

Board of Education Regular Meeting
Tuesday, May 8, 2012 7:00 PM Eastern

Middletown Common Council Chambers
245 DEKOVEN DRIVE, MIDDLETOWN, CT
06457
Middletown, CT 06457

- I. Call to Order
- II. Salute to the Flag
- III. Adoption of Agenda
- IV. Superintendent Search Consultant Update
- V. District Highlights - MHS Blue Tube - Student Television Network 2012 Conference
- VI. Public Session
- VII. Communications
 - VII.A. Report of Student Representative
- VIII. Consent Agenda
 - VIII.A. Minutes of April 17, 2012 BOE Regular Meeting
 - VIII.B. Personnel Action
 - VIII.C. Fresh Fruits and Vegetables Grant
 - VIII.D. 2012 - 2013 Adult Education Program Improvement Projects Grant
 - VIII.E. Policy #4111 Recruitment and Selection (Revision)- Second Reading
- IX. Report of the Superintendent
 - IX.A. District Data Team
 - IX.B. Feasibility Committee
 - IX.C. Transportation Report
 - IX.D. District News
- X. Committees
 - X.A. Budget Committee
 - X.A.1. Financial Statement
 - X.B. Communications Committee
 - X.C. Curriculum Committee
 - X.D. Policy Committee
 - X.E. Representative Reports
- XI. Action Items
 - XI.A. Discussion and Possible Action Regarding the Elimination of the Position of Business Manager
 - XI.B. Health Insurance
 - XI.C. Educational Technology Plan July 1, 2012 - June 30, 2015
 - XI.D. Capital Preventive Maintenance Account Expenditure Request
 - XI.E. Request for Bonding Projects Approval
 - XI.E.1. Keigwin Middle School Fire Alarm Replacement Project
 - XI.E.2. Keigwin Middle School Parking Lot Replacement
 - XI.E.3. Woodrow Wilson Middle School Asbestos Abatement Project
 - XI.F. Policy #5131.911 Bullying (Revision) - First and Final Reading
 - XI.G. Policy #5141.4 Reporting of Child Abuse (Revision) - First and Final Reading

XII. Future Agenda Items

XII.A. New Items

XIII. Adjournment

Board of Education Regular Meeting
April 17, 2012, 7:00 PM
Dr. Alfred B. Tychsen Administration Building

I. CALL TO ORDER

Board Members Present: Franca Biales, Sheila Daniels, Ava Hart, Ryan Kennedy, Cheryl McClellan, Ed McKeon, Gene Nocera, Ted Raczka (arrived at 7:06 PM), and Mitchell Wynn

Others Present: Interim Superintendent of Schools Dr. David Larson, Interim Associate Superintendent for Teaching and Learning Dr. John Sullivan, Director of Facilities Ken Jackson, Director of Grant Services Elizabeth Nocera, Director of Technology Jared Morin, Middletown High School Principal Robert Fontaine, WWMS Principal Don Gates, Director of Athletics and Student Activities Mike Pitruzzello, Student Representative Michael Durso, Assistant to the Superintendent/Board Secretary Marcy Poppel, MFT Representative Steve McKeever, Middletown Press Reporter Jim Salemi, and seventeen (17) visitors.

Chair Nocera called the meeting to order at 7:00 PM.

II. SALUTE TO THE FLAG

Student Rep Michael Durso led in the Pledge of Allegiance.

Chair Nocera welcomed new Board member Ms. Franca Biales who was sworn in by the Mayor last week. He also welcomed Interim Associate Superintendent Dr. John Sullivan.

Chair Nocera formally thanked Mr. Bill Grady who recently retired from the Board of Education. He said that Mr. Grady brought a sense of professionalism and wisdom to the Board. He was very dedicated and will be missed on the Board of Education.

III. ADOPTION OF AGENDA

MOTION: Move to adopt the agenda passed with a motion by Mr. McKeon and a second by Ms. Daniels – unanimous vote.

IV. REPORT ON SUPERINTENDENT SEARCH

Chair Nocera welcomed the two representatives from Cooperative Education Service (CES) who will work with the district to select a new Superintendent and Associate Superintendent. Dr. Jim Ritchie and Mr. Tom Jokubaitis provided an overview of the process and the progress made to date. Dr. Ritchie stated there are four phases. An important phase is currently underway, getting input from the school district and community. Gathering this information will be done through Focus Groups on April 30, 2012 and an online survey which will be on both the Middletown Public Schools website and the CES website. The survey will be online from April 26th through May 2nd. They anticipate reporting back to the Board at its May 8th meeting. Mr. Jokubaitis said candidates will be put into three tiers – the first tier is candidates who most closely match criteria, the second tier is candidates who have some of the attributes, and the third tier are candidates CES does not recommend. He added that CES will assist the Board in developing interview questions and conducting the first interviews. The second interviews will be more in-depth and each candidate will give a presentation to the Board

on a particular issue. Following this CES will assist the Board in its final selection. In the last phase, they will assist in transitioning the new Superintendent into our district. He added that CES also provides ongoing assistance to the Board and the new superintendent. Dr. Ritchie stated they have been asked to shorten the timelines. He said they hope to wrap up by the end of June as the Board also needs to hire other administrators in the district and they want the new superintendent involved in the hiring of these other administrators.

Dr. Ritchie and Mr. Jokubaitis responded to questions. There was a discussion. The Board agreed to: (1) add Community members with the parent group; (2) move the location of the parent and community to WWMS in the library or cafeteria; and (3) switch the time for the parent/community members from 4:30 PM to 6:30 PM and move the Board of Education, Major and Common Council to the 4:30 PM time frame.

Mr. Jokubaitis said they will prepare a press release for the Board's review. He asked for assistance at the schools and through principals to spread the word about the focus groups and the online survey. A concern was expressed about the Conference Room A location and its ability to hold a large group. It was agreed to use the WWMS library or cafeteria.

Chair Nocera said timing is critical and requested that CES provide an amended timeline to the Board before of by the Board's May 8th meeting. Dr. Ritchie stated they will get drafts to Dr. Larson.

V. DISTRICT HIGHLIGHTS – YOUTH SERVICES BUREAU – DEVELOPMENTAL ASSETS

Chair Nocera introduced Justin Carbonella who is the Youth Services Coordinator for the City of Middletown and Board of Education. Mr. Carbonella distributed the Youth Services Bureau (YSB) brochure and provided an overview and update on Developmental Services. He shared that for the past five years the YSB has been engaged in a community-wide youth development initiative modeled after the Search Institute's framework called the developmental assets. The framework offers an outline of 40 building blocks for young people to grow up healthy and successful. As the framework promotes, the YSB has held presentations and discussions with thousands of people residing or working in Middletown. YSB has worked to create and promote their Middletown-specific "assetpromise.org" website. Mr. Carbonella said they are now entering the second phase of this initiative in Middletown. This past December they did a second survey of young people around developmental assets. He said the results will be announced in the fall. Recently YSB has begun work with Mayor Drew to create a three-part process in an effort to bring together both the leaders of today with the leaders of tomorrow in a unique series of meetings. It is hoped in the Fall to release the data through a first of its kind performance developed by Community Performance International who specializes in turning stories and discussions into performance pieces aimed at mobilizing and uniting communities. He asked for Board of Education (staff and students) participation through the process. During the process Mr. Carbonella will communicate with the Board to ensure that those who need to be involved can be involved.

VI. PUBLIC SESSION

Chair Nocera explained the rules of Public Session.

Lee B. Smith spoke about a student matter at Middletown High School, electronic publications, and a privacy act.

Donna Gagnon Smith spoke about deliberate indifference, restraints on criticism of government, and access to her daughter's records.

Cheryl Smith spoke about her son, bullying and Middletown High School staff.

Sal Caracoglia addressed the Board about a contract termination.

VII. COMMUNICATIONS

Chair Nocera reported that today we received a communication from the Department of Children and Families letting us know that they have concluded that abuse or neglect has not been substantiated as a result of their investigation. He added that a copy of the letter was e-mailed and at each Board member's place this evening. The Board is pleased with this outcome. The other investigations are still underway.

Chair Nocera stated that he received a letter from the Commissioner of Education Stefan Pryor approving appointment of Dr. David H. Larson as Interim Superintendent of Schools.

VII.A. Report of Student Representative

Student Rep Michael Durso said the Middletown High School Library is now open at 7:00 AM, and other initiatives are underway.

Mr. Raczka asked for an update on the other pending investigations, who they are and where we are. Dr. Larson responded that the State Department of Education has an investigation going on, as well as the Office of the Child Advocate. He added that it was his understanding that the Office of Civil Rights has stepped back to see what the outcome of the State investigation. Dr. Larson said he will be following up with the State Department of Education.

Ms. Daniels welcomed new Board member Franca Biales and hoped Ms. Biales would be pursuing her desire noted during the election season to develop a committee to address issues brought to the Board's attention during Public Session.

Ms. Daniels stated that she received two pieces of correspondence from the Gallitto Family with regard to signage at Middletown High School (outside back entrance of gym area). She asked that it be looked into and a response be sent to the Gallitto family. Mr. Mike Pitruzzello, Director of Athletics and Student Activities responded. Dr. Larson asked Mr. Pitruzzello for a list of locations that are going to be named and the time frame. Chair Nocera stated he was on a previous Naming Committee and there was discussion of creating a wall of fame and asked if that is still feasible. Mr. Pitruzzello stated that there is not much wall space.

VIII. CONSENT AGENDA

Ms. Daniels requested the removal of the following items from the Consent Agenda: VIII.C. Minutes of March 7, 2012 BOE Special Meeting, VIII.G. Safe School Climate Plan Adoption, and VIII.H. Educational Technology Plan July 1, 2012 – June 30, 2015.

MOTION: Move to accept the Consent Agenda, as amended, passed with a motion by Mr. Kennedy and a second by Mr. McKeon – unanimous vote.

- VIII.A. Minutes of March 13, 2012 BOE Regular Meeting
- VIII.B. Minutes of February 28, 2012 BOE Special Meeting
- VIII.D. Personnel Action
- VIII.E. Middletown High School - Set Graduation Date
- VIII.F. Woodrow Wilson Middle School - Last Day of School

VIII.C. Minutes of March 7, 2012 BOE Special Meeting

Ms. Daniels stated that she removed this item from the Consent Agenda and asked that the record reflect that she did not attend the March 7, 2012 Special Meeting.

MOTION: The motion to accept the Minutes of March 7, 2012, as amended, passed with a unanimous vote.

VIII.G. Safe School Climate Plan Adoption

Ms. Daniels said she removed this item from the Consent Agenda as she wished to acknowledge Ms. Elizabeth Nocera and the other folks who worked on the Safe School Climate Plan.

MOTION: Move to adopt the Safe School Climate Plan passed with a unanimous vote.

VIII.H. Educational Technology Plan July 1, 2012 - June 30, 2015

Ms. Daniels stated that the Educational Technology Plan is very comprehensive and asked if Mr. Morin, Director of Technology could do a presentation so the Board has a good understanding of the Plan and to allow an exchange between Board members and Mr. Morin. She expressed concern about approving the plan without having a full understanding. Mr. Morin agreed and this item will be put on the Board's May 8, 2012 Agenda as an Action Item.

MOTION: Move to table approval of the Educational Technology Plan July 1, 2012 – June 30, 2015 and put it as an Action Item on the May 8, 2012 Board Meeting Agenda passed with a motion by Ms. Daniels and a second by Ms. McClellan – unanimous vote.

IX. REPORT OF THE SUPERINTENDENT

Dr. Larson shared that the Middletown Public School system was great when he retired 12 years ago and that he feels it is still a fantastic school system with great schools, staff, staff and administration. Ms. Daniels noted that Dr. Larson visited Snow School yesterday and afterwards

the school was a buzz about his visit. Chair Nocera said it should not go unnoticed that Dr. Larson is back in the Superintendent's chair. He said it is good to have him back and the Board is very appreciative Dr. Larson was willing to take on the task during this transition period. Interim Associate Superintendent Dr. John Sullivan commented on the efforts of staff in our district. He said he attended the March 26th District Data Team (DDT) meeting and he was very impressed with the speed, tempo, and level of professionalism.

IX.A. District Data Team

Board member and DDT member Sheila Daniels said the last meeting was March 26th and it was nice to have both Dr. Larson and Dr. Sullivan at the meeting. She noted it was Ms. Barbara Senges, Associate Superintendent for Teaching and Learning's, last DDT meeting. She said the team reviewed the Professional Development day plans and noted there is a lot of work ahead.

IX.B. Strategic School Profiles 2010 – 2011

Interim Associate Superintendent John Sullivan said he used the Strategic School Profile Summary prepared by Ms. Senges' last year as a template. Dr. Sullivan reminded Board members that this is mandated by State Statutes and the information is a year in arrears. Dr. Sullivan said in reviewing the profiles, when he came upon items of issue or concern, he went to the appropriate person and asked how the issue is being addressed. He noted that all concerns are being addressed. Dr. Sullivan responded to Board member questions.

IX.C. Middletown High School NEASC Accreditation Report

Middletown High School Principal Bob Fontaine provided an overview of the NEASC Accreditation Process and final report. He noted that sixteen members were on the Accreditation Team visited the high school. Usually they visit from Sunday to Wednesday, however, due to an early season storm, the first visit had to be stopped and the NEASC Visiting Committee's visit was broken into two visits. The committee: reviewed the school's self-study materials, conducted a 24-hours shadowing of 11 students for a half day, conducted a total of 16 hours of additional classroom observation (in addition to time shadowing students), held numerous informal observations in and around the school, did tours of the facility, held individual meetings with 20 teachers about their work, instructional approaches, and the assessment of student learning, conducted group meetings with students, parents, school and district administrators, and teachers, conducted an examination of student work including a selection of work collected by the school. In the final report regarding Middletown High School, the commission provided 30 commendations and 30 recommendations. After the visit in 2000, NEASC had provided the high school with 58 recommendations. The high school will be responding to the recommendations over the next 2 to 5 years. Regarding the recommendations, we have six potential responses: Completed, In Progress, Planned for the Future, Rejected, and No Action. A formal letter regarding our status of accreditation will arrive in May, 2012, and copies will be sent to the Superintendent and Building Principal. Common themes in commendations: PRIDE Advisory periods that foster positive school climate; opportunities for students to learn beyond the classroom; and effective use of Data Teams during the school day in core areas to improve instruction and student learning; the use of Common Formative (and Summative) Assessments to examine student learning and tailor effective teaching strategies to improve student achievement; collaboration between

teachers and administration; wide range of teachers engaging students in higher order thinking and rigorous instruction; reduction of levels of instruction; emphasis on grade 9 and 10 curriculum development; new facility; and wide range of student support services. Common Themes in recommendations were: revise school-wide rubrics providing targets for achievement in academic, social, and civic expectations; develop method to inform parents and students regarding progress toward meeting the expectations; common curriculum format with a formal plan for development and review; re-examine the distribution of funds to the high school to ensure adequate resources for learning; additional professional development related to personalizing and differentiating instruction; ensure teachers provide opportunities for students to apply knowledge and skills; increased supervision and evaluation of staff; plan to ensure maintenance of technology in the building; and long range planning for programs, staff, and facility. The Commission asked that Mr. Fontaine share with the Board that they found Middletown High School to be a safe and secure facility that fostered a positive learning environment. Dr. Larson added that he is confident that Middletown High School will be accredited. Mr. Fontaine said it is important that the report be shared. He has shared the report with his staff and will send it to the media.

Chair Nocera thanked Mr. Fontaine for his many years of service and noted his upcoming retirement at the end of this school year. He was instrumental in developing a state-of-the-art high school. He added that Mr. Fontaine has been a mentor to staff and fellow administrators. He is a leader and has been a voice of reason. Mr. Fontaine thanked the Board for its support.

IX.D. Athletics-Student Activities End of Season Winter 2011-2012 Report

Director of Athletics and Student Activities Mike Pitruzzello asked if there were any questions on his report. He highlighted some successes. He said the district will be moving forward with a new Middle School league next year. He provided an update on the locker rooms which are in the process of being built. The track right now is shut down to the public due to the construction. Eventually, the track will be open to public. Mr. Pitruzzello stated that they will be looking into opening it up additional hours for the public as the construction progresses and is finished. He said currently Middletown High School has no tennis courts. He said there are four (4) behind WWMS, however, they are owned by the City and are not locked. Currently, we are sharing Wesleyan courts right now with Mercy. He hoped the tentative plans for tennis courts at Middletown High School could come to fruition within the next 2 – 5 years. He encouraged Board members to come out and watch the teams.

Dr. Larson recognized Mr. Gaylord, Fine Arts Coordinator, and the great job the Band did at Disney World last week during school break. Mr. Gaylord said the kids did great, were well-behaved and it was an experience of a life time.

IX.E. Transportation Report

Mr. Jackson said the weather has been good and things have been quiet. There were no questions.

IX.F. District News

X. COMMITTEES

X.A. Budget Committee

X.A.1. Financial Statement

Mr. Raczka stated that the Budget Committee met yesterday and it appears we will balance out for the current school year. He said the big concern is next year's budget. He said Dr. Nocera and Dr. Larson will go before the Common Council tomorrow night for the Board of Education's Budget Hearing. He encouraged folks to support the budget, especially during these difficult financial times. He noted that Middletown education is not funded the same as other towns are supporting education.

X.B. Communications Committee

Mr. Kennedy, Communications Committee chair, said the February minutes are at each Board member's place and the Committee is scheduled to meet tomorrow at 4 PM. On the agenda for discussion is community members on subcommittees. He noted that the Board Extern position has been vacant for some time and the Committee will address that in the future.

X.C. Curriculum Committee

Chair Nocera announced that he has asked new Board member Franca Biales to chair this committee. Ms. Biales stated that she will be meeting with Dr. Sullivan in the near future.

X.D. Feasibility Committee

Mr. McKeon, Chair of the Feasibility Committee, reported that last month the committee held an organizational meeting and discussed redistricting and Macdonough School. He spoke of the results of redistricting and ensuring that overcrowding is not an issue. There was a discussion about creating a committee or subcommittee to work on a school refurbishment plan. Chair Nocera inquired on a timeline for a ten-year plan. There was a discussion. It was agreed that Mr. Jackson will prepare an estimated ten-year plan, he will review it with Dr. Larson in August, bring it to the Feasibility Committee in September, and then it will come to the Board at its October meeting. By bringing it to the Board in October it will allow sufficient time for the new Superintendent and Associate Superintendent to get up-to-speed. Mr. Kennedy expressed concern on the timeline. Mr. Raczka suggested the Board create a separate committee for this. Dr. Larson said the plan will be a living, breathing document and that once it gets started the district needs to keep the plan rolling. Mr. Kennedy concurred.

X.E. Policy Committee

Ms. Daniels said the Committee has been working diligently and there are policies for approval in Action Items on the Agenda.

X.F. Representative Reports

Ms. McClellan stated that the TEMS meeting was postponed.

Dr. Nocera reported that he attended the ACES meeting. The Budget is complete, although there are still some possible cuts and they discussed organizational chart for next year.

XI. ACTION ITEMS

XI.A. Appointment of Personnel Search Committee for Positions of Middle School Principal, Elementary School Principal, and High School Assistant Principal

MOTION: Move to appoint the Board of Education of Personnel Search Committee for the positions of Middle School Principal, Elementary School Principal, and High School Assistant Principal was made with a motion by Ms. Daniels and a second by Ms. Hart.

Dr. Larson explained that he and Interim Associate Superintendent Dr. Sullivan will chair the committees for these positions. He said the committees will review the applications, come up with three candidates to bring to the Board of Education, and then the Board will make their selections. The hope is to have the new superintendent participate in the hiring for these three positions, Dr. Larson added. Dr. Larson responded to questions. Ms. Daniels noted that a Board member must be on each of the committees. Dr. Larson stated he will get the names of which Board members will be on the committees from Dr. Nocera.

VOTE: Move to appoint the Board of Education of Personnel Search Committee for the positions of Middle School Principal, Elementary School Principal, and High School Assistant Principal passed with a unanimous vote.

XI.B. Policy #0521 Equal Opportunity-Nondiscrimination (Revision) - First and Final Reading

Policy Committee Chair Sheila Daniels said this policy is a first and final reading, revision of the policy.

MOTION: Move to approve the first and final reading of Policy #0521 Equal Opportunity-Nondiscrimination passed with a motion by Ms. Daniels and a second by Mr. Wynn – unanimous vote.

XI.C. Policy #4111 Recruitment and Selection (Revision) - First Reading

Policy Committee Chair Sheila Daniels said this is a first reading.

MOTION: Move to approve the first reading of Policy #4111 Recruitment and Selection passed with a motion by Ms. Daniels and a second by Ms. Biales – unanimous vote.

XI.D. Policy #4112.5 Security Check/Fingerprinting (Revision) - First and Final Reading

Policy Committee Chair Sheila Daniels said this is a first and final reading. The policy is being updated to comply with the law.

MOTION: Move to approve the first and final reading of Policy #4112.5 Security Check/Fingerprinting passed with a motion by Ms. Daniels and a second by Mr. Wynn – unanimous vote.

XI.E. Policy #4118.11 Nondiscrimination (Personnel)(Revision) - First and Final Reading

Policy Committee Chair Sheila Daniels stated that this policy is a first and final reading.

Mr. Kennedy asked why the word “unwelcomed” was added. Ms. Daniels and Dr. Larson responded it was a recommendation from CABE.

MOTION: Move to approve the first and final reading of Policy #4118.11 Nondiscrimination passed with a motion by Ms. Daniels and a second by Ms. Hart – unanimous vote.

XI.F. Policy #5145.4 Non-Discrimination (Students) (Revision) - First and Final Reading

Policy Committee Chair Sheila Daniels said this is a first and final reading.

MOTION: Move to approve the first and final reading of Policy #5145.4 Non-Discrimination (Students) passed with a motion by Ms. Daniels and a second by Ms. McClellan – unanimous vote.

XII. FUTURE AGENDA ITEMS

XII.A. New Items

XIII. DISCUSSION OF CORRESPONDENCE PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE

MOTION: Move at 8:59 PM to go into Executive Session to Discuss Correspondence Protected by the Attorney Client privilege and inviting Dr. Larson and the Board Attorney to participate was made with a motion by Ms. Daniels and a second by Ms. McClellan.

Mr. Raczka questioned the noting of this agenda item. Chair Nocera asked Board Attorney Craig Meuser to respond. Attorney Meuser said the sharing of a document is an appropriate subject for Executive Session. Ms. Daniels stated the Executive Session is for a document she has in front of her. She noted this is how it was done in the past in a similar situation. She stated she would not vote to go into Executive Session if it was not valid.

VOTE: The motion to go into Executive Session at 9:05 PM passed with eight (8) in favor – Ms. Biales, Ms. Hart, Mr. Kennedy, Ms. McClellan, Mr. McKeon, Mr. Nocera, and Mr. Wynn, and one (1) opposed – Mr. Raczka.

XIII.A. Executive Session

MOTION: Move to return to Public Session at 9:40 PM was made by Ms. Daniels and a second by Mr. Wynn – unanimous vote.

Public Session

XIV. ADJOURNMENT

MOTION: Move to adjourn at 9:41 PM passed with a motion by Mr. Raczka and a second by Mr. Kennedy – unanimous vote.

Respectfully Submitted,

Edward McKeon
Secretary

EM/mkp

PERSONNEL ACTION:

Leave(s) of Absence:

None.

Appointment(s):

None.

STATUS OF CERTIFIED EMPLOYMENT:

Resignation(s):

None.

Vacancies:

- Assistant Principal – Middletown High School
- Associate Superintendent – BOE
- Principal – Farm Hill School
- Principal – Woodrow Wilson Middle School
- Special Education – District (3 positions due to resignation)
- Superintendent – BOE

EXECUTIVE SUMMARY
FRESH FRUITS AND VEGETABLES GRANT

The district is applying to the State Department of Education, Bureau of Health/Nutrition, Family Services, and Adult Education for a Fresh Fruits and Vegetables Grant for Bielefield, Farm Hill, Macdonough, and Spencer School. Elementary schools with a free and reduced lunch rate of 50% or higher are eligible to apply for funding. Spencer School is added to the eligibility list this year, although Macdonough is the only elementary school that has been funded for this program in the past. The requirements of the program state that the fresh fruits and vegetables purchased with the grant must be provided to students outside the regular breakfast and lunch programs.

This program was piloted at Macdonough School in 2005-06 and since that time, it has been successful in introducing a variety of fresh fruits and vegetables to students who may otherwise not have the opportunity to experience the variety of produce offered. Students are encouraged to explore and experience a wide assortment of produce and to expand their knowledge of good nutrition.

Activities are incorporated into a range of content areas to promote wellness, nutrition, and healthy choices. Macdonough School has demonstrated commitment to the overall goal of the program to improve student wellness and health through recreation activities and nutrition education and has successfully partnered with the North End Farmer's Market (seasonal) to provide local, farm fresh produce when available. Bielefield, Farm Hill, and Spencer will enthusiastically support that goal, as well. Objectives for the program include:

- Providing daily snack choices that consist of fresh fruits and vegetables to encourage exploration of new food choices;
- Incorporating nutrition awareness through the Fresh Fruits and Vegetables program to increase healthy food choices for students and their families; and
- Involving students in at least 15 minutes of daily physical activity, with at least 40% of activity being moderate-to-vigorous.

Funding: \$10,000 per site

SUBMITTED BY ELIZABETH K. NOCERA, DIRECTOR OF GRANT SERVICES

PROPOSAL COVER
FOR 2012 – 2013 ADULT EDUCATION PROGRAM IMPROVEMENT PROJECTS
Bureau of Health/Nutrition, Family Services and Adult Education

Title Of Grant: Middletown Adult Education Program Improvement Projects

Applicant Organization: Middletown Board of Education

Initiated By: James G. Misenti, Director of Adult Education
860-343-3864; jmisenti@maect.org

Project Director: James G. Misenti, Director of Adult Education
Middletown Adult Education
398 Main Street
Middletown, CT 06457
860-343-3864; jmisenti@maect.org

Submitted By: David H. Larson, Ph.D., Superintendent of Schools
860-638-1401; larsond@mpsct.org

**Signature of Superintendent of
Schools or Chief Executive
Officer of Agency:**

Priority Area	Code	Funds Requested	Matching Funds
Transition: Preparing for Twenty-first Century Careers- <i>Elementary ESL and ABE/GED</i>	AE-13-1E		
Transition: Preparing for Twenty-first Century Careers- <i>Secondary</i>	AE-13-1S	\$40,000.	\$10,000.
Family Literacy – <i>Elementary ESL and ABE/GED</i>	AE-13-2E	\$50,000.	\$13,005.
Family Literacy- <i>Secondary</i>	AE-13-2S	\$50,000.	\$12,540.
Nontraditional Adult Education Instruction and Services	AE-13-3	\$30,000.	\$7,613.
Expansion of the National External Diploma Program	AE-13-4	\$30,000.	\$7,587.
Transition: Post-Secondary Education and Training	AE-13-5	\$40,000.	\$10,000.
Transition: I-BEST	AE-13-6		
English Literacy and Civics Education	AE-13-7	\$35,000.	\$8750.
CT Adult Virtual High School	AE-13-8		
Total Funds Requested			
Date Submitted:		Date of Board or Agency Approval:	

**APPENDIX B
PRIORITY AREA ABSTRACT**

Priority Area Name: EL / Civics	Project Title: Middletown EL / Civics
Applicant Organization: Middletown Adult Education	Project Director: James G. Misenti
Beginning Date: 7/1/2012	End Date: 6/30/13
Requested Federal Funds: \$35,000	Program(ABE, ESL, GED, CDP, NEDP,Citizenship): ESL
Planned Number of Students: 75	Cost Per Student: \$467

STATEMENT OF NEED/TARGET POPULATION:

Middletown Adult Education provides ESL services to community members of ten cooperating districts at 14 program sites. We currently are only reaching about 14% of those in the community that do not speak English well (CARS Profile 10-11). Also, as about one in seven public school students had a dominate language other than English (SDE ESL Data Bulletin 09-10), there is a need to reach these adult family members. Immigrants and other limited English proficient individuals will be targeted for instruction.

PROJECT DESIGN:

Non-native students will be enrolled in an ESL class to target listening, speaking, reading, writing and numeracy. Comprising a strong focus on civics and government, lessons will encompass *On Common Ground*, community members, and activists. In-depth discussions on individual rights, responsibilities and freedoms utilizing a variety of mediums will ensue. Civic engagement will occur by taking part in democracy related activities that improve one's community, nation, and the world. A family fundamentals program conducted within the school district will ensure that adult students are able to understand and access educational services for their children and themselves. Students will collaborate with community agencies which will avail them of opportunities for experiential learning in the community. Field trips will be taken to various government buildings as well as the community college. Discussions and speakers will help students understand the procedures to become naturalized citizens. All lessons will be taught in a multi-media format to enhance students' literacy attainment and increase skill with technology. A citizenship class is provided, in kind, and will be available for participants of this project, as needed. Vocational, educational, and personal counseling will be provided through our counseling department.

PROJECT OBJECTIVES:

- To assist individuals who must be able to read and communicate in English in order to understand and navigate governmental, educational, workplace systems and key American institutions.
- To help participants acquire the skills and knowledge to become active and informed parents, workers and community members.

PRIORITY AREA ABSTRACT

Priority Area Name: <i>Expansion of the National External Diploma Program AE-13-4</i>	Project Title: <i>Old Saybrook NEDP Extension</i>
Applicant Organization: <i>Middletown Board of Education</i>	Project Director: <i>James G. Misenti, Director of Adult Education</i>
Beginning Date: 7/1/2012	End Date: 6/30/13
Requested Federal Funds: <i>\$30,000.</i>	Program: <i>ABE, NEDP</i>
Planned Number of Students: <i>10</i>	Cost Per Student: <i>\$3,000.</i>

STATEMENT OF NEED/TARGET POPULATION:

Potential NEDP candidates in the lower Connecticut River Valley whose schedules only permit morning or evening appointments must travel to Middletown to participate in this program. This often prevents enrollment in the NEDP. The target population for this project is individuals who are 17 years or older, lack a secondary school diploma and need additional choices for NEDP enrollment.

PROJECT DESIGN: (Give a brief description of the overall design)

MAE will extend the NEDP and its Advanced ABE for NEDP at the Old Saybrook site to three mornings a week, one evening a week, and a four week summer program. This will add 12 hours a week plus 60 hours for the summer session. This project continues for 36 weeks. Furthermore, we will also extend the Main Street site from 4 mornings a week to 5 mornings a week, providing an additional 102 hours for the year. This provides those candidates who need five day a week programming an opportunity to participate in the NEDP. A letter of agreement to award a local high school diploma to graduates of NEDP is on file with SDE's Bureau of Health/Nutrition, Family Services and Adult Education

PROJECT OBJECTIVES:

- To extend the current NEDP and Advanced ABE program at Old Saybrook to three mornings and one evening
- To extend the current NEDP to a four week summer session at Old Saybrook
- To extend the current NEDP at Main Street, Middletown from four days to five days.
- To provide career counseling to NEDP candidates in Old Saybrook
- To provide representation at the Biennial NEDPC conference and CASAS summer institute

**APPENDIX B
PRIORITY AREA ABSTRACT**

Priority Area Name: Family Literacy Services	Project Title: Middletown Even Start Family Literacy Program
Applicant Organization: Middletown Board of Education	Project Director: James G. Misenti, Director of Adult Education
Beginning Date: 7/1/2012	End Date: 6/30/13
Requested Federal Funds: \$50,000.	Program CDP, NEDP
Planned Number of Students: 10 Families 20 Enrollments(Academic and Parenting/Interactive Literacy)	Cost Per Student: \$5000. per family \$2500. per enrollment

STATEMENT OF NEED/TARGET POPULATION: 10 “most in need, hardest to serve”, low income families residing in the Middletown Adult Education service area with one parent in need High School Credit Diploma completion or NEDP completion and with at least one child age 6 weeks to 3 years. Families may be headed by a single parent and include people with disabilities or other barriers to educational attainment as determined by the Even Start *Weighted Eligibility Form*. All activities will take place at the Middletown Adult Education site.

PROJECT DESIGN:

Adult Education will provide two high school completion programs, CDP and NEDP. Each will provide a comprehensive, technology rich academic program for 15 hours weekly.

Early Childhood Education will provide developmentally appropriate programming for 10 infants and toddlers in three NAEYC accredited classrooms for 20.5 hours weekly.

Parenting Class will provide an emerging literacy and family support based curriculum for 3 hours per week.

Parent and Child Interactive Literacy Activities will include daily early childhood classroom activities mentored by certified early childhood staff, field trips to local community resources such as the Russell Library, The Family Resource Center, and community parks and a parent/child music program for a total of 16 hours per month.

Literacy Home Visitation One home literacy visit per month/ per family connects school to the home environment.

PROJECT OBJECTIVES:

- To provide Adult Education services (CDP, NEDP) to 10 parents of infants and toddlers in the Middletown Adult Education service area.
- To provide literacy focused developmentally –appropriate early childhood education for children from age 6 weeks to 3 years old while parents attend adult education and parenting classes.
- To increase parents’ ability to become full partners in their children’s learning by increasing their own knowledge of child development, effective parenting skills and community resources.

**APPENDIX B
PRIORITY AREA ABSTRACT**

Priority Area Name: Family Literacy Services	Project Title: Middletown Even Start Family Literacy Program
Applicant Organization: Middletown Board of Education	Project Director: James G. Misenti, Director of Adult Education
Beginning Date: 7/1/2012	End Date: 6/30/13
Requested Federal Funds: \$50,000.	Program ABE, ESL, GED,
Planned Number of Students: 12 Families 24 Enrollments(Academic and Parenting/Interactive Literacy)	Cost Per Student: \$4166. per family \$2083. Per enrollment

STATEMENT OF NEED/TARGET POPULATION: 12 “most in need, hardest to serve”, low income families residing in the Middletown Adult Education service area with one parent in need of adult basic education, GED or ESL instruction and with at least one child age 6 weeks to 3 years. Families may be headed by a single parent and include people with disabilities or other barriers to educational attainment.

PROJECT DESIGN:

Adult Education will provide a full array of services, including classes for all levels of Adult Basic Education(15 hours weekly);GED prep (15 hours weekly); English as a Second Language classes, three levels (15 hours weekly). Technology is integrated into all Adult Education classes.

Early Childhood Education will provide developmentally appropriate programming for 12 infants and toddlers in three NAEYC accredited classrooms for 20.5 hours weekly.

Parenting Class will provide an emerging literacy and family support based curriculum for 3 hours per week.

Parent and Child Interactive Literacy Activities will include early childhood classroom activities mentored by certified early childhood staff, field trips to local community resources such as the Russell Library, The Family Resource Center, community parks etc. and a parent/child music program for a total of 16 hours per month.

Literacy Home Visitation One home literacy visit per month/ per family connects school to the home environment.

PROJECT OBJECTIVES:

- To provide Adult Education services (ABE GED and ESL) to 12 parents of infants and toddlers in the Middletown Adult Education service area.
- To provide literacy focused developmentally –appropriate early childhood education for children from age 6 weeks to 3 years old while parents attend adult education and parenting classes.
- To increase parents’ ability to become full partners in their children’s learning by increasing their own knowledge of child development, effective parenting skills and community resources.

PRIORITY AREA: AE-13-1S ABSTRACT

Priority Area Name: Transition: Preparing for Twenty-first Century Careers- <i>Secondary</i>	Project Title: Middletown Adult Education 21st Century Career Preparation
Applicant Organization: Middletown Board of Education	Project Director: James G. Misenti, Director of Middletown Adult Education
Beginning Date: 7/1/2012	End Date: 6/30/13
Requested Federal Funds: \$40,000	Program: Credit Diploma Program
Planned Number of Students: 20	Cost Per Student: \$2,000

Statement of Need/Target Population

Our need is to enhance the Middletown Adult Education (MAE) program with curriculum, technology, and activities that will provide students with the information and the skills needed in today's workplace. The 21st Century Career Preparation program will serve individuals enrolled in MAE who do not have sufficient mastery of basic skills and who do not have a secondary diploma or its equivalent.

Project Design

The design of 21st Century Career Preparation is to enhance program curricula with appropriate activities that will provide students with practical workforce preparation skills. Students will receive regular academic and career counseling throughout their programs with referrals to other support services as needed. Every student will complete an exit interview to ensure that they have met all graduation requirements and to review post-secondary goals.

Project Objectives

- 1) To establish a planning team with local businesses and agencies who will work with MAE as 21st Century Career Partners.
- 2) To enhance MAE's program with appropriate 21st Century Career Preparation activities.

PRIORITY AREA AE-12-5 ABSTRACT

Priority Area Name: Transition: Post-secondary education and Training; AE-13-5	Project Title: Middletown Adult Education Transitions Program
Applicant Organization: Middletown Board of Education	Project Director: James G. Misenti, Director of Middletown Adult Education
Beginning Date: 7/1/2012	End Date: 6/30/13
Requested Federal Funds: \$40,000	Program: CDP, GED, NEDP
Planned Number of Students: 20	Cost Per Student: \$2,000

Statement of Need/Target Population

The Transition Program will serve individuals who do not have a secondary diploma or its equivalent and need additional services to transition into and progress within a post-secondary education or training program. They will be Middletown Adult Education (MAE) students who have 16 or more credits in the Adult High School Credit Diploma Program (CDP), a score of 2500 on the Practice GED Test in the General Educational Development program (GED) or are in the portfolio review stage of the National External Diploma Program (NEDP).

Project Design

The Transition Program will build on our three high school programs (CDP, NEDP, GED) by improving upon assessment and instruction. MAE will offer additional experiences that will inform and encourage seniors to earn their diplomas as well as to plan successfully for their futures. Students will also receive regular academic/career counseling, referrals to other support services as needed, and an exit interview to ensure that they have met all graduation requirements and to review post-secondary goals.

Project Objectives

- 1) To create a Transition Team through partnerships with local agencies.
- 2) To improve intake assessment, student placement, and measurable gains.
- 3) To use the Transition Team to provide transition-related experiences.

PRIORITY AREA ABSTRACT

Priority Area Name: <i>Nontraditional Adult Education Instruction and Services AE-13-3</i>	Project Title: <i>Skills for Employability at Shepherd Home</i>
Applicant Organization: <i>Middletown Board of Education</i>	Project Director: <i>James G. Misenti, Director of Adult Education</i>
Beginning Date: 7/1/2012	End Date: 6/30/13
Requested Federal Funds: <i>\$30,000.</i>	Program: <i>ABE, GED, NEDP</i>
Planned Number of Students: <i>10</i>	Cost Per Student: <i>\$3,000.</i>

STATEMENT OF NEED/TARGET POPULATION:

The target population is residents of Shepherd Home who are 17 years or older, may have a disability, lack basic skills and a secondary diploma. Shepherd Home is a transitional living facility for single adults who are homeless and have been served by an emergency shelter.

PROJECT DESIGN: (Give a brief description of the overall design)

MAE will provide an ABE/GED class three times a week for 3 hours a class. We will also provide appointments for NEDP candidates to demonstrate their work 3 hours a week. NEDP candidates will have access to a lab with computers, a printer and print material for completion of their work. This lab will be available during the ABE/GED class time. Career preparation will be supported by Shepherd Home case workers and overseen by MAE counselors. Residents will be invited to Career Days and will be using the Career Cruising program at MAE.

PROJECT OBJECTIVES: (Briefly state the objectives of the project)

- To provide an ABE/GED preparation class to residents of Shepherd Home who lack a secondary diploma
- To provide appointments and learning lab to NEDP candidates who are residents of Shepherd Home
- To provide career counseling in coordination with Shepherd Home Case Workers
- To provide referral services for personal issues to facilitate successful completion of program

Personnel -- Certified

Recruitment and Selection

The Board desires the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel who are “highly qualified” as defined by federal law in the District’s schools. Beginning in school year 2006-07 all District teachers teaching a core academic subject area, as defined in the No Child Left Behind Act, must be determined to be “highly qualified.”

The school district recognizes the heterogeneity of the people who live in the school district and believes that this characteristic should have an important bearing on all aspects of the school district's activities.

The Board of Education believes it is especially important that this heterogeneity of population be recognized in the recruitment and assignment of personnel.

To this end, the Board of Education shall develop and implement a written plan for minority staff recruitment. The administration is directed to make a serious effort to see that the recruitment procedures of the district produce a total staff representative of the total population of the district and that the assignment procedures of the district bring to each school staff members representative of the population represented by the student membership in each local school.

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

The Superintendent shall insure that the District is in compliance with the provisions of Title I, the No Child Left Behind Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Notice of professional qualifications shall be provided to parents/guardians of students in Title I schools and staffing pattern reviews as required by law shall be conducted annually.

Hiring of Teaching Staff

1. Criteria will be established for the position to be posted.
2. Initial screening is done by the ~~Assistant~~ **Associate** Superintendent ~~for Administration~~ and the building principal.
3. A multi-ethnic interview committee including but not limited to the building principal(s), assistant principal(s), department head(s)/supervisor(s), central office administrator(s), and teachers/certified staff member(s) will review the applications and select candidates to interview.

Personnel -- Certified

Recruitment and Selection (continued)

4. Initial interviews are conducted.
5. Finalists are invited to teach a sample lesson at the appropriate grade level.
6. The ~~Assistant~~ **Associate** Superintendent for ~~Administration~~ makes reference and credential checks on finalists.
7. Second interviews with finalists are conducted as needed.
8. The interview committee will submit with comments one fully qualified candidate for the vacancy to the Superintendent of Schools.
9. The person being recommended meets with the Superintendent of Schools.
10. The name of the candidate is brought to the Board of Education on the Board agenda as a personnel action.
11. The Superintendent of Schools can modify the process by eliminating steps two (2) and/or three (3) for the purpose of hiring outstanding candidates in a timely fashion as prescribed in one (1) through ten (10) in the above. This will not compromise the standards and integrity of the employment process.

Hiring of Administrative Staff

1. Criteria will be established for the position to be posted.
2. ~~Initial screening of applications is done by the Superintendent and the Assistant Superintendents.~~ **Initial advertising of vacancy through professional websites and mailing of recruitment letters from Middletown Public Schools to area/regional administrators and Boards of Education.**
3. **The following will be used as part of the selection procedure:**
 - a. A multi-ethnic interview **advisory** committee **to the Superintendent** composed of a Board of Education member, a ~~Common Council representative,~~ the Superintendent of Schools **and/or** the ~~Assistant~~ **Associate** Superintendent, ~~for Administration,~~ the ~~Assistant Superintendent for Curriculum and Instruction,~~ the Director of Pupil Services and Special Education, the MSAA President or his/her designee, the ~~MFT President or his/her designee~~ **Administrator(s), an MFT representative,** ~~three~~ teachers from the respective school or area ~~of administration~~ **department,** the PTA president or his/her designee, a minority representative, and a community representative **member of the School Community.**

Personnel -- Certified

Recruitment and Selection (continued)

- b. The interview committee will **screen applications and** conduct initial interviews with the selected candidates and choose multiple finalists for a second interview. After conducting the second interview with the finalists, the committee will decide whether to conduct site visits.
 - c. Reference and credential checks are made on finalists by central office administrators.
 - d. ~~The interview committee~~ **Superintendent** will recommend ~~one a slate of finalists~~ finalist to the Superintendent **Board of Education for interviews**. ~~The Superintendent reserves the right to override the committee.~~
6. ~~The Superintendent will conduct a personal meeting with the finalist. The Superintendent will bring the finalist to the Board of Education for its election. The election of the finalist will be an agenda item with all appropriate documentation as part of the Board packet.~~
- 7 4. Board of Education and Superintendent will interview finalists. Superintendent will make recommendation to Board of Education for appointment at conclusion of interviews.**
- 8 5. Board of Education will vote to accept a candidate for the position.**

Legal Reference: Connecticut General Statutes
10-151 Employment of teachers. Notice and hearing on termination of contract.
10-220 Duties of Boards of Education.
10-153 Discrimination on account of marital status.
10-155f Residency requirement prohibited.
31-126 Unfair Employment Practices
Title IX - Equal Employment Opportunity
Americans With Disabilities Act (ADA)
20 U.S.C. Section 1119 No Child Left Behind Act
34 C.F.R. 200.55 Federal Regulations

Circular Letter C-6, Series 2004-2005, Determining “Highly Qualified” Teachers
Circular Letter C-9, Series 2004-2005, “No Child Left Behind” and Districts’ High Objective Uniform State Standard of Evaluation (HOUSSE) Plans.

Policy adopted:	September 19, 1995	MIDDLETOWN PUBLIC SCHOOLS
Policy revised:	June 22, 2004	Middletown, Connecticut
Policy revised:	November 14, 2006	
Policy revised:		

TRANSPORTATION REPORT APRIL 1 THROUGH APRIL 30, 2012

2011-2012	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUN.
NEW STUDENTS	323	34	26	13	26	38	23	14		
TRANSPORTATION CHANGES	358	56	31	20	52	83	56	71		
LEFT DISTRICT/SCHOOL	93	47	22	6	11	23	11	24		
DISCIPLINARY ISSUES	14	13	9	1	2	6	1	3		
ARRIVAL / DEPARTURES	12	4	1	2	0	1	5	5		
NO SHOW FOR PICK UPS	7	0	0	2	2	5	2	5		
DRIVER COMPLAINTS	9	7	6	8	5	6	4	8		
PARENTAL REQUESTS	131	26	2	1	14	15	3	4		
REPEATED BUS CONCERNS	0	0	0	0	0	0	0	0		
MECHANICAL BREAKDOWNS	2	2	1	0	9	3	0	1		
BUS CONDUCT REPORTS	97	129	62	85	87	53	45	74		
BUS ACCIDENTS	1	1	1	4	1	0	0	3		
TOTAL TELEPHONE CALLS	1306	906	788	493	624	612	390	360		

2010-2011	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUN.
NEW STUDENTS	315	24	29	32	26	15	28	13	11	4
TRANSPORTATION CHANGES	372	42	41	27	41	35	25	32	24	13
LEFT DISTRICT/SCHOOL	97	50	29	39	40	39	39	26	18	26
DISCIPLINARY ISSUES	12	14	11	10	10	9	5	12	10	9
ARRIVAL / DEPARTURES	11	3	1	2	4	6	0	0	2	0
NO SHOW FOR PICK UPS	12	2	0	0	1	2	0	0	0	0
DRIVER COMPLAINTS	11	8	9	5	4	4	3	5	3	3
PARENTAL REQUESTS	127	24	2	3	4	6	4	3	2	0
REPEATED BUS CONCERNS	0	0	0	0	0	0	0	0	0	0
MECHANICAL BREAKDOWNS	3	2	2	2	1	2	1	1	2	0
BUS CONDUCT REPORTS	108	119	85	69	46	32	98	97	77	67
BUS ACCIDENTS	1	4	1	2	1	7	0	1	0	1
TOTAL TELEPHONE CALLS	1510	1143	1093	822	1151	1163	1172	N/A	862	N/A

**MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF 30-APR-2012**

Obj	Description	Actual Exp.	Appropriation	Adjustment	Expended	Encumbered	Balance	Projection	% Used
CERTIFIED SALARIES									
009	ADMINISTRATOR SALARIES	2,703,846.86	2,757,531.00	.00	2,362,205.48	.00	395,325.52	-15,495.00	85.6638
110	CERTIFIED SALARIES	26,319,045.46	28,792,753.00	.00	20,086,266.98	.00	8,706,486.02	873,224.00	69.7615
116	STIPENDS	359,231.59	672,399.00	.00	564,808.79	.00	107,590.21	23,300.00	83.9991
120	SUBSTITUTE TEACHERS SALARIES	1,198,017.38	550,000.00	.00	777,327.58	.00	-227,327.58	-415,020.00	141.3323
127	TUTOR SALARIES	67,148.69	95,000.00	.00	82,729.00	.00	12,271.00	-6,538.00	87.0832
	TOTAL	30,647,289.98	32,867,683.00	.00	23,873,337.83	.00	8,994,345.17	459,471.00	72.6347
CLASSIFIED SALARIES									
111	CLASSIFIED SALARIES	5,426,565.24	5,781,839.00	.00	4,505,773.65	.00	1,276,065.35	375,083.00	77.9298
128	CLASSIFIED OVERTIME	270,459.77	198,136.00	.00	247,435.65	.00	-49,299.65	-105,123.00	124.8817
131	ADULT ED CLASSIFIED	34,004.94	39,252.00	.00	35,306.46	.00	3,945.54	-1,249.00	89.9482
	TOTAL	5,731,029.95	6,019,227.00	.00	4,788,515.76	.00	1,230,711.24	268,711.00	79.5537
PARAPROFESSIONALS									
112	PARAPROFESSIONAL SALARIES	1,695,005.20	1,916,454.00	.00	1,508,114.90	.00	408,339.10	27,877.00	78.6930
114	BUS MONITORS SALARIES	8,857.13	9,000.00	.00	327.26	.00	8,672.74	6,500.00	3.6362
115	LIBRARY PARAPROFESSIONALS	177,751.45	179,637.00	.00	148,165.81	.00	31,471.19	-6,041.00	82.4807
121	BREAKFAST/LUNCH AIDES SALARIES	172,158.77	87,120.00	.00	88,300.12	.00	-1,180.12	-23,351.00	101.3546
124	STUDENT VOCATIONAL SALARIES	28,947.33	49,800.00	.00	32,878.62	5,886.50	11,034.88	2,123.00	77.8416
	TOTAL	2,082,719.88	2,242,011.00	.00	1,777,786.71	5,886.50	458,337.79	7,108.00	79.5568
EMPLOYEE BENEFITS									
210	UNEMPLOYMENT COMPENSATION	125,295.00	100,000.00	.00	88,263.00	11,737.00	.00	-5,916.00	100.0000
220	HEALTH INSUR.CERTIFIED & PARAS	5,475,430.55	5,874,612.00	.00	5,877,112.00	.00	-2,500.00	-374,776.00	100.0426
230	HEALTH INSURANCE - CLASSIFIED	3,197,064.00	2,440,100.00	.00	389,721.50	.00	2,050,378.50	.00	15.9715
240	DENTAL INSURANCE	1,255,800.00	1,444,170.00	.00	1,444,170.00	.00	.00	.00	100.0000
250	LIFE INSURANCE	324,162.00	372,786.00	.00	372,786.00	.00	.00	.00	100.0000

MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF 30-APR-2012

Obj Description	Actual Exp.	Appropriation	Adjustment	Expended	Encumbered	Balance	Projection	% Used
255 DISABILITY INSURANCE	22,406.05	16,345.00	.00	15,008.66	.00	1,336.34	.00	91.8242
260 F.I.C.A.	445,418.94	428,560.00	.00	359,837.43	.00	68,722.57	-24,865.00	83.9643
265 MEDICARE	591,161.88	571,964.00	.00	454,222.78	.00	117,741.22	-11,577.00	79.4146
650 WORKERS' COMPENSATION	678,308.00	791,517.00	.00	717,110.00	.00	74,407.00	52,986.00	90.5994
TOTAL	12,115,046.42	12,040,054.00	.00	9,718,231.37	11,737.00	2,310,085.63	-364,148.00	80.8133
PURCHASED SERVICES								
300 PURCH. PROFESSIONAL/TECH SERVIC	440,008.89	568,000.00	.00	382,863.10	87,696.07	97,440.83	88,411.00	82.8449
310 PURCHASED SERVICES	727,459.47	784,723.00	.00	676,785.61	90,649.78	17,287.61	47,325.00	97.7970
314 INSERVICE - PROF. MTGS.	14,357.69	.00	.00	4,357.00	.00	-4,357.00	-4,357.00	.0000
317 ENERGY PERFORMANCE CONTRACT	324,475.14	312,725.00	.00	312,725.00	.00	.00	.00	100.0000
320 SEWER & WATER	66,324.92	60,000.00	.00	34,386.29	25,613.71	.00	5,000.00	100.0000
321 TELEPHONE	173,578.20	209,500.00	.00	163,429.42	40,627.25	5,443.33	24,382.00	97.4018
330 OTHER PROFESSIONAL/TECH SERVIC	103,251.28	80,900.00	.00	73,769.82	200.00	6,930.18	-3,704.00	91.4336
331 PUPIL TRANSPORTATION	5,357,487.18	5,443,708.00	.00	5,325,409.20	115,994.53	2,304.27	19,779.00	99.9577
332 TRAVEL	62,864.96	77,438.00	.00	48,576.22	6,063.42	22,798.36	.00	70.5592
333 FIELD TRIPS	277.39	.00	.00	490.71	.00	-490.71	-491.00	.0000
341 POSTAGE	67,205.46	77,204.00	.00	50,981.71	17,350.56	8,871.73	5,380.00	88.5087
350 ADVERTISING	1,633.78	3,515.00	.00	2,441.10	883.53	190.37	.00	94.5841
360 PRINTING	43,341.94	54,017.00	.00	26,406.71	6,352.03	21,258.26	11,566.00	60.6452
361 COPYING	334,413.09	325,784.00	.00	276,947.90	69,833.90	-20,997.80	-12,092.00	106.4453
390 PARENT ACTIVITIES	.00	150.00	.00	.00	.00	150.00	.00	.0000
392 LEGAL SERVICES	115,250.03	105,000.00	.00	119,219.31	547.50	-14,766.81	-53,456.00	114.0636
393 WASTE REMOVAL	122,799.58	120,000.00	.00	90,498.34	14,441.35	15,060.31	-2,500.00	87.4497
395 21ST CENTURY AFTER SCH PROGRAM	30,000.00	30,000.00	.00	17,819.16	.00	12,180.84	.00	59.3972
408 COMPUTER LICENSES	13,340.00	.00	.00	12,430.00	.00	-12,430.00	-13,340.00	.0000
651 LIABILITY INSURANCE	286,227.00	179,687.00	.00	183,444.00	.00	-3,757.00	-3,757.00	102.0909

**MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF 30-APR-2012**

Obj Description	Actual Exp.	Appropriation	Adjustment	Expended	Encumbered	Balance	Projection	% Used
652 ATHLETIC INSURANCE	16,480.00	17,304.00	.00	21,878.00	.00	-4,574.00	-4,574.00	126.4332
690 EDUCATIONAL SUPPORT	22,516.61	54,925.00	.00	44,204.65	9,037.30	1,683.05	1,683.00	96.9357
791 CULTURAL COUNCIL	16,000.00	16,000.00	.00	16,000.00	.00	.00	.00	100.0000
792 PROFESSIONAL DEVELOPMENT	6,572.96	5,000.00	.00	11,253.34	350.00	-6,603.34	-6,253.00	232.0668
795 C.A.U.S.E.	3,000.00	3,000.00	.00	3,000.00	.00	.00	.00	100.0000
TOTAL	8,348,865.57	8,528,580.00	.00	7,899,316.59	485,640.93	143,622.48	99,002.00	98.3160

SUPPLIES & MATERIALS

318 ELECTRICITY	1,237,872.70	1,215,000.00	.00	867,505.50	344,358.17	3,136.33	39,612.00	99.7419
319 GAS	520,465.27	490,000.00	.00	376,796.08	113,203.92	.00	-7,500.00	100.0000
405 ADMINISTRATIVE SUPPLIES	10,120.31	30,300.00	.00	6,863.85	3,669.90	19,766.25	17,766.00	34.7649
410 INSTRUCTIONAL SUPPLIES	401,795.65	384,289.00	.00	301,912.84	29,452.84	52,923.32	9,193.00	86.2283
412 TRANSPORTATION SUPPLIES	533.24	2,000.00	.00	1,250.00	1,375.00	-625.00	.00	131.2500
413 MAINTENANCE SUPPLIES	495,900.79	533,522.00	.00	479,147.37	38,940.89	15,433.74	.00	97.1072
414 FUEL OIL	425,975.81	525,000.00	.00	307,974.76	217,025.24	.00	109,489.00	100.0000
416 DIESEL FUEL	.00	537,000.00	.00	399,227.84	160,345.98	-22,573.82	12,000.00	104.2037
420 TEXTBOOKS	80,668.05	111,888.00	.00	67,599.08	1,653.50	42,635.42	1,888.00	61.8946
430 LIBRARY MATERIALS	31,374.41	35,523.00	.00	26,247.63	6,883.94	2,391.43	.00	93.2679
450 MEDIA	9,276.59	8,548.00	.00	4,557.55	76.14	3,914.31	1,048.00	54.2079
460 ADMINISTRATIVE RESERVE	.00	95,315.00	.00	171.68	1,000.00	94,143.32	.00	1.2293
480 STUDENT ACTIVITIES	10,249.95	10,300.00	.00	10,484.52	1,604.00	-1,788.52	-317.00	117.3643
490 OTHER SUPPLIES AND MATERIALS	94,383.08	110,794.00	.00	78,085.56	14,626.76	18,081.68	6,025.00	83.6799
TOTAL	3,318,615.85	4,089,479.00	.00	2,927,824.26	934,216.28	227,438.46	189,204.00	94.4384

PROPERTY

541 NEW EQUIPMENT	48,015.44	68,121.00	.00	61,387.71	1,348.04	5,385.25	1,744.00	92.0946
542 REPLACEMENT-MAINTENANCE	1,422,000.60	1,098,312.00	.00	1,031,701.97	56,943.91	9,666.12	-40,000.00	99.1199
546 COMPUTER EQUIPMENT	71,349.02	92,744.00	.00	80,498.00	608.99	11,637.01	7,800.00	87.4525

MIDDLETOWN PUBLIC SCHOOLS
 FINANCIAL STATEMENT AS OF 30-APR-2012

Obj Description	Actual Exp.	Appropriation	Adjustment	Expended	Encumbered	Balance	Projection	% Used
TOTAL	1,541,365.06	1,259,177.00	.00	1,173,587.68	58,900.94	26,688.38	-30,456.00	97.8805
DUES & FEES								
391 AUDIT FEE	28,492.00	18,000.00	.00	4,129.93	15,000.00	-1,129.93	-1,130.00	106.2774
640 MEMBERSHIPS & DUES	47,044.00	41,518.00	.00	50,504.50	289.00	-9,275.50	-9,276.00	122.3409
TOTAL	75,536.00	59,518.00	.00	54,634.43	15,289.00	-10,405.43	-10,406.00	117.4828
MAJOR PROJECTS								
543 CAPITAL FUND	120,000.00	120,000.00	.00	120,000.00	.00	.00	.00	100.0000
548 RESERVE/PREVENTIVE MAINTENANCE	74,899.55	75,000.00	.00	36,269.10	.00	38,730.90	.00	48.3588
TOTAL	194,899.55	195,000.00	.00	156,269.10	.00	38,730.90	.00	80.1380
TUITION								
370 TUITION	3,118,918.74	3,449,271.00	.00	3,329,065.28	474,743.53	-354,537.81	-635,897.00	110.2786
TOTAL	3,118,918.74	3,449,271.00	.00	3,329,065.28	474,743.53	-354,537.81	-635,897.00	110.2786
TOTAL BUDGET	67,174,287.00	70,750,000.00	.00	55,698,569.01	1,986,414.18	13,065,016.81	-17,411.00	81.5335

Explanation of Financial Statement
April 30, 2012

The Projection Column is an estimate of the end of year balances in light of information that was available at the time this report was compiled.

The **Salary Lines** is showing some savings although there are variances within the various object codes. The Overtime Report is attached.

There is a projected deficit in **Employee Benefits**. The certified health insurance line is showing a projected shortfall as are the FICA and Medicare objects, although there is a projected savings in the Workers Compensation account.

There are slight savings in **Purchased Services** at this time. There are a few object codes in the negative at this time, offset by some anticipated savings.

A projected balance in **Supplies and Materials** is anticipated at this time. This is primarily due to utility savings.

The **Equipment and Replacement Maintenance Account** is showing a projected deficit at this time. Tree removals, facility modifications at Farm Hill and roof repairs resulting from last year's harsh winter have contributed to the anticipated deficit.

The **Dues and Fees** Account is showing a deficit at this time; the District has paid for actuarial services for employee related valuations needed for the annual City audit, higher CAFE dues than anticipated as well as other memberships not budgeted at the school level in the dues account.

The **Tuition Account** is showing a deficit at this time due to magnet tuitions and Special Education out of district placements. All of the Excess Cost Grant funds from the State will be needed to minimize the deficit. We had been projecting a 75% reimbursement rate and have been notified by the state that the reimbursement level will be 74.69%.

OVERTIME REPORT FOR APRIL 2012

This Reporting Period is for the Weeks Ending: 3/30, 4/6, 4/13 and 4/20/12		Hours	Cost
<u>Overtime for the Custodial Department</u>			
April 2011		321.75	9,600.86
April 2012	- Sonitrol Security employee callback required 40 hrs. Union contracted coverage for employee absences due to illness, vacations, and personal time required 223.25 hrs. Student Activities/ Athletics required 1 hrs. Grounds required 2.75 hrs. Miscellaneous additional hours required 7.75 hrs.	274.75	8,762.96
<u>Overtime for the Maintenance Department</u>			
April 2011		111.50	4,851.54
April 2012	- Additional 18.5 hrs were required for: call-ins, working with emergency generator company, grounds maintenance, playground safety fiber delivery, and spreading playground material.	18.50	676.29
<u>Overtime for Paraprofessionals</u>			
April 2011		16.75	380.99
April 2012	- Paraprofessionals that were required to cover teachers while out of the classroom, office coverage, late bus, and after school activities required 6.25 hrs.	6.25	151.26
<u>Overtime for Clerical Support</u>			
April 2011		75.25	2,915.17
April 2012	- District secretaries required overtime for personnel work and clerical support for the feasibility committee.	80.75	3,085.27
<u>Overtime for Technology</u>			
April 2011		3.00	136.17
April 2012	- Technology required 1 hr. for issues throughout the district	1.00	45.84
<u>Overtime for Nurses</u>			
April 2011		6.75	306.39
April 2012	- Nurses required 11.5 hrs. for physicals, meetings, paperwork and field trips	11.50	527.16
<u>Overtime for Security Officers</u>			
April 2011		11.00	379.40
April 2012	- Security at school events required .5 hrs.	0.50	19.75
Total Overtime - April 2011		4 weeks	546.00
Total Overtime - April 2012		4 weeks	393.25
			18,570.52
			13,268.53

Explanation of the Miscellaneous Additional Hours

Hours	Description
2	Meetings and programs
1	Alarm issues
1	Friday Night Hoops
3.75	Cleaning grease traps
7.75	

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE**

**Tuesday, April 17, 2012
Dr. Alfred B. Tychsen Administration Building
8:00 a.m.**

Board of Education Policy Committee Members Present:

Sheila Daniels, Chair; Ava Hart, and Ed McKeon

Also Present:

Carole Passarelli, Nurse Consultant, Elizabeth Nocera, Director of Grant Services, and Kathleen F. Bengtson, Administrative Assistant.

The following policies were discussed:

#0521 – Nondiscrimination (Mission-Goals-Objectives) – Elizabeth Nocera brought this policy to the attention of the committee as there was a change in the wording as follows: *“The Board of Education reaffirms its policy of equal educational opportunity for all students and prohibits discrimination because of race, color, religious creed, age, marital status, civil union, national origin, sex, sexual orientation, **gender identity or expression**, disability, or any other basis prohibited by law in district educational programs and activities, including, but not limited to course offerings, athletic programs, guidance and counseling, and tests and procedures.”* She said this wording has already been incorporated in our district. **The Regulation for this policy needs to be put in place by the administration.** The Committee agreed the change should be made. This change was also made on the district’s website wherever the Nondiscrimination reference was posted.

The Policy Committee recommended this revised Policy #0521 – Nondiscrimination (Mission-Goals-Objectives) be presented to the Board of Education at its next meeting and as this is a change in the law it will require only one reading - first and final reading. All members agreed.

#4118.11 – Nondiscrimination (Personnel) – this policy had the same changes as Policy #0521 shown above.

The Policy Committee recommended this revised Policy #4118.11 – Nondiscrimination (Personnel) be presented to the Board of Education at its next meeting and as this is a change in the law it will require only one reading - first and final reading. All members agreed.

#5145.4 – Nondiscrimination (Students) – this policy had the same changes as Policy #0521 shown above.

The Policy Committee recommended this revised #5145.4 – Nondiscrimination (Students) be presented to the Board of Education at its next meeting and as this is a change in the law it will require only one reading - first and final reading. All members agreed.

#5131.911 –Hazing-Bullying – POLICY & REGULATION – Note: Normally regulations are not reviewed by the Board of Education, but the law states this particular regulation along with the policy must be presented to the Board of Education for adoption. The key is all staff are required to report bullying and they need to be trained. Elizabeth Nocera stated there are questions as to the State’s participation and funding regarding this matter.

The Policy Committee agreed that the “Option 4” language as recommended by Attorney Chris Chinni, should be used and put in the second paragraph of the policy, *“The Safe School Climate Plan is a comprehensive approach to addressing bullying and cyberbullying. The Middletown Public Schools is committed to working with students, staff, families, law enforcement agencies, and the community to establish the norms, values and expectations that make students and adults feel socially, emotionally, intellectually and physically safe. The goal is the establishment of an environment free of harassment, intimidation and bullying. In consultation with these constituencies, this Plan has been established for preventing and responding to incidents of bullying, cyberbullying, retaliation and discrimination. This commitment is an integral part of the District’s comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process through an overall focus on school climate.”*

The Committee further reviewed the policy and determined it was not necessary to itemize the Safe School Climate Plan, instead it would use the shorter version. Note: the Safe School Climate Plan will be posted on the district website.

The Policy Committee recommended this revised #5131.911 –Hazing-Bullying be presented to the Board of Education at its next meeting and as this is a change in the law it will require only one reading - first and final reading. All members agreed. Note: The regulation should be reviewed by the Administration and then brought to the Board at its June meeting.

#5141.4 – Reporting of Child Abuse and Neglect - This proposed policy which was reviewed at the last Policy Committee Meeting, at the suggestion of Dr. Larson. was forwarded to Attorney Chinni for her review. Attorney Chinni made three changes to this policy.

After reviewing the changes, the Policy Committee recommended the new Policy #5141.4 Reporting of Child Abuse and Neglect be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

#5141.21 – Administering Medication -- Carole Passarelli spoke concerning this policy and the necessity to have it in place for the new school year. She had checked the Connecticut General Statutes and the information from the Health Department. Sheila Daniels requested she review the CAGE policies and then bring a proposed policy to the Committee at its next meeting.

The Policy Committee Meeting adjourned at 9:30 a.m.

The next Policy Committee meeting is scheduled for Tuesday, May 15, 2012, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.



Middletown Public Schools

Jared Morin, Director of Technology

Executive Summary: Educational Technology Plan, July 1st 2012 - June 30th 2015

The Middletown Public Schools' Educational Technology Plan is a three (3) year comprehensive plan based on the educational goals as set forth in the District Improvement Plan. The Technology Plan demonstrates clear targets for technology use, spells out desired goals for learners, creates a vision for future directions and demonstrates to those who might provide funding that the district is ready to act. The Connecticut State Department of Education and the Federal E-Rate program require all districts to have a current Educational Technology Plan on file. Our current plan expires June 30th, 2012. The CSDE and RESC Alliance have updated the Educational Technology Plan template to reflect school district needs and closely align to the National Educational Technology Plan. E-Rate funding requires an approved Technology Plan on file with the State.

The Educational Technology Plan was drafted over the past school year by the twenty-two (22) member Technology Committee (page 9). The Technology Committee is a representative group consisting of stakeholders from each school. Central Office, community members and students are also represented. The committee helps to develop the vision & mission of Educational Technology in Middletown Public Schools, as well as measure the progress through regularly scheduled meetings during the upcoming school years. Members of the committee are selected or recruited based on the role that they serve or their interest in technology.

The guiding principle behind our technology plan is that every student should be college & career ready for the 21st Century by the time they leave Middletown Public Schools. This invariably requires the successful use & integration of technology resources in a safe, productive manner. To that end, our Technology plan is a scope & sequence of deployments and implementations we hope to accomplish over the next three years to help the school district reach its' full potential given the available resources.

The Technology Plan is comprised of a current needs assessment (pp.11-16) and five major objectives:

Goal 1: Engaging and Empowering Learning Experiences (pp.18-19)

All learners will have engaging and empowering learning experiences both inside and outside of school that prepare them to be active, creative, knowledgeable and ethical participants in our globally networked society.

Goal 2: Assessment (p.20)

At all levels, our education system will leverage the power of technology to measure what matters and use assessment data for continuous improvement.

Goal 3: Connected Teaching & Learning (pp. 21-22)

Professional educators will be supported individually, and in teams, by technology that connects them to data, content, resources, expertise and learning experiences that can empower and inspire them to provide more effective teaching for all learners.

Goal 4: Infrastructure for Teaching & Learning (pp. 23-24)

All students and educators will have access to a comprehensive infrastructure for learning, when and where they need it.

Goal 5: Productivity & Efficiency (pp. 25-26)

At all levels; our education system will redesign processes and structures to take advantage of the power of technology to improve learning outcomes while making more efficient use of time, money and staff.

The Educational Technology Plan's effectiveness will be measured by the benchmarks set forth in the plan and evaluated by the committee members on a regular basis. This plan is a *living document* and ongoing revisions are possible as needs or resources change. The committee will continue to meet at least quarterly to review progress of plan implementation and adjust as needed. The committee intends to use data to help measure the plan's effectiveness. These data points will include electronic surveys, minutes from data team meetings, anecdotal observation & system usage data. Student portfolios, purposeful use of technology in the classrooms & overall review of exemplary student work suffusing technology will also be used.

Glossary of major IT systems/terms referenced in the Plan:

- **PowerSchool:** PowerSchool is an industry standard web-based Student Information System (SIS) that will supplant or existing system, Rediker. PowerSchool is a robust system that will allow us to give parents & students access to their own information (grades, attendance, reports, forms, and even homework assignments). PowerSchool will also interface with all existing systems and allow us to decommission disparate systems that will no longer be needed. In short, it will revolutionize how staff, students & parents access information. At the present time, 110 Connecticut School Districts are currently using PowerSchool.
- **SharePoint:** Microsoft SharePoint is a web based system that makes it easier for people to manage & share documents from anywhere. Using SharePoint, teachers can upload documents to take between home and school. It also allows you to share & collaborate on documents with others. You can upload existing files and even edit them directly in the browser, whether the computer you're using has Microsoft Office installed or not!
- **Aimsweb:** Aimsweb is a web based tool for SRBI. Each school district is required by the State to have a system for SRBI progress monitoring. Aimsweb enables teachers to enter data on their students and then get instant feedback on a variety of report indicators to help inform instruction.
- **BYOT/BYOD:** "Bring Your Own Technology" or "Bring Your Own Device"
- **Wi-Fi:** Wireless Fidelity. Our plan includes the expansion of wireless connectivity throughout all school buildings, beginning with the Farm Hill & Bielefield E-Rate projects this Fall. If approved by E-Rate, the district will receive 80% off the costs through a grant!
- **Interactive Whiteboards:** An Interactive Whiteboard consists of a MIMIO or SmartBoard, projector & computer.
- **Web 2.0:** Interactive websites for collaboration & sharing (e.g. Wikis, Moodle, Edublogs, Voicethread, Google Docs, etc.).
- **E-Rate:** E-Rate is the common term used by the School & Libraries Division under the direction of FCC (Federal Communications Commission). The E-Rate program provides most public schools & libraries with affordable telecommunications (e.g. phone service, website hosting, network connectivity & more).

Attached to this summary is the full Technology Plan for your review.

See 4/17/12 BOE Packet for full Rpt.

MIDDLETOWN PUBLIC SCHOOLS

EDUCATIONAL TECHNOLOGY PLAN

July 1, 2012 – June 30, 2015



ED 616

Section 254(h)(1)(B), of the Telecommunications Act of 1996, and FCC Order 97-157, Paragraph 573
Elementary and Secondary Education Act (ESEA) 20 U.S.C. § 6777

Published: November 2011
Submissions to Regional Educational Service Centers (RESCs) for Review due by March 30, 2012
Submission to CSDE due June 15, 2012



Middletown Public Schools

Kendall J. Jackson, Director of Facilities

TO: David Larson, Ph.D., Superintendent of Schools
FROM: Kendall Jackson, Director of Facilities *KJ*
DATE: May 1, 2012
RE: Capital Preventive Maintenance Account Expenditure Request

As we discussed the Board established a Capital Preventive Maintenance Account several years ago in addition to the regular Capital Account. Projects expended against this account require Board approval. The account was funded this fiscal year at \$75,000.00 with a current balance of \$38,730.90.

I am requesting authorization to charge the following against the Capital Preventive Maintenance Account:

LOC	CONTRACTOR	DESCRIPTION	COST
MHS	Williams Scotsman, Inc.	Modular Rental Dec. - Jan + Removal Costs	9,552.56
MHS	Connecticut Custom Aquatics	Replacement Backwash Valves	3,565.00
MHS	Kloter Farms, Inc.	12' x 24' Storage Shed for Grounds Equip.	6,103.75
MHS	Sonitrol	Install Security for Storage Shed	1,485.00
WMS	Middletown Plate Glass	Window Screen Installation - Café	892.00
BIE	Gary J. Albanese & Sons	Repair Catch Basin Sink Hole (Quote = \$2,100.00 Balance from Repl. Maint.)	1,903.53
SNW	Lighting Services, Inc.	Replace Obsolete Emergency Lighting Equipment	6,429.06
SPN	Gary J. Albanese & Sons	Install 160' Curbing on Playscape	1,800.00
DW	Gary J. Albanese & Sons	Install Playground Safety Fiber – Elementary School Playscapes	7,000.00
TOTAL			38,730.90

Please add this request as an action item on the May 8, 2012, Board of Education meeting agenda.

Thank you.

pc: N. Haynes



Middletown Public Schools

Kendall J. Jackson, Director of Facilities

TO: David Larson, Ph.D., Superintendent of Schools
FROM: Kendall Jackson, Director of Facilities *KJ*
DATE: May 1, 2012
RE: Keigwin Middle School Fire Alarm Replacement Project

Per our discussions the City has discussed the potential of bonding some school building projects. The replacement of the fire alarm system at Keigwin Middle School is the highest priority as I have been mandated by the local Fire Marshal to do so due to the existing system's age, condition and lack of current code compliance.

We are able to submit this project to the State Department of Education Bureau of School Facilities as a reimbursable code compliance project. If the funding is in place this fiscal year the reimbursement rate is currently 66.79%. I have estimated the project cost at \$145,600.

To move the project forward the Board of Education will need to approve the attached Educational Specifications and authorize the Superintendent to submit to the Common Council the following resolutions for the Council's approval:

That the Common Council of the City of Middletown authorizes the Middletown Board of Education to file form ED049, Grant Application and Executive Summary of Educational Specifications for a School Building Project, with the State of Connecticut Commissioner of Education for the proposed Fire Alarm Replacement Project at Keigwin Middle School; and

That the applicable sections of Chapter 26 pertaining to Requirements for Building Committee of the Middletown Code of Ordinances be waived so that the Mayor may appoint the Board of Education as the Building Committee for the proposed Fire Alarm Replacement Project at Keigwin Middle School; and

That the Common Council of the City of Middletown authorizes the preparation of plans and specifications for the Fire Alarm Replacement Project at Keigwin Middle School.

Please add this request as an action item on the May 8, 2012, Board of Education meeting agenda.

Thank you.

pc: N. Haynes

Middletown Public Schools

EDUCATIONAL SPECIFICATION FOR THE FIRE ALARM SYSTEM REPLACEMENT AT KEIGWIN MIDDLE SCHOOL

Section I: DIRECTION

The Middletown Board of Education as authorized the administration to proceed with fire alarm system replacement at Keigwin Middle School.

Section II: PURPOSE

The purpose of the project is to continue the district's efforts to maintain code compliance in all schools. The local Fire Marshal has directed the district to replace the existing fire alarm system at Keigwin Middle School due to the existing system's lack of compliance with existing Fire / Life Safety code and inadequacies of the system. The replacement project will provide the school with a state-of-the-art fire alarm and notification system meeting all current Fire / Life Safety code for enhanced student and staff safety in support of the district's long range educational goals.

Section III: PROJECT OVERVIEW

Keigwin Middle School was constructed in 1973 and has yet to undergo a major renovation / code compliance project. The fire alarm system is the original system installed when the school opened. Upon recent inspections of the school the Fire Marshal has mandated that the fire alarm system be replaced with a new system meeting all current Fire / Life Safety code requirements.

The Middletown Public Schools proposes the following to facilitate this project:

- Utilize the services of a licensed Engineer to prepare fire alarm system replacement specifications, and to provide project monitoring to ensure the system is installed in accordance with the specifications.
- Bid and award the fire alarm system replacement to a qualified contractor.
- Schedule and coordinate the replacement with contractor.
- Perform final inspection and testing for local Fire marshal approval.

Upon project completion Keigwin Middle School will have a fully operational and code compliant fire alarm system.



Middletown Public Schools

Kendall J. Jackson, Director of Facilities

To: David Larson, Ph.D., Superintendent of Schools
From: Kendall J. Jackson, Director of Facilities *KJ*
Date: May 1, 2012
Re: Keigwin Middle School Parking Lot Replacement

Per our discussions the City may consider bonding for the Keigwin Middle School parking lot replacement. The City's Deputy Director of Public Works assisted me in developing a cost estimate for the project which came in at \$406,500. This project is not eligible for State Department of Education Bureau of School Facilities reimbursement.

To follow is the cost estimate for the project.

Keigwin Middle School Parking Lot Replacement

\$200,000	Reconstruction of South Parking Lot
80,000	Reconstruction of North Access Road
30,000	Replace Concrete Sidewalk and Curb – South Side
31,000	Contingency (10%)
<u>62,500</u>	Engineering Fees, Bidding and Inspection Costs
\$406,500	TOTAL

To move forward with this project the Board of Education should formally request that the project be brought forward to the Common Council for funding approval. Please add this request as an action item on the May 8, 2012, Board of Education meeting agenda.

Thank you.

pc: N. Haynes



Middletown Public Schools

Kendall J. Jackson, Director of Facilities

TO: David Larson, Ph.D., Superintendent of Schools
FROM: Kendall Jackson, Director of Facilities *KJ*
DATE: May 1, 2012
RE: Woodrow Wilson Middle School Asbestos Abatement Project

Per our discussions the City has discussed the potential of bonding some school building projects. The floor finishes throughout most of Woodrow Wilson Middle School need replacement and do so will require the abatement of asbestos floor tile and mastic underlying the existing carpeting and tile.

We are able to submit this project to the State Department of Education Bureau of School Facilities as a reimbursable code compliance project. If the funding is in place this fiscal year the reimbursement rate is currently 66.79%. I have estimated the project cost at \$395,000.

To move the project forward the Board of Education will need to approve the attached Educational Specifications and authorize the Superintendent to submit to the Common Council the following resolutions for the Council's approval:

That the Common Council of the City of Middletown authorizes the Middletown Board of Education to file form ED049, Grant Application and Executive Summary of Educational Specifications for a School Building Project, with the State of Connecticut Commissioner of Education for the proposed Asbestos Abatement Project at Woodrow Wilson Middle School; and

That the applicable sections of Chapter 26 pertaining to Requirements for Building Committee of the Middletown Code of Ordinances be waived so that the Mayor may appoint the Board of Education as the Building Committee for the proposed Asbestos Abatement Project at Woodrow Wilson Middle School; and

That the Common Council of the City of Middletown authorizes the preparation of plans and specifications for the Asbestos Abatement Project at Woodrow Wilson Middle School.

Please add this request as an action item on the May 8, 2012, Board of Education meeting agenda.

Thank you.

pc: N. Haynes

Middletown Public Schools

EDUCATIONAL SPECIFICATION FOR ASBESTOS FLOOR TILE AND MASTIC ABATEMENT AND FLOOR FINISH REPLACEMENT AT WOODROW WILSON MIDDLE SCHOOL

Section I: DIRECTION

The Middletown Board of Education as authorized the administration to proceed with an asbestos abatement project to abate the asbestos floor tile and mastic in approximately thirty-two classroom, offices and hallways at Woodrow Wilson Middle School.

Section II: PURPOSE

The purpose of the project is to continue the district's efforts to remove asbestos containing material within the Middletown Public Schools. During a previous renovation project at Woodrow Wilson existing asbestos floor tile was encapsulated with new floor finishes. The floor finishes are now worn out and require replacement but to do so the underlying tile and mastic needs to be abated. The asbestos abatement will accommodate replacement of floor finishes to provide a comfortable learning environment in support of the district's long range educational goals.

Section III: PROJECT OVERVIEW

Woodrow Wilson Middle School was originally constructed in 1956 with several additions built over the years. The last addition / renovation / code compliance project was completed in 1994. Most of the floor tile and mastic in the original building and subsequent earlier additions contained asbestos.

The classrooms and hallways to be abated have been encapsulated with either VCT or carpeting with the floor finishes now exceeding its useful life with replacement required. The floor finish replacement cannot be accomplished without abating the underlying asbestos.

The Middletown Public Schools proposes the following to facilitate this project:

Utilize the services of a licensed Industrial Hygienist to test all proposed locations for floor finish replacement to confirm asbestos containing materials, to prepare asbestos abatement specifications, and to provide monitoring and final air clearance procedures.

Upon project commencement temporarily relocate all furnishings.

Award the abatement to a licensed asbestos abatement contractor to perform the abatement.

Install replacement floor finishes post abatement.

Clean all impacted areas and repair all surfaces damaged by the abatement procedures.

Upon project completion multiple classrooms and hallways will be asbestos free with new floor finishes installed allowing for routine cleaning and disinfecting to district standards. The project will also improve indoor air quality by eliminating the dust and odors associated with the old carpeting.

New Policy to replace Old Policy**Students****Hazing****Bullying**

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

The Safe School Climate Plan is a comprehensive approach to addressing bullying and cyberbullying. The Middletown Public Schools is committed to working with students, staff, families, law enforcement agencies, and the community to establish the norms, values and expectations that make students and adults feel socially, emotionally, intellectually and physically safe. The goal is the establishment of an environment free of harassment, intimidation and bullying. In consultation with these constituencies, this Plan has been established for preventing and responding to incidents of bullying, cyberbullying, retaliation and discrimination. This commitment is an integral part of the District's comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process through an overall focus on school climate.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Students

Hazing

Bullying

Definitions (continued)

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (*The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.*)

“**Cyberbullying**” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

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

“**Electronic communication**” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

“**Hostile environment**” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

“**Outside of the school setting**” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“**School employee**” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“**School climate**” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Students

Hazing

Bullying (continued)

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, to improve the school climate, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

Students

Hazing

Bullying (continued)

The District's program:

1. Requires the development and implementation of a safe school climate plan by the Board of Education to address the existence of bullying in its schools;
2. Permits anonymous reports of bullying by students to school employees and written reports of suspected bullying by parents or guardians;
3. Requires school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such an oral report;
4. Requires the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report;
5. Requires the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Requires each school to have a prevention and intervention strategy, as defined by statute, as amended, for school employees to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
7. Provides for the inclusion of language in student codes of conduct concerning bullying;
8. Requires each school to notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying;

Students

Hazing

Bullying (continued)

9. Requires each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying;
10. Establishes a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and make such list publicly available, and report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
11. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
12. Prohibits discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Requires the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying;
14. Requires the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any acts of bullying constitute criminal conduct;
15. Prohibits bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Requires, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and

Students

Hazing

Bullying (continued)

17. Requires all school employees to annually complete the training required by C.G.S. 10-220a, as amended. Such training shall include identifying and responding to bullying and preventing and responding to youth suicide;
18. Requires students and the parents/guardians of students to be notified annually of the process by which they may make reports of bullying;
19. As required, but not later than January 1, 2012, the Board of Education shall approve the safe school climate plan developed pursuant to statute and submit such plan to the Department of Education for its review, analysis, and cooperative assistance; and
20. Requires that not later than thirty calendar days after approval by the Board, the safe school climate plan shall be made available on the Board's and each individual school in the District's Internet website and such plan is to be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe school climate specialist of each school is responsible for handling all complaints of alleged bullying. The safe climate specialist shall investigate or supervise the investigation of all reports of bully promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.

Students

Hazing

Bullying (continued)

Prevention and Intervention Strategy (continued)

2. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
3. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
4. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school.
5. Individual interventions with the bully, parents and school employees and interventions with the bullied child, parents, and school employees.
6. School wide training related to safe school climate.
7. Student peer training, education and support.
8. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

District Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the District and make recommended changes to the District's safe school climate plan.

Students

Hazing

Bullying (continued)

Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

Safe School Climate Committee

For the school year commencing July 1, 2012, and each school year thereafter, the Principal of each District school shall establish a new committee or designate at least one existing committee that is responsible for developing and fostering a safe school climate and addressing issues related to bullying in the school. The committee must include at least one parent/guardian of a student enrolled in the school, appointed by the Principal.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;
4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying; and
7. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

Students

Hazing

Bullying (continued)

Safe School Climate Plan

As part of this policy, the Board of Education shall develop and implement a Safe School Climate Plan to address the existence of bullying in its schools. Such plan shall establish deadlines for reporting investigating, and notifying parents and guardians about bullying incidents; prohibit retaliation against those who report bullying; and require school officials to notify law enforcement officials when it is believed that bullying conduct constitutes a crime.

Safe School Climate Assessment

The Board requires each school in the District, on and after July1, 2012, and biennially thereafter, to complete an assessment using school climate assessment instruments, including surveys, approved and disseminated by the Department of Education pursuant to C.G.S. 10-222h, as amended by PA 11-232. The Board will collect the school climate assessments of each District school and submit them to the Department of Education.

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. [In designing administrative regulations, the Superintendent should consult with the greater school community, including students as appropriate.] In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

Students

Hazing

Bullying (continued)

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records. Inspection and subpoena of school or student records.

10-222d Policy on bullying behavior as amended by PA 08-160 and PA 11-232.

PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

PA 11-232 An Act Concerning the Strengthening of School Bullying Laws.

Policy adopted: January 14, 2003
Policy readopted: June 7, 2005
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Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut