daniels
X.C.	Board of Education Goals	Speaker (s) : Sheila Daniels
X.D.	Personnel Search Committee Contract	Speaker (s) : Sheila Daniels
X.E.	Policy #3320 Purchasing – First Reading	Speaker (s) : Deborah Kleckowski
XI.	Future Agenda Items	Speaker (s) : Sheila Daniels
XII.	Proposed Executive Session	Speaker (s) : Sheila Daniels
XII.A.	Discussion Regarding the Performance of Staff	Speaker (s) : Sheila Daniels
XIII.	Adjournment	Speaker (s) : Sheila Daniels



Board of Education Regular Meeting
Tuesday, December 9, 2025 6:30 PM Eastern

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

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

Kelly Bee: Present
Chris Cardella: Present
Sheila Daniels: Present
Rakim Grant: Present
Deborah Kleckowski: Present
Dean Krupa: Present
Susan Owens: Present
Harold Panciera: Present
Kim Riordan: Present

Present: 9.

I. Call to Order

Ms. Daniels called the meeting to order at 6:34 PM

II. Salute to the Flag

Deborah Kleckowski led the Pledge of Alliance

II.A. Moment of Silence for Mark Langton and Marcy Poppel

Ms. Daniels asked for a moment of silence in honor of Mark Langton, the district Transportation Manager and Marcy Poppel, former Executive Assistant to the Superintendent and Board of Education.

III. Adoption of Agenda

A motion was made to adopt the agenda. This motion, made by Deborah Kleckowski and seconded by Chris Cardella, Carried.

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan: Yea

Yea: 9, Nay: 0

Ms. Daniels requested to move Item IX.A. Cell Phone Policy to before the Consent Agenda. This motion, made by Sheila Daniels and seconded by Deborah Kleckowski, Carried.

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan: Yea

Yea: 9, Nay: 0

IV. District Highlights

IV.A. Athletic Highlights

Mr. Roberts introduced Elisah DeJesus, Athletic Director. Ms. DeJesus shared that the season brought success, challenges, character and commitment. 405 students participated in athletics, led by 33 coaches. Boys soccer finished with a 13-4-2 record. The football team had a new coaching staff beginning this season and finished 7-3 record and earned a spot in the CIAC Class MM semi-quarterfinals. MHS Diver, Savannah Tarascio was the CCC South Conference Champion. 17 varsity students were all conference team members. The student athletes also had academic success. 60% of varsity student athletes achieved a grade point average of 87.5 or higher in the first marking period. 202 students earned honors or high honors in the first marking period.

Boys soccer player Andrew Edwards was selected as an All-State Conference Player and an All New England Athlete. Andrew also maintains a 90.43 GPA. Andrew stated he is focused in the classroom and as an athlete and looks forward to next season.

IV.B. Vicky Thompson and Sigrid Atherton Preschool Outdoor Classroom

Mr. Roberts introduced Vicky Thompson and Sigrid Atherton. Ms. Thompson shared how the Outdoor Classroom came to be. There are 40 preschool students, including special education students in the program. Students experience hands on, nature based learning.

IV.C. Food Pantries

Mr. Roberts introduced Randall Mel and Jennifer Krapf to discuss the Food Pantries that are in schools across the district. Food Pantries began in the elementary schools and provided food for students to take home on the weekend. Students can take home fruit, bread, protein and snacks. The food pantries are now also in the middle and high schools. The pantries across the district serve about 500-1000 students through the weekends. Ms. Krapf shared how Amazing Grace supports all families and their needs. The "lunch bunch" students participate in an activity every week and shop for themselves and family. There are 70-80 students that participate weekly and take food home at Beman.

V. Public Session

Chair Daniels explained the rules of Public Session.

VI. Communications

VI.A. Report of Student Representative

Student Representative Salahaldin Marnus Kunate was not available for the meeting.

Ms. Daniels shared that two former board members, Adam Hayn and Liz Crooks did not return to the Board. Ms. Daniels thanked them for their service and discussed the work they did throughout the district.

VII. Consent Agenda

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

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan:

Yea

Yea: 9, Nay: 0

VII.A. Minutes of November 17, 2025 BOE Regular Meeting

VII.B. Minutes of November 13, 2025 BOE Special Meeting

VII.C. Minutes of November 16, 2025 BOE Special Meeting

VII.D. Minutes of November 20, 2025 Special Meeting

VII.E. Minutes of November 25, 2025 Special Meeting

VII.F. MHS Ultimate Frisbee Tournament, MA

VII.G. MHS Ultimate Frisbee Tournament, NJ

VII.H. MHS Advanced Choir to ACDA All Eastern Division Conference

VII.I. Grants Status Report

VII.J. Budget Committee

VII.K. Curriculum Committee

VII.L. Facilities Committee

VII.M. Policy Committee

VIII. Department Reports

VIII.A. Financial Report

Ms. Forbes shared that there is currently a modest surplus. She reviewed the surpluses and deficit items. Ms. Forbes responded to questions from the board.

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

Ms. Forbes shared that transfers included special education salary, unemployment compensation, legal services and facilities (Stop the Bleed Kits and AED pads).

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

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan: Yea

Yea: 9, Nay: 0

VIII.B. Facilities Department

Mr. Gaylord shared that most of the work being done right now is daily work orders and heating issues. The bleacher control issue at Beman Middle School is resolved. Mr. Cofield has been working very hard to meet fire marshal requests to replace exit signs. There were no questions

VIII.C. Personnel Report

Mr. Snyder shared that the district has 3 teaching vacancies. He shared that paraprofessional recruiting is continuing. Ms. Kleckowski asked about exit interview comments and to see a sample of the exit interview.

VIII.D. Transportation Report

Mr. Gaylord introduced Erin Stevenson (Interim Transportation Manager) and thanked her for all her hard work.

IX. Superintendent's Report

IX.A. Cell Phone Policy Update

Dr. Auster shared that the purpose is to minimize distractions and promote the focus of students. Students are expected to lock their phones in a Yondr pouch during the school day. 95% of students follow the cell phone use rules. In 3 months, there were only 4 incidents of unauthorized cell phone use. Mr. Ryan Mertel and Mr. Serra shared that the climate at MHS has improved greatly due to using Yondr pouches and eliminating cell phone usage. Physical altercations are down 76% and class cuts are down 55% this year. 583 out of 1,192 students made either high honors or honors and the hallways are clear during the day. Staff was surveyed and they reported fewer distractions. 75% of staff report that the degree of the cell phone policy has had a positive impact on the classroom learning environment.

IX.B. 2025-2026 Board of Education Goals

Dr. Addley reviewed the Board of Education Goals. They include:

1. Complete a successful Superintendent search process for the appointment of a new Superintendent for the 2026-2027 school year.
2. Develop a fiscally responsible FY27 Budget
3. Address capital projects and facility needs
4. Promote a collaborative culture of governance and management between the Board and Superintendent

Discussion followed regarding committee meetings being moved to Monday evenings.

IX.C. Interim Superintendent Transition and Key Focus Areas

Dr. Addley identified priorities that he has seen in the district that he plans to focus on. These include hiring a new superintendent, meeting with board members, developing a fiscally responsible and timely budget, clear and consistent district communication. He will also prioritize leadership needs at MHS and Legacy, completion of NEASC Decennial Process, learning and behavior needs for students and operational needs and next steps for capital projects.

X. Action Items

X.A. New Course AP Physics C

Mr. Fitzpatrick introduced Scot Peaslee. Mr. Peaslee shared that this class came forward by community member interest. The course could help students receive college credit in a STEM

field. He shared that there is both community and student interest in the course. He described the rigor the course entails.

A motion was made to approve the AP Physics C. This motion, made by Deborah Kleckowski and seconded by Kelly Bee, Carried.

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan: Yea
Yea: 9, Nay: 0

X.B. Child Nutrition Program- Authorized Signer Change Forms

Mr. Mel explained that when there is a change in district leadership, the State of CT Child Nutrition Program requires and Authorized Signer #1 (Dr. Addley), Authorized Signer #2(Jennifer Cannata) and a signature from the Secretary of the Board of Education (Mr. Panciera).

A motion was made to complete the Child Nutrition Program - Authorized Signer Change Forms. This motion, made by Deborah Kleckowski and seconded by Susan Owens, Carried.

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan: Yea
Yea: 9, Nay: 0

X.C. Personnel Search Committee

Dr. Addley added that personnel search committees do not need to post meetings or create minutes for their meetings. Mr. Cardella shared scheduling concerns. Ms. Kleckowski shared her thoughts on a consulting firm involvement.

A motion to approve (Board of Education members Kelly Bee, Chris Cardella, Sheila Daniels, Rakim Grant, Deborah Kleckowski, Dean Krupa, Susan Owens, Harold Panciera and Kim Riordan) as the Personnel Search Committee for the Superintendent of Schools was made. This motion, made by Harold Panciera and seconded by Deborah Kleckowski, Carried.

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan: Yea
Yea: 9, Nay: 0

X.D. Dissolve Facilities Committee

A motion was made to table this item. This motion, made by Deborah Kleckowski and seconded by Chris Cardella, Carried.

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan: Yea
Yea: 9, Nay: 0

XI. Future Agenda Items

Future agenda items discussed were Legacy and MHS Leadership (in weekly report, not Board mtg). Ms. Kleckowski discussed public participation by phone or zoom for BOE meetings.

XII. Proposed Executive Session

XII.A. Discussion of confidential attorney-client communications regarding former Superintendent Dr. Alberto Vazquez Matos (proposed for Executive Session)

A motion to enter Executive Session for the purpose of Discussion of confidential attorney-client communications regarding former Superintendent Dr. Alberto Vazquez Matos (proposed for Executive Session) and invite Dr. Alan Addley was made. This motion, made by Chris Cardella and seconded by Deborah Kleckowski, Carried.

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan: Yea

Yea: 9, Nay: 0

XIII. Adjournment

A motion to adjourn was made at 8:41 PM. This motion, made by Deborah Kleckowski and seconded by Chris Cardella, Carried.

Kelly Bee: Yea, Chris Cardella: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Deborah Kleckowski: Yea, Dean Krupa: Yea, Susan Owens: Yea, Harold Panciera: Yea, Kim Riordan: Yea

Yea: 9, Nay: 0

**Board of Education
Special Meeting Minutes
Dr. Alfred B. Tychsen Administration Building
Conference Room B
311 Hunting Hill Avenue, Middletown CT
Thursday, December 4, 2025 5:30 PM
DRAFT**

Board Members Present: Kelly Bee, Chris Cardella, Chairwoman Sheila Daniels, Dean Krupa, Susan Owens (6:34), Harold Panciera (6:00) and Kim Riordan (remote participation)

Others Present: Superintendent Dr. Alan Addley, Assistant Superintendent Jennifer Cannata, Patrice McCarthy CABA , Executive Assistant to the Superintendent Joyce Carey, and 0 visitors

I. Call to Order

Board Chair Sheila Daniels called the meeting to order at 5:35 PM.

II. New Board Member Training

Dr. Addley thanked Patrice McCarthy for her leadership and participation in the meeting this evening. Ms. McCarthy explained the State legislation regarding new board member training. She explained that the main role of the Board of Education is to set policies, which includes the budget. She reviewed civility and how the public views the Board of Education. Guidance regarding social media risks and also rules regarding what constitutes a meeting were reviewed. Executive Session rules and confidentiality were also discussed. Participation by the public and responding during board meetings guidelines were given. Ms. McCarthy shared the resources that CABA offers to the Board of Education members and encouraged them to take advantage of the support that they provide. Board members were given the opportunity to ask follow up questions.

III. Board of Education Roles, Goals and Next Steps

Dr. Addley reviewed the next steps in the search for the next Superintendent. Next steps include setting up the search committee, posting the position, form an interview committee and complete the selection process. He spoke of communication and collaboration between the board and Superintendent. Dr. Addley will present his key initiatives at the Board meeting. He encouraged the Board to develop goals. He reviewed the guidelines for visiting schools and staff.

IV. Discussion of confidential attorney-client communications regarding former Superintendent Dr. Alberto Vázquez Matos (proposed for executive session)

MOTION: Motion to enter Executive Session for the purpose of discussion of confidential attorney-client communications regarding former Superintendent Dr. Alberto Vázquez Matos was made by Ms. Daniels and a second by Mr. Cardella.

V. Adjournment

MOTION: Motion to adjourn was made by Ms. Daniels and a second by Ms. Bee at 8:42 PM.

Fall Athletics End of the Season Report 2025

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

The report shows that participation in sports was similar to last Fall season.

From an operating perspective, expenses decreased slightly.

A few highlights of the season are below:

- Our Boys Soccer program had a record of 13-4-2 and battled all the way to the CIAC Class L Quarterfinals!
- Girls Diver, Savannah Tarascio, was crowned the CCC South Conference Champion.
- Our Football team, under a brand new coaching staff, finished the regular season 7-3 and earned a spot in the CIAC Class MM Quarterfinal game!
- We had 17 varsity students recognized as All-CCC Conference team members, and a special shout-out to our All-State Recipient: Sophomore Boys Soccer student-athlete Andrew Edwards.
- Boys Soccer Student-Athlete, Andrew Edwards was also named to the All New England Team.
- Most importantly, 70 out of 118 Varsity student-athletes achieved an 87.5 GPA or higher in the first marking period. That means 60% of our Varsity student athletes.
- Our two scholar athletes for the fall season were Senior Boys Cross Country student-athlete, Matthew Kriger with a 98.57 GPA and senior Volleyball student-athlete, Olivia Parslow also with a 99.29 GPA.

Thank you!

High School Sports Narratives

Football Coach, Dario Highsmith:

The 2025 Middletown High School football season marked a significant turnaround, improving from a 3–7 record in 2024 to 7–4 in 2025, reflecting a four-win increase and a much higher level of competitiveness. The team showed clear gains in player productivity, increasing scoring by over 100 points while cutting points allowed by more than 100, demonstrating growth on both offense and defense. Just as importantly, the program emphasized accountability and student achievement, with five players earning All-Academic honors and no players removed due to academic ineligibility. Overall, the 2025 season reflects a positive shift in culture, performance, and academic responsibility, positioning the program for sustained success.

Girls Soccer Coach, Shawn Murdock:

The MHS Girls Soccer team posted a 3 win, 1 draw, 12 loss record this season. The Dragons were a young team that featured 14 Freshmen and new players. The team was led by Senior Captains Gabby Butler and Hailey Fitting, and Junior Goalkeeper Maya Martin. Gabby Butler earned All-CCC honors after scoring 16 goals on the season.

Boys Soccer Team, Coach Sal Emanuele:

The MHS Boys Soccer Team finished the regular season with an overall record of 11 wins, 3 losses, and 2 ties. They won their first and second round home State Tournament games and made it to the CIAC Class L State Tournament Quarterfinals for the second time in three years. The team was also one of eight teams that qualified for the CCC tournament and had a home game as the fourth ranked team in the thirty team CCC going into the tournament. The team also had four student athletes named All CCC South, two student athletes named All CCC, one Senior Bowl selection, and a number of student athletes that made CCC All Academic.

Fall Cheer Club Coach, Lindsay Hansen:

MHS Fall cheer successfully completed the season with both JV and Varsity participants. Cheerleaders completed all designated games doing both sideline and half time routines. Fall cheer also successfully completed fundraisers, tumbling sessions, and senior night events. Cheerleaders worked on leveling up their stunting and movement skills to prepare themselves for the next season.

Girls Swim & Dive Coach, Trevor Charles:

The Girls Swimming and Diving team had a bit of a rebuilding year with a 6-5 season record and unprecedented low numbers. We finished 3rd in the CCC South. The team managed to send 8 girls to Class L States, 7 qualifying in individual events, as well as 3 relays qualifying. Most members had lifetime personal best performances throughout the season.

Girls Cross Country Coach, Jennifer Price:

The girls cross country team had seven new athletes join the team this season. Although the team was inexperienced, they showed tremendous growth throughout the season. Every athlete improved their performances from the early meets to the end of season meets. I am hoping that the growth continues and we can get our numbers higher. The team's record was 6-12.

Boys Cross Country Coach, Robert Weston:

Once again, the team worked extremely hard all season and came away with many positive results because of it. We had a drastically faster team than last year, with five guys under 20 minutes, three under 19 minutes, and even one, Adler Greenwald, under 18 minutes. We had our highest finish in the conference regular season, conference championship, and state meet than we've had in five years. Also, for the first time in five years, we had an All-Conference runner in Adler Greenwald. We still have more work to do, but given the team's improvement, emerging leadership, and based on what we accomplished this season, I know we have many more good things to come.

Girls Volleyball Coach, Kelvin Jones:

The MHS Volleyball team finished the 2025 regular season with a 6-11 record. We fell short of our goal and expectations to advance to the CIAC tournament by 1 win.. With the graduation of several student athletes at the varsity level and the improvement of our younger players, the coaches are looking forward to this progression and a successful season in 2026 in the CIAC CLASS LL division.

Fall Dance Club Coach, Marisa Bishop & Caitlin Nelson:

Fall Crew Club Coach Scot Peaslee, Melina Metaxas, Hannah Breton, Jeremy Grimes:

Unified Soccer: Cindy Culp:

During our Unified Soccer season, our athletes faced some challenges. We had 2 tournaments canceled due to weather, or team sickness. However we were able to make our tournament to Conard High School in West Hartford, where the team excelled on the field and played united together. This season was full of fun and laughs with some new faces.

MS Boys Soccer: Kevin Benzi:

The 2025 boys' soccer season was an outstanding success, driven by a dedicated group of 13 eighth graders who consistently led by example. The varsity team finished with an impressive record of 9–1–1, while the junior varsity team posted an equally strong 10–1 season.

From the first week of preseason, it was clear that this group was special. Their work ethic, team chemistry, leadership, and commitment to one another were evident from day one. They were eager to learn, and I was motivated to coach them. Every player contributed to our collective success and demonstrated remarkable growth from the first practice to the final game.

It was a pleasure and an honor to lead this fine group of men each and every day and I look forward to continuing to build on this momentum in the 2026 season.

MS Girls Soccer: Kieran Shippee:

Although the season ended with a challenging 0-7-1 record, the girls' soccer team showed incredible promise and resilience. We fielded a young and talented roster, starting five sixth graders and five seventh graders alongside just one eighth grader. Looking ahead, the program is in excellent shape; we are set to return ten starters, all of whom sharpen their skills year-round with local premier clubs. This dedication suggests a very bright future for girls' soccer in Middletown

MS BoysCross Country: S. McKeever:

The program has been increasing in popularity over the past few years. This fall we had close to 30 boys participating. The boys did not win any dual meets this year, but did finish fourth in the MMSL conference meet. We had runners compete at the State Championships and performed very well. Alden Comeau placed 2nd overall out of 397 at the A race that day.

MS Girls Cross Country: K. Agogliati:

This fall we had close to 50 girls participating. The girls record was 5-4 and placed 3rd at the MMSL conference meet. We had runners compete at the State Championships and performed very well. Lucca Pickman placed 2nd out of 283 girls in the B race.

FALL 2025 OVERALL TEAM RECORDS

<u>MHS</u>	<u>Wins</u>	<u>Losses</u>	<u>Ties</u>
Volleyball	6	11	
Girls Soccer	3	12	1
Boys Soccer	14	3	2
Girls Swimming	6	5	
Football	7	4	
Girls Cross Country	6	12	
Boys Cross Country	9	9	
Unified Soccer	n/a		

Beman

Boys Soccer	9	1	1
Girls Soccer	0	7	1
Boys Cross Country	0	9	
Girls Cross Country	5	4	

Academic Review---2025 Fall Sports Season

All student-athletes in grades 9-12 were reviewed for compliance to Middletown High School's eligibility policy. In accordance with district policy, final grades from the previous school year served as the criteria in the review process. Student-athletes who had met CIAC eligibility standards, but had received one or more failing grades were subject to the review process. As is the case with all athletic seasons, all interscholastic teams were required to hold supervised study halls in some capacity for student-athletes throughout the season.

Team-by team results of the Academic Review process are summarized in the following table:

	Number Of Student Athletes Subject To Academic Review	Number Of Student Athletes Meeting MHS Criteria For Continuing Participation	Number Of Student Athletes Who Failed To Meet MHS Criteria For Continuing Participation
Boys XC	0	0	0
Girls XC	0	0	0
Football	3	3	0
Boys Soccer	0	0	0
Girls Soccer	1	1	0
Girls Swim/Dive	0	0	0
Volleyball	0	0	0
Cheerleading	3	3	0
Dance	0	0	0
Crew	0	0	0
Unified	0	0	0
Total	7	7	0

The Academic Review process is designed to support students and encourage them to strive for academic success. Often, a student's desire to play a sport or engage in extracurricular activities will spark the effort and focus necessary for improvement in the classroom. Athletics are a valuable part of the high school experience; Middletown Public Schools is committed to using sports as partners in the educational process.

**MHS 2025
FALL ATHLETICS
PARTICIPATION**

SPORT	MIDDLE SCHOOL								HIGH SCHOOL											
	SIXTH		SEVENTH		EIGHTH		TOTALS		NINTH		TENTH		ELEVENTH		TWELFTH		TOTALS		GRAND TOTAL	
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025
Boys X-Country	8	10	8	10	6	8	22	28	4	4	2	5	5	3	3	3	14	15	36	43
Girls X-Country	10	14	17	16	4	17	31	47	0	2	2	3	1	3	4	3	7	11	38	58
Football	0	0	0	0	0	0	0	0	17	14	22	10	16	14	18	10	73	48	73	48
Boys Soccer	5	2	13	8	6	13	24	23	15	9	9	12	13	9	6	12	43	42	67	65
Girls Soccer	10	8	4	8	8	5	22	21	2	9	3	3	4	6	7	4	16	22	38	43
Girls Swimming	0	0	0	0	0	0	0	0	3	2	4	2	5	4	5	7	17	15	17	15
Volleyball	0	0	0	0	0	0	0	0	16	19	12	12	13	7	9	10	50	48	50	48
Unified Sports	0	0	0	0	0	0	0	0	1	1	2	3	1	3	4	1	8	8	8	8
***Crew									7	14	17	10	6	16	9	7	39	47	39	47
***Dance									2	1	6	3	4	6	2	4	14	14	14	14
***Fall Cheer									4	3	8	4	2	10	2	5	16	22	16	22
TOTALS	33	34	42	42	24	43	99	119	71	78	87	67	70	81	69	66	297	292	396	411

***Fall Club

2025 FALL ATHLETICS EXPENSES

SPORT	*OPERATING EXPENSES		GENERATED INCOME		NUMBER of COACHES		TOTAL SALARIES	
	2024	2025	2024	2025	2024	2025	2024	2025
Football	\$14,053	\$ 17,739	\$6,115	\$ 7,512	7	7	\$46,879	\$48,284
*Helmet/pad reconditioning - last year's amount \$6,053 - still waiting for 2025 invoice								
-Police	\$ 4,997	\$ 4,803						
-Ambulance	\$ 2,550	\$ 2,550						
-Doctor/PA	\$ 1,188	\$ 1,500						
Boys Soccer	\$ 6,104	\$ 9,647	\$ 496	\$ 1,097	3	3	\$16,767	\$17,269
MS Boys Soccer	\$ 1,307	\$ 2,892	\$ 0	\$ 0	1	1	\$ 3,759	\$ 3,872
Girls Soccer	\$ 4,369	\$ 4,327	\$ 475	\$ 543	1	1	\$ 7,135	\$ 7,439
MS Girls Soccer	\$ 1,198	\$ 3,707	\$ 0	\$ 0	2	1	\$ 5,259	\$ 3,872
Volleyball	\$11,413	\$ 5,654	\$1,995	\$ 2,016	3	3	\$16,767	\$17,359
Girls Swimming	\$10,179	\$ 3,264	\$ 0	\$ 0	3	3	\$21,923	\$22,580
Boys X-Country	\$ 1,259	\$ 995	\$ 0	\$ 0	1	1	\$ 6,239	\$ 6,426
MS X-Country(B/G)	\$ 857	\$ 560	\$ 0	\$ 0	4	2	\$10,518	\$ 7,744
Girls X-Country	\$ 1,259	\$ 870	\$ 0	\$ 0	1	1	\$ 6,239	\$ 6,426
Cheerleading	\$ 2,237	\$ 2,752	\$ 0	\$ 0	2	2	\$11,951	\$12,255
Unified Sports	\$ 73	\$ 0	\$ 0	\$ 0	1	1	\$ 1,450	\$ 1,494
Strength/Conditioning	\$ 0	\$ 0	\$ 0	\$ 0	1	0	\$ 6,239	\$ 0
Athletic Training	\$ 7,512	\$ 3,373	\$ 0	\$ 0				
Security: MHS	\$12,216	\$ 16,064						
: Beman	\$ 1,177	\$ 877						
***Miscellaneous	\$27,119	\$ 19,464	\$ 0	\$ 0				
Transportation	\$41,892	\$ 42,645	\$ 0	\$ 0				
TOTALS	\$152,959	\$143,683	\$9,081	\$ 11,168	30	26	\$161,125	\$155,020

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

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

2025-2026 MHS Activity/Clubs

<u>Club/Activity</u>	<u>Advisor</u>
Art Show	Christian Kennedy & Catherine Lender
DECA	Dave Reynolds
Assistant DECA	Vivian Sheen
Drama	Jillian Kellogg
Dragon Watch	May Ellen Molski
Drumline	Adam Finkelstein
FFA (Future Farmers)	Rebecca Isaacson, Mike Kingsbury & Amanda Thomson
Freshmen/Sophomore Class	Courtney Stone
Gender, Sexuality Alliance	Trevor Charles
Junior Class	Jenn Price
Key Club	Nicole Charles
Majorette, Flag Corps, Color Guard	Abbey Barrows
Model UN/Debate Club	Dan Lowry
Musical Club	Jillian Kellogg
National Honor Society	Mary Ellen Molski
Newspaper (Blueprint) Club	Ann Buchanan
Pre-Med Club	Roberta Downer

Robotics Club	Sam Faulkenberry
Senior Class	Lauren Pszczolkowski
Assistant Junior/Senior Class	Beth Shapiro
Tri-M Music Honor Society	Stephanie Zak
Yearbook Club	Jenn Price
<u>2025-2026 MHS Non Stipend Activity/Clubs</u>	
And Sometimes Y - Creative Arts Magazine	Dave Frankel
Environmental Club	Jeff Mickiewicz
FBLA	Stephanie Latif
Investment Club	Tyler Saunders
Judo Club	Pam Hinkle
Latinos Unidos	Yadiel Rodriguez
4-H Club	Amanda Thomson
<u>2025-2026 Beman Activity/Clubs</u>	
Drama Coach	Kaylin Tulley
Majorette, Flag Corps & Color Guard	Megan Busath
Music Coach	Kaylin Tulley
Pride Patrol	John Geary

Student Council	John Geary
Yearbook Club	Amber Baumgartner
<u>2025-2026 Beman Non Stipend Activity/Clubs</u>	
Gay, Straight Alliance	Tom Pattavina

2025 MHS Fall Coaches

<u>Sport</u>	<u>Position</u>	<u>Coach</u>
MHS Boys Cross Country	Head Coach	Rob Weston
MHS Girls Cross Country	Head Coach	Jenn Price
MHS Football	Head Coach	Dario Highsmith
MHS Football	Assistant Coach	Tyshaun James
MHS Football	Assistant Coach	Hunter Belzo
MHS Football	Assistant Coach	DeAaron Lawrence
MHS Football	Assistant Coach	Stone Belzo
MHS Football	Assistant Coach	Brady Foster
MHS Football	Assistant Coach	Maxwell Cyr
MHS Boys Soccer	Head Coach	Sal Emanuele
MHS Boys Soccer	Assistant Coach	Robert Smernoff
MHS Boys Soccer	Assistant Coach	Greg Fanska
MHS Girls Soccer	Head Coach	Shawn Murdock
MHS Girls Swim/Dive	Head Coach	Trevor Charles
MHS Girls Swim/Dive	Assistant Coach	Taylor Garboski
MHS Girls Swim/Dive	Assistant Coach	Dan Kinney
MHS Volleyball	Head Coach	Kelvin Jones
MHS Volleyball	Assistant Coach	Paul Oliva

MHS Volleyball	Assistant Coach	Laurie Robillard
MHS Unified Soccer	Head Coach	Cindy Culp
MHS Fall Cheerleading Club	Head Advisor	Lindsay Hansen
MHS Fall Cheerleading Club	Assistant Advisor	Aaliyah Wright
MHS Fall Dance Club	Head Co-Advisor	Marisa Bishop
MHS Fall Dance Club	Head Co-Advisor	Caitilin Nelson
MHS Fall Crew Club	Fall Co-Advisor	Scot Peaslee
MHS Fall Crew Club	Fall Co-Advisor	Melena Metaxas
MHS Fall Crew Club	Fall Co-Advisor	Hannah Breton
MHS Fall Crew Club	Fall Co-Advisor	Jeremy Grimes

2025 Beman Fall Coaches

Beman Boys Soccer	Head Coach	Kevin Benzi
Beman Girls Soccer	Head Coach	Kieran Shippee
Beman Boys Cross Country	Head Coach	Steve McKeever
Beman Girls Cross Country	Head Coach	Karen Agogliati



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.middletownschools.org

Board of Education Grants Report
1.6.26

The following grants were confirmed from November 15, 2025-January 6, 2025.

Grant Title	Funder	SY26	SY25
Perkins Career and Tech Education	CSDE	85,221	87,459
21C Farm Hill Elementary School Afterschool (Year 2)	CSDE	146,625	146,625
21C Bielefield Elementary School Afterschool (Year 5)	CSDE	50,000	75,000
21C Snow Elementary School Afterschool (Year 5)	CSDE	50,000	75,000
Title 3	CSDE	35,522	30,264
Adult Education: Even Start Family Literacy	CSDE	181,818	181,818
ECS: Alliance Grant	CSDE	11,531,952	8,663,935
Bilingual Education	CSDE	13,964	4,853
Early Start (replaces the School Readiness grant)	CSDE	318,000	0

Total Grants secured to date for 2025-26 school year = \$16,431,186.76

School Construction Grants

1. The state audit for the Farm Hill Elementary Roof Replacement project #22DASY144107RR1123 is complete. In accordance with Connecticut General Statutes Sections 10-286e, 10-287(a), and 10-287i, audits are required of school construction grants prior to final payment. These audits are coordinated through the Department of Administrative Services (DAS) School Construction Audit Unit.

For all projects, DAS withholds 5% of the grant until a final audit of the project has been completed. Final payment is anticipated within 4-6 weeks of audit acceptance.



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2. Macdonough Elementary School 083-0126 EA Priority Grant application, was approved on January 6, 2025. The estimated Project Cost is \$48,900,000, and the reimbursement rate is 81.07% for eligible costs.
3. Keigwin Middle School 083-0125 A Priority Grant application was approved on January 6, 2025. The estimated project cost is \$2,000,000 with a reimbursement rate of 82.14% for eligible costs.

Following DAS plan review approval, bidding for both projects will be authorized.

Respectfully submitted,
Natalie Forbes, Executive Director of Finance



Office of the Superintendent

Cultivating the Brilliance in Each Student

Dr. Alan Addley, Superintendent of Schools
superintendent@mpsct.org | (860) 638-1401
311 Hunting Hill Avenue, Middletown, CT 06457
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Middletown Board of Education
Budget Committee Meeting Minutes
December 15, 2025

Present: Dr. Alan Addley, Interim Superintendent
Natalie Forbes, Director of Finance
Marco Gaylord, Director of Facilities & Security
Harold Panciera, Chair
Chris Cardella, Board Member
Dean Krupa, Board Member
Susan Owens, Board Member
Deb Kleckowski, Board Member
Mike Skott, IT Director

The meeting was called to order at 5:32 p.m.

1- The minutes for the last meeting on October 27, 2025, were approved. Motion to accept was offered by Chris Cardella and seconded by Dean Krupa.

2- Natalie Forbes reviewed the transfers and the financials up to December 12, 2025. No questions from those present.

She also reviewed the charges for this time period. Among the highlights:

a) The surplus now stands at over \$300,000. Reasons : positions unfilled, and unexpected reduction for dental insurance. Good reserve fund for future unexpected charges.

b) Areas of concern continue to be SPED transportation costs for out-of-town placement, transportation for the homeless, future tuition charges for out of district placement (school of choice), and continued contracted services due to unfilled positions in areas of need.

3- The district has completed all the required paperwork in order to get approval for the start of the Macdonough replacement project. We await the state's approval to start the demolition.

4- Marco Gaylord reported on the need to replace the roofs on the Wesley and Spencer schools. He has been in touch with the city, who will need to sign off on the projects if the district applies for grants.

Marco also reported that the district will apply for additional grants to improve school security, especially cameras. For this we will also need the city's support.

5- The Budget process was started in November. The district team has brought Dr. Addley up to date and will continue the effort. In January, building principals will look at data to evaluate the effectiveness of some purchased programs , and make a final request for additional needs in personal or programming to the Superintendent. The preliminary budget will be reported out in early February.

A request was made to look at an item that was budgeted as part of the Alliance Grant. Dr Addley stated that any request to view the Alliance Grant should be made through him so he can arrange it with the Finance Department.

Dr. Addley will make an effort to send updates on the budget, along with his weekly update, to the Board.

6- The Chair received approval for the 2026 meeting dates. In addition, he recommended that the meetings be in person. There were no objections. In addition, all agreed that the meetings would begin at 5:00.

7- There were no other topics that were brought up for discussion, or offered for the next meeting.

8- Motion to adjourn was made at 6:19 and approved.

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE**

Meeting Minutes

Monday, January 5, 2026

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

Dean Krupa, Board Member

Hakeem Grant, Board Member

Also participation:

Dr. Alan Addley, Interim Superintendent

Jennifer Cannata, Assistant Superintendent

Colleen Fitzpatrick, Interim Chief Academic Officer

Paul Griswold, Director of Assessment

Jill Power, Operations Administrative Secretary

Stacy Porch, Parent

Judy Judkins, Community Member

The Meeting was called to order by Deb Kleckowski at 5:30 P.M.

1. Introductions

2. Policy #3220 Purchasing Procedures

This policy was presented for review following the City of Middletown's approval of revised Purchasing Ordinances on September 16, 2025. To maintain alignment with the City the committee was recommending that the Board of Education update their policy to follow the City. Competitive quotes are no longer required for purchases of \$10,000 or less and formal bids/RFPs are now required only for expenditures exceeding \$35,000 a change from \$5,000 and \$25,000. After discussion the committee motioned to move the policy forward to the next Board meeting on January 13th for its first reading with the changes. All were in favor.

3. 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

The hiring policy was presented to the committee for further review following discussions at the last two policy meetings. The proposed amendments seek to include the Board in the appointment and approval of central office-level positions. Additionally the Superintendent should provide a formal notification to the Board when certified administration positions have become vacant. Since the last policy meeting a draft of this proposed policy was created. Harold would like to have the Board have more control on the administrative decisions. He also would like to have the Superintendent recommendation no later than the

next board meeting. After discussion Dr. Addley had mentioned that the Board does not want to make this process more complicated and that the Superintendent should make an administrative decision regarding principals and assistant principals and bring that candidate to the Board. For administrative positions at the Central Office level he believes a Board member should be on the committee to make decisions but only the positions stated in the policy. There was more discussion on adding other positions to this policy but realized they are union positions and wouldn't be added. After discussion the committee decided on moving this policy to the next meeting with a cleaned up draft of the policy. All were in favor.

4. Policy #6154 Homework - Discussion

Colleen Fitzpatrick mentioned that the OTL committee has put together a draft policy. This policy has come together from researching other policies in other districts, with the OTL committee, and reaching out to teachers to get their feedback. The OTL committee believes this draft will help teachers to understand what they are expected to give for all levels. A table was added to the policy to indicate how long (minutes) students should be doing homework for each grade level. There is also some autonomy for teachers to give what they believe is necessary for their specific class regarding homework. Questions were asked by the committee about grading and how homework is counted towards a student's grade. Jennifer Cannata mentioned how there is a grading policy and Dr. Addley added on to that and said the homework policy is solid and grading should be separate from this specific policy. 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. He believes that section should not be removed from the policy. Dr. Addley mentioned how principals for each school should be monitoring the homework and how it is being handled at their specific schools. After the discussion the committee agreed to refine the draft of the policy for the next meeting. All were in favor.

5. Policy #6146.1 Grading - Discussion

Due to time limits this policy was tabled to the next meeting. All were in favor.

The next policy committee meeting is on February 2, 2026, at 5:30 PM.

ADJOURNMENT

The meeting was adjourned at 6:39 P.M.

Respectfully submitted,

Marco Gaylord

Director of Facilities, Safety & Security

Object Code - Summary	Expenditure 2024-2025	Appropriation 2025-2026	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Surplus/Deficit	Projected Expenditure
CERTIFIED SALARIES								
51109 CERTIFIED*CURR WRITING	59,239.75	42,600.00	5,000.00	-	6,254.93	41,345.07	-	47,600.00
51110 CERTIFIED*REG	35,439,394.79	36,441,854.00	(13,943.00)	23,617,737.70	12,683,799.56	126,373.74	67,298.00	36,360,613.00
51115 CERTIFIED*OTH ADDL/STIPEND	3,095.45	-	51,680.00	38,320.93	19,335.19	(5,976.12)	(5,976.12)	57,656.12
51309 SALARIES: INTERVENTIONISTS	-	-	55,887.00	23,483.63	10,054.34	22,349.03	-	55,887.00
51315 SALARIES: SUBS-LT*REG	184,987.14	150,000.00	-	-	16,578.95	133,421.05	-	150,000.00
51316 SALARIES: SUBS-BLDG*REG	211,270.75	-	-	-	-	-	-	-
51410 SALARIES: ADMINISTRATOR*REG	5,625,071.31	5,392,713.00	(75,000.00)	2,533,069.56	2,535,193.86	249,449.58	45,049.58	5,272,663.42
51501 LONGEVITY: CERTIFIED	352,200.00	327,200.00	(2,000.00)	159,600.00	157,600.00	8,000.00	8,000.00	317,200.00
51716 SALARIES: MENTOR	4,521.00	-	-	-	-	-	-	-
51718 SALARIES: TUTOR	18,608.50	68,200.00	-	51,471.16	23,164.93	(6,436.09)	-	68,200.00
51721 SALARIES: STIPENDS-NON TRB	663,534.78	665,641.00	-	4,169.70	175,196.55	486,274.75	-	665,641.00
51901 NON-CONTRACTED CERTIFIED	97,485.21	59,273.00	(55,343.00)	-	6,447.51	(2,517.51)	-	3,930.00
51921 SALARIES: CLASS COVERAGE	226,128.74	-	-	-	-	-	-	-
51990 SALARIES: OTHER	132.83	-	-	13,022.48	-	-	-	-
TOTAL CERTIFIED SALARIES	42,885,670.25	43,147,481.00	(33,719.00)	26,440,875.16	15,633,625.82	1,052,283.50	114,371.46	42,999,390.54
CLASSIFIED SALARIES								
51116 CLASSIFIED*REG	9,537,610.82	9,812,445.00	140,000.00	5,590,973.11	4,034,430.13	327,041.76	-	9,952,445.00
51117 CLASSIFIED*TEMP	675.16	-	-	-	-	-	-	-
51118 CLASSIFIED*OT	213,159.31	253,000.00	-	-	96,521.68	156,478.32	-	253,000.00
51121 CLASSIFIED*OTH ADDL/STIPEND	-	10,000.00	-	-	-	10,000.00	-	10,000.00
51200 SALARIES OF SEASONAL TEMP EMP	113,423.63	50,000.00	-	27,163.26	56,717.90	(33,881.16)	(33,360.00)	83,360.00
51416 ATHLETIC EVENT WORKERS	68,525.78	53,000.00	-	-	26,172.33	26,827.67	(20,000.00)	73,000.00
51418 SUBS-SECRETARIES	21,397.58	25,000.00	-	-	17,638.23	7,361.77	(10,000.00)	35,000.00
51920 SALARIES: STUDENT VOCATIONAL	3,990.00	6,000.00	-	3,105.00	1,995.00	900.00	-	6,000.00
TOTAL CLASSIFIED SALARIES	9,958,782.28	10,209,445.00	140,000.00	5,621,241.37	4,233,475.27	494,728.36	(63,360.00)	10,412,805.00
PARAPROFESSIONALS/AIDES								
51210 SALARIES: AIDES/PARAS*REG	4,692,806.30	4,754,042.00	(55,887.00)	2,892,609.09	1,615,900.25	189,645.66	170,000.00	4,528,155.00
51503 LONGEVITY: PARAS	14,700.00	15,000.00	-	-	12,800.00	2,200.00	2,200.00	12,800.00
51713 SALARIES: LUNCH/DUTY AIDES	313,509.10	413,224.00	-	276,414.35	131,358.95	5,450.70	35,000.00	378,224.00
51714 SALARIES: FOOD SVC CLERICAL	139,975.37	-	-	-	-	-	-	-
51717 SALARIES: BUS MONITOR	2,975.07	-	-	-	509.13	(509.13)	(5,980.00)	5,980.00
TOTAL PARAPROFESSIONALS/AIDES	5,163,965.84	5,182,266.00	(35,887.00)	3,169,023.44	1,760,568.33	196,787.23	201,220.00	4,925,159.00

<u>Object Code - Summary</u>	<u>Expenditure 2024-2025</u>	<u>Appropriation 2025-2026</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>
EMPLOYEE BENEFITS								
52100 GROUP LIFE INSURANCE	242,646.00	350,000.00	(130,000.00)	-	220,000.00	-	-	350,000.00
52205 FICA	710,045.67	750,908.00	-	-	274,564.56	476,343.44	-	750,908.00
52210 MEDICARE	906,352.60	944,348.00	-	-	350,773.19	593,574.81	-	944,348.00
52300 RETIREMENT CONTRIB	82,078.52	84,493.00	-	21,884.67	32,343.01	30,265.32	-	84,493.00
52800 UNEMPLOYMENT COMPENSATION	63,570.00	50,000.00	125,000.00	35,342.00	64,658.00	75,000.00	-	50,000.00
52700 WORKERS COMPENSATION	700,208.17	837,757.00	-	502,639.76	335,117.24	-	-	837,757.00
52831 HEALTH INS-CERTIFIED/PARAS	9,159,938.81	9,238,323.00	-	3,662,738.07	5,575,584.93	-	-	9,238,323.00
52832 HEALTH INS-CLASSIFIED	6,044,035.00	7,060,604.00	(40,477.00)	-	7,000,000.00	20,127.00	20,127.00	7,040,477.00
52840 DENTAL INSURANCE	965,135.33	1,083,935.00	-	371,044.22	568,955.78	143,935.00	143,935.00	940,000.00
52950 DISABILITY INSURANCE	31,159.95	31,500.00	-	16,956.00	14,544.00	-	-	31,500.00
52960 UNUSED SICK BENEFIT	21,640.48	25,000.00	-	-	21,541.46	3,458.54	3,458.54	21,541.46
52961 UNUSED VACATION PAYOUT	3,221.01	25,000.00	-	-	-	25,000.00	-	25,000.00
52990 OTHER POST EMPLOYEE BENEFITS	420,092.00	459,600.00	(240,023.00)	-	219,577.00	-	-	459,600.00
52991 ACA HEALTH INSURANCE	-	30,000.00	-	-	-	30,000.00	-	30,000.00
TOTAL EMPLOYEE BENEFITS	19,350,123.54	20,971,468.00	(285,500.00)	4,610,604.72	14,677,659.17	1,397,704.11	167,520.54	20,803,947.46
PURCHASED SERVICES								
53010 PURCHASED PROF SVCS	16,156.96	16,350.00	88,000.00	18,009.52	18,327.98	68,012.50	-	104,350.00
53020 LEGAL SERVICES	221,240.95	230,000.00	200,000.00	259,702.95	170,297.05	-	-	430,000.00
53040 NURSING SERVICES	58,795.00	50,000.00	-	31,235.00	18,765.00	-	-	50,000.00
53070 TESTING / SCORING	21,700.00	24,100.00	-	3,672.00	17,400.00	3,028.00	-	24,100.00
53200 PROF EDUC SERVICES	238,870.27	2,000.00	-	-	1,400.98	599.02	(149,820.00)	151,820.00
53205 EMPLOYEE TRNG/DEV SVCS	600.00	550.00	(550.00)	-	-	-	-	-
53220 INSERVICE - PROF MTGS/DEVELOP	47,226.13	52,565.00	(5,564.00)	1,650.00	16,543.46	28,807.54	-	47,001.00
53240 FIELD TRIPS	26,154.16	22,200.00	1,500.00	3,831.03	4,812.97	15,056.00	-	23,700.00
53251 STUDENT ACTIVITIES	6,450.65	12,000.00	-	-	909.00	11,091.00	-	12,000.00
53300 PURCH PROF SVCS: TECH	110,515.92	86,150.00	1,200.00	26,010.00	50,005.50	11,334.50	-	87,350.00
53310 PURCH PROF SVCS: AUDIT	3,000.00	39,215.00	-	39,215.00	-	-	-	39,215.00
53400 PURCH PROF SVCS: OTHER	455,770.40	204,600.00	-	75,434.17	43,183.03	85,982.80	-	204,600.00
53500 PURCH PROF/TECH SERVICES	30,039.46	27,552.00	-	-	23,614.97	3,937.03	-	27,552.00
53530 PURCH PROF SVCS: POLICE	14,933.33	13,000.00	-	-	4,803.00	8,197.00	-	13,000.00
53540 PURCH PROF SVCS: SPORTS OFFICIAL	43,770.26	70,700.00	-	-	16,471.85	54,228.15	-	70,700.00
54010 PURCH PROPERTY SVCS	154,077.49	158,248.00	22,500.00	22,603.34	141,663.43	16,481.23	(5,119.00)	185,867.00

Object Code - Summary	Expenditure 2024-2025	Appropriation 2025-2026	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Surplus/Deficit	Projected Expenditure
54103 SNOW PLOWING/SANDING	21,500.00	20,000.00	-	19,100.00	900.00	-	-	20,000.00
54300 REPAIRS & MAINTENANCE	838,176.04	1,253,625.00	(46,344.23)	349,525.03	595,835.30	261,920.44	-	1,207,280.77
54303 MAINT: GROUNDS	40,911.36	46,500.00	-	10,341.03	29,991.97	6,167.00	-	46,500.00
54304 ELEVATOR MAINTENANCE	49,107.57	50,000.00	-	23,424.35	26,575.65	-	-	50,000.00
54400 RENTALS LAND BUILDINGS	-	51,996.00	1,700.00	38,997.00	17,666.00	(3,167.00)	(3,167.00)	56,863.00
54411 WATER/SEWER	103,009.37	125,662.00	-	81,839.25	35,162.66	8,660.09	-	125,662.00
54420 RENTAL OF EQUIPMENT&VEHICLES	6,579.81	5,000.00	-	-	-	5,000.00	-	5,000.00
54421 DISPOSAL	156,342.96	155,800.00	-	67,358.91	74,416.80	14,024.29	-	155,800.00
54424 LAWN CARE	7,371.72	15,000.00	-	-	8,750.96	6,249.04	-	15,000.00
54440 RENTALS	336.84	-	-	-	-	-	-	-
55010 PURCHASED SERVICES	897,068.33	895,932.00	(23,685.59)	55,435.23	629,701.61	187,109.57	-	872,246.41
55100 PUPIL TRANSPORTATION	5,758,095.40	6,457,825.00	59,002.00	178,325.64	6,333,983.87	4,517.49	(1,878.00)	6,518,705.00
55105 TRANSPORTATION*SUMMER	120,621.18	151,690.00	17,297.00	-	168,986.11	0.89	-	168,987.00
55109 TRANSPORT*SPED OUT OF TOWN	1,585,729.98	1,360,000.00	55,343.00	899,254.60	549,482.40	(33,394.00)	(33,394.00)	1,448,737.00
55190 TRANSPORT*HOMELESS	123,426.48	250,000.00	(77,499.00)	123,774.16	32,541.34	16,185.50	-	172,501.00
55205 PROPERTY/CASUALTY INSURANCE	341,821.00	477,350.00	-	-	341,821.00	135,529.00	135,529.00	341,821.00
55206 ATHLETIC INSURANCE	28,281.00	28,281.00	-	-	25,710.00	2,571.00	2,571.00	25,710.00
55300 COMMUNICATIONS/TELEPHONE	247,986.89	261,200.00	6,000.00	95,726.76	170,226.16	1,247.08	-	267,200.00
55301 POSTAGE	23,533.16	27,400.00	-	-	8,136.32	19,263.68	-	27,400.00
55303 SECURITY MONITORING	96,087.37	90,000.00	-	7,600.00	50,724.56	31,675.44	-	90,000.00
55304 SUBSCRIPTIONS/LICENSES	95,509.18	86,668.00	(800.00)	-	56,452.24	29,415.76	-	86,668.00
55400 ADVERTISING	1,275.81	800.00	-	-	-	800.00	-	800.00
55500 PRINTING	18,793.49	17,800.00	-	2,414.14	8,392.47	6,993.39	-	17,800.00
55510 COPYING	108,442.29	114,000.00	-	-	109,630.00	4,370.00	-	114,000.00
55800 TRAVEL/CONFERENCES	52,078.97	86,150.00	(2,200.00)	2,617.11	30,735.23	50,597.66	-	83,950.00
TOTAL PURCHASED SERVICES	12,171,386.18	13,037,909.00	295,899.18	2,437,096.22	9,834,220.87	1,062,491.09	(55,278.00)	13,389,086.18
SUPPLIES & MATERIALS								
56100 SUPPLIES*GENERAL	5,577.53	2,500.00	(2,500.00)	-	-	-	2,500.00	(2,500.00)
56104 SUPPLIES*MAINTENANCE	180,572.85	237,000.00	20,000.00	87,322.52	61,692.09	107,985.39	-	257,000.00
56106 SUPPLIES*FOOD	914.56	390.00	-	108.28	251.72	30.00	-	390.00
56110 INSTRUCTIONAL SUPPLIES	368,222.25	384,477.00	(20,811.93)	22,812.97	134,214.64	206,637.46	-	363,665.07
56115 COMMON CORE MATERIALS	19,177.66	15,450.00	(5,500.00)	1,265.23	1,336.00	7,348.77	-	9,950.00
56120 ADMINISTRATIVE SUPPLIES	65,133.42	93,238.00	(1,005.77)	13,816.72	23,120.40	55,295.11	-	92,232.23
56121 COPY PAPER	49,456.87	60,756.00	(2,000.00)	4,579.80	19,650.03	34,526.17	-	56,756.00

Object Code - Summary	Expenditure 2024-2025	Appropriation 2025-2026	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Surplus/Deficit	Projected Expenditure
56210 NATURAL GAS	608,442.93	741,250.00	(6,000.00)	399,671.49	231,578.51	104,000.00	-	735,250.00
56220 ELECTRICITY	1,251,212.73	1,456,034.00	-	946,209.16	467,481.85	42,342.99	-	1,456,034.00
56230 BOTTLED GAS	8,942.12	11,950.00	-	3,128.30	7,971.70	850.00	-	11,950.00
56240 FUEL OIL	266,276.96	295,879.00	-	273,717.40	22,161.60	(0.00)	-	295,879.00
56260 DIESEL FUEL	211,233.85	201,000.00	-	141,225.83	59,774.17	0.00	-	201,000.00
56285 GASOLINE (VEHICLES)	120,141.03	112,540.00	-	75,952.81	34,851.86	1,735.33	-	112,540.00
56270 PROPANE	41,203.78	50,000.00	-	45,132.46	4,867.54	0.00	-	50,000.00
56300 FOOD SUPPLIES	865.00	3,280.00	-	400.00	500.00	2,380.00	-	3,280.00
56400 BOOKS AND PERIODICALS	5,995.90	7,700.00	-	1,817.01	5,670.69	212.30	-	7,700.00
56410 TEXTBOOKS	12,470.82	16,210.00	(1,685.00)	-	4,373.44	10,151.56	-	14,525.00
56420 LIBRARY MATERIALS	13,682.05	24,890.00	(1,500.00)	7,042.23	7,575.26	8,772.51	-	23,390.00
56500 SUPPLIES-TECHNOLOGY RELATED	191,040.66	212,594.00	2,611.00	10,415.85	79,022.45	125,766.70	-	215,205.00
56900 SUPPLIES-OTHER	192,334.25	177,097.00	21,074.52	57,983.71	72,689.45	67,498.36	-	198,171.52
56910 CUSTODIAL SUPPLIES	170,280.59	211,500.00	-	119,257.10	82,392.01	9,850.89	-	211,500.00
TOTAL SUPPLIES & MATERIALS	3,783,177.81	4,315,735.00	2,682.82	2,211,858.87	1,321,175.41	785,383.54	2,500.00	4,315,917.82
PROPERTY								
57010 PROPERTY	15,100.00	-	-	-	-	-	-	-
57300 NEW EQUIPMENT	9,203.93	152,750.00	(510.98)	811.73	127,529.04	23,898.25	-	152,239.02
57330 FURNITURE AND FIXTURES	19,264.23	5,200.00	510.98	-	3,010.98	2,700.00	-	5,710.98
57340 TECH REL HW/EQUIP	1,943.44	1,800.00	-	-	594.40	1,205.60	-	1,800.00
57390 OTHER EQUIP/PROPERTY	7,050.80	6,138.00	-	-	-	6,138.00	-	6,138.00
TOTAL PROPERTY	52,562.40	165,888.00	-	811.73	131,134.42	33,941.85	-	165,888.00
MISCELLANEOUS								
58100 MEMBERSHIPS & DUES	104,474.91	115,366.00	(1,270.00)	2,340.00	73,032.57	38,723.43	-	114,096.00
58901 EDUCATIONAL SUPPORT	32,708.76	32,155.00	2,794.00	1,224.75	14,078.13	19,646.12	-	34,949.00
58903 PROF DEV IMPROVEMENT	17,851.44	10,000.00	-	-	-	10,000.00	-	10,000.00
58904 WEISLEYAN PUB SCHL COLLAB	5,000.00	5,000.00	-	-	-	5,000.00	-	5,000.00
58906 AFTER SCHOOL PROGRAM	477.96	-	-	-	-	-	-	-
58908 RECRUITMENT	16,728.41	18,000.00	-	8,495.88	9,347.41	156.71	(571.00)	18,571.00
TOTAL MISCELLANEOUS	177,241.48	180,521.00	1,524.00	12,060.63	96,458.11	73,526.26	(571.00)	182,616.00
TUITION								
56600 TUITION MAGNET (REGULAR EDUCATIO	547,801.02	489,176.00	-	-	11,286.00	477,890.00	(65,000.00)	554,176.00

<u>Object Code - Summary</u>	<u>Expenditure 2024-2025</u>	<u>Appropriation 2025-2026</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>
55610 TUITION TO OTHER DISTR IN STATE (SF	264,638.04	300,000.00	-	54,200.00	18,600.00	227,200.00	-	300,000.00
55630 TUITION TO PRIVATE SOURCES (SPEC.	5,924,669.03	5,150,000.00	(65,000.00)	2,330,085.58	1,439,994.91	1,314,919.51	-	5,085,000.00
55640 TUITION TO EDUC AGENCIES IN STATE	181,518.20	-	-	-	-	-	-	-
TOTAL TUITION	6,918,656.29	5,939,176.00	(65,000.00)	2,384,285.58	1,469,880.91	2,020,009.51	(65,000.00)	5,939,176.00
GRAND TOTAL	100,461,566.07	103,149,899.00	0.00	46,887,857.72	49,158,198.31	7,116,855.45	301,403.00	103,133,986.00
Definitions:								
Expenditure	The amount of funds spent							
Appropriation	City funds allocated for the fiscal year							
Encumbrance	Commitment to spend funds for a particular item at some point in the future							
Current Balance	The amount of funds remaining after accounting for expenditures and encumbrances							
Projected Surplus	Expected excess of funds							
Projected Deficit	Expected amount of additional funds needed							
Projected Expenditure	The amount of funds expected to be spent by year end							
Attrition	Anticipated savings due to position vacancies							

Middletown Board of Education
BOE Transfer of Funds

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

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 39838 Date: 08-Dec-2025						
To 1010-062-1000-360-54300-00000	MHS: TECH EDUC*REPAIRS & MAINT	2,000.00		2,000.00		174.81
From 1010-062-1000-360-56110-00000	MHS: TECH EDUC*INSTR SUPPL CORRECT OVERAGE IN REPAIRS		250.00	250.00	174.81	
Total Transfer for MHS					174.81	174.81
Journal#: 39837 Date: 08-Dec-2025						
From 1010-054-3200-910-53220-00000	ATHLETICS: BMS IN SVC-PROF MTG/DEV	800.00		800.00	800.00	
To 1010-062-3200-910-55500-00000	ATHLETICS: PRINTING Transfer funds to pay invoices for Sports Plaques.	3,600.00		3,600.00		800.00
Total Transfer for Student Activities/Athletics					800.00	800.00
*** Grand Total To Transfer					974.81	974.81

MEMO

TO: Carl Erlacher, Director of Finance
FOR: Finance and Government Committee Meeting, Tuesday December 30, 2025
FROM: Natalie Forbes, BOE Executive Director of Finance
CC: Dr. Alan Addley, Interim Superintendent
RE: Board of Education Unexpended Balance 24/25 Fiscal Year
DATE: 12/15/2025

The Board of Education's unexpended balance for the 2024/25 fiscal year is \$485,035.93, or 0.48% of the 2024/25 budget of \$101,134,339.

At its meeting on Monday November 17, 2025 the Board of Education unanimously approved to the deposit of the unexpended balance of the 2024/25 fiscal year of \$485,035.93 into a non-lapsing account for future Board of Education expenditures.

Approval is requested to deposit the unexpended balance of the 2024/25 fiscal year of \$485,035.93 into a non-lapsing account in accordance with Connecticut State Statute Section 10-248a.

Thank you

Natalie Forbes, BOE Executive Director of Finance

CT Statute Reference

Section 10-248a_ For the fiscal year ending June 30, 2024, and each fiscal year thereafter, notwithstanding any provision of the general statutes or any special act, municipal charter, home rule ordinance or other ordinance, a local board of education may deposit into a non-lapsing account any unexpended funds from the prior fiscal year from the budgeted appropriation for education, provided (1) such deposited amount does not exceed two per cent of the total budgeted appropriation for education for such prior fiscal year, (2) each expenditure from such account shall be made only for educational purposes, and (3) each such expenditure shall be authorized by the local board of education for such town.

Account	Description	Vendor	Amount
9200-062-1000-411-51110-99999	MHS Credit Recovery Summer Program teacher salaries -- to cover program costs not fully covered by program revenue	Employee # 21720, 1974, 20747, 3828	\$18,354.00
9200-091-2610-200-54500-99999	Middletown Transition Center space alterations per lease	Lewis Labbadia	\$50,000.00
9200-940-2610-000-54410-99999	180 Johnston St storage facility rent Feb 2025-June 2025	City of Middletown	\$3,750.00
9200-960-2510-000-55010-99999	AUC Admins custom modification to payroll module	Admins, Inc.	\$4,960.00

Beginning Balance:	\$485,035.93
Prior Expenditure:	\$0.00
New Expenditure:	\$77,064.00
Ending Balance:	\$407,971.93



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, Web: www.middletownschoos.org

Facilities Report **January 13th, 2025 - Board Meeting**

Elementary Schools Updates:

- Continue modifications and adjustments made to district heating systems.
- Spencer Schools' roof leaks on the east end of the building are constantly being addressed.
- The Moody roof leak at the south end of the building was repaired.
- Wesley's primary boys' bathroom was repaired.
- The Macdonough mechanical room leak has been repaired.
- New hot water tempering valve replaced at Macdonough/Keigwin
- Snow school cafe drinking fountain repaired.
- New phone to Bielefield Cafe
- All Fire Marshal requests for new emergency exit signs have been replaced.
- Ongoing fulfillment of routine maintenance/service requests.
- District Radio repairs and replacement are ongoing.
- IAQ Assessments are complete and published on each school's website.

Beman Middle School Updates:

- Vape Sensors installation is ongoing.
- Continue modifications and adjustments made to district heating systems.
- The Gym Bleacher control box has been replaced and is working properly.
- Boiler Inspection and Service completed.
- IAQ Assessments are complete and published on the school's website.

Middletown High School Updates:

- 32 New lights are being installed in the Lecture Hall and will be completed on December 9th.
- Middletown High School PAC electronic wench for the acoustic shell is temporarily repaired, but will need a new control module with an estimated cost of 15k.
- A New Dimmer switch for interior lecture hall lights was installed at MHS.
- The old Season Bank in the cafe is being turned into office space. This work is complete.
- The nurses' rooms have been repainted.
- Modifications and adjustments continue to be made to district heating systems.
- Transition Center additional outlets installed.
- IAQ Assessments are complete and published on the school's website.

Adult Education

- The pre-school heating compressor is on order and should be completed by December 12th.
- There's currently a major roof leak that the building owner is addressing

Central Office

Critical Infrastructure Replacement Required:

- **HVAC:** Complete replacement of heating and cooling systems required.
- **Roofing:** The membrane roof has reached the end of its service life.
- **Drainage Issues:** Persistent ponding is occurring due to obsolete 1986 breather systems that no longer facilitate proper drainage.
- **Recommendation:** Full replacement of the roof membrane and drainage components to prevent further water damage.

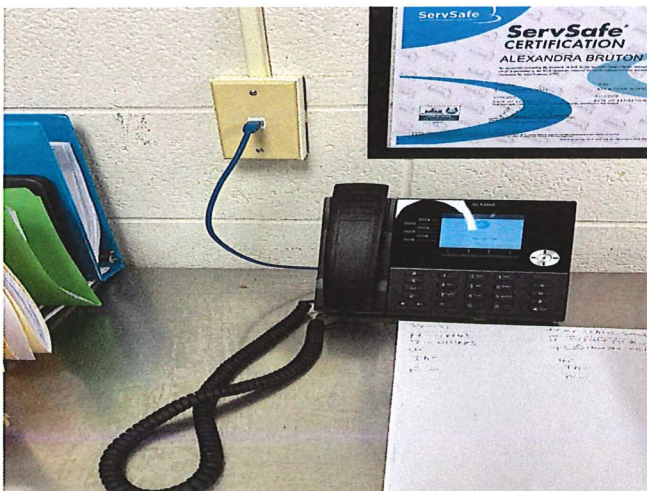


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Spencer Roof → ^^



← New phone in Bielefield Cafe

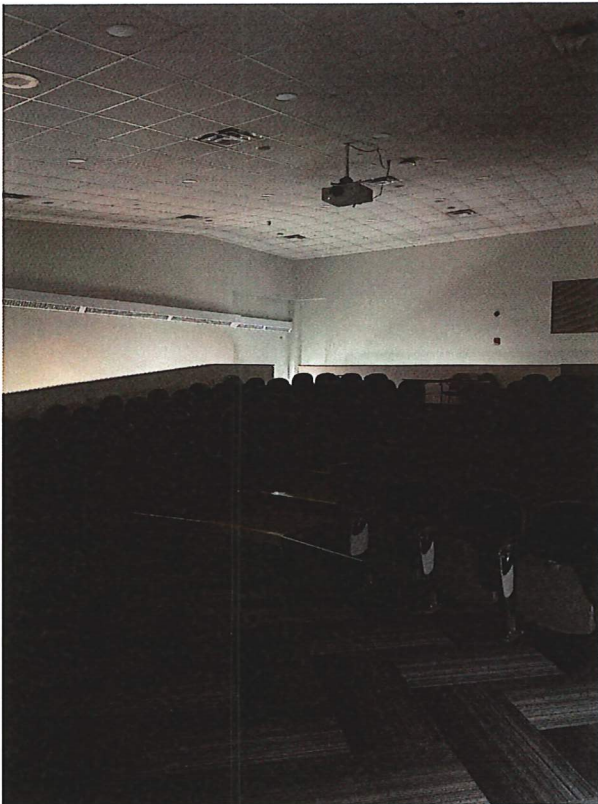


Central Office Roof →



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← New Lights in Lecture Hall at MHS ^^

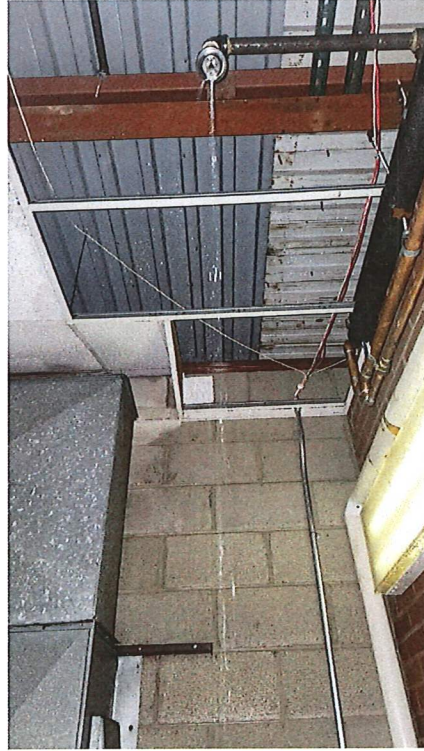


Moody School Roof ^^



Facilities Department
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Macdonough leak ^^



Snow School drinking water fountain ^

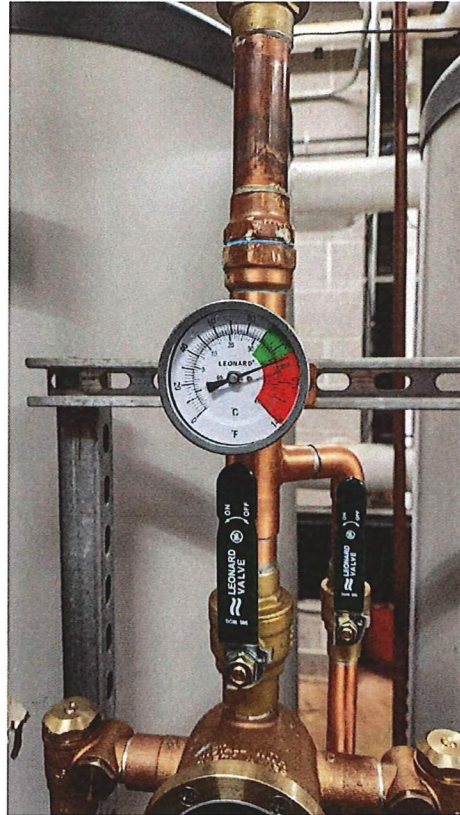


Facilities Department
Cultivating the Brilliance in Each Student

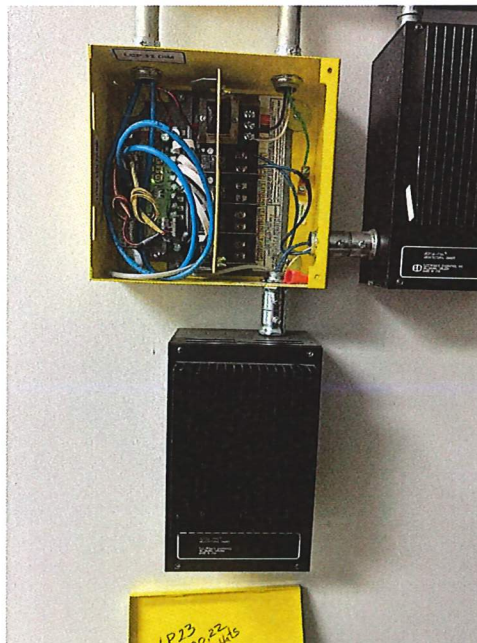
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Wesley boys bathroom repair ^



New hot water tempering valve at Macdonough/Keigwin ^^



Dimmer switch box @ MHS →



BOE Monthly Human Resources Report

Tuesday, January 13, 2026



M

Monthly HR Update

- **Staffing: Time Period – December 1 – December 31, 2025**
- Summary of New Hires:
- Total Hired - 17
- Certified Hires: - 3
- Special Education Teacher – (District)
- Biology Teacher – (MHS)
- Special Education Teacher – (Farm Hill)

Hires continued on next page

Monthly HR Update

- **Staffing: Time Period – December 1 – December 31, 2025**
- Summary of New Hires:
- Classified Hires : 14
- Ag Sci Intern (3) – (MHS)
- Paraeducator (Instructional Aide) – (Snow)
- Paraeducator (Paraprofessional) – (Bielefield)
- Registered Behavior Tech – (Snow)
- Paraeducator (Paraprofessional) – (Bielefield)
- Behavior Tech – (Farm Hill)
- Paraeducator (Instructional Aide) – (Beman)
- Duty Aide – (Moody)
- Paraeducator (Paraprofessional) – (Snow)

Monthly HR Update

- **Staffing: Time Period – December 1 – December 31, 2025**
- Summary of New Hires:
- Classified Hires : continued
- SEL Interventionist – (Bielefield)
- Long Term Sub – (Farm Hill 4th grade)
- Behavior Tech – (Beman)

Monthly HR Updates

- **Staffing: Time Period – December 1 – December 31, 2025**
- Separations: - Total Separations - 12
- Certified Staff: - 2
- Special Education Teacher – (MHS)
- Elementary Teacher – (Macdonough; 2nd grade)

Monthly HR Updates

- **Staffing: Time Period – December 1 – December 31, 2025**
- Separations
- Classified: - 10
- Paraeducator (Instructional Aide) - (Spencer)
- Paraeducator (Paraprofessional) – (MHS)
- SEL Interventionist – (Bielefield)
- Duty Aide – (Moody)
- BCBA – (District)
- Duty Aide – (Snow)
- Paraeducator (Paraprofessional) – (Beman)
- Behavior Tech – (Legacy Academy)
- Family Resource Center Family Liaison – (District)
- Duty Aide – (Spencer)

Monthly HR Updates

- **Staffing: Time Period – December 1 – December 31, 2025**
- Vacancies Total – 43
- Certified Staff: - 2
- Interim Legacy Coordinator (Legacy Academy)
- Interim Assistant Principal – (MHS)

Vacancies continued on next page

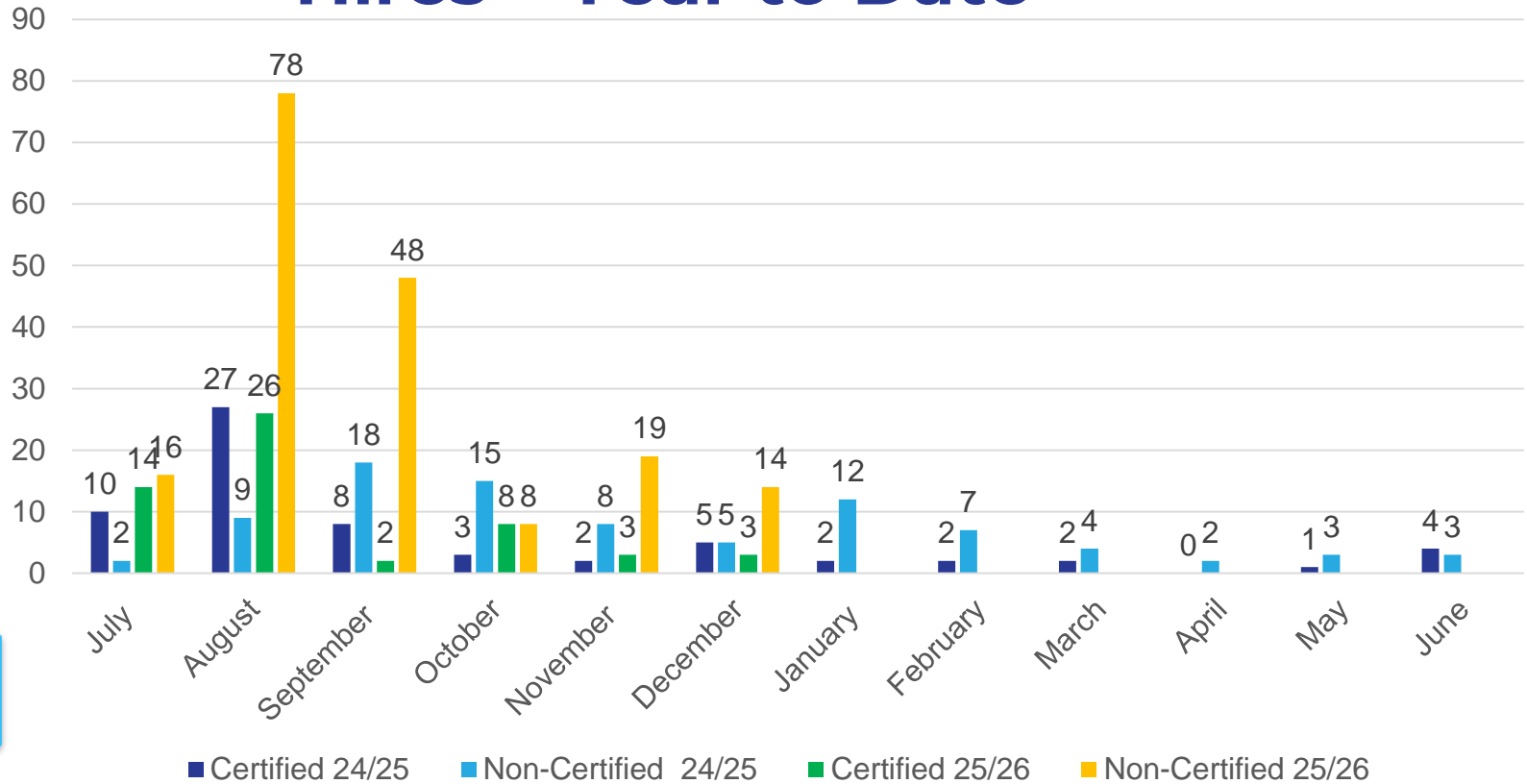
Monthly HR Updates

- **Staffing: Time Period – December 1 – December 31, 2025**
- Current Vacancies: -
- Classified: 41
 - BCBA – (Moody)
 - Grants Coordinator – (Central Office)
 - Behavior Tech – BT – (District)
 - Athletic Trainer – (MHS)
 - Duty Aide – (District)
 - Manager of Transportation – (District)
 - School Nurse – (Moody)
 - School Nurse – (Wesley)
- Vacancies continued on next page

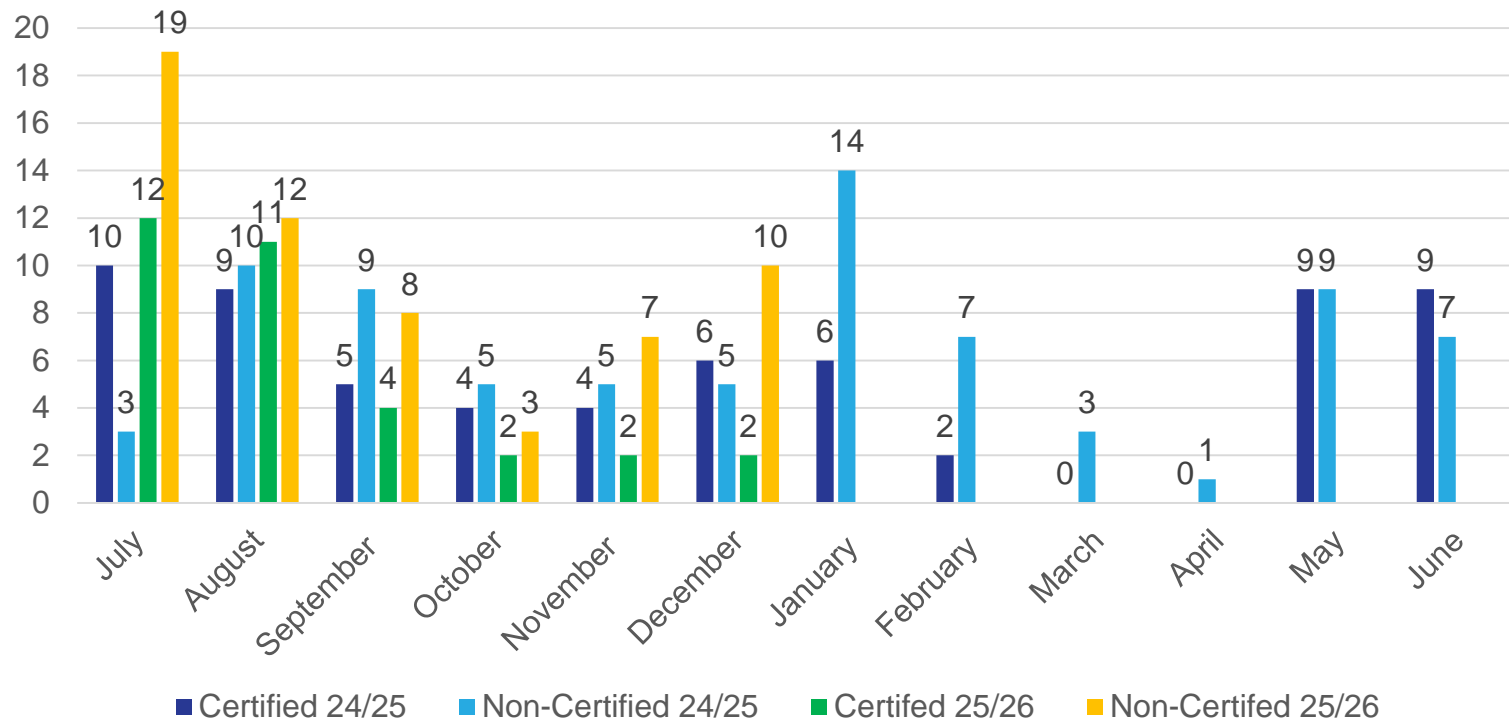
Monthly HR Updates

- **Staffing: Time Period – December 1 – December 31, 2025**
- Current Vacancies – continued:
- **Para vacancies by school:** total 33
 - Beman-4
 - Bielefield-5
 - Farm Hill-4
 - Lawrence-0
 - Macdonough-3
 - MHS-6
 - MTC-0
 - Moody-3
 - Snow-1
 - Snow pre-school-2
 - Spencer-3
 - Wesley-2

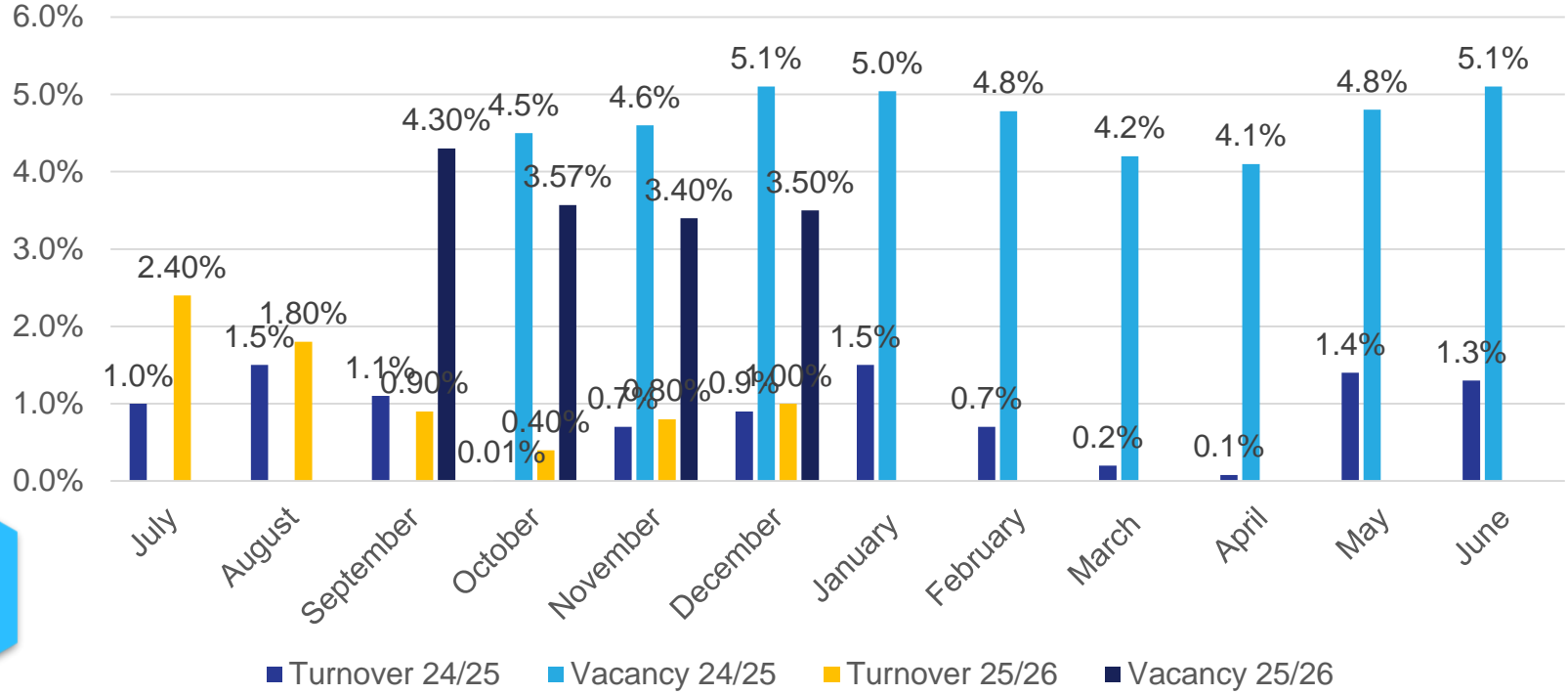
Hires – Year to Date



Separations Year to Date



Turnover and Vacancy Rate % Year to Date





IAQ Presentation

2026



IAQ New Requirement for 2024-2025

In 2022, Governor Lamont signed into law new requirements for Connecticut boards of education (“BOEs”) to evaluate the indoor air quality (“IAQ”) and heating, ventilation and air conditioning (“HVAC”) systems in their respective school buildings. The new law, PA 22-118 (the “Act”), significantly broadens prior IAQ requirements captured in CGS § 10-220(d) (the “IAQ Statute”) by creating new HVAC assessment criteria.

On January 1, 2024 and annually thereafter, each local or regional board of education shall provide for a uniform inspection and evaluation program of the indoor air quality within each school building using the Environmental Protection Agency’s Indoor Air Quality Tools for Schools Program, and shall submit the results of such inspection and evaluation to DAS by December 31, 2024.

Beginning July 1, 2025, and every five years thereafter, each local and regional board of education shall provide for a uniform inspection and evaluation of the heating, ventilation and air conditioning systems within each school building under its jurisdiction. New summer of 2024, School boards have the option of conducting the inspection and evaluation in at least 20% of their schools each year until all schools in the district are inspected.

New law!

PA 23-167 (2023) amended CGS § 10-220(d)

- ♥ Districts **must use** EPA Tools for Schools
- ♥ IAQ assessment must be conducted **annually** for **each school** (previously every 5 years)
- ♥ HVAC assessment for each school before 1/1/26 (+ every 5 years after that)
- ♥ Use **DAS forms** to submit IAQ & HVAC assessment results

New as of Summer 2024:

Complete an inspection and evaluation of the heating, ventilation, and air conditioning system within each school by a certified official. Districts must complete these at a rate of at least 20% of schools per year until all schools are inspected and evaluated. Complete the DAS form to attest you're your district provided the inspection as required.

IAQ Assessment Categories

HVAC systems

radon levels

potential exposure to fungi, mold, bacteria

chemical compounds including VOCs

degree of pest infestation

degree of pesticide usage

presence of EPCRA hazardous substances

ventilation systems

plumbing systems

moisture incursion

overall cleanliness

building structural elements

use of space

IAQ staff training

Tools for Schools (TFS): Now Mandatory



- EPA's guide to managing IAQ in schools
- Resolve IAQ problems before resorting to IAQ testing

<https://www.epa.gov/iaq-schools/iaq-tools-schools-resources>

Tools for Schools



- Assemble district-wide **IAQ Team** (this may also be done at school level)
- At least one Team member must have authority to make **district-wide** decisions

Tools for Schools

IAQ Coordinator, Team Tasks



- Gather information on IAQ in school through research
- Distribute and complete IAQ TFS checklists
- List identified problems
- Walkthrough inspection of school
- Establish IAQ policies and develop IAQ Management Plan
- Follow-up with inspections and conduct self-assessments
- Communicate success

The MPS Indoor Air Quality (IAQ) team will be responsible for identifying, prioritizing, and resolving IAQ issues in a building or school. The team also works to prevent IAQ problems by developing and implementing an IAQ management plan.

Responsibilities

- **Develop and implement an IAQ management plan:** This includes establishing goals, objectives, and policies.
- **Conduct IAQ inspections :** This includes walkthroughs of buildings and evaluations of building systems.
- **Respond to IAQ concerns:** This includes investigating reported issues and concerns.
- **Maintain IAQ records :** This includes keeping meeting minutes, reports, and other documents.
- **Communicate IAQ information :** This includes communicating with staff, administrators, and other parties.
- **Review and update the IAQ management plan:** This includes incorporating new goals, objectives, and policies.

HVAC (d)(3) Assessment Requirements

Maximum filter efficiency

Measurements of outside air delivery rate

Verification of ventilation components

Measurement of air distribution

Verification of control sequences

Verification of unit operation and compliance with ASHRAE standards

Verification of CO₂ sensors and acceptable CO₂ concentrations indoors

Collection of field data for the installation of mechanical ventilation if none exist

What Happens *After* IAQ & HVAC Assessments?



- **Written report** required
 - utilize new DAS standard reporting forms
 - forms must be submitted for each school
 - must be made available on BOE/school websites and at regular BOE meetings

FY27 Budget Timeline

December 1-29, 2025	Finance Team meetings with Principals and Department Heads
January 5-30, 2026	Superintendent meetings with Finance Team, Cabinet members, Department Heads, and Principals
February 6, 2026	Draft Superintendent Proposed FY27 Budget
February 13, 2026	Budget book reviewed (Superintendent, Finance, and Cabinet)
February 20, 2026	Final Superintendent's Proposed FY27 Budget
February 23-27, 2026	Budget book printed
March 6, 2026	Budget book distributed to BOE and Common Council
March 10, 2026	Final Superintendent's Proposed FY27 Budget
March 17, 2026	BOE Budget Workshop
March 24, 2026	BOE Budget Workshop (<i>if needed</i>)
TBD	BOE @ Common Council - Budget Workshop
April 7, 2026	BOE Meeting: Vote to approve BOE FY27 Budget
April 20, 2026	Presentation of FY27 BOE Budget at Common Council Workshop
April 28, 2026	Budget Public Hearing at Common Council
May 13, 2026	Common Council FY27 Budget Adoption

APPENDIX #3

PROPOSED NEW COURSE/PROGRAM OR MAJOR CURRICULUM REVISIONS

Please check the appropriate item:

School: Middletown High School

Department: English Language Arts

New/Revision

Course/Program: World Novel

Date: 11/8/2025 (Updated 12/9/2025)

1. **Proposed Change** – Please give a brief description of course and/or program with explanation of the content.

Our goal is to expand the scope of the existing American Novel course to include novels from around the world. The expectations and standards of the course will remain the same:

- Students will read, analyze, and discuss complex novels within a variety of genres
- Students will examine how the novel form evolves through history
- Students will identify and apply key themes in literature

The course will expand to track the progression of principles and ideas through the novel form, analyzing how the novel has demonstrated an evolution of our society dependent on the needs and experiences of different demographics at certain points within history. Throughout the course, students read a variety of novels within different periods of literature that portray a world comprised of many cultures, demographics, and perspectives.

2. **Rationale** – What is the purpose of the proposed new course or course change? To what extent will it benefit the students?

There is a gap in the course offerings for students over the course of their high school ELA experience. While grade 9 offers titles under Global Literature, a portion of the course focuses on the United States and Europe. Additionally, the renewal of American Studies as an honors 10th-grade option accomplishes virtually the same goal as American Novel, connecting American history and principles to different periods of literature. With the continuation of offering American Novel to honors 11th-grade students, their experiences in ELA courses is limited to mostly American and European literature.

The goal in shifting to World Novel is to accomplish a similar goal as the current course, but on a global scale: track the evolution of the novel form through the exploration of different time periods in different parts of the world, exposing students to how the novel form demonstrates societal principles in response to the setting, the author's background, and the

evolving principles of that area of the world. This would also align with the goals of the 11th-grade college prep course, which covers texts from across the world.

3. **Target Population** – Which group of students will be directly affected (grade level, academic level)?
 - 11th-grade students interested in taking an honors-level ELA course that focuses primarily on literary analysis.
4. **Course Information/Credits** -
 - For this year-long honors-level course, students will receive 1.0 English credit
 - This will satisfy the grade 11 ELA course requirement
5. **Evaluation** – How do you plan to assess the implementation of the proposed new course or the course change?

The implementation will be assessed by:

- Students' growth in their abilities in reading and analysis, as measured by standards-based assessments in:
 - Literary analysis writing
 - Research writing
 - Presentation
 - Student reflection course learning/skill development
6. **Cost** – What are the anticipated costs for staff, textbooks, materials, other?
 - Though we have many titles available to us in our collection, some new texts will be purchased.
 - The anticipated cost is \$750 and will be funded by the MHS ELA Instructional Supply Line: 1010-062-1000-110-56110-00000



Course Change Proposal: **World Novel**

Grade 11
Honors English
Ms. Wicander



Current Course: **American Novel**

American Novel is an Honors 11th Grade English course focusing on how American Literature has evolved with our culture.

Current Course Objectives:



Read, analyze, and discuss complex novels within a variety of genres



Examine how literature represents American values as they evolve through history



Identify and apply key themes and topics to modern American culture



Rationale for Change

Course Overlap

American Studies: 10th grade Honors dual credit ELA/History course which pursues similar texts and objectives

- Makes current course redundant/obsolete

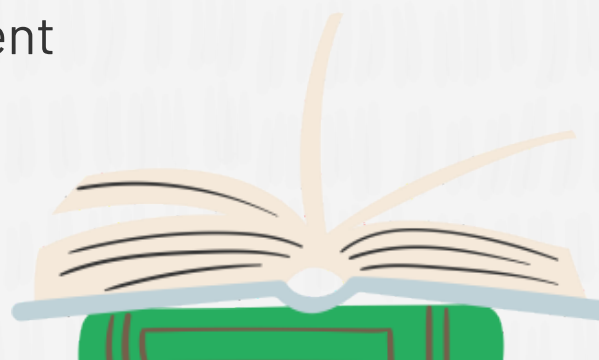
Expand Curriculum

English 10 Curriculum: All 10th grade offerings currently only focus on American literature

- Shifting to world literature would provide students with unique course content and align more closely with English 11 CP content

Retain Objectives

Goal: Open up content and themes explored within the course to a global scale, while retaining the same essential structures of the course



Anticipated Cost

For books: \$750 estimated cost based on current enrollment in American Novel. This would cover the cost two new novel titles. We will use our existing collection of books for the remaining texts needed for the course.

Money for texts is allocated in ELA MHS budget



Target Population

Staying in 11th Grade:

Current ELA Course Offerings to 11th Graders:

- **College Prep: English 11**- Offers exploration of global texts (emphasis on dramatic form) and argument writing
- **Honors: American Novel**- *Proposed change: realign with 11 CP to focus on global texts, with particular focus on the novel form
 - Course aligned with grade 11 ELA Connecticut Core Standards
 - SAT Practice/Preparation
- **AP: AP Language & Composition**- Writing centered course, focusing on advanced composition for rhetorical and argumentative writing objectives



Course Evaluation

Student Demonstration of Learning:

Unit Assessments:

- Literary analysis and argumentative essays
- Infographic poster projects
- Long-term research projects and presentations

Teacher Evaluation of Course Objectives:

- **Student data:** Summative/cumulative assessment performance
- **Student feedback:** Course reflection given at the end of the school year, evaluating on personal experience, skill development, and course content.



Thank you!





Draft 2025-2026 Board of Education Goals

The following are draft 2025-2026 Board of Education Goals for Board consideration.

Goal 1: Complete a successful Superintendent search process for the appointment of a new Superintendent for the 2026-2027 school year

Strategies

- Appoint an Interim Superintendent of Schools
- Establish a transparent, inclusive search process, with the Board serving as the Superintendent Search Committee
- Implement a comprehensive candidate screening and interview process
- Hire and transition a new Superintendent

Goal 2: Develop a fiscally responsible FY27 Budget

Strategies

- Establish a Budget calendar for the FY27 Budget
- Evaluate staffing models to ensure alignment with enrollment trends and instructional needs
- Review major service contracts and programmatic initiatives

Goal 3: Address capital projects and facility needs

Strategies

- Provide representation and oversight for building committees
- Collaborate with the City regarding shared services
- Identify and address next steps for capital projects
- Identify and adhere to Macdonough School Project timelines
- Complete state-required HVAC system inspections

Goal 4: Promote a collaborative culture of governance and management between the Board and Superintendent

Strategies

- Establish a master calendar of meetings and topics for the Board of Education Meetings and Board Committee Subcommittees
- Establish clear and regular communication between the Community, Board and the Superintendent
- Participation of Board and Superintendent in a New Board Orientation Program and Board self evaluation
- Engage in ongoing self-reflection and professional development to promote improvement and effective Board and Superintendent leadership

DRAFT

Business

Purchasing Procedures

PURCHASING

I. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Definition

For the purposes of this policy:

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

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

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

Further, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis. When possible, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty

insurance, and workers' compensation insurance.

II. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process (35,000 or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$35,000 or more must be made by sealed competitive bid.

B. Bid Specifications

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

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

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper in the local municipality and on the Board's website. At least five (5) calendar days must intervene between the date of the last newspaper or website publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes or electronic

submissions and show on the face of the envelopes or electronic submissions the bid number, the title of the bid and the bidder's name. All envelopes and electronic submissions will be date stamped as received.

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

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her

designee will tabulate and analyze the bids. The Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. A building committee takes over responsibility from the Superintendent for projects over an amount set by the City of Middletown's Code of Ordinances.

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

E. Bid Security

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

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"), and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

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

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

(8) The ability of a city-based vendor to match the lowest possible bidder of a state or cooperative competitive bidding process for the same goods or services.

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

G. Rejection Of Bids

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

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

H. Advisement Of Bid Award

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

III. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$10,000 but less than \$35,000. Purchases of goods or services which involve an expenditure of less than \$10,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

B. Process For Obtaining Quotations

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

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after

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

IV. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Purchases of Special or Professional Services that are expected to be less than \$10,000 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$10,000 - \$35,000)

Purchases of Special or Professional Services for at least \$10,000 but less than \$35,000 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

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

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

C. Formal Competitive Proposal Process \$35,000 or More)

Request for Proposals for Purchases of Special or Professional Services for \$35,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft

contract whenever practical. The award of any such contracts for \$35,000 or more shall be approved by the Superintendent.

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

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

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

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

V. WAIVERS

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

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

lower cost than that which would result from a bid process.

(5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.

(6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.

(7) Regional or cooperative purchases.

(8) Cooperative agreement with the local municipality.

(9) Cooperative purchasing outside of the local municipality

A. Employees will be allowed to utilize State, Federal, and/or other governmental cooperative purchasing agreements, if to do so is in the Board's best interest.

B. The Board shall have the authority to join with other units of government in cooperative purchasing plans and participation with other utilities on an equitable basis in large bulk purchasing, when the best interests of the Board would be served thereby.

C. The Board, as a matter of policy, makes purchases cooperatively with other governmental agencies whenever it is to the mutual benefit of both cooperating agencies.

D. Local vendors who meet state, or city bid pricing may be awarded a contract with approval of the Chief of Administration and Finance.

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

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

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

VI. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

Compliance Requirements - Suspension and Debarment

Non-federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred. "Covered transactions" include contracts

for goods and services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$35,000 or meet certain other criteria as specified in 2 CFR section 180.220. All non-procurement transactions entered into by a passthrough entity (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 CFR section 180.215.

When a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity, as defined in 2 CFR section 180.995 and agency adopting regulations, is not suspended or debarred or otherwise excluded from participating in the transaction. This verification may be accomplished by (1) checking the System for Award Management (SAM). Exclusions maintained by the General Services Administration (GSA) and available at SAM.gov (click on Search Record, then click on Advance Search-Exclusions) (Note: The OMB guidance at 2 CFR Part 180 and agency implementing regulations still refer to the SAM Exclusions as the Excluded Parties List System (EPLS)), (2) collecting a certification from the entity, or (3) adding a clause or condition to the covered transaction with that entity (2 CFR section 180.300).

Non-Federal entities receiving contracts from the federal government are required to comply with the contract clause at FAR 52.209-6 before entering into a subcontract that will exceed \$30,000, other than a subcontract for a commercially available off-the-shelf item.

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

VII. AUDITS

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

Legal References:

State Law:

Conn. Gen. Stat. §10-241c Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance.

Conn. Gen. Stat. §10-241d Local board of education consultation with municipality re goods and services. Cooperative arrangements.

Conn. Gen. Stat. §10-241e Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program.

Federal Law:

2 C.F.R. § 200.317 through 2 C.F.R. [200.327](#).

2 C.F.R. § 200.81 (definition of property).

Policy adopted: May 16, 1995

Policy readopted June 8, 2004

Policy revised: April 12, 2016

Policy revised: February 8, 2022

Policy revised: June 17, 2025

Policy revised:

APPENDIX A

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

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

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

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

		<u>Procurements Under a Federal Award.</u>
<u>200.318(c) (2)</u>	<u>If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct</u>	<u>The Board's conflict of interest policy must cover relationships with certain parent, affiliate, or</u>

	<u>covering organizational conflicts of interest. Organizational conflicts of interest means that because</u>	<u>subsidiary organizations, if any.</u>
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	<u>of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.</u>	
<u>200.318(d)</u>	<u>The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.</u>	<u>The Board must avoid acquisition of unnecessary or duplicative items.</u>
<u>200.318(e)</u>	<u>To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.</u>	<u>The Board is encouraged to use intergovernmental agreements or inter-entity agreements.</u>

<u>200.318(f)</u>	<u>The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.</u>	<u>The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.</u>
<u>200.318(g)</u>	<u>The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.</u>	<u>The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.</u>

<u>200.318(h)</u>	<u>The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to</u>	<u>The Board must award contracts to responsible contractors, after considering contractor integrity, compliance with public policy, past</u>
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	<u>such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.</u>	<u>performance, and financial and technical resources.</u>
<u>200.318(i)</u>	<u>The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.</u>	<u>The Board must maintain procurement records.</u>

<u>200.318(j)(1)</u>	<u>The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.</u>	<u>The Board may only use time-and-materials type contracts in limited circumstances.</u>
<u>200.318(j)(2)</u>	<u>Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.</u>	<u>The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.</u>

<u>200.318(k)</u>	<u>The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern.</u>	<u>The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.</u>
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	<u>Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.</u>	
<u>200.319</u>	<u>Competition</u>	

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

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

<u>200.320</u>	<u>Methods of Procurement to be Followed</u>	
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<u>200.320</u>	<u>The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.</u>	<u>The Board must have and use documented procurement procedures for procurements made under a Federal award or sub-award.</u>
<u>200.320(a)</u>	<u>Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:</u>	<u>For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).</u>

<p><u>200.320(a)</u> <u>(1)</u></p>	<p><u>(1) Micro-purchases—</u> <u>(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.</u> <u>(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.</u> <u>(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local,</u></p>	<p><u>Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents its files accordingly.</u></p>
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	<p><u>or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</u></p> <p><u>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</u></p> <p><u>(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;</u></p> <p><u>(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,</u></p> <p><u>(C) For public institutions, a higher threshold consistent with State law.</u></p> <p><u>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</u></p>	
<p><u>200.320(a)</u> <u>(2)</u></p>	<p><u>(2) Small purchases—</u></p> <p><u>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</u></p>	<p><u>For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from</u></p>

	<p><u>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.</u></p>	<p><u>an adequate number of qualified sources.</u></p>
<p><u>200.320(b)</u></p>	<p><u>Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:</u></p>	<p><u>For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.</u></p>

<p><u>200.320(b)</u> (1)</p>	<p><u>(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following</u></p>	<p><u>In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If</u></p>
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	<p><u>requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</u></p>	<p><u>sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.</u></p>
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<p><u>200.320(b)</u> <u>(2)</u></p>	<p><u>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the</u></p>	<p><u>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.</u></p>
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	<p><u>most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.</u></p>	
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<p><u>200.320(c)</u></p>	<p><u>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);</u> <u>(2) The item is available only from a single source;</u> <u>(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;</u> <u>(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or</u> <u>(5) After solicitation of a number of sources, competition is determined inadequate.</u></p>	<p><u>The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.</u></p>
<p><u>200.321</u></p>	<p><u>Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms</u></p>	
<p><u>200.321(a)</u></p>	<p><u>The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</u></p>	<p><u>The Board must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</u></p>
<p><u>200.321(b)</u></p>	<p><u>Affirmative steps must include: (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation</u></p>	<p><u>Affirmative steps include, among other things, placing qualified</u></p>

	lists; (2)	small
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	<p><u>Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.</u></p>	<p><u>and minority businesses and women’s business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.</u></p>
<u>200.322</u>	<u>Domestic Preferences for Procurements</u>	
<u>200.322(a)</u>	<p><u>As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.</u></p>	<p><u>The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.</u></p>

<u>200.322(b)</u>	<p><u>For purposes of this section:</u></p> <p><u>(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.</u></p> <p><u>(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.</u></p>	
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<u>200.323</u>	<u>Procurement of Recovered Materials</u>	
<u>200.323</u>	<p><u>A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and recourse recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</u></p>	<p><u>The Board must follow standards in procuring certain items over \$10,000 to ensure, among other things, the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</u></p>
<u>200.324</u>	<u>Contract Cost and Price</u>	

<u>200.324(a)</u>	<u>The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity</u>	<u>The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.</u>
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	<u>must make independent estimates before receiving bids or proposals.</u>	
<u>200.324(b)</u>	<u>The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past</u>	<u>The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.</u>

	<u>performance, and industry profit rates in the surrounding geographical area for similar work.</u>	
<u>200.324(c)</u>	<u>Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.</u>	<u>Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.</u>

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

<p><u>200.326</u></p>	<p><u>For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:</u></p>	<p><u>For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or passthrough entity may accept the Board’s bonding requirements if it determines that its interest is adequately protected.</u></p>
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<p><u>200.326(a)</u></p>	<p><u>A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptable of the bid, execute such contractual documents as may be required within the time specified.</u></p>	<p><u>The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.</u></p>
<p><u>200.326(b)</u></p>	<p><u>A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.</u></p>	<p><u>The Board must require a performance bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.</u></p>

<p><u>200.326(c)</u></p>	<p><u>A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.</u></p>	<p><u>The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.</u></p>
<p><u>200.327</u></p>	<p><u>Contract Provisions</u></p>	
<p><u>200.327</u></p>	<p><u>The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.</u></p>	<p><u>The Board must include the Federal contract provisions in its contracts.</u></p>