

Board of Education Regular Meeting
Tuesday, March 12, 2013 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. District Highlights
 - IV.A. Unified Theatre Presentation
 - IV.B. Middletown High School Presentation
- V. Public Session
- VI. Communications
 - VI.A. Report of Student Representative
- VII. Consent Agenda
 - VII.A. Minutes of February 12, 2013 Regular BOE Meeting
 - VII.B. Personnel Action
 - VII.C. Line Item Transfers
 - VII.D. Lawrence School Research Study on Literacy Practices During Regular Classroom Instruction and When Technology is Used During Computer Lab Time
 - VII.E. Lawrence & Moody School Research Study on the Effect of Targeted Collaborative Practices on Teacher Self-Efficacy
 - VII.F. Extended Field Trip - MHS Art Department to Arizona & Utah - April, 2014
 - VII.G. Transportation Report
- VIII. Report of the Superintendent
 - VIII.A. District Data Team
 - VIII.B. District News
 - VIII.C. Financial Statement
- IX. Committees
 - IX.A. Budget Committee
 - IX.B. Communications Committee
 - IX.C. Curriculum Committee
 - IX.D. Feasibility Committee
 - IX.E. Policy Committee
 - IX.F. Representative Reports
- X. Action Items
 - X.A. Adoption of 2013 - 2014 Board of Education Budget
 - X.B. Bylaw #9271 Code of Ethics (deletion) - First Reading
- XI. Future Agenda Items
 - XI.A. New Items
- XII. Adjournment

Board of Education Regular Meeting
February 12, 2013, 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 7:16 PM), and Mitchell Wynn

Others Present: Superintendent of Schools Dr. Patricia Charles, Associate Superintendent Enza Macri, Director of Fine Arts and Operations Marco Gaylord, Director of Facilities and Transportation Ken Jackson, Director of Grant Services Elizabeth Nocera, Manager of Financial Operations Lynda MacPherson, Manager of Human Resources Michele DiMauro, Moody School Principal Yolande Eldridge, Student Representative Michael Durso, Assistant to the Superintendent/Board Secretary Marcy Poppel, MFT Representative Brian Boorman, and twelve (12) visitors.

Chair Nocera called the meeting to order at 7:00 PM. He thanked folks for bearing with us on the last minute meeting location change due to snow and parking conditions.

II. SALUTE TO THE FLAG

Student Representative Michael Durso led in the Pledge of Allegiance.

III. ADOPTION OF AGENDA

MOTION: Move for adoption of the Agenda was made with a motion by Mr. McKeon and a second by Mr. Wynn.

MOTION: Move to add Action Item X.E. Waiving the Bid Process passed with a motion by Ms. Daniels and a second by Ms. McClellan – unanimous vote.

VOTE: Move to accept the Amended Agenda passed with a motion by Mr. McKeon and a second by Ms. Daniels – unanimous vote.

IV. DISTRICT HIGHLIGHTS

IV.A. Early Head Start Overview

Chair Nocera welcomed Alice Torres, Director of the ACES Early Childhood Services/Early Head Start program who gave a PowerPoint presentation overview of the Early Head Start program. She shared that the program came to Middletown through a highly-competitive grant in 2009 and the grant amount for the period was \$1,062,899. The program is a partnership between ACES, Middlesex Hospital, and Middletown Public Schools and focuses on mental health and wellness. Board member Ava Hart shared her role in the coordination of the home visiting program through her position at Middlesex Hospital. The Early Head Start Program serves 109 greater Middlesex County families comprised of 51 two-parent families, 58 single parent families, and 18 expectant women (through Adult Education). Ms. Torres shared the six goals of the program. She responded to questions with regard to accreditation and the home visiting component.

IV.B. Moody School Presentation

Moody School Principal Yolande Eldridge highlighted Moody through a video entitled “Moody School Unplugged 2013”. She said the video was narrated by four fifth grade students. Students shared statistical data on student achievement, a science project making silly putty, talked about polymerization, and visits to classrooms while instruction was underway. They shared that the Moody Star Patrol is the first elementary school to follow the WWMS Pride Patrol model to combat bullying. Ms. Cotton’s class sang the Moody School Song, a creation based on Moody’s code of behavior. In response to a question on Moody’s biggest challenge, Ms. Eldridge responded student achievement is always the critical focus.

V. PUBLIC SESSION

Chair Nocera explained the rules of Public Session.

Cheryl Miller, spoke on behalf of her son with regard to bullying and his success at Porter and Chester.

Donna Gagnon-Smith addressed the Board about the interests of children being met.

Lee B. Smith spoke about freedom of speech.

Ken Jackson said in light of his retirement soon, he thanked the Board for a wonderful career and the opportunities afforded to him during his 18-plus years at the Board of Education. He noted the most rewarding part of his job as Director of Facilities and Transportation were the building projects.

VI. COMMUNICATIONS

VI.A. Report of Student Representative

Student Representative Michael Durso said he had no report as there was no school.

VII. CONSENT AGENDA

MOTION: Move to accept the Consent Agenda passed with a motion by Ms. Daniels and a second by Ms. McClellan – unanimous vote.

VII.A. Minutes of January 8, 2013 BOE Regular Meeting

VII.B. Minutes of January 22, 2013 BOE Regular Meeting

VII.C. Minutes of January 29, 2013 BOE Special Meeting

VII.D. Personnel Action

VII.E. Community Development Block Grant

VII.F. Extended Field Trip - MHS Blue Prints Trip to Columbia University

VII.G. Policy #5131.6 Drug and Alcohol Use by Students (replacement) - Second Reading

VII.H. Policy #5131.61 Chemical Health Policy for Student Athletes (new) - Second Reading

VIII. REPORT OF THE SUPERINTENDENT

VIII.A. District Data Team (DDT)

Associate Superintendent Enza Macri provided an update of the last DDT meeting on January 10th. At that meeting discussions revolved around climate surveys, rigorous instruction, Aims web data, subgroup improvement, and UCLA Alliance Grant review. The next DDT meeting was scheduled for February 20th, however, was recently changed to March 25th. Chair Nocera asked Ms. Macri to share Friday's Professional Development themes. She noted that professional development will be different at each school. Superintendent Charles said that when teachers are involved in building curriculum it results in better understanding of the expectations of the Common Core State Standards. Ms. Macri stated that we have received feedback from staff at SERC and CREC that our district is significantly ahead of other districts in developing units for the Common Core State Standards.

VIII.B. Transportation Report

Director of Facilities and Transportation Ken Jackson said a decision was made today there will be no school for the rest of the week due to cleanup from the recent snowstorm, adding that many streets only have one clear lane. He said that we have worked closely with Dattco and the City. Mr. Jackson provided an update on the status of building roofs in the district noting we were fortunate because there was no snow on roofs prior to the storm and the high winds we experienced were advantageous. The problem lies in drifting, he added. He reported that on Monday morning we started opening all roof drains. Tomorrow morning (February 13th) there will be a meeting with a City building official and inspection of all roofs in the district will be conducted.

VIII.C. District News

Dr. Charles said at each Board member's place is a chart listing all school delays, early dismissal, and no school days so far and summarized the timeline. Currently we have used up all the make-up days and must go into the April vacation. There was a lengthy discussion about possibly having students go to school on Tuesday, February 19, 2013 rather than have it off for winter break, rather than going into the April vacation. Dr. Charles noted that she has spoken to all union presidents about conducting a short two question survey of parents and staff and the unions did not oppose doing this. She added the survey could be on the homepage of the district website and a Honeywell alert sent out. Student Representative Michael Durso pointed out several advantages of having school on Tuesday, February 19th. Ms. Daniels said if the majority of the Board is in agreement tonight they can vote to authorize Dr. Charles to take appropriate action based on survey results.

MOTION: Move to add Action Item X.F. School Calendar to this evening's Agenda passed with a motion by Mr. McKeon and a second by Ms. Biales – unanimous vote.

VIII.D. Financial Statement

Manager of Financial Operations Lynda Macpherson reported the district's deficit has improved this month. She attributed this partly to schools sharing substitutes, the biggest line item deficits at this time are long-term substitutes and tuition. She said the Cafeteria deficit is reduced by \$100,000. She responded to Board member questions. Dr. Charles noted the new expense as a result of the snowstorm and that hopefully FEMA reimbursement funds will cover some of those costs.

VIII.E. Cafeteria Services Position

In light of the retirement of the current Cafeteria Manager at the end of this school year, Dr. Charles suggested sending out an RFP for selecting of a firm to provide a Cafeteria Services Manager. The Board and City Attorneys have provided guidance with the RFP preparation. The Teamsters Local 671 was consulted and there is agreement there will be no net loss in positions if an outside contractor is hired. Superintendent Charles responded to questions and thanked Mr. Gaylord for all of his efforts in this matter.

IX. COMMITTEES

IX.A. Budget Committee

Budget Committee Chair Ted Raczka said there was no meeting due to inclement weather and the January committee minutes are in the Board packet. He added that it was discovered in the audit of insurance that we were paying for individuals we should not have been. Ms. MacPherson responded that those corrections have been made. There was a discussion around the frequency of line item transfer requests for Board approval. Ms. Macpherson responded to that concern stating that it was her intent to accurately report expenditures.

IX.B. Communications Committee

Communications Committee Chair Ryan Kennedy reported that the Communications Committee did not meet due to inclement weather and noted that the next meeting is February 20th.

IX.C. Curriculum Committee

Curriculum Committee Chair Franca Biales reported that Curriculum has not met since the last Board meeting. She commented that she is very impressed with what our district is doing with Common Core and noted that we are far ahead of other districts.

IX.D. Feasibility Committee

Feasibility Committee Chair Ed McKeon reported that he did not attend the last meeting as he was out-of-town. The Feasibility Study was discussed.

IX.E. Policy Committee

Policy Committee Chair Sheila Daniels reported they the Policy Committee has not met.

IX.F. Representative Reports (ACES, TEMS, Cultural Council)

Dr. Nocera reported that ACES is meeting this-coming Thursday and their latest work is in the area of current and future staff development.

Ms. McClellan gave an update on TEMS noting our current enrollment at TEMS is 118 and discussed budget concerns noting tuition increases at ACES. Dr. Charles has an upcoming meeting with ACES to discuss enrollment and tuition concerns and will share the outcome with the Board.

Cultural Council Representative Ava Hart reported that Cultural Council information is in the Board packet. She said they last met on January 14th and discussed funding, the Soro Bindi program, possible financial assistance from PTA/PTOs for programs, and upcoming events.

X. ACTION ITEMS

X.A. Line Item Transfers

There was a discussion about line item transfers. Ms. MacPherson noted that transfers are made within the schools and departments.

MOTION: Move to accept line item transfers passed with a motion by Mr. Kennedy and a second by Ms. Daniels – unanimous vote.

X.B. Feasibility Study for WWMS Roof, Macdonough Envelope and Administration Building

Mr. Jackson explained the three projects they would like to move forward on. He noted repairs are starting to get costly. He suggested one RFP be sent out for all three projects and noted it is not uncommon to have one building committee oversee all three projects. There was a discussion including the need in the near future for extensive renovations at the two middle schools. Mr. Jackson recommended putting the renovations to the two middle schools in the 2014 – 2015 Budget.

MOTION: Move to approve a Feasibility Study for the WWMS Roof, Macdonough Envelope and Administration Building passed with a motion by Mr. McKeon and a second by Ms. McClellan – unanimous vote.

X.C. Discussion and Possible Action on Holding Budget Workshop

The Board discussed holding a Budget Workshop on March 26th at 6 PM. The consensus was that there was not a need for further discussion on the 2013 – 2014 Budget. It was noted that the Board will be voting at its March 12th meeting on the budget Dr. Charles presented, especially given the fact that the Board would deliberate again after they receive the final number from the City.

X.D. Facilities Director Vacancy

Dr. Charles welcomed Phil Bornstein of Sodexo who provided an overview of the services his company can provide to our district, both on an interim basis or long term including facilities management, productivity systems, a team approach to complex issues, tools and equipment acquisition, situation review, and buying power. There was a lengthy discussion of three approaches the district could take: hire an acting facilities director from a pool of retired directors, outsource the interim director to Sodexo as a trial of the services they could provide, and combining services with the City. Pros and cons of the three options were discussed, as well as authorizing the Superintendent to move forward in light of the short turnaround time.

MOTION: Move to authorize the Superintendent to fill the vacancy for the Director of Facilities for Middletown Public Schools position; and, on behalf of the Board, to enter into a contract of employment with the successful candidate for such position was made with a motion by Mr. McKeon and a second by Ms. Daniels.

Discussions continued including the transportation piece, which Sodexo would not be involved with if chosen, using an internal interim director, the need for someone who has bidding and other expertise, the need for someone local, and Mr. Jackson's recommendation to use Sodexo for a period of time.

VOTE: Move to authorize the Superintendent to fill the vacancy for the Director of Facilities for Middletown Public Schools position; and, on behalf of the Board, to enter into a contract of employment with the successful candidate for such position passed with five (5) in favor – Ms. Biales, Ms. Daniels, Ms. McClellan, Mr. McKeon, and Mr. Nocera, three (3) opposed – Ms. Hart, Mr. Kennedy and Mr. Raczka, and one (1) abstention – Mr. Wynn.

Item X.E. Waiver of Bid Process

Dr. Charles stated that in light of the recent snowstorm and need for removal of snow; she is requesting a waiver of the bid process for removal of snow and storm-related expenditures. Mr. Jackson suggested naming three contractors, Gary J. Albanese & Sons, Inc., MJT Enterprises LLC, Door and Security Solutions, LLC, and DeRita Construction.

MOTION: Move to waive the bid process for snow removal using Gary J. Albanese & Sons, Inc., MJT Enterprises LLC, and/or DeRita Construction passed with a motion by Mr. Kennedy and a second by Ms. Daniels – unanimous vote.

Item X.F. School Calendar

MOTION: Move to authorize Superintendent Charles to survey staff and parents with regard to resuming school on Tuesday, February 19, 2013 in lieu of going into April vacation to make up the February 14, 2013 no school day passed with a motion by Ms. Daniels and a second by Mr. Wynn – passed unanimous.

Ms. Daniels noted that this has been done in other districts in the past.

XI. FUTURE AGENDA ITEMS

XI.A. New Items

Ms. Daniels noted that when Ms. Torres gave her presentation earlier this evening she spoke of School Readiness Coordinator Chris Fahey. She suggested having her speak to the early childhood efforts in the district.

Mr. McKeon suggested having only one District Highlight at each regular Board meeting.

XII. ADJOURNMENT

MOTION: Move to adjourn at 10:18 PM passed with a motion by Ms. Daniels and a second by Mr. McKeon – unanimous vote.

Respectfully Submitted,

Edward McKeon
Secretary

EM/mp

PERSONNEL ACTION:

Leave(s) of Absence:

Ellis, Elisabeth, Elementary Teacher (Macdonough School) employed in Middletown since August 2011, has requested a child-rearing leave of absence until the remainder of the 2012-13 school year. The effective date is June 8, 2013. Ms. Ellis has also requested a child-rearing leave of absence until January 2, 2014. The effective date is August 26, 2013.

Pusz, Stacey, Elementary Teacher (Bielefield School) employed in Middletown since August 2005, has requested a child-rearing leave of absence until the remainder of the 2012-13 school year. The effective date is May 8, 2013.

Appointment(s):

None.

STATUS OF CERTIFIED EMPLOYMENT:

Resignation(s)/Retirement(s):

None.

Vacancies:

- .4 Elementary Teacher – Macdonough
- (2) Elementary Teacher – Snow School and Macdonough School
- Director of Facilities & Transportation - District
- School Psychologist – Farm Hill School
- Language Arts Teacher – Middletown High School

**Transfers of Funds - Operating Budget Accounts - February
FYE 6/30/13**

Date	Department	Line Item Description	Line Item Transfer From	Line Item Transfer To	Amount	Date Approv Bus Office	Reason
02/01/13	Wesley School - Math Wesley School - Building Adm	Textbooks Reserve	607-708-742	617-708-460	(2,606.00) 2,606.00	02/05/13	Add'l 5 % for Admin Reserve
02/05/13	Pre-School Preschool	Purchased Services Instructional Supplies	223-029-310	223-029-410	(3,440.00) 3,440.00	02/05/13	Reallocate Funds
02/19/13	Moody School -Social Studies Moody School - Math Moody School - Reading Moody School - Building Adm	Other Supplies and Materials Other Supplies and Materials Textbooks Reserve	612-705-410 607-705-490 610-705-420	617-705-460	(1,600.00) (911.66) (173.49) 2,685.15	02/19/13	Add'l 5 % for Admin Reserve
02/19/13	Farm Hill School -Building Adm	Memberships & Dues Replacement Maintenance Printing	617-702-640 617-702-542	617-702-360	(100.00) (200.00) 300.00	02/19/13	Reallocate Funds
02/25/13	Farm Hill School -Building Adm	Replacement Maintenance Other Supplies and Materials	617-702-542	617-702-490	(3,000.00) 3,000.00	02/25/13	Reallocate Funds

Researcher: Monique Leone Bartling, Doctoral Student at Southern Connecticut State University is conducting a study in two schools in the Middletown Schools. The anticipated time frame for project implementation is late April 2013 to early February 2014.

TEACHER SELF-EFFICACY

The purpose of this study is to examine the effects of targeted collaborative practices on teacher self-efficacy. Through surveys and interviews correlations will be made on how targeted collaborative practices potentially shape teacher self-efficacy through mastery experiences, vicarious experiences, and verbal persuasion (Bandura, 1986, 1997). The findings from this study could expand the knowledge of resources available to impact student achievement through improved teacher efficacy.

The initial phase of this study should take place during the spring of 2013 and will involve using focus groups of teachers selected from the Lawrence and Moody schools to gather information to create survey questions regarding targeted collaborative practices and interview questions concerning the principal's leadership regarding collaborative opportunities. The second phase of this study should take place starting in the summer of 2013. The principals will be contacted via email to be asked to participate in a semi-structured interview either in person at the participant's school or by phone. Open-ended interview questions regarding their role in implementing opportunities for teachers to experience sources of efficacy. All the classroom and special education teachers as well as the instructional specialists at the two schools will receive an email being asked to participate in the study in the fall of 2013. This email will contain a link to the survey as well as information regarding consenting to participate in the study. The survey will consist of demographical information, questions developed from the results of the focus group as well as the short form of the Teacher's Sense of Efficacy Scale (TSES) developed by Tschannen-Moran and Hoy (2001).

Research Questions

- What is the effect of a targeted collaborative practice on teacher's self-efficacy?
- What opportunities do principals offer for teachers to participate in behaviors that influence sources of efficacy?

A research study conducted by Dr. Julia Kara-Soteriou, Associate Professor of Literacy Education at Central Connecticut State University will take in late April to early June 2013.

The purpose of this research is to investigate the use of literacy practices when technology is used during computer lab time and during regular classroom instruction at The Lawrence School.

This is an observational study and, therefore, (1) the teachers will not be asked to make any changes to their instruction and (2) the researcher will have no interaction with the teachers or the students during instruction. Instead, the researcher will only document the literacy practices from the time school starts until the time students are dismissed. After the observations are completed the researcher will ask teacher volunteers to participate in interviews regarding their literacy practices. During data collection, analysis, and reporting the researcher will protect the anonymity of the teachers/students and the school. Below is the study's proposed schedule:

Weeks 1, 2, and 3: The researcher will observe and document in writing what takes place during computer lab time. The focus will be on how often the computer lab is utilized by students, who accompanies the students to the computer lab, and what type of instruction takes place.

Weeks 4, 5, and 6: The researcher will observe 3-4 teachers (volunteers) once a week for the whole day, on a day when their schedule indicates computer lab, too.

Weeks 7, 8, and 9: The researcher will conduct individual interviews with teachers who gave access to their classroom for three weeks and some teachers whose instruction was observed in the computer lab only. Then the researcher will ask to interview the participating school's Principal and the participating school district's Technology Coordinator and/or Assistant Superintendent.

EXTENDED FIELD TRIP REQUEST FORM

The Superintendent of Schools must approve all extended field trips. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. **This form must be type written and ALL items filled in or marked N/A.**

Name of School: **Middletown High School**

Date of Request: **February, 20, 2013**

Name of Club or Activity: **Art Department**

Trip To: **Arizona and Utah**

Purpose: **Painting on location**

Number of Students Participating: **20-25**

Number of students eligible to go on the field trip: **40**

Dates of Trip: From: **April 11, 2014**

To: **April 20, 2014**

of school days missed: **0**

Names of Teachers and Chaperones: **3**

1. Charlotte McCoid
2. Patrick Shugrue
3. Nicole Iovanne

Number of Non-Chaperone Adults going on trip:

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

Are fund-raising activities planned: **YES** If so, describe: **We are planning different activities**

Amount of money raised through fundraisers:

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

Insurance Arrangements for Staff & Students: **All-Inclusive Travel Coverage included in the tour cost for all travelers (chaperones and students). Includes cancelation protection, lost/stolen baggage coverage, medical and accident coverage**

For more information, please see complete plans and policies:

<http://www.smithsonianstudenttravel.com/parents/frequently-asked-questions/coverage-plans-and-policies.aspx>

Cost per Student: **\$2,461.00**

Cost per Teacher and/or Chaperone: **\$0 for free chaperone spaces (10:1 student: chaperone ratio included) \$2771.00 for Adult paying participants**

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

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

Teacher requesting this approval: Patrick M. Shugrue

Patrick M. Shugrue

Approved by Department Head at secondary level: Marco Gaylord

Marco Gaylord

Approved by Principal: Colleen Weiner

Colleen Weiner

Authorized by Associate Superintendent: _____

Onya Maci

Superintendent Approval: _____

Date _____

Proposal for Art Department Trip

April 12-20 2014

Destination: Bryce Canyon National Park, Monument Valley and the Grand Canyon.

The reasons for the trip are varied but important. The trip would generate interest in the art program at Middletown High as well as the role art played in our country's history.

The art department is in a process of a remarkable comeback after an all-time low of students in the program during the latter part of the past decade. The art club has started their own art show each year at the Buttonwood Tree. The amount of high school work at the Middletown Public Schools art show has tripled in the past two years. The art students were chosen to design the ornaments for the Connecticut Tree at the National Tree in Washington D.C. The art students participated in a successful trip to Washington D.C. this past December. The quality of the work is among the best in the past few years. This year we are in the process of developing the first alumni show. This will serve as a bridge to the future for our students. The success of the program is evident in the AP Studio Scores as well as the students accepted into excellent art programs due to great portfolios. We need to continue to move the program forward in curriculum as well as important programs that foster great work and a successful future.

The real reason is a trip to the western parks is important for the students to develop their painting skills from life. This follows in the great tradition of American Landscape paintings from Frederick Church to Albert Bierstadt. In American History it is the landscape painters that inspired our political leaders to set aside land for national parks. This was indeed the case with Albert Bierstadt and Yosemite National Park. Yosemite was set aside during the Lincoln administration. One of the statements of President Barack Obama, after being inaugurated as president was to speak about the impact of the American landscape painters on the preservation of our national parks.

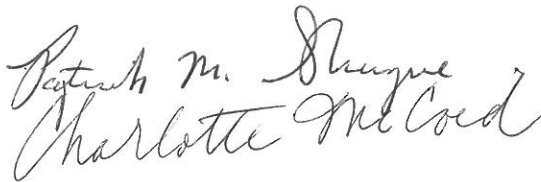
The reason for choosing the afar mentioned parks is that this type of landscape will help the student to understand form, lighting and space. Monument Valley located in the middle of the Navajo reservation is visually historic in the film industry as evident in the films of John Ford. Imagine John Wayne without this iconic landscape? This types of landscape offers the student the opportunity of being inspired as well as being successful in painting. One may ask, why not a New England landscape? The New England landscape is populated by trees and buildings; it is more difficult to understand the form of the landscape and the sense of space. We picked Bryce

canyon and Monument Valley because they offer our students a chance to be truly inspired, to learn about a different environment, and the opportunity to be successful. The students will spend the first day at each site by touring the site, learning about the site as well as making thumb nail sketches and taking photos. The second day would be spent by making an oil painting on site. The students that study 3-D art would study the pottery of the Navajo Nation at Monument Valley. They would also study the iconic landscapes for patterns found in 3-D work. We had success this past summer with our art students painting at different locations throughout Connecticut. We developed a process for the students to draw and develop their paintings on location. This is indeed something new for a high school art department. They would have paintings to bring home. This indeed will help our art department move forward. The Grand Canyon is included for visual and environmental reasons; the students will spend a day there and take photos. The setting is too difficult to paint but important to visit.

We would like to invite members of the administration and the Board to visit our art department at Middletown High and talk with our students.

We would like to thank the Administration and Board members for taking this proposal for consideration.

Sincerely,

Handwritten signatures of Patrick M. Shugrue and Charlotte McCoid in cursive script.

Patrick M. Shugrue

Charlotte McCoid

Art Department

Middletown High School



Middletown Public Schools

TRANSPORTATION REPORT

February 1, 2013 THROUGH February 28, 2013

2012 – 2013 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	281	29	22	30	31	17				
TRANSPORTATION CHANGES	359	26	21	21	25	36				
LEFT DISTRICT / SCHOOL	86	16	20	23	9	13				
DISCIPLINARY ISSUES	13	1	0	1	0	0				
ARRIVAL / DEPARTURES	8	2	3	1	2	0				
NO SHOW FOR PICK UPS	23	0	1	1	3	0				
DRIVER COMPLAINTS	15	1	4	0	0	0				
PARENTAL REQUESTS	202	6	2	1	0	0				
REPEATED BUS CONCERNS	1	0	0	0	1	0				
MECHANICAL BREAKDOWNS	3	3	1	0	2	1				
BUS CONDUCT REPORTS	79	53	24	47	51	27				
BUS ACCIDENTS	1	1	1	1	4	0				
TOTAL TELEPHONE CALLS	1417	900	720	501	585	530				

2011 – 2012 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	323	34	26	13	26	38	23	14	10	6
TRANSPORTATION CHANGES	358	56	31	20	52	83	56	71	30	7
LEFT DISTRICT / SCHOOL	93	47	22	6	11	23	11	24	6	10
DISCIPLINARY ISSUES	14	13	9	1	2	6	1	3	7	4
ARRIVAL / DEPARTURES	12	4	1	2	0	1	5	5	4	0
NO SHOW FOR PICK UPS	7	0	0	2	2	5	2	5	9	0
DRIVER COMPLAINTS	9	7	6	8	5	6	4	8	9	0
PARENTAL REQUESTS	131	26	2	1	14	15	3	4	6	1
REPEATED BUS CONCERNS	0	0	0	0	0	0	0	0	1	0
MECHANICAL BREAKDOWNS	2	2	1	0	9	3	0	1	2	0
BUS CONDUCT REPORTS	97	129	62	85	87	53	45	74	64	61
BUS ACCIDENTS	1	1	1	4	1	0	0	3	2	1
TOTAL TELEPHONE CALLS	1306	906	788	493	624	612	390	402	600	N/A

Explanation of Financial Statement February 28, 2013

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.

Salary Lines are showing a projected deficit of \$39,005 at this time. Certified salaries are showing a balance of \$213,463. The long-term sub line continues to be a deficit due to staff out on medical leave. The projected deficit in the classified salaries line is due to payout of sick time because of a retirement and the projected deficit of \$150,000 in Food Services. There is a projected deficit in paraprofessional salaries due to Special Education and Lunch Duty Aides. The overtime report is attached.

The **Employee Benefits** are showing a projected balance of approximately \$557,302 at this time. This figure includes a projected balance in health insurance for certified and paraprofessional staff and projected deficits in the employee assistance program, fica, and medicare lines.

There is a projected deficit of \$58,082 in **Purchased Services** at this time due to the cost of providing speech, hearing and language services and the anticipated cost of the interim facilities director. In addition, there is a projected balance in pupil transportation due to credits that include the two green busses.

There is a projected balance in **Supplies and Materials** of \$167,670 due to central administration not releasing the 15% reserve funds.

Equipment and Replacement Maintenance Accounts are not showing a projected balance or a projected deficit at this time.

Dues and Fees are showing a projected deficit of \$8,520 at this time due to the cost of the audit fee and memberships.

Tuition Accounts are showing a projected deficit of approximately \$800,782 at this time. The number of student placements and the expected funding from Excess Cost and Medicaid have been calculated as of this date. The figures from the State of Connecticut are expected to be sent to us sometime in March 2013.

The overall projection of Board of Education funds, as of this date, shows an anticipated deficit of approximately \$181,417. Please note we have four months of the school year in front of us and the projected figures used in this report can change very quickly.

**MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF FEBRUARY 28, 2013**

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Overage/ Deficit	Projection
CERTIFIED SALARIES									
009	ADMINISTRATOR SALARIES	2,851,417.46	2,813,887.00	-	2,033,857.23	-	780,029.77	(109,758.00)	2,923,645.00
110	CERTIFIED SALARIES	27,765,734.52	28,530,950.00	(500.00)	15,799,652.73	-	12,730,797.27	516,218.00	28,014,232.00
116	STIPENDS - NON-TRB	644,860.46	672,399.00	(226,000.00)	258,373.85	-	188,025.15	0.00	446,399.00
120	DAILY SUBSTITUTE SALARIES	1,062,006.74	615,400.00	(455,400.00)	74,270.09	-	85,729.91	15,000.00	145,000.00
123	BUILDING SUBSTITUTE SALARIES	-	-	400,000.00	247,525.26	-	152,474.74	(53,505.00)	453,505.00
125	MENTOR PROGRAM SALARIES	-	-	11,000.00	5,348.75	-	5,651.25	0.00	11,000.00
126	CLASS COVERAGE SALARIES	-	-	21,000.00	18,544.56	-	2,455.44	(12,000.00)	33,000.00
127	TUTOR SALARIES	93,150.61	335,560.00	-	291,438.03	-	44,121.97	(120,000.00)	455,560.00
129	LONG-TERM SUBSTITUTE SALARIES	-	-	23,400.00	69,886.39	-	(46,486.39)	(115,000.00)	138,400.00
130	NON-CONTRACTED CERTIFIED	-	-	-	6,600.00	-	(6,600.00)	(12,500.00)	12,500.00
139	EARLY RETIRMENT INCENTIVE	-	-	216,000.00	93,991.76	-	122,008.24	105,008.00	110,992.00
	TOTAL	32,417,169.79	32,968,196.00	(10,500.00)	18,899,488.65	-	14,058,207.35	213,463.00	32,744,233.00
CLASSIFIED SALARIES									
111	CLASSIFIED SALARIES	5,388,524.93	5,603,067.00	-	3,538,936.71	-	2,064,130.29	(161,712.00)	5,764,779.00
128	CLASSIFIED SALARIES OVERTIME	272,819.72	285,000.00	-	197,631.40	-	87,368.60	(1,000.00)	286,000.00
131	ADULT ED CLASSIFIED	42,267.96	41,678.00	-	27,374.90	-	14,303.10	(4.00)	41,682.00
	TOTAL	5,703,612.61	5,929,745.00	-	3,763,943.01	-	2,165,801.99	(162,716.00)	6,092,461.00

MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF FEBRUARY 28, 2013

Object	Description	2011-2012	2012-2013	Adjustment	Expended	Encumbered	Balance	Overage/	Projection	
		Actual Exp.	Appropriation					Deficit		
PARAPROFESSIONALS										
112	PARAPROFESSIONAL SALARIES	1,863,019.95	1,941,317.00	-	1,155,269.95	-	786,047.05	(58,195.00)	1,999,512.00	
114	BUS MONITORS SALARIES	327.26	9,000.00	-	534.00	-	8,466.00	4,000.00	5000.00	
115	LIBRARY PARAPROFESSIONALS	184,781.35	177,516.00	-	111,872.50	-	65,643.50	(13,357.00)	190,873.00	
121	LUNCH AIDE SALARIES	111,338.71	170,000.00	-	120,096.28	-	49,903.72	(40,000.00)	210,000.00	
124	STUDENT VOCATIONAL SALARIES	39,988.38	58,000.00	-	17,354.44	8,645.00	32,000.56	20,000.00	38,000.00	
132	ADULT ED. PARAPROFESSIONALS	-	-	-	2,573.35	-	(2,573.35)	(2,200.00)	2,200.00	
	TOTAL	2,199,455.65	2,355,833.00	-	1,407,700.52	8,645.00	939,487.48	(89,752.00)	2,445,585.00	
EMPLOYEE BENEFITS										
210	UNEMPLOYMENT COMPENSATION	113,850.00	80,000.00	-	31,419.21	48,580.79	-	15,000.00	65,000.00	
220	HEALTH INSUR.CERTIFIED & PARAS	6,312,050.53	6,932,042.00	-	5,085,345.96	1,847,696.04	(1,000.00)	600,000.00	6,332,042.00	
225	EMPLOYEE ASSISTANCE PROGRAM	-	-	-	13,431.76	2,428.00	(15,859.76)	(15,860.00)	15,860.00	
230	HEALTH INSURANCE - CLASSIFIED	2,440,099.01	2,214,900.00	-	1,038,848.50	-	1,176,051.50	137,203.00	2,077,697.00	
235	OTHER POST EMPLOYEE BENEFITS	-	-	-	156,000.00	-	(156,000.00)	(156,000.00)	156,000.00	
240	DENTAL INSURANCE	1,444,170.00	1,660,796.00	-	830,398.00	-	830,398.00	0.00	1,660,796.00	
250	LIFE INSURANCE	372,786.00	428,704.00	-	214,352.00	-	214,352.00	0.00	428,704.00	
255	DISABILITY INSURANCE	15,008.66	25,098.00	-	11,154.57	3,845.43	10,098.00	9,743.00	15,355.00	
260	F.I.C.A.	452,524.65	445,419.00	-	274,498.00	-	170,921.00	(14,069.00)	459,488.00	
265	MEDICARE	598,580.40	591,162.00	-	362,912.64	-	228,249.36	(18,715.00)	609,877.00	
650	WORKERS' COMPENSATION	746,015.00	815,748.00	-	627,002.50	188,745.50	-	0.00	815,748.00	
	TOTAL	12,495,084.25	13,193,869.00	-	8,645,363.14	2,091,295.76	2,457,210.10	557,302.00	12,636,567.00	

MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF FEBRUARY 28, 2013

Object	Description	2011-2012	2012-2013	Adjustment	Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation					Deficit	
PURCHASED SERVICES									
105	PROFESSIONAL DEVELOPMENT	-	-	0.00	-	-	0.00	0.00	-
300	PURCH.PROFESSIONAL/TECH SERV.	485,818.98	453,000.00	-	309,631.82	217,291.98	(73,923.80)	(125,000.00)	578,000.00
310	PURCHASED SERVICES	866,852.03	889,961.00	(8,440.00)	747,700.02	182,466.19	(48,645.21)	(180,604.00)	1,062,125.00
314	INSERVICE - PROF.MTGS.	4,357.00	1,800.00	4,400.00	4,844.32	500.00	855.68	1,800.00	4,400.00
316	NXEGEN ENERGY CONSERVATION	-	-	-	-	-	-	0.00	-
317	ENERGY PERFORMANCE CONTRACT	312,725.00	322,775.00	-	241,049.99	81,725.01	-	0.00	322,775.00
320	SEWER & WATER	48,208.33	66,500.00	-	32,846.11	27,153.89	6,500.00	6,500.00	60,000.00
321	TELEPHONE	195,275.81	173,400.00	-	163,038.06	24,159.07	(13,797.13)	0.00	173,400.00
330	OTHER PROFESSIONAL/TECH SERVIC	81,625.10	82,316.00	10,000.00	63,814.23	-	28,501.77	0.00	92,316.00
331	PUPIL TRANSPORTATION	5,369,246.02	5,629,494.00	(600.00)	5,379,108.57	132,945.68	116,839.75	230,000.00	5,398,894.00
332	TRAVEL/CONFERENCES	65,158.77	75,136.00	750.00	50,639.49	5,275.93	19,970.58	0.00	75,886.00
333	FIELD TRIPS	615.25	-	-	-	-	-	0.00	-
341	POSTAGE	67,852.65	77,004.00	-	28,439.79	20,376.29	28,187.92	20,000.00	57,004.00
350	ADVERTISING	2,441.10	3,515.00	-	2,069.99	45.89	1,399.12	0.00	3,515.00
360	PRINTING	32,576.02	50,542.00	3,020.07	21,385.92	8,315.77	23,860.38	8,000.00	45,562.07

MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF FEBRUARY 28, 2013

Object	Description	2011-2012	2012-2013	Adjustment	Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation					Deficit	
PURCHASED SERVICES (cont)									
361	COPYING	339,546.78	345,449.00	515.28	224,663.99	109,829.45	11,470.84	0.00	345,964.28
365	AUDITORS ADJUSTMENT	281,264.83	-	-	-	-	-	0.00	-
390	PARENT ACTIVITIES	-	150.00	-	-	-	150.00	0.00	150.00
392	LEGAL SERVICES	147,177.49	100,000.00	-	63,486.36	21,894.00	14,619.64	(20,000.00)	120,000.00
393	WASTE REMOVAL	123,150.99	123,600.00	-	73,469.48	33,243.12	16,887.40	0.00	123,600.00
395	21ST CENTURY AFTER SCH PROGRAM	30,616.15	30,000.00	-	6,730.93	-	23,269.07	0.00	30,000.00
408	COMPUTER LICENSES	12,430.00	13,500.00	-	13,500.00	-	-	0.00	13,500.00
441	RENTAL LAND/BUILDINGS	-	15,000.00	-	8,892.00	4,446.00	1,662.00	1,662.00	13,338.00
530	COMMUNICATIONS	-	3,000.00	-	3,300.00	-	(300.00)	(300.00)	3,300.00
651	LIABILITY INSURANCE	199,384.00	551,114.00	-	275,315.50	-	275,798.50	483.00	550,631.00
652	ATHLETIC INSURANCE	21,878.00	19,127.00	-	19,750.00	-	(623.00)	(623.00)	19,750.00
690	EDUCATIONAL SUPPORT	51,377.73	32,000.00	(4,200.00)	6,871.05	3,830.00	17,098.95	0.00	27,800.00
791	CULTURAL COUNCIL	16,000.00	16,000.00	-	16,000.00	-	-	0.00	16,000.00
792	PROFESSIONAL DEVELOP.IMPROVE.	11,715.34	5,000.00	210.00	4,865.41	246.32	98.27	0.00	5,210.00
794	WESLEYAN PUB.SCH.COLLABORATIVE	-	-	-	-	-	-	0.00	-
795	C.A.U.S.E.	3,000.00	3,000.00	-	3,000.00	-	-	0.00	3,000.00
	TOTAL	8,770,293.37	9,082,383.00	5,655.35	7,764,413.03	873,744.59	449,880.73	(58,082.00)	9,146,120.35

MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF FEBRUARY 28, 2013

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Overage/ Deficit	Projection
SUPPLIES & MATERIALS									
318	ELECTRICITY	1,209,860.61	1,218,000.00	-	634,207.99	577,720.57	6,071.44	0.00	1,218,000.00
319	GAS	489,608.33	520,500.00	-	262,684.09	230,465.91	27,350.00	20,000.00	500,500.00
405	ADMINISTRATIVE SUPPLIES	8,477.29	16,800.00	-	7,695.57	4,691.50	4,412.93	0.00	16,800.00
410	INSTRUCTIONAL SUPPLIES	373,968.89	327,962.00	(19,633.30)	217,421.00	26,677.61	64,230.09	0.00	308,328.70
412	TRANSPORTATION SUPPLIES	1,250.00	2,000.00	-	1,250.00	-	750.00	750.00	1,250.00
413	MAINTENANCE SUPPLIES	544,330.30	555,198.00	-	409,410.48	98,083.59	47,703.93	0.00	555,198.00
414	FUEL OIL	517,002.65	466,500.00	-	225,713.34	215,786.66	25,000.00	25,000.00	441,500.00
416	DIESEL FUEL	542,106.92	481,270.00	-	316,309.83	164,960.17	-	(20,000.00)	501,270.00
420	TEXTBOOKS	88,610.83	79,770.00	(15,473.99)	29,779.41	1,950.38	32,566.22	0.00	64,296.01
430	LIBRARY MATERIALS	34,202.35	43,485.00	(3,750.00)	16,454.43	6,620.44	16,660.13	0.00	39,735.00
450	MEDIA	6,783.10	7,760.00	1,579.73	7,014.59	458.89	1,866.25	0.00	9,339.73
460	ADMINISTRATIVE RESERVE	72,434.14	95,313.00	40,122.35	-	-	135,435.35	142,970.00	(7,534.65)
480	STUDENT ACTIVITIES	10,604.00	10,300.00	-	7,234.43	2,715.01	350.56	0.00	10,300.00
490	OTHER SUPPLIES AND MATERIALS	105,439.77	152,112.00	5,344.67	108,166.45	14,506.67	34,783.55	0.00	157,456.67
495	CLOTHING ALLOCATION	-	-	-	1,050.00	-	(1,050.00)	(1,050.00)	1,050.00
	TOTAL	4,004,679.18	3,976,970.00	8,189.46	2,244,391.61	1,344,637.40	396,130.45	167,670.00	3,817,489.46
PROPERTY									
541	NEW EQUIPMENT	68,891.16	66,145.00	(4,000.00)	34,000.02	2,900.99	25,243.99	0.00	62,145.00
542	REPLACEMENT-MAINTENANCE	1,128,420.67	1,130,459.00	(10,019.81)	795,591.02	263,928.21	60,919.96	0.00	1,120,439.19
546	COMPUTER EQUIPMENT	88,688.32	92,744.00	10,000.00	98,743.98	335.96	3,664.06	0.00	102,744.00
	TOTAL	1,286,000.15	1,289,348.00	(4,019.81)	928,335.02	267,165.16	89,828.01	0.00	1,285,328.19

MIDDLETOWN PUBLIC SCHOOLS
FINANCIAL STATEMENT AS OF FEBRUARY 28, 2013

Object	Description	2011-2012	2012-2013	Adjustment	Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation					Deficit	
391	DUES & FEES	29,964.09	23,000.00	-	-	26,520.00	(3520.00)	(3,520.00)	26,520.00
640	AUDIT FEE	51,622.50	43,218.00	675.00	45,907.00	100.00	(2114.00)	(5,000.00)	48,893.00
	MEMBERSHIPS & DUES	81,586.59	66,218.00	675.00	45,907.00	26,620.00	(5634.00)	(8,520.00)	75,413.00
	TOTAL								
543	MAJOR PROJECTS	120,000.00	43,500.00	-	43,500.00	-	-	0.00	-
548	CAPITAL FUND	75,000.00	-	-	-	-	-	0.00	-
	RESERVE/PREVENTIVE MAINTENANCE	195,000.00	43,500.00	-	43,500.00	-	-	0.00	-
	TOTAL								
370	TUITION	3,547,418.99	3,643,938.00	-	3,303,468.18	1,161,077.01	(820,607.19)	(800,782.00)	4,444,720.00
	TUITION	3,547,418.99	3,643,938.00	-	3,303,468.18	1,161,077.01	(820,607.19)	(800,782.00)	4,444,720.00
	TOTAL								
	TOTAL BUDGET	70,700,300.58	72,550,000.00	0.00	47,046,510.16	5,773,184.92	19,730,304.92	(181,417.00)	72,687,917.00

OVERTIME REPORT FOR FEBRUARY2013

This Reporting Period is for the Weeks Ending: 1/25 2/1 2/8 2/15		Hours	Cost
<u>Overtime for the Custodial Department</u>			
February 2012 -		546.50	16,742.52
February 2013 - Sonitrol callback, grounds, union contracted coverage for employee absences due to illness, vacations, and personal time required 344.75 hrs. Student activities/athletics required 61.50 hrs.		406.25	13,270.62
<u>Overtime for the Maintenance Department</u>			
February 2012		167.50	6,879.51
February 2013 - Additional 99 hrs. were required for: call-ins, replace fuel tank, bathroom repairs, HVAC issues, electrical repairs, ballasts, kitchen repairs, and roof leaks. Snow required 211.75 hrs.		310.75	12,473.37
<u>Overtime for Paraprofessionals</u>			
February 2012		11.25	259.99
February 2013 - Paraprofessionals were required to cover teachers while out of the classroom.		0.50	12.67
<u>Overtime for Clerical Support</u>			
February 2012		97.25	3,748.20
February 2013 - Adult education office required additional time .		9.50	323.62
<u>Overtime for Technology</u>			
February 2012		0.00	0.00
February 2013 -		0.00	0.00
<u>Overtime for Nurses</u>			
February 2012		3.25	148.98
February 2013 - Nurses required overtime for paperwork.		1.00	47.10
<u>Overtime for Security Officers</u>			
February 2012		11.50	400.44
February 2013 - Security at school events and absences required additional time.		9.00	331.06
Total Overtime - February 2012	4 weeks	837.25	28,179.64
Total Overtime - February 2013	4 weeks	737.00	26,458.44

Middletown Public Schools -Board of Education
Communications Committee Meeting Minutes
February 20, 2013, 4:00 PM, Board Room (Room #1)

I. Call to Order at 4:03 PM

Members present: Ryan Kennedy, chair, Mitchell Wynn, and Dr. Patricia Charles

Community members present: Cassandra Day and Mike Stielau

Others present: Nancy Benben, Middletown resident and former Chief Communications Officer for Hartford Public Schools) who offered assistance in the area of developing a Communications Plan; and Kim Kennedy, a Middletown resident/parent who offered assistance in the area of creating a district newsletter

II. Communications Plan

Nancy Benben, discussed with the committee how to begin development of a communications plan. The committee identified aspects of Middletown Public Schools communication that present challenges, as well as hopes and dreams for the future:

Challenge / Gaps

Time

Resources

Parents divided among schools - stretched

Streamlined communication

Parent time / Parent as resource

Feeling Welcome – reduced in grades 6-12

Less info from grades 6-12 – communication ceiling

Kids less communicative

Image within the community

Replicate Bransfield model

Communicate regarding disciplinary issues when minor

Communication flow to parents

Communication flow to community

Superintendent voice specific to big picture

Strengths

Honeywell from Keigwin

Accessibility of local reporters

Blogs at Spencer & Macdonough

Positive things to report

Hopes / Dreams

Weekly blogs from all schools

Student generated

Positive imagery and perceptions

Real-time texts/emails/phone messages & news

Social Media

Realtor Info

Link to Chamber of Commerce/City

Guidance department provides excellent college planning information

The group identified communication goals for the committee moving forward:

Communications Goals

Link to BOE goals

Positive perception of schools/district

Parents CHOOSE Middletown Schools

Consistent, timely communication

Better two-way communication between teachers and parents

Proactive Push communications

Better coordination of communication among schools

Why we exist? Communicate mission and goals

Promote a key message – sets us apart

Instill a sense of pride

The group discussed the importance of establishing the district mission and goals and aligning them to the communications goals as a way to help guide the committee's work. Dr. Charles, Ryan Kennedy and Mitchell Wynn will ask the Board to set a date to complete this work. Nancy reminded the group, "Control your image or the media will control it for you."

- III. District Newsletter – Kim Kennedy will assist the committee with producing a quarterly electronic district newsletter. The group discussed recurring sections including Inspiring Programs, Teacher of the Month, Highlight a Volunteer, Where Are Our Alumni Now? Include links to videos produced by our students and teachers, and to Blue Prints. It was also suggested that Blue Prints be distributed to selected local businesses.
- IV. District Facebook Page – The group asked Dr. Charles to investigate potential legal issues with maintaining a district Facebook Page or Twitter.
- V. Board Extern – Ryan Kennedy asked that the election of a Board Extern for 2013-2014 be placed on the June agenda.
- VI. Broadcasting BOE Meetings – Ryan Kennedy stated that the Board of Education meetings will soon be available in a searchable format online.

Many wonderful ideas were discussed to increase communication and improve the District's image. Nancy Benben reminded the group about ROE: Return on Energy.
- VII. Meeting Adjourned at 5:25 PM

Middletown Public Schools -Board of Education

Facilities Utilization Feasibility Committee

Held on January 23, 2013 at the Board of Education

I. Call to Order at 6:03 PM

Members present:

Dr. Patricia Charles, Kendall Jackson, Donna Marino and Ava Hart all from the Board of Ed, Jon Romeo of the Macdonough School, Jen Cannata and Kevin Smith.

II. Adoption of Agenda Motion

III. Discussion of the over-capacity at Macdonough School

Ken Jackson has created a project time and line process and Dr. Charles had some questions regarding the timeline and if it had to be approved by the legislature or just go to the Commissioner. Donna Marino said that usually school projects pass on referendum. Ken stated that the roof replacement would not go before the general assembly and could move forward with the building envelope project. If the committee was considering an addition, it would go to referendum. Dr. Charles asked if both the WWMS roof replacement and Macdonough envelope projects could be done together as a package and Ken thought this could be possible. We would need to deal with the Woodrow Wilson Middle School and Macdonough roof and envelope simultaneously along with the code and cost of the project then it would go downtown to get a reimbursement rate from the Common Council, select an architect and then get Council approval to file for state grant(s).

The legislators are planning to be here in Middletown this Friday (1/25/13) and Dr. Charles thought it would be a good time to bring up the Middletown's need for a different view of our racial imbalance requirements. Jon Romeo stated he has spoken to someone at the State level who said it would be hard to get a favorable vote for special legislation. Dr. Charles asked what the penalty would be and Jon Romeo thought it could result in potential loss of funding.

Dr. Charles said that classes at Macdonough would have to be limited to protect Macdonough from becoming overcrowded again.

IV. Future Agenda Items – To vote on creating a study committee

V. Adjournment – At 6:49 PM

Minutes recorded by Leslie A. Spatola,

Leslie A. Spatola

Committee Secretary

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE**

**Tuesday, January 15, 2013
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:

Dr. Patricia Charles, Superintendent, Lynda MacPherson, Manager of Financial Operations, Kathleen F. Bengtson, Administrative Assistant, Bobbye Knoll, Community Member

The following policies were discussed:

Policy #1140 - Distribution of Materials by Students (Use of Students) - Dr. Charles requested this policy be reviewed. She has a lot of requests from the community to send out flyers. We have to be careful what we allow the students to take home. She would like to send out many flyers electronically.

Bobbye Knoll said the printed flyers are not economical and sometimes they are not distributed in time. If you send something home with the children, the administration seems to be endorsing the program.

Ed McKeon questioned what our liability is if something goes wrong with a function, when we had distributed the flyer. Ava suggested sending out flyers only for school activities.

The three different policies (Middletown's, Westbrook's, CABE's) were reviewed. The Policy Committee decided that Westbrook's policy was more detailed and was current (November 13, 2012). The name of the policy would be changed from Distribution of Materials by Students (Use of Students) to **Non-School Activities and Public Performances by Students & Distribution of Materials by Students**. The only changes in that policy would be in the section - Distribution of Materials by Students, which would indicate the materials distributed can be done so either via print or electronically and at the approval of the Superintendent.

This policy will be prepared and given to Dr. Charles to review with the Administrators before it is sent to the Board for its review.

Policy #3320 - Purchasing Procedures - Dr. Charles requested this policy be reviewed. As a change in procedure will be considered, the Policy Committee felt both the policy and regulation should be brought to the Board's attention.

In an effort to streamline the purchasing process, Lynda MacPherson stated we now have a walk through procedure for a high-priority purchase, it can be walked through the process for a quick turnover. She noted the Facilities Department has encumbered a lot of blanket purchase orders, which will help speed up the process. Teachers should get preapproval for purchases for their

classrooms if they want to be reimbursed. Dr. Charles said this purchasing process should be enforced for the schools.

Regarding the purchasing process, Lynda MacPherson stated she wants to be able to defend the vendor that was selected. We need to get the right vendor for the job. Ed McKeon said that is why he feels a preapproved vendor list would be helpful. Lynda discussed other town's procedures. Meriden has a prequalified list of preferred vendors.

In the past, orders have been split to avoid the bid limit. Vendors know the system and how to avoid bidding. Lynda stated she thinks the Preapproved Vendor List would be the best way to handle this situation. If we requested it, Lynda stated she believed the City of Middletown would vet our list and check for fully licensing, etc. We would put together a list of vendors we have confidence in. Ed noted that if a vendor is on the State bid list, it is not guaranteed that they have the best price. He also stated a call list would be helpful of vendors to use in certain situations.

Lynda brought up the City of Middletown's procedures. After the committee reviewed it, they thought we should model our regulation after the City. We need a policy and regulation that has some teeth in it that everyone understands.

Changing the public bid amount from \$7,500 to \$10,000 or \$20,000, was discussed. Mr. McKeon wants the purchase orders process under control before we consider increasing the limit. We need to show the time and expense saved in defense of updating the bid limit. Should we go to \$10,000 or \$20,000 bid limit? Sheila Daniels stated, to show the Board the reason why this increase in bid amount is requested, it would be helpful to have one or two antidotes available indicating when Pat and Lynda had difficulties with the \$7,500 bid level. Dr. Charles stated she did not want to have a committee's work questioned when a purchase had been thoroughly vetted. She requested the following:

- Prepare a timeline, which would support the raising of the limit.
- Prepare a list showing the percentage of purchase orders that are over the \$7,500, \$10,000, etc. limits.
- Do an analysis of the time spent for the purchasing procedure.
- Lynda will ask City about vetting a vendor list.
- Prepare information on whether we were able to tighten up the purchasing procedures.

Upon receipt of above information, the Policy Committee will review this matter further.

Bylaw #9271 -- Code of Ethics – As the BOE recently adopted Policy #0050 – Code of Ethics, the Policy Committee believed it was not necessary to have an additional bylaw for this subject

The Policy Committee recommended this Bylaw #9271 -- Code of Ethics be DELETED from the Middletown Manual of Policies, Regulations and Bylaws. and be presented to the Board of Education at its next meeting and will require two readings. All members agreed.

SERIES 1000 - Community Relations

The Committee did not have time to review any of the 1000 Series Policies. or the Bylaw #9131-Community Members on Board Committees

The Policy Committee suggested the next policies to review would be:

Policy #6142.101 - School Wellness Policy

Policy #6173 - Homebound Instruction

Policy #7551 - Naming School Facilities

Bylaw #9131- Community Members on Board Committees

Series 1000 - Review

The next Policy Committee meetings will be scheduled for Tuesday, February 26, 2013, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

kfb

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE**

**Thursday, February 21, 2013
Dr. Alfred B. Tychsen Administration Building
8:00 a.m.**

Board of Education Policy Committee Members Present:

Sheila Daniels, Chair, and Ava Hart

Also Present:

Dr. Patricia Charles, Superintendent, Kathleen F. Bengtson, Administrative Assistant, Lisa Melaven, Director of Food Services, and Marco Gaylord, Director of Fine Art & District Operations

The following policies and regulations were discussed:

Policy #6142.101 School Wellness - Sheila reported at the last District Wellness Committee meeting, this policy was reviewed and asked Wellness Committee co-chair Lisa Melaven an overview of the policy. Lisa noted that the Wellness Committee met recently and Kristy Byrd went over the physical education aspect of the policy. Lisa said we have been following the USDA certification guidelines. This year the District does not have to be reviewed by the State, but it will be required to next year. This year is a good time to update the wellness policy. Dr. Charles would like clarification that we have all the personnel that the State requires for each school.

Dr. Charles suggested maybe the Tools for Schools group could include the wellness aspect in their focus. The District School Wellness Committee presently meets twice a year and next year will be required to meet a minimum of four times a year. The individual schools will need to revitalize their own Wellness Committees and send a representative to the District Wellness Committee, as had been done when this policy was originally mandated. The Policy Committee discussed ways to help Principals get this accomplished. Ava wanted to know if these meetings are recommended or expected. Lisa said the District Wellness Committee meetings are expected. In reviewing the CAFE information, Lisa said the Wellness Committee will have to include a student. The membership of the School Wellness Committee should be checked with the regulation to make sure there is a participant from each category.

Dr. Charles will send out email that we will need certain representatives on the Wellness Committee.

Dr. Charles stated we will be putting together questioners for the end of the year and could include a few questions on the wellness. As questions come up, Lisa and Kristy can forward them to Marco for use in these questioners.

There is a state requirement that we send a letter or report to parents every year about our compliance to the wellness policy. Sheila suggested this could be done in a report such as the former Annual Report at the end of the school year. Kathy showed the committee the Annual

Report which was last published in 2009. Pat Charles and Marco Gaylord will discuss how to make this happen.

Marcy Poppel or Enza Macri to put on Admin council agenda how are we going to implement school wellness in each school and we need a student representative from each level.

The Policy Committee reviewed the policy and regulation #6142.101 – Student Nutrition and Physical Activity (School Wellness Policy) from CABE.

Concerning the Policy - The Committee decided to incorporate Middletown's current policy's introductory first paragraph into the new CABE policy using Option #2: For districts implementing the healthy food certification program under C.G.S. 10-215f.

Concerning the Regulation – The Committee decided to use the new CABE regulation using the option which implements the healthy food certification under CGS Section 10-215f and that the District DOES allow food and beverage exemptions.

The Committee decided the regulation for the Wellness Committee membership shall include a Board Member, to reflect the inclusion of a Board member since its inception.

The Policy Committee also decided that Candy and Gum (including sugarless candy and sugarless gum) shall not be sold to students on school premises.

Dr. Charles questioned the regulation section pertaining to Professional Development for Teachers and how to implement it. Possibly incorporate into a staff meeting. Marco thinks it could be given to the Physical Education staff, even if it includes just supplying teachers with info. Sheila Daniels noted Kristy Byrd mentioned at the Wellness Committee meeting that she has been contacted to lend support around nutrition and health curricula. Sheila suggested Kristy would be a good contact for staff.

The Policy Committee decided to review the Physical Education portion of this policy and regulation at its next meeting. Kristy Byrd will be invited to attend that meeting.

After Kathy has revised the policy and regulation she will email them to Dr. Charles, who will discuss the Wellness Committee and physical education with administrators.

The Policy Committee discussed Regulations and Dr. Charles suggested we put on the next policy Committee agenda – status on update of regulations.

The Committee did not have time to review Policy #7551 Naming of Facility or any of the policies in the #1000 Series.

**The Policy Committee suggested the next policies to review would be:
Further review of Wellness Policy.**

Policy #6142.101 – School Wellness Policy – Physical Education section

Policy # 5131.7 – Weapons and Dangerous Instruments

Policy #6173 – Homebound Instruction (requested by Laurie Slade)

Review – 1000 Series

Status – Update on Regulations

The next Policy Committee meetings will be scheduled for Tuesday, March 19, 2013, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.

kfb

**MIDDLETOWN PUBLIC SCHOOLS
BUDGET BY MAJOR OBJECT CATEGORIES**

	2011-2012 Actual Expenditure	2012-2013 Budget Appropriation	2013-2014 Superintend Recommended	2013-2014 Increase Decrease
CERTIFIED SALARIES				
009 ADMINISTRATOR SALARIES	2,851,417.46	2,813,887	3,193,283	379,396
110 CERTIFIED SALARIES	27,765,734.52	28,530,950	28,529,035	-1,915
116 STIPENDS - NON-TRB	644,860.46	672,399	420,344	-252,055
120 DAILY SUBSTITUTE SALARIES	1,062,006.74	615,400	214,800	-400,600
123 BUILDING SUBSTITUTE SALARIES	.00	0	475,200	475,200
125 MENTOR PROGRAM SALARIES	.00	0	0	0
126 CLASS COVERAGE SALARIES	.00	0	30,000	30,000
127 TUTOR SALARIES	119,500.00	335,560	465,700	130,140
129 LONG-TERM SUBSTITUTE SALARIES	.00	0	80,000	80,000
130 NON-CONTRACTED CERTIFIED	.00	0	12,500	12,500
139 EARLY RETIRMENT INCENTIVE	.00	0	250,000	250,000
TOTAL	32,443,519.18	32,968,196	33,670,862	702,666
CLASSIFIED SALARIES				
111 CLASSIFIED SALARIES	5,388,524.93	5,603,067	6,281,688	678,621
128 CLASSIFIED SALARIES OVERTIME	272,276.24	285,000	340,450	55,450
131 ADULT ED CLASSIFIED	42,267.96	41,678	43,016	1,338
TOTAL	5,703,069.13	5,929,745	6,665,154	735,409
PARAPROFESSIONALS				
112 PARAPROFESSIONAL SALARIES	1,863,019.95	1,941,317	2,189,735	248,418
114 BUS MONITORS SALARIES	327.26	9,000	0	-9,000
115 LIBRARY PARAPROFESSIONALS	184,781.35	177,516	207,012	29,496
121 LUNCH AIDE SALARIES	111,338.71	170,000	180,000	10,000
124 STUDENT VOCATIONAL SALARIES	39,988.38	58,000	52,000	-6,000
132 ADULT ED. PARAPROFESSIONALS	.00	0	4,000	4,000
TOTAL	2,199,455.65	2,355,833	2,632,747	276,914
EMPLOYEE BENEFITS				
210 UNEMPLOYMENT COMPENSATION	113,850.00	80,000	264,000	184,000
220 HEALTH INSUR.CERTIFIED & PARAS	6,312,050.53	6,932,042	8,082,045	1,150,003
225 EMPLOYEE ASSISTANCE PROGRAM	.00	0	11,200	11,200
230 HEALTH INSURANCE - CLASSIFIED	2,440,100.00	2,214,900	3,177,846	962,946
235 OTHER POST EMPLOYEE BENEFITS	.00	0	312,599	312,599
240 DENTAL INSURANCE	1,444,170.00	1,660,796	924,145	-736,651
250 LIFE INSURANCE	372,786.00	428,704	194,797	-233,907
255 DISABILITY INSURANCE	15,008.66	25,098	20,000	-5,098

**MIDDLETOWN PUBLIC SCHOOLS
BUDGET BY MAJOR OBJECT CATEGORIES**

	2011-2012 Actual Expenditure	2012-2013 Budget Appropriation	2013-2014 Superintend Recommended	2013-2014 Increase Decrease
260 F.I.C.A.	452,524.65	445,419	471,500	26,081
265 MEDICARE	598,580.40	591,162	620,000	28,838
650 WORKERS' COMPENSATION	746,015.00	815,748	963,050	147,302
TOTAL	12,495,085.24	13,193,869	15,041,182	1,847,313

PURCHASED SERVICES

300 PURCH.PROFESSIONAL/TECH SERVIC	485,818.98	453,000	415,981	-37,019
310 PURCHASED SERVICES	866,852.03	889,961	1,012,268	122,307
314 INSERVICE - PROF.MTGS.	4,357.00	1,800	19,550	17,750
317 ENERGY PERFORMANCE CONTRACT	312,725.00	322,775	339,875	17,100
320 SEWER & WATER	48,208.33	66,500	66,500	0
321 TELEPHONE	195,275.81	173,400	195,000	21,600
330 OTHER PROFESSIONAL/TECH SERVIC	81,625.10	82,316	90,916	8,600
331 PUPIL TRANSPORTATION	5,391,852.53	5,629,494	5,953,182	323,688
332 TRAVEL/CONFERENCES	65,158.77	75,136	86,340	11,204
333 FIELD TRIPS	615.25	0	2,100	2,100
341 POSTAGE	67,852.65	77,004	71,508	-5,496
350 ADVERTISING	2,441.10	3,515	4,200	685
360 PRINTING	32,576.02	50,542	39,245	-11,297
361 COPYING	339,546.78	345,449	348,738	3,289
365 AUDITORS ADJUSTMENT	106,218.42	0	0	0
390 PARENT ACTIVITIES	.00	150	150	0
392 LEGAL SERVICES	147,177.49	100,000	100,000	0
393 WASTE REMOVAL	123,150.99	123,600	123,600	0
395 21ST CENTURY AFTER SCH PROGRAM	30,616.15	30,000	15,000	-15,000
408 COMPUTER LICENSES	12,430.00	13,500	13,500	0
441 RENTAL LAND/BUILDINGS	.00	15,000	17,000	2,000
530 COMMUNICATIONS	.00	3,000	3,300	300
651 LIABILITY INSURANCE	199,444.00	551,114	635,667	84,553
652 ATHLETIC INSURANCE	21,878.00	19,127	22,120	2,993
690 EDUCATIONAL SUPPORT	51,377.73	32,000	32,000	0
791 CULTURAL COUNCIL	16,000.00	16,000	16,000	0
792 PROFESSIONAL DEVELOP.IMPROVE.	11,715.34	5,000	46,000	41,000
794 WESLEYAN PUB.SCH.COLLABORATIVE	.00	0	32,400	32,400
795 C.A.U.S.E.	3,000.00	3,000	3,000	0
TOTAL	8,617,913.47	9,082,383	9,705,140	622,757

**MIDDLETOWN PUBLIC SCHOOLS
BUDGET BY MAJOR OBJECT CATEGORIES**

	2011-2012 Actual Expenditure	2012-2013 Budget Appropriation	2013-2014 Superintend Recommended	2013-2014 Increase Decrease
SUPPLIES & MATERIALS				
318 ELECTRICITY	1,209,860.61	1,218,000	1,128,000	-90,000
319 GAS	489,608.33	520,500	501,000	-19,500
405 ADMINISTRATIVE SUPPLIES	8,477.29	16,800	16,200	-600
410 INSTRUCTIONAL SUPPLIES	373,968.89	327,962	405,300	77,338
412 TRANSPORTATION SUPPLIES	1,250.00	2,000	1,000	-1,000
413 MAINTENANCE SUPPLIES	544,330.30	555,198	563,026	7,828
414 FUEL OIL	517,002.65	466,500	510,000	43,500
416 DIESEL FUEL	542,106.92	481,270	525,000	43,730
420 TEXTBOOKS	88,610.83	79,770	99,091	19,321
430 LIBRARY MATERIALS	34,202.35	43,485	97,448	53,963
450 MEDIA	6,783.10	7,760	14,129	6,369
460 ADMINISTRATIVE RESERVE	72,434.14	95,313	94,262	-1,051
480 STUDENT ACTIVITIES	10,604.00	10,300	9,800	-500
490 OTHER SUPPLIES AND MATERIALS	105,439.77	152,112	156,398	4,286
495 CLOTHING ALLOCATION	.00	0	18,900	18,900
TOTAL	4,004,679.18	3,976,970	4,139,554	162,584
PROPERTY				
541 NEW EQUIPMENT	68,891.16	66,145	105,242	39,097
542 REPLACEMENT-MAINTENANCE	1,128,420.67	1,130,459	1,281,113	150,654
545 INSTRUCTIONAL EQUIPMENT	.00	0	8,946	8,946
546 COMPUTER EQUIPMENT	88,688.32	92,744	162,560	69,816
TOTAL	1,286,000.15	1,289,348	1,557,861	268,513
DUES & FEES				
391 AUDIT FEE	29,964.09	23,000	30,000	7,000
640 MEMBERSHIPS & DUES	51,622.50	43,218	47,218	4,000
TOTAL	81,586.59	66,218	77,218	11,000
MAJOR PROJECTS				
543 CAPITAL FUND	120,000.00	43,500	150,000	106,500
548 RESERVE/PREVENTIVE MAINTENANCE	75,000.00	0	100,000	100,000
TOTAL	195,000.00	43,500	250,000	206,500
TUITION				
370 TUITION	3,547,418.99	3,643,938	4,175,840	531,902

**MIDDLETOWN PUBLIC SCHOOLS
BUDGET BY MAJOR OBJECT CATEGORIES**

	2011-2012 Actual Expenditure	2012-2013 Budget Appropriation	2013-2014 Superintend Recommended	2013-2014 Increase Decrease
TOTAL	3,547,418.99	3,643,938	4,175,840	531,902
TOTAL BUDGET	70,573,727.58	72,550,000	77,915,558	5,365,558

Bylaws of the Board

Code of Ethics

The success of every school system depends on an effective working relationship between the Board of Education and Superintendent of Schools. This code incorporates those standards and responsibilities most critical to productive Board and Superintendent relations.

- Board members and Superintendents ensure the opportunity for high quality education for every student and make the well being of students the **fundamental goal** of all decision-making and actions.
- Board members and Superintendents are **staunch advocates** of high quality free public education for **all** Connecticut children.
- Board members and Superintendents **honor all** national, state and local laws and regulations pertaining to education and public agencies.
- Board members and Superintendents recognize that **clear** and **appropriate communications** are key to the successful operation of the school district.
- Board members and Superintendents will always carry out their respective roles with the highest levels of **professionalism, honesty** and **integrity**.
- Board members recognize that they represent the **entire** community and that they must ensure that **the** community remains fully informed on school-related matters.
- Superintendents and Board members recognize that the Superintendent serves as the Board of Education's **agent** and will, in that role, **faithfully apply** the policies and contracts adopted by the Board.
- Board members adhere to the principle that they shall confine the Board's role to **policy-making, planning** and **appraisal** while the Superintendent shall **implement** the Board's policies.
- Board members and Superintendents both recognize that they serve as a part of an educational team with **mutual respect, trust, civility** and **regard** for each other's respective roles and responsibilities.
- Board members are committed to the concept that the strength of the Superintendent is in being the **educational leader** of the school district.
- Board members and Superintendents practice and promote **ethical behavior** in the **Boardroom** as a **model** for all district employees.
- Board members and Superintendents consider and decide all issues **fairly** and **without bias**.

Bylaw adopted: November 1, 1994
 Bylaw revised: October 21, 2008

MIDDLETOWN PUBLIC SCHOOLS
 Middletown, Connecticut