

# Board of Education Regular Meeting

Tuesday, September 11, 2012 7:00 PM

Dr. Alfred B. Tychsen Administration Building, 245 DEKOVEN DRIVE, MIDDLETOWN, CT 06457, Middletown, CT 06457

I. Call to Order	<b>Speaker (s) :</b> Gene Nocera
II. Salute to the Flag	<b>Speaker (s) :</b> Gene Nocera
III. Adoption of Agenda	<b>Speaker (s) :</b> Gene Nocera
IV. District Highlights	<b>Speaker (s) :</b> Donna Marino
IV.A. Report from WWMS & Bielefield Governance Councils	<b>Speaker (s) :</b> Donna Marino
IV.B. Macdonough School Volunteer Recognition	<b>Speaker (s) :</b> Patricia Charles
V. Public Session	<b>Speaker (s) :</b> Gene Nocera
VI. Communications	<b>Speaker (s) :</b> Gene Nocera
VI.A. Report of Student Representative	<b>Speaker (s) :</b> Michael Durso
VII. Consent Agenda	<b>Speaker (s) :</b> Gene Nocera
VII.A. Minutes of August 21, 2012 BOE Regular Meeting	<b>Speaker (s) :</b> Gene Nocera
VII.B. Minutes of August 27, 2012 BOE Special Meeting-Hearing	<b>Speaker (s) :</b> Gene Nocera
VII.C. Personnel Action	<b>Speaker (s) :</b> Michele DiMauro
VII.D. Policy #4147.1 Occupational Exposure to Bloodborne Pathogens (Revision) - Second Reading	<b>Speaker (s) :</b> Sheila Daniels
VII.E. Policy #5141.3 Health Assessments and Immunizations (Revision) - Second Reading	<b>Speaker (s) :</b> Sheila Daniels
VII.F. Policy #5145.6 Student Grievance Procedures (Title IX) (New) - Second Reading	<b>Speaker (s) :</b> Sheila Daniels
VII.G. Extended Field Trip - Middletown High School Blue Tube Trip to California	<b>Speaker (s) :</b> Lauren Pszczolkowski
VIII. Report of the Superintendent	
VIII.A. Entry Plan	<b>Speaker (s) :</b> Patricia Charles
VIII.B. Budget Update	<b>Speaker (s) :</b> Lynda MacPherson
VIII.C. District Data Team	<b>Speaker (s) :</b> E. Macri/S. Daniels
VIII.D. Grants 2011 - 2012 Summary Report	<b>Speaker (s) :</b> Elizabeth Nocera
VIII.E. Summer School Report	<b>Speaker (s) :</b> E Macri, L. Morello, J. Serra
VIII.F. Facilities Department	<b>Speaker (s) :</b> Ken Jackson
VIII.F.1. Summer Projects	<b>Speaker (s) :</b> Ken Jackson
VIII.G. Transportation Report	<b>Speaker (s) :</b> Ken

Jackson

VIII.H. Athletics and Student Activities - Spring  
and Year End 2011 - 2012 **Speaker (s)** : Mike  
Pitruzzello

VIII.I. Macdonough School Presentation **Speaker (s)** : Jon Romeo

VIII.J. District News **Speaker (s)** : Gene  
Nocera

#### IX. Committees

IX.A. Budget Committee **Speaker (s)** : Ted  
Raczka

IX.B. Communications Committee **Speaker (s)** : Ryan  
Kennedy

IX.B.1. Board of Education Meeting Location **Speaker (s)** : Ryan  
Kennedy

IX.C. Curriculum Committee **Speaker (s)** : Franca  
Biales

IX.D. Feasibility Committee **Speaker (s)** : Ed McKeon

IX.E. Policy Committee **Speaker (s)** : Sheila  
Daniels

IX.F. Representative Reports **Speaker (s)** : G.  
Nocera/C. McClellan

#### X. Action Items

#### XI. Future Agenda Items

XI.A. New Items

XII. Adjournment **Speaker (s)** : Gene  
Nocera

## **Board of Education Regular Meeting**

August 21, 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, and Mitchell Wynn

**Board Members Absent:** Ted Raczka

**Others Present:** Superintendent of Schools Dr. Patricia Charles, Director of Pupil Services and Special Education Ann Perzan, Director of Facilities Ken Jackson, Director of Grant Services Elizabeth Nocera, Manager of Financial Operations Lynda MacPherson, Manager of Human Resources Michele DiMauro, Student Representative Michael Durso, Assistant to the Superintendent/Board Secretary Marcy Poppel, MFT Representative Steve McKeever, Hartford Courant Reporter Shawn Beals, Middletown Press Reporter Jim Salemi, and seven (7) 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.

### **III. ADOPTION OF AGENDA**

**MOTION:** Adoption of the Agenda passed with a motion by Mr. McKeon and a second by Ms. Hart – unanimous vote.

### **IV. DISTRICT HIGHLIGHTS – CENTRAL OFFICE STAFF WELCOME**

Board Chair Nocera welcomed Dr. Charles and stated it is an exciting time for our school district. Superintendent Charles introduced two new members of Central Office staff, Michele DiMauro, the district's new Human Resources Manager and Lynda MacPherson, our new Financial Operations Manager. Chair Nocera said during this school year principals will come to Board meetings for discussions on their school improvement plans and to get the Board and community up-to-speed on their efforts. He commended Board members for their dedication during this very busy summer.

### **V. PUBLIC SESSION**

Chair Nocera explained the rules of Public Session.

Donna Gagnon Smith welcomed new Superintendent Patricia Charles, spoke of moral character, deliberate indifference, and running the school district as a business.

Lee B. Smith addressed the Board about the right to criticize, district policies on sexual harassment, and an alleged teacher-student situation.

### **VI. COMMUNICATIONS**

#### VI.A. Report of Student Representative

Student Rep Michael Durso reported that Student Council officers will be in place shortly after school starts and there will be a pep rally.

Ms. Daniels stated that the Board received thank you notes from recent retirees Tracey Koff and Patricia Speight. She said the Board also received a thank you note from Silvia Mayo Molina on being chosen as the new Principal of Keigwin School.

Ms. Hart thanked the Board for their condolences on the recent loss of her father.

## **VII. CONSENT AGENDA**

**MOTION:** Move to accept the Consent Agenda was made by Ms. Daniels and a second by Mr. McKeon – unanimous vote.

VII.A. Minutes of June 19, 2012 5 PM BOE Special Meeting

VII.B. Minutes of June 19, 2012 6 PM BOE Regular Meeting

VII.C. Minutes of June 25, 2012 8 PM BOE Special Meeting

VII.D. Minutes of June 26, 2012 8 PM BOE Special Meeting

VII.E. Personnel Action

VII.F. Alliance District Grant

VII.G. Extended Field Trip - MHS VO-AG FFA Convention, October, 2012

VII.H. Extended Field Trip - MHS Boys Swimming & Diving Training Trip, February, 2013

VII.I. MHS Ultimate Frisbee Competition, May, 2013

## **VIII. REPORT OF THE SUPERINTENDENT**

VIII.A. Connecticut Accountability Plan Overview

Superintendent Charles provided an overview of the Connecticut Accountability Plan through a PowerPoint presentation explaining the changes in how data will be reviewed and analyzed during the 2012 – 2013 school year. She noted that each subject area, reading, writing, mathematics, and science will have a target goal.

VIII.B. District Data Team (DDT)

Ms. Daniels said the DDT met in June, however she was unable to attend that meeting.

VIII.C. Transportation Report - June 2012

Mr. Jackson said busing cards with route information were recently mailed and calls are coming in this week. He added that Dattco is in good shape and ready for the new school year. Superintendent Charles added that Mr. Jackson put the bus routes on the District's website. Mr. Jackson responded to questions on parental protocol on bus route concerns. He added that calls regarding safety come directly from parents to our Transportation Department and site visits are done.

VIII.D. District News

Chair Nocera said the Board was very involved in the hiring process over the summer.

## **IX. COMMITTEES**

IX.A. Budget Committee

Chair Nocera stated that Budget Committee Chair Ted Raczka is out-of-state and the Budget Committee did not meet over the summer.

## IX.B. Communications Committee

### **IX.B.1. Board of Education Meeting Location**

Communications Committee Chair Ryan Kennedy updated Board members with regard to Board meeting location. Former Interim Superintendent Dr. Larson told Mr. Kennedy that it is possible to purchase an encoder device for approximately \$6,000, plus minimal additional costs for cameras and microphones, using vendor HB Communications and our existing network infrastructure to televise Board meetings from the Board Room in Central Office.

Mr. Kennedy said an important goal of the Communications Committee is the broadcasting of the Board meetings. He spoke of the need for consistency in meeting location. At the location the Board used last year there were issues with the picture and sound quality. Concerns were expressed that using a smaller meeting room could present potential seating/space issues. He added that this evening there are two MHS Video Production students videoing the meeting. It will then go online tomorrow for folks to check out and compare. He asked Board members for feedback. The other concern, he added, is the online component. There was discussion.

Chair Nocera said this item will be put on the September Board meeting agenda for further discussion. Dr. Charles responded to questions and added that microphones would need to be purchased and that should be taken into consideration when reviewing this evening's meeting. Mr. McKeon felt the meetings should be on television and on the internet, as Comcast only reaches a partial audience. There was further discussion. Chair Nocera stated that until decisions are made, the Board would continue to meet at Central Office. It was suggested to contact Comcast Cable.

### **IX.B.2. Retreat Dates**

There was a discussion about holding a Board Retreat on a Saturday. Chair Nocera said the process typically is that a retreat date is established, there is a meeting with the Superintendent, and the agenda is created. He mentioned that CAFE sent out a Communication Guide which contains a plan regarding roles and responsibilities, and discussion of CMT results as potential agenda items. He noted that the Agenda could be a combination of topics and asked Board members for input. There was a discussion of a date. Chair Nocera suggested Saturday, October 6<sup>th</sup>. He said a reminder and agenda will be sent to Board members for review.

## IX.C. Curriculum Committee

Curriculum Committee Chair Franca Biales said the Committee did not meet over the summer.

## IX.D. Feasibility Committee

Feasibility Committee Chair Ed McKeon said the Committee did not meet over the summer.

## IX.E. Policy Committee

Policy Committee Chair Sheila Daniels said the Committee met several times over the summer. Minutes were provided in the Board packet. She thanked Mr. McKeon, Ms. Nocera, and Ms. Passarelli for their assistance with policies and their help in moving the

district forward. She added that several policies were brought forward this evening for action.

IX.F. Representative Reports

TEMS Rep. Ms. McClellan said TEMS did not meet over the summer and will resume their meetings in September.

ACES Rep. Chair Nocera said ACES did not meet over the summer and will be holding their September meeting in approximately two weeks.

**X. ACTION ITEMS**

X.A. SmartBus Live!

Superintendent Charles said the district has an opportunity to put cameras on the arm that comes out on school buses and the camera will take a photograph of anyone driving past the bus while the semaphore is fully extended. There is no cost to the district or municipality and it will provide the district with revenue, as well as increase safety for our children. Superintendent Charles recommended the district do this. She responded to Board member questions.

**MOTION:** Move to approve the installation of cameras as part of the SmartBus Live! Program was made with a motion by Ms. Daniels and a second by Mr. McKeon.

There was a discussion about notifying the community, police involvement, and the old process.

**VOTE:** Approval of the installation of cameras as part of the SmartBus Live! Program passed with a unanimous vote.

X.B. Policy #4147.1 Occupational Exposure to Bloodborne Pathogens (Revision) - First Reading

Committee Chair Sheila Daniels explained the revision to this policy stating it is to put the district in compliance with OSHA.

**MOTION:** Move to approve the first reading of Policy #4147.1 Occupational Exposure to Bloodborne Pathogens passed with a motion by Ms. Daniels and a second by Ms. McClellan – unanimous vote.

X.C. Policy #5141.3 Health Assessments and Immunizations (Revision) - First Reading

Committee Chair Sheila Daniels explained the revision to this policy and noted there were quite a few changes to this policy.

**MOTION:** Move to approve the first reading of Policy #5141.3 Health Assessments and Immunizations passed with a motion by Ms. Daniels and a second by Mr. McKeon – unanimous vote.

X.D. Policy #5144.1 Restraint and Seclusion (New) - First and Final Reading

Committee Chair Sheila Daniels explained the revision to this policy noting this is a mandate from the State of Connecticut. The Committee had extensive conversation with regard to this policy.

**MOTION:** Move to approve the first and final reading of Policy #5144.1 Restraint and Seclusion passed with a motion by Ms. Daniels and a second by Ms. Biales – unanimous vote.

X.E. Policy #5145.6 Student Grievance Procedures (Title IX)(New) - First Reading

Committee Chair Sheila Daniels explained the revision to this policy and thanked Mr. McKeon for his efforts on this policy. She thanked Special Education Director Ann Perzan for all her work in doing the forms.

**MOTION:** Move to approve the first reading of Policy #5145.6 Student Grievance Procedures (Title IX) passed with a motion by Ms. Daniels and a second by Mr. Wynn – unanimous vote.

**XI. FUTURE AGENDA ITEMS**

XI.A. New Items

There were none.

Chair Nocera called for a brief recess. The meeting was called back to order at 8:13 PM.

**XII. DISCUSSION AND POSSIBLE ACTION ON THE ASSOCIATE SUPERINTENDENT POSITION**

**MOTION:** Move at 8:13 PM to go into Executive Session for a discussion with regard to the Associate Superintendent position passed with a motion by Ms. Daniels and a second by Ms. Biales – unanimous vote.

XII.A. Executive Session

**MOTION:** Move to return to Public Session at 8:39 PM was made with a motion by Ms. Daniels and seconded by Ms. McClellan – unanimous vote.

Public Session

**MOTION:** Move to appoint Ms. Enza Macri as Associate Superintendent for the Middletown Public Schools passed with a motion by Ms. Daniels and a second by Mr. Kennedy – unanimous vote.

**XIII. ADJOURNMENT**

**MOTION:** Move to adjourn at 8:41 PM passed with a motion by Mr. McKeon and a second by Ms. Daniels – unanimous vote.

Respectfully Submitted,

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Edward McKeon  
Secretary

**Board of Education Special Meeting**

August 27, 2012, 6:30 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, and Ted Raczka

**Board Members Absent:** Mitchell Wynn

**Other Attendees:** Former Interim Superintendent David H. Larson, Ph.D., Counselors Chris Chinni and Leon Rosenblatt, Nancy Haynes, and Attorney Peter Janus

The meeting was called to order at 6:32 PM.

**II. ADOPTION OF AGENDA**

**MOTION:** Move to accept the Agenda and move into Executive Session for the purpose of conducting a hearing concerning the elimination of the position of Business Manager and the termination of the employment of the former Business Manager at 6:33 PM was made by Ms. Daniels and seconded by Mr. McKeon passed with a unanimous vote. Attorney Janus, Attorney Chinni, former Interim Superintendent Larson, Ms. Haynes and Attorney Rosenblatt were in attendance at the hearing.

**III. HEARING AND POSSIBLE ACTION ON REQUEST BY FORMER SCHOOL BUSINESS OFFICIAL REGARDING ELIMINATION OF POSITION AND TERMINATION OF EMPLOYMENT CONTRACT (Proposed for Executive Session)**

IV.A. Executive Session

**MOTION:** Move to return to Public Session at 8:15 PM passed with a motion by Mr. McKeon and seconded by Ms. Daniels – unanimous vote.

Public Session

**IV. ADJOURNMENT**

**MOTION:** Move to adjourn at 8:16 PM was made by Mr. Raczka and seconded by Ms. Daniels – unanimous vote.

Respectfully Submitted,

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Edward McKeon  
Secretary

EM/mkp

## **PERSONNEL ACTION:**

### **Leave(s) of Absence:**

Walters, Meredith, Spanish Teacher (Middletown High School) employed in Middletown since August 2003, has requested a child-rearing leave of absence for twelve (12) weeks. The effective date is December 21, 2012.

### **Appointment(s):**

Auperin, Rebecca, is nominated as a .4 Special Education Teacher (District – Moody School). Her position on the salary scale is Step 1 of the 6<sup>th</sup> Year Salary Scale, salary \$20,707.00 (.4 of \$51,768.00). Ms. Auperin earned her Baccalaureate at Elon University, Master's at Manhattaville College, and second Master's at Southern Connecticut State University.

Erasmus, Julie A., is nominated as an Elementary Teacher (Macdonough School). Her position on the salary scale is Step 1 of the Bachelor's Salary Scale, salary \$44,748.00. Ms. Erasmus earned her Baccalaureate at Eastern Connecticut State University.

Gionfriddo, Jessica E., is nominated as a .5 Elementary Teacher (Macdonough School). Her position on the salary scale is Step 1 of the Bachelor's Salary Scale, salary \$22,374.00 (.5 of \$44,748.00). Ms. Gionfriddo earned her Baccalaureate at Central Connecticut State University.

Stahl, Margery, is nominated as a .5 School Psychologist (District - Macdonough School). Her position on the salary scale is Step 9 of the 6<sup>th</sup> Year Salary Scale, salary \$38,120.50 (.5 of \$76,241.00). Ms. Stahl earned her Baccalaureate at University of Connecticut, Master's of Philosophy at State University of New York, Master's of Educ. Psychology at University of Connecticut, Master's of School Psychology at University of Connecticut, and Certificate of Advanced Graduate Studies at Pennsylvania State University.

## **STATUS OF CERTIFIED EMPLOYMENT:**

### **Resignation(s):**

None

### **Vacancies:**

- Director of Technology - BOE
- Principal(s) – Lawrence & Wesley School

## Personnel - Certified/Non-Certified

### Occupational Exposure to Bloodborne Pathogens

In accordance with the United States Department of Labor, Occupational Safety, and Health Administration regulations dealing with "Safe Workplace" standards related to exposure to Bloodborne Pathogens, the Board has developed and will implement procedures to protect at risk employees. These procedures, contained in the Board of Education Exposure Control Plan (the "procedures") are designed to comply in full with applicable federal and state law regulations. The procedures will be overseen by the Superintendent or his/her designee, who shall also be responsible for periodically reviewing and updating them. Copies of the procedures will be kept in the Nurse's Office **and the Principal's Office** at each school and in Central Office. The procedures will be monitored by the Connecticut Department of Labor.

It is the policy of the Board of Education, through these procedures, to take all necessary actions to protect its employees from infectious disease, and in particular, HIV and Hepatitis B Virus, life threatening bloodborne pathogens.

The Board will further provide training and protective equipment to those persons who, by virtue of the performance of job duties, are at risk to come in contact with infectious disease. Finally, all at risk employees of the Board, as defined in the procedures, will be offered the vaccine for Hepatitis B Virus, a life threatening bloodborne pathogen.

Training, needed protective equipment and vaccination, as provided in the procedures, will be at no cost to the personnel and are provided as a precaution for personnel safety.

Legal Reference: 29 CFR Part 1910.1030 *Occupational Exposure to Bloodborne Pathogens*; Final Rule.

Connecticut State Agencies Regulations  
Section 31-372-101-1910.1030.

Connecticut General Statutes  
31-372 Adoption of federal and state standards. Variance.

Policy adopted: September 19, 1995

Policy readopted: June 22, 2004

**Policy revised:**

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

## DRAFT Policy to replace present policy

### Students

#### Health Assessments and Immunizations

The Board of Education recognizes the importance of periodic health assessments according to state health ~~regulations~~ **requirements**.

To determine **the** health status of students, facilitate the removal of disabilities to learning and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments. **The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.**

The Board of Education adheres to ~~those~~ **the** state law and regulations that pertain to school immunizations (C.G.S. 10-204a). ~~and health assessments~~. It is the policy of the Board of Education to ~~insure~~ **require** that all enrolled students are adequately immunized against communicable diseases. ~~The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.~~

The Board of Education shall ~~annually~~ designate **the school nurse as the** representative to receive reports of health assessments and immunizations from health care providers.

Parent(s)/**guardian(s)** wishing their children exempted or excused from health assessments, **immunizations, and vision, audiometric, and postural screens on religious grounds** must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian.

**Additionally, a student may be exempted or excused from required immunizations, if the parent/guardian presents a written certificate from a physician stating that in the opinion of the physician such immunization is medically contraindicated because of the physical condition of the student. This request must also be signed by the parent/guardian.**

It is the responsibility of the Principal to insure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall ~~check~~ **review** and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain ~~in good order~~ the immunization and health assessment records of each student enrolled.

No record of any student's medical assessment may be open to the public.

## Students

### Health Assessments and Immunizations (continued)

Students born in high risk countries and entering school in Connecticut for the first time, should receive either a TST (tuberculin skin test) or IGRA (interferon-gamma release assay). Any individual found to be positive shall have an appropriate medical management plan developed that includes a chest radiograph x-ray. Students not already known to have a positive test for tuberculosis should be tested if they meet any of the risk factors for TB infection, as described in the administrative regulations accompanying this policy, **and managed according to the recommendations of the Connecticut Department of Public Health.**

As required, the District will annually report to the Department of Public Health and to the local health director the asthma data, pertaining to the total number of students per school and for the district, obtained through the required asthma assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, in either grade six or seven, and in either grade nine or ten. Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals. The District, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

~~(cf. 5111 – Admission)~~

~~(cf. 5141.31 – Physical Examinations for School Programs)~~

~~(cf. 5125 – Student Records)~~

~~(cf. 5125.11 – Health/Medical Records – HIPAA)~~

~~(cf. 5141 – Student Health Services)~~

Legal Reference:

- Connecticut General Statutes
- 10-204a Required immunizations
- 10-204c Immunity from liability
- 10-205 Appointment of school medical adviser
- 10-206 Health assessments
- 10-206a Free health assessments
- 10-207 Duties of medical advisors
- 10-208 Exemption from examination or treatment
- 10-208a Physical activity of student restricted; board to honor notice
- 10-209 Records not to be public. Provision of reports to schools.
- 10-212 School nurses and nurse practitioners
- 10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results.
- Department of Public Health, Public Health Code, 10-204a-2a, 10-204a-3a, 10-204a-4
- 20 U.S.C. Section 1232h, No Child Left Behind Act
- Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g)
- 42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Policy adopted: April 16, 1996  
Policy revised: June 12, 2001  
Policy revised: February 12, 2002  
Policy revised: May 27, 2003  
Policy revised: January 13, 2004  
Policy readopted: June 7, 2005  
Policy revised: October 11, 2005  
Policy revised: March 11, 2008  
**Policy revised:**

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Students**

**Student Grievance Procedures (Title IX)**

**Designation of Responsible Employee**

The Board of Education shall designate an individual as the responsible employee to coordinate school district compliance with Title IX and its administrative regulations.

The designee, the District’s Compliance Officer, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Title IX and its administrative regulations.

The designee shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of the District of the name, office address and telephone number of the designee. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

**Grievance Procedure**

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of the District. Grievance procedures are set forth in administrative regulations.

**Dissemination of Policy**

The Superintendent of Schools shall notify applicants for admission, students, parents/guardians of elementary and secondary school students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation.

Legal Reference: 20 U.S.C. 1681 – Title IX of the Educational Amendments of 1972

34 C.F.R. Part 106 – Title IX of the Educational Amendments of 1972

**Policy adopted:**

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Middletown High School  
BlueTube Television Club  
Field Trip Request**

Middletown High School's BlueTube Television Club would like to attend the Student Television Network's 2013 Convention in Los Angeles, California March 7-11 2013.

For four days the students will work with and attend seminars and exhibits with professionals from the television and film industry, participate in contests and have the opportunity to meet peers from across the country. Exhibitors include various colleges and universities, equipment professionals as well as professionals from the film and TV industry.

BlueTube is affiliated with the Student Television Network, which provides educational components of broadcast journalism, video production, filmmaking and media convergence. This organization works with students, teachers and professionals in the industry on both the middle school and high school level. Through this organization students are given varied opportunities for training, interaction, competition and critiques from qualified experts.

Students have been selected through a selection process, which included academic achievement, grade level, and participation in TV/Video Class and Club.

Chaperones include Lauren Pszczolkowski, MHS TV/Video Teacher and BlueTube Advisor and Michael Pitruzello, MHS Athletic Advisor.

I have budgeted \$2000 from a combination of Perkins Funding and my annual Tech Ed budget. The remainder, unfortunately, will be a burden borne by the student's themselves. The students will work very hard on fundraising this year and have several fundraisers planned such as selling daily morning news "shout-outs", commercial spots, BlueTube Mugs, Student Designed BlueTube T-Shirts, Pasta, DVD Raffles and Car Wash.

The price per student is estimated to be about \$800.00 minus fundraising that includes Flight, Shuttle Service, Hotel, Contest Registration and Participation.

For the past 3 years students have returned with a wealth of knowledge and experience. Last year we were proud to win 3<sup>rd</sup> place out of over 100 schools in the Sweet Sixteen Film competition.

The students left in the classroom will continue to work on their regularly scheduled classwork, and will not be hindered by the lack of Ms. Pszczolkowski's presences. All class periods will continue their education in the television/film field.

**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: **August 31, 2012**

Name of Club or Activity: **BlueTube TV/Video**

Trip To: **LA, California**

Purpose: **Student Television Network Convention**

Number of Students Participating: **12**

Number of students eligible to go on the field trip:

Dates of Trip: From: **March 7, 2013**

To: **March 12, 2013**

# of school days missed: **3**

Names of Teachers and Chaperones:

- 1. Lauren Pszczolkowski**
- 2. Mike Pitruzzello**

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

Are fund-raising activities planned: **yes** If so, describe: **Filming Various Events, Sports, Activities**

**Fun Pasta**

**Car Wash**

**Restaurant Night**

**Shout- Outs**

Amount of money to be raised through fundraisers: **\$2,000**

Hotel/Motel: **Westin Bonaventure Hotel, Los Angeles**

Insurance Arrangements for Staff & Students: **Students will carry medical insurance**

Cost per Student: **\$ 800.00**

Cost per Teacher and/or Chaperone: **\$800.00**

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

a.

c.

b.

d. Other

Teacher requesting this approval: **Lauren Pszczolkowski**

Approved by Department Head at secondary level: **David Reynolds**

Approved by Principal: \_\_\_\_\_

Authorized by Associate Superintendent: \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_ Date \_\_\_\_\_

9/4/2012

## **Middletown Public Schools Entry Plan for the Superintendent of Schools**

### Outcomes

- To establish a two-pronged plan; The first 3 months and the remaining nine months of the year.
- Begin to develop/reestablish key relationships with school district and community constituents
- Assess current school district issues and concerns
- Identify the policies, procedures and communication strategies within the district
- Identify key issues, establish a list of priorities, and develop an action plan

### Activities

Constituency Group:

#### Board

- Review the roles and responsibilities of the Board of Education and superintendent
- Clarify the superintendent/Board Chair relationship
- Define the roles for working with city officials with Board Chair
- Develop/ Review Board operating protocol
- Establish a plan which meets the Board's approval

#### District Office

- Determine organizational norms and structure of the district office
- Clarify the roles and relationship of each person in central office
- Analyze areas where coordination, alignment, and /or further review are required

#### Building Administrators

- Determine key issues and main concerns principals face in the coming year
- Determine how the work of the principals can best be supported
- Analyze site v. district office responsibilities
- Analyze the climate for learning and self-reflection

#### Employee Groups

- Understand the relationship between the associations and the district
- Define associations' issues and concerns
- Identify communication format

#### Students

- Understand the issues which are important to students
- Establish communication with key student leaders

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### Teachers

- Understand the structure, membership and responsibilities of teacher groups (collaboration groups, planning groups, grade level teams, departments...etc.)
- Listen to hopes, desires and concerns
- Identify teachers' ideas for change

### Parents

- Establish a relationship with school-related organizations
- Understand the contribution these organizations make to the school district
- Listen to parents' hopes and desires for their children's schools

### Community

- Gather perceptions of the school district from within the community
- Identify community groups and how they impact the school district
- Determine "school district message" to be conveyed
- Create understanding and enhance community support for Middletown Schools

### Data Collection Methods

- Identify and interview key personnel (listed below)
- Conduct focus groups with key community organizations and leaders, teachers, support staff, students, parents
- Visit district schools
- Analyze the data collected
- Provide feedback to the various groups within the organization

### Interviews to be scheduled

- Board members
- Building administrators
- Board attorney
- Support staff (secretaries, food service, maintenance, transportation, ...etc.)
- Athletic director
- Association presidents
- Department chairs, and other out of classroom personnel
- Student leaders
- PTA
- Parents
- Community
  1. City officials
  2. Police chief
  3. Fire chief
  4. State representatives
  5. Neighboring school superintendents
  6. Service/Community organizations
  7. Senior Citizens
  8. Clergy

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9. Wesleyan / Middlesex Community College Presidents
10. Other contacts as determined by the Board and Superintendent

Document review

- Employee agreements and grievances
- Budget documents
- Policies
- Administrator job descriptions
- Key personnel evaluations
- Content standards, curriculum maps and pacing guides
- School improvement plans
- Student and faculty handbooks
- District promotional brochures/information
- Key state reports
- Accreditation reports
- Annual financial report
- Board agendas and minutes
- Special education program evaluations/reviews
- Grants
- Capital improvement plan
- Technology plan
- Crisis management plans
- Litigation

Studies to Conduct

- Special Education Department
- Business Department

**MIDDLETOWN PUBLIC SCHOOLS**

**State, Federal, and Miscellaneous Grant Revenue**

**Received 2011-2012**

EDUCATION GRANTS						
Acct. Code	Grant Name	Grant Type		Applicant(s)	Programs Supported by Grants	Received 2011-12
		Competitive	Allocation/Entitlement/Receipt			
858	21st Century Community Learning Centers - WWMS	X		Wilson Middle	The 21st CCLC grant is a five-year grant awarded to provide intensive afterschool academic support and enrichment activities four days per week for up to 100 students in Grades 7-8 and up to 8 high school mentors in Grades 9-12.	\$128,273
785	21st Century Community Learning Centers - Keigwin	X		Keigwin Middle	The 21st CCLC grant is a five-year grant awarded to provide intensive afterschool academic support and enrichment activities four days per week for up to 60 students in Grade 6 and up to 5 high school mentors in Grades 9-12.	\$137,836
808	21st Century Community Learning Centers - Parent Fees - Elementary		X	Bielefield, Macdonough, Snow, and Spencer Schools	Parents are charged a participation fee for the afterschool programs, which may be waived based on need.	\$1,100
806	21st Century Community Learning Centers - Parent Fees - WWMS		X	WWMS	Parents are charged a participation fee for the afterschool programs, which may be waived, based on need.	\$2,020
901	21st Century Community Learning Centers - Parent Fees - Keigwin		X	Keigwin	Parents are charged a participation fee for the afterschool programs, which may be waived based on need.	\$3,165
813	Adult Education		X	Adult Education	Middletown Adult Education provides academic programs, early childhood classes, family education, job training, workplace education, enrichment classes, counseling and assessment services.	\$1,455,156
814	Adult Education Cooperating Eligible Entity		X	Adult Education	Provides materials for Literacy Volunteers of Middletown to support adult literacy efforts.	\$7,463
887	Adult Education - PIP English Literacy/Civics	X		Adult Education	Adult Education offers program improvement opportunities in English literacy and civics instruction.	\$29,400
883	Adult Education - PIP Transition to Post Secondary	X		Adult Education	Adult Education offers program improvement opportunities to assist students in their transition to post secondary programs.	\$205,800
833	Adult Education Receipts		X	Adult Education	Receipts from participant fees to pay for the cost of providing the classes at various adult education sites.	\$634,291
831	Afterschool Program - State of Connecticut	X		Farm Hill School	The CT Afterschool Program grant is a two-year grant awarded to provide intensive afterschool academic support and enrichment activities four days per week for up to 65 students in Grades K-5.	\$117,325
760	Bielefield - Family School Connection	X		Bielefield School	Provides a clinical supervisor and two home visitors for identified Bielefield families in a research-based home visitation model.	\$186,000

Acct. Code	Grant Name	Competitive	Allocation/ Entitlement/ Receipt	Applicant(s)	Programs Supported by Grants	Received 2011-12
700	Cafeteria Services Receipts		X	District	Receipts collected by Cafeteria Services from food sales.	\$1,819,345
791	CDBG - Accessibility Project - Hall House	X		District	Provides for accessibility enhancements and moisture remediation for the Hall House building on Hunting Hill Avenue.	\$27,500
801	CIGNA for Certified & Paraprofessional Receipts		X	District	Board of Education funds that are collected through payroll deduction and COBRA payments that subsidize the cost of health insurance for certified and paraprofessional staff.	\$2,124,898
807	CIGNA for Classified Receipts		X	District	Funds that are collected from the retired classified staff and sent to the City to subsidize the cost of health insurance for classified staff.	\$7,096
773	Connecticut Breastfeeding Coalition	X		District	Provides for enhancements to schools and office areas to support breastfeeding in the workplace.	\$475
795	Connecticut Clean Fuel Grant	X		District	Provides for the purchase of hybrid electric/diesel school buses and vehicles as part of the State of Connecticut clean fuel initiative.	\$63,584
823	Curriculum Receipts		X	District	Receipt from insurance settlement for damaged school materials.	\$54,900
874	Educational Incentive Challenge Grant - City		X	District	Supports afterschool programming through community agencies that are required to meet a 2 to 1 cash match.	\$49,999
894	Elizabeth Swaim Strings	X		District	Supports the afterschool strings program at the elementary schools.	\$33,965
840	Excess & New Cost Special Education		X	District	State/federal reimbursements for students' tuition that exceeds the per pupil expenditure.	\$2,218,872
850	Family Resource Center -Farm Hill	X		Farm Hill School	Provides programs for infants, toddlers, students, and adults at Farm Hill School. The program supports a full-time site coordinator and shares the program director with Macdonough School.	\$92,435
842	Family Resource Center - Macdonough	X		Macdonough School	Provides programs for infants, toddlers, students, and adults at Macdonough School. The program supports a full-time site coordinator and shares the program director with Farm Hill School.	\$92,435
893	Fingerprinting Receipts		X	District	New staff members are charged a processing fee for fingerprints and payments are made to the State Police Department.	\$2,170
751 & 752	Fresh Fruits & Vegetables	X		Macdonough School	Provides fresh fruits and vegetables outside regular school meal times to students at Macdonough School.	\$13,836
810	IDEA - Section 611 - Part B - Individuals with Disabilities		X	District	Provides technology and support services for special needs students to address resource equity and equality of educational opportunity.	\$1,284,606
818	IDEA - Section 611 - Part B - Non-Public		X	District	Provides equitable service opportunities for special needs students that attend non-public schools.	\$76,130

Acct. Code	Grant Name	Competitive	Allocation/ Entitlement/ Receipt	Applicant(s)	Programs Supported by Grants	Received 2011-12
812	IDEA - Section 619 - Part B - Preschool		X	District	Provides for instruction to at-risk and special education preschool students.	\$40,466
826	Interdistrict Cooperative	X		District	Provides a Saturday mathematics academy for Grade 6 students from the five Consortium districts and Meriden, in a collaborative partnership with Middlesex Community College, the Connecticut Academy for Education in Mathematics and Science, and the NAACP.	\$51,567
897	Macdonough Afterschool Program	X		Macdonough School	Provides for before and afterschool literacy and mathematics support and enrichment activities, for students at Macdonough School in partnership with the YMCA.	\$29,760
809	Maintenance/Rental Fee Receipts		X	District	Receipts for use of the school facilities to cover the cost of custodial overtime salaries for each event.	\$290,500
769	Middletown Teen Theater		X	District	Receipts for student participation in summer and school year teen theater productions.	\$86,291
777	National School Lunch Program Equipment Grant	X		District/Farm Hill	Provides for School Lunch Program kitchen equipment and upgrades to ensure safe food handling, preparation, and service to students. Farm Hill received a new convection steamer in the 2011-12 school year.	\$14,270
819	Out-of-Town Magnet Transportation		X	District	Provides transportation to the Greater Hartford Academy of Performing Arts and Thomas Edison Magnet School, contracted through Dattco.	\$188,000
820	Parent Leadership Training Institute	X		District	Provides a 20-week advocacy and empowerment program for parents and their children (misc. funders).	\$31,505
877	Perkins - Basic		X	District	Provides technology, in-school jobs/work experiences, job mentoring, and support for the vocational and business program areas at Middletown High School.	\$57,722
804	Preschool Program Fee Receipts		X	District	Receipts from parent fees for the preschool program, paid on a sliding scale, to subsidize transportation and purchase instructional supplies for preschool classes.	\$51,814
880	Primary Mental Health	X		Wesley School	Supports the Circle of Friends program to address social skills development for students that need to strengthen positive peer relationships.	\$23,800
837& 847	School Readiness		X	District	Provides 3- and 4-year-olds with quality extended-day preschool experiences at Snow School and a portion of the salary for the School Readiness Coordinator.	\$356,667
841	Special Education - Medicaid		X	District	State reimbursements for special needs students.	\$42,311
895	Special Education Tuition Reimbursement Receipts		X	District	Reimbursement to the district for special education tuition.	\$304,806

Acct. Code	Grant Name	Competitive	Allocation/Entitlement/Receipt	Applicant(s)	Programs Supported by Grants	Received 2011-12
898	Student Activities Receipts		X	District	Receipts from fees for student activities.	\$32,900
805	Summer School Receipts		X	District	Receipts for fees paid by students to attend high school summer school to cover the cost of teaching staff.	\$28,485
802&822	Title I		X	District & Non-public	Title I funds provide for reading and mathematics intervention at Bielefield, Farm Hill, Macdonough, and Spencer Schools for students in Grades K-5, preschool support services, parent involvement, and tutorial support in two non-public schools.	\$707,075
817 & 871	Title II - Part A		X	District & Non-public	Supports three teaching positions to reduce class size in the public schools and professional development for the non-public schools.	\$231,732
867	Title III - Part A		X	District	Supports English Language Learner services and assessments for identified students. There are no non-public students identified as eligible for services for the current year.	\$24,388
846	United Way - Discovery	X		District	Supports the School Readiness Coordinator position.	\$18,805
855	United Way - Healthy Youth	X		District	Provides funding to implement the Developmental Assets initiative.	\$9,000
854	United Way - Youth Services Development	X		District	Provides youth leadership opportunities for city youth.	\$8,023
852	Universal Service Fund		X	District	Supports the district's Internet service at all school buildings.	\$1,714
803	Workers' Compensation Receipts		X	District	Payment for workers' compensation claims that is used to offset the workers' compensation premium.	\$92,329
889	Youth Services Bureau - Enhancement	X		District	Provides support for youth leadership opportunities.	\$7,550
860	Youth Services - City		X	District	Funding from the city that provides support for the Youth Services Bureau.	\$154,082
865	Youth Services Bureau		X	District	Provides support for the Youth Services Bureau.	\$31,633
					<b>TOTAL STATE, FEDERAL, AND MISCELLANEOUS GRANT REVENUE 2011-12 =</b>	<b>\$13,787,270</b>
					<b>TOTAL STATE, FEDERAL, AND MISCELLANEOUS GRANT REVENUE 2011-12 =</b>	<b>\$17,166,490</b>
					<b>DECREASE DUE TO LOSS OF AARA FUNDING =</b>	<b>(\$3,379,220)</b>

## **2012 Summer School Report**

The Middletown Cooperative Summer School Program aims to provide students with the opportunity to gain knowledge and credit over the summer where opportunities may have been missed during the academic school year. Summer school classes help students fulfill credit requirements for grade promotion and graduation.

The summer school program began with registrations on June 28<sup>th</sup> and 29<sup>th</sup>. Classes started on July 2<sup>nd</sup> and ended on July 30<sup>th</sup>. The school day consisted of three periods. Each period lasted 1 hour and 45 minutes. First period started at 7:45 AM, second period began at 9:35 AM, and the third period started at 11:25 AM. The school day concluded at 1:10 PM. The summer school staff included co-directors and seven teachers. In addition, the Alternative Route to Certification Program (ARC) provided three student teachers for the duration of summer school. These student teachers were able to obtain state certification and became eligible for employment for the 2012/13 school year.

### **Enrollment numbers**

135 students from Middlesex County and Hartford County representing grades 9-12 participated in summer school this year. Among the 135 students, 74 were Middletown High School students. The remaining 61 students consisted of the following:

<b><u>School</u></b>	<b><u>Number of Students</u></b>
Cromwell High School	15
Rocky Hill High School	14
Vinal Technical High School	13
Portland High School	5
Berlin High School	5
Xavier High School	3
Coginchaug Regional High School	2
Haddam Killingworth High School	1
Nathan Hale Ray High School	1
E.C. Goodwin Technical High School	1
East Hartford High School	1

## **Course Information**

The following courses were offered during the Middletown Cooperative Summer School 2012 session:

Math: Algebra I, Geometry, Algebra II

English: English 9, English 10, English 11, English 12

Science: General Science, Biology

History: World History, US History

Physical Education and Health

## **Finances**

Tuition costs generated \$23,309 and the cost to employ the staff was \$20,802.50. The Middletown Cooperative Summer School Program aims to keep the tuition costs minimal for our families. While still competing with programs in East Hartford and West Hartford, we maintain low financial requirements for parents. Classes in East Hartford are 52% more expensive while classes in West Hartford are 283% more expensive.

## **Summary**

The 2012 Middletown Cooperative Summer School program helped meet the needs of our students and the school community in a variety of ways.

1. 74 Middletown High School Students completed 115 courses. Grade distribution of these courses:

22 students earned grades from 90-100

29 students earned grades from 80-89

42 students earned grades from 70-79

18 students earned grades from 60-69

2 students earned grades below a 59

1 Pass (Pass/Fail)

1 Class Withdrawal

2. 27% of the Middletown High School students were able to avoid grade retention due to their summer school classes.
3. Four Middletown High School students were able to satisfy graduation requirements after their completion of summer school.
4. Middletown High School retention rates were minimized due to the summer school program.

5. Class sizes during the school year at Middletown High School are more sustainable due to the credits earned by students over the summer.
6. Students gain skills and confidence in classes they previously struggled in.
7. Positive experiences and behaviors continue throughout the calendar year for Scientific Research Based Intervention (SRBI) Tier II students.
8. The Middletown Cooperative Summer School Program was able to facilitate a financial aid option for families in need of assistance.

### Conclusion

The success of the Middletown Cooperative Summer School Program could not be obtained without the commitment, dedication, and assistance of Principal Colleen Weiner, Head Custodian Jeff Turro, the department chairs, the teaching staff, and the Guidance Department. These staff members help the summer school staff meet the needs of our parents and students while running an efficient and productive summer school program.



# Middletown Public Schools

Kendall J. Jackson,  
Director of Facilities & Transportation

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**TO:** Patricia Charles, Ed.D., Superintendent of Schools

**FROM:** Kendall Jackson, Director of Facilities *KJ*

**DATE:** September 4, 2011

**RE:** Facilities Department – Summer Project Report

The tradesmen and custodial crews did a very good job over the summer in preparing the schools for opening day. I am pleased with our employees' collective performance and the schools reflect their hard work and efforts.

With the Board's Summer School programs at Middletown High and Wesley School and the Park & Recreation's summer use of all our schools extensive planning occurred for the custodians and tradesmen to facilitate their work while accommodating the programs. There was also an excessive amount of days this summer in excess of 90° F. making working conditions uncomfortable in the schools without air conditioning.

In addition to the top to bottom school cleaning by the custodians and the hundreds of maintenance requests from the schools addressed by the tradesmen, several school improvement projects were completed or initiated. Due to my Capital budget funding being drastically cut this year minimal major projects were implemented over the summer.

Also performed over the summer, or in progress, were the annual contractual servicing, testing and inspection of the fire alarm systems, sprinkler systems, fire extinguishers, emergency lighting systems, emergency generators, elevators, etc. The boiler cleaning will be completed prior to the heating season, as well as the burner servicing and efficiency testing.

The efforts of Louis DiMauro, Custodial Manager, continue to be invaluable. All the schools had great openings and Lou and all the custodial staff and tradesmen should be commended.

Attached please find a listing of significant 2012 summer repairs and improvements completed or in progress as of this writing. Please advise if you require any additional information at this time.

Thank you.

pc: E. Macri  
L. DiMauro

Middletown Public Schools

**Facilities Department Report - Summer 2012**

LOC	PROJECT	STATUS
MHS	Locker Room Addition Project	Substantially Complete
	Exterior Lighting Retrofit to LED Lighting Project	In-Progress
	Pool Flooding Damage Restoration	Complete
	Repaired Pool Pumps and Piping	Complete
	Repair Leaking Sky Lights – Gymnasium Roof	Complete
	Retrofit Press Box Landing to Correct Drainage Problem	In-Progress
	Install White Boards and Projectors in Multiple Classrooms	Complete
	Classrooms, Hallways and Offices Repainted or Touched-Up	Complete
	Café and Kitchen Repainted	Complete
	Stairway Walls Repaired and Metal Hand Rails Repainted	Complete
	Cut Back Overgrowth – Entire Perimeter of LaRosa Lane	Complete
	Coordinated with Science Dept. Re. Haz-Mat / Chemical Disposal	Complete
	Descale Steamers & Recalibrate Ovens - Kitchen	Complete
	Test & Inspect All Eye Wash Stations	Complete
V-AG	Clean Animal Lab Sement Drains	Complete
WMS	Renovated Art Rooms 302, 303 & 306	Complete
	Tested Phase Protection Systems - Main Electrical Room	Complete
	School Base Health Clinic Renovated (by Community Health Cntr.)	Complete
	Replace AC Compressor in Library RTU	Complete
	Replace or Repair Window Screens throughout School	Substantially Complete
	Repair Loose, Broken and Missing Window Crank Hardware	Complete
	Replace 24 Emergency Lighting Fixtures - Hallways	Work Scheduled
	Painted 100, 200, 300, 400, 600 and Gym/Café Hallways	Complete
	Painted 12 Classrooms in 200 Wing & 3 Classrooms in 300 Wing	Complete
	Painted All Student Rest Rooms	Complete
	Fuel Oil Line Repairs – Boiler Room #7	In-Progress
	Descale Steamers & Recalibrate Ovens - Kitchen	Complete
	Test & Inspect All Eye Wash Stations	Complete
Cut Back Overgrowth Around Perimeter of School	Complete	
KEI	Initiated Fire Alarm System Replacement Project	In-Progress
	Install Kitchen Freezer & Cooler Temperature Alarms	Complete
	Descale Steamers & recalibrate Ovens - Kitchen	Complete
BIE	Install Vinyl Siding Under Front Soffits	Complete
	Repair Storm Drain in Front Parking Lot	Complete
	Replace Compressor in Kitchen Reach-In Cooler	Complete
	Repair Front Sidewalk & Curbing	Work Scheduled
	Descale Steamers & Recalibrate Ovens - Kitchen	Complete
FH	Replace 285 Feet of Bituminous Curbing – Parking Lot & Driveways	Complete
	Descale Steamers & Recalibrate Ovens - Kitchen	Complete
LAW	Replace Compressor in Kitchen Reach-In Cooler	Complete
	Remove Tree Stump, Re-grade, Top Soil & Seed – Front Island	Complete
	Repair Under-Floor Sewer Drain Blockage	Complete

**Facilities Department Report - Summer 2012**

LOC	PROJECT	STATUS
MAC	Replace Front Entry Door	Complete
	Replace or Repair Window Screens throughout School	Substantially Complete
	Install Walk Off Mat – Front Entrance & Hallway	Complete
	Replace Hallway Baseboard	Complete
	Replace Storm Drain – Parking Lot	Complete
	Plumb Spray Rinse Assembly to Food Prep Sink	Complete
MDY	Install Air Conditioning in Computer Lab	Complete
	Replace 103 Feet of Bituminous Curbing – Parking Lot & Driveways	Complete
	Replace or Repair Window Screens throughout School	Substantially Complete
	Install White Boards and Projectors in Multiple Classrooms	Complete
	Plumb Spray Rinse Assembly to Food Prep Sink	Complete
	Descale Steamers & Recalibrate Ovens - Kitchen	Complete
SNW	Converted Room 216 into 28 Station Computer Lab – Power & Cat5	Complete
	Replaced Carpeting - Rooms 232 and 234	Complete
	Replace 248 Feet of Bituminous Curbing – Parking Lot & Driveways	Complete
	Descale Steamers & Recalibrate Ovens - Kitchen	Complete
SPN	Install New Carpeting – Media Center	Complete
	Install New carpeting – Main Office	Complete
	Repair Multiple Seams on Single-Ply Roof	Complete
	Install New Sink in Nurse’s Office	Complete
	Repair Broken Plumbing Vent Lines	Complete
	Install White Boards and Projectors in Multiple Classrooms	Complete
	Replace 232 Feet of Bituminous Curbing – Parking Lot & Driveways	Complete
	Lower Kitchen Serving Line	Complete
	Plumb Spray Rinse Assembly to Food Prep Sink	Complete
	Descale Steamers & Recalibrate Ovens - Kitchen	Complete
WES	Replace Compressor in Kitchen Reach-In Cooler	Complete
	Multiple Trees Cut Down Between Wesleyan Hills Rd. & Parking Lot	Complete
	Descale Steamers & Recalibrate Ovens - Kitchen	Complete
	Repair Vinyl Siding Under Main Entrance Canopy	
	Repair Handicap Parking Concrete Posts – Parking Lot	Work Scheduled
	Repair Damaged Concrete Curbing – Parking Lot	Work Scheduled
ADM	Repair Multiple Seams on Single-Ply Roof	In-Progress
HH	Handicap Accessibility / Mold Remediation Project (CDBG Grant)	In-Progress

**ABBREVIATIONS**

- |  |                                    |
|--|------------------------------------|
| AA = Administration Annex                | LAW = Lawrence Elementary School   |
| A/C = Air Conditioning                   | LED = Light Emitting Diode         |
| ADM = Administration Building            | LOC = Location                     |
| BIE = Bielefield Elementary School       | MAC = Macdonough Elementary School |
| CDBG = Community Development Block Grant | MDY = Moody Elementary School      |
| DW = District Wide                       | MHS = Middletown High School       |
| FH = Farm Hill Elementary School         | RTU = Roof Top Unit                |
| Haz-Mat = Hazardous Materials            | SNW = Snow Elementary School       |
| HH = Hall House                          | WMS = Woodrow Wilson Middle School |
| KEI = Keigwin Middle School              |                                    |



# Middletown Public Schools

Kendall J. Jackson,  
Director of Facilities & Transportation

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**TO:** Patricia Charles, Ed.D., Superintendent of Schools

**FROM:** Kendall Jackson, Director of Facilities *KJ*

**DATE:** September 4, 2011

**RE:** Transportation Report

Summer transportation this year was relatively calm without any major incidents. We transported our special education students who attend year round programs that include ACES, American School for the Deaf, Gengras Center, Grace Webb - Cheshire, Grace Webb - Hartford, Highroads, Klingberg, River Street, Skiff Village Temple, and Wheeler. We also transported students within the City to Middletown High School and Wesley Elementary School who attended the Extended School Year program that ran from mid-July to mid-August.

In mid-August we mailed 4,800 postcards to parents/guardians outlining the bus number and times for pick up and drop off for their children. After the postcards were distributed we became very popular, very quickly. Since the mailings we have received well over fifteen-hundred phone calls and hundreds of emails ranging from general inquiries to requests for bus stop changes and special accommodations. In the last two weeks in August we received bus requests for an additional 189 new students and 269 requests for changes to our bus routes.

As with all openings the first day of school was an adventure, but overall went relatively well. One issue of concern was the Thomas Edison Magnet School bus runs that are still being worked on as of this writing. The TEMS parents and guardians received two postcards regarding transportation; one for when Middletown schools are in session and one for when they are not. Unfortunately the cards did not specify the difference leading to a lot of confusion. We have worked closely with DATTCO to straighten out the confusion caused and DATTCO is doing all due diligence to address the situation.

The efforts of Diana Epstein, temporary Administrative Secretary for Transportation, cannot be overstated or over appreciated as have the efforts of Leslie Spatola, the Facilities Department Administrative Secretary. Their dedication, assistance and support have been invaluable throughout my transition in managing the Transportation function. Simply put I would have failed without them. Additionally, Kathy Bengtson and Diana Epstein collaborated to get the Field Trip Request and Activity Transport Request Forms used by the schools on the district's Website rather than purchase the expensive 3-part archaic forms printed in previous years.

This year's transition was especially difficult for me primarily due to the extensive turn over at Central Office. Most of what I need to know to effectively run the operation takes more time than it ought simply because a lot of wheels needed to be reinvented. That said, we are up and running!

Please advise if you require any additional information at this time.

pc: E. Macri, D. Epstein, L. Spatola

## Athletic Department End of Season Report - Spring 2011-12

This report is an overview of each sport, the number of participants, the cost to run the program, an academic review of the spring sports season and the clubs and activities in place. All in all, our operating expenses and salaries were about the same as last year.

The report shows that participation in sports was up from last year.

This spring we had seventy-five student athletes receive All-Academic recognition. Twenty-four players were selected All-Conference and one player made All-State. Mandatory study halls both at M.H.S. and W.W.M.S. continued to gain support from everyone. Nathan Briggs continues to work closely with me in the Academic Probation Program, and assisted in putting that report together.

From an operating perspective, expenses were down slightly due to team uniform purchase rotation.

## High School Sports Narratives

The following narratives are an overview provided for you from the coach's perspective, as to how their season went, starting with the high school programs.

### High School Baseball - Jason Serra

The Baseball Team finished the season with a record of 7 wins and 13 losses. This is the third season playing in the highly competitive CCC south with cross-over games versus strong opponents such as Simsbury and Class LL state finalist South Windsor. Highlights of the season were a close 4-3 victory over Simsbury and a 6-1 victory over with Platt High School of Meriden. The baseball team graduates just two seniors. This season many sophomores and juniors gained valuable varsity experience especially in the pitching category. We need to develop offense for next two seasons. The players and coaches are looking forward to competing in the class LL state tournament the next few years.

### High School Ultimate Frisbee - Trevor Charles

The Ultimate Frisbee team finished their season on a high note. After a slow start and finishing 5<sup>th</sup> at states, the team climbed the ladder with some big wins at regional tournaments. The team finished 5<sup>th</sup> at St. Johnsbury Invite (largest tournament in the country), earning them a bid to the New England Championship tournament. Middletown finished second at New England's, finishing their season 28-14. The team is ranked 54<sup>th</sup> in the entire country, and is the highest ranked team out of CT. The team graduates 6 seniors, with a class of 17 in the Junior class; the team is looking forward to continuing their success next year. The JV team finished 6-18, although they competed against primarily varsity programs.

### High School Girls Track & Field - Deb Petruzzello

The 2-5 record for the Middletown Girls' Track & Field team does not reflect the progress and accomplishments of the team. With only 5 seniors, the team was composed of many first year track athletes from all grades. The team had many close meets although not expected to have a winning record for the season. 4 frosh lettered with 4 more missing lettering by 1 or less points. The triple jump record was broken by senior Antanisha Outlaw (who represented Middletown in the Class L meet and the State Open meet), the 4x100 relay team came in 6<sup>th</sup>

in Class L, and athletes contested in 7 events in the Class L meet. The progress of our athletes was well noted from the beginning of the season to the end - showing great things to look forward to in the future!

### High School Crew - Beth Shapiro

The crew team had a very successful season this year. The boys' team incorporated the novice quickly into their ranks and was able to race 3 varsity boats all season. The 1<sup>st</sup> varsity boat ended their season by placing 6<sup>th</sup> in the state. The girls' team had a frustrating regular season but ended up pulling it together by states beating many key opponents. Their performance earned all 3 varsity boats a spot in New England's. Having three boats in this prestigious race was a first in recordable history for Middletown.

### High School Softball - Scott Ahlers

2012 was a transition/learning year for the MHS girls' softball program as we graduated 4 senior starters in key positions and backfilled those positions with freshman and sophomores. The team had no senior starters and the inexperience showed as mistakes led to big innings in games against the better teams. Overall, we beat the teams that had similar talent or lesser talent and lost the games against the top teams we faced and made it to the state tournament losing to a top seed team in the first round. In last year's summary I closed with "With no juniors on the varsity roster and the loss of four key seniors, next season will have some real challenges." I think that was a pretty good summary of our season.

During the season we improved quite a bit as the young players learned their positions. The second time facing each of the good teams was a much better showing for us than the first game. Our CCC South is a very strong conference with 4 teams ranked in the State or area top ten. Our JV had an excellent year with a much higher talent level building across our entire program. We have a good group of kids that get along well and we should be well positioned to have an improved season in 2013.

### High School Boys Track & Field: Jennifer Price

The boys track team completed an undefeated dual meet season and finished the year with a 7-0 record. At the CCC Conference Championship meet, they were narrowly defeated by Bristol Central by a differential of five points and as a result will be Co-Champions of the South Division. The following athletes were named to

the All-Conference team: Jashane Brown, Akeino Chamberlain, Nick Chhoeun, Denzell Dempsey, Mario Durso, Craig Nakatsuka, Logan Reich, Aaron Rosenbloom-Snow, Ben Schaff, Isiah Swain, DeVonte White. The team finished 5<sup>th</sup> in the State Class L Championship meet and Isiah Swain earned All-State honors in both long jump and high jump, as well as breaking the school record in the long jump.

### **High School Boys Tennis: Rick Privott**

The Middletown boys' tennis team started the season with a lot of work to do. We again had an increase in numbers and unfortunately had to make cuts to achieve a workable number. We finished the season with a record of 6-9, against a very strong schedule. Our potential is strong as we had some solid first timer players come out this year.

I look forward to next season and our continued growth as a tennis program. I also hope that we are getting closer to having 8 tennis courts somewhere on the school campus so our tennis teams can really reach our potential.

### **High School Girls Tennis: Tish Ehnott**

The MHS Girls Tennis team had another successful season with a record of 10-5. We finished 3<sup>rd</sup> in the CCC South Conference which is a jump up from 5<sup>th</sup> last year. For the second straight year we qualified for the State Team tournament. We were seeded 15 in Class L and lost a very close match to Bristol Eastern 3-4. We had lost to them in a regular season match 1-6 so this was a very good match for us to almost beat them. We had 4 players named to All-Conference and 3 players have qualified and will be playing in the Individual State Open this weekend at Yale.

### **High School Boys Golf: Mark Fong**

The boys' golf team completed their first year under new coach Mark Fong. The team battled inexperience and youth but showed great improvement over the course of the season. The foundation has been set to have a competitive team for the foreseeable future.

### **High School Girls Golf** - Dennis Guimares

The season was a little on the down side because of the number of candidates that left the team before completion. Those that stayed improved in every area of athletic ability and personal growth. Hopefully next year we will have more students that have had prior experience in order for the team to gain a more satisfaction for their efforts.

### **High School Unified Sports** - Kelly Griffin & Liz Mancini

Unified track competed in two tournaments this season, one in West Haven and one in Southington. The team performed well at both. A number of our athletes improved greatly in times and distances in comparison to last season.

### **Middle School Softball:** Karen Clark

The girls' softball team had a decent season this year. The girl's recorded 5 wins, 8 losses and no ties. Of the 8 losses, 1 came at the end of our first game of the season, an extra-inning game after almost 4 hours and 9 innings. 2 of the other losses were by 1 run each. The team was fairly young this year with the majority of the starters being 7<sup>th</sup> graders.

### **Middle School Boys/Girls Track:** Kelly Ellis/Kim Libera

The team had a great season and continued its long run of success. The boys finished with a dual meet record of 5 wins and 1 loss and the girls finished with the same record. The team competed hard with some great performances throughout the year. The girls finished 2<sup>nd</sup> at our WWMS Invitational and 4<sup>th</sup> in the State meet. The girls' 4 x 100 finished the season undefeated and 1<sup>st</sup> overall in the state of CT. Jenny Barbour a seventh graded finished 1<sup>st</sup> overall in the long jump with a jump of 16', 3" shy of the state record. The boys had solid performances all year and were highlighted by finishing 1<sup>st</sup> in our WWMS Invitational and 3<sup>rd</sup> in the State meet.

### **Middle School Baseball: Josh Cofield**

Although we had a number of challenges to overcome and we didn't see our successes in wins I believe the season was a success as a whole. They learned valuable lessons and grew up a lot as the season went on. They learned life skills and how to be responsible. Many of the student-athletes on our team were also playing travel baseball on weekends. It was difficult trying to plan a lineup not knowing who had pitched and how much over the weekends. These young athletes played a lot of baseball, were tired and weren't able to pitch if/when I needed or wanted them to due to playing on the travel teams. It was difficult to juggle and work around the players who were playing every weekend.

### **Middle School Unified Track: Kevin Frederick**

## Academic Review---2011-2012 Spring Sports Season

All student-athletes in grades 9-12 were reviewed for compliance to Middletown High School's eligibility policy. In accordance with district policy, third marking period grades served as the criteria in the review process. Student-athletes who had met CIAC eligibility standards but had received one or more failing grades and/or had a grade point average lower than 70 were subject to the review process. As was the case during the fall and winter athletic season, all interscholastic teams were required to hold supervised study halls for athletes throughout the season.

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

	<b>Number Of Student Athletes Subject To Academic Review</b>	<b>Number Of Student Athletes Meeting MHS Criteria For Continuing Participation</b>	<b>Number Of Student Athletes Who Failed To Meet MHS Criteria For Continuing Participation</b>
<b>Baseball</b>	5	3	2
<b>Softball</b>	3	3	0
<b>Boy's Track</b>	9	8	1
<b>Girl's Track</b>	8	8	0
<b>Boy's Tennis</b>	0	0	0
<b>Girl's Tennis</b>	0	0	0
<b>Boy's Golf</b>	3	3	0
<b>Girl's Golf</b>	0	0	0
<b>Crew</b>	4	4	0
<b>Frisbee</b>	7	7	0
<b>Total</b>	39	36	3

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

## SPRING TEAM RECORDS

### MHS

	Wins	Losses	Ties
Baseball	7	13	
Softball	9	12	
Girls Track	2	5	
Boys Track	7	0	
Boys Tennis	5	9	
Girls Tennis	10	5	
Girls Crew	-	-	
Boys Crew	-	-	
Boys Golf	6	12	
Girls Golf	0	15	
Ultimate Frisbee	28	14	
Unified Sports	-	-	

### WWMS

Softball	5	7	
Baseball	7	7	
Girls Track	5	1	
Boys Track	5	1	
Unified Track	-	-	

**Middletown Public Schools  
2011-12 SPRING ATHLETICS  
EXPENSES**

<b>SPORT</b>	<b>*OPERATING EXPENSES</b>		<b>GENERATED INCOME</b>		<b>Number of Coaches</b>		<b>Total Salaries</b>	
	<u>2011</u>	<u>\$2,012</u>	<u>2011</u>	<u>\$2,012</u>	<u>2011</u>	<u>2012</u>	<u>2011</u>	<u>2012</u>
Baseball Middle School	\$ 6,004	\$6,236	\$0	\$0	3	3	\$ 11,768	\$ 11,768
	\$ 1,065	\$553			1	1	\$ 3,441	\$ 3,441
Softball Middle School	\$ 3,875	\$4,311	\$0	\$0	2	2	\$ 8,327	\$ 8,327
	\$ 1,038	\$1,039			1	1	\$ 3,441	\$ 3,441
Boys Tennis	\$ 873	\$449			1	1	\$ 4,748	\$ 4,748
Girls Tennis	\$ 932	\$498			1	1	\$ 4,748	\$ 4,748
Boys Track Middle School	\$ 1,807	\$1,191			3	3	\$ 11,768	\$ 11,768
	\$ 310	\$510			1	1	\$ 3,441	\$ 3,441
Girls Track Middle School	\$ 1,925	\$695			3	3	\$ 11,768	\$ 11,768
	\$ 310	\$510			1	1	\$ 3,441	\$ 3,441
Crew	\$ 2,247	\$1,276			4	4	\$ 20,853	\$ 20,853
Boys Golf	\$ 3,219	\$2,491			1.5	1.5	\$ 6,298	\$ 6,298
Girls Golf	\$ 2,131	\$1,793			1.5	1.5	\$ 6,298	\$ 6,298
Ultimate Frisbee	\$ 584	\$65			1	1	\$ 3,441	\$ 3,441
Unified Sports	\$ 106	\$120			2	2	\$ 1,000	\$ 1,000
Athletic Trainer		\$230			1	1	\$ 6,900	\$ 6,900
***Miscellaneous	\$ 3,864	\$3,028						
Transportation	\$35,675	\$37,855						
<b>TOTALS</b>	<b>\$65,965</b>	<b>\$63,750</b>		<b>\$0</b>	<b>28</b>	<b>28</b>	<b>\$ 111,681</b>	<b>\$ 111,681</b>
<b>*Operating Expenses- Includes officials, uniforms, equipment, supplies and game personnel.</b>								
<b>***Miscellaneous: includes awards, administrative supplies, office supplies, dues &amp; fees.</b>								

MIDDLETOWN PUBLIC SCHOOLS

2011-12 SPRING ATHLETICS

PARTICIPATION

SPORT	MIDDLE SCHOOL								HIGH SCHOOL								GRAND TOTAL			
	SIXTH		SEVENTH		EIGHTH		TOTALS		NINTH		TENTH		ELEVENTH		TWELTH				TOTALS	
	2011	2012	2011	2012	2011	2012	2011		2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
Baseball			9	9	8	8	17	17	13	14	15	9	5	12	5	3	38	38	55	55
Softball			4	8	10	6	14	14	11	8	9	9	7	6	4	4	31	27	45	41
Boys Tennis									5	6	4	5	5	5	6	5	20	21	20	21
Girls Tennis									2	8	7	5	6	4	6	5	21	22	21	22
Boys Track			8	17	21	20	29	37	13	5	11	13	7	14	6	8	37	40	66	77
Girls Track			15	22	20	34	35	56	7	10	10	9	6	8	8	5	32	32	66	88
Crew																				
Male									5	3	15	8	7	13	5	6	32	30	32	30
Female									16	7	12	15	10	10	4	6	42	38	42	38
Golf																				
Male									2	1	3	4	1	1	7	3	13	9	13	9
Female									2	1	0	0	2	0	0	2	4	3	4	3
Ultimate Frisbee																				
Male									5	4	11	6	9	12	4	6	29	28	29	28
Female									2	1	4	5	0	5	2	0	8	11	8	11
Unified Sports																				
Male									3	0	2	3	2	1	3	1	10	5	0	5
Female			0	1	0	13		14	2	1	3	0	1	4	2	2	8	7	8	21
<b>TOTALS</b>			0	57	0	81	0	138	88	69	106	91	68	95	62	56	324	311	419	449

**2011-12 EXTRA CURRICULAR ACTIVITIES PARTICIPATION REPORT**

<u>Club - Stipend Positions</u>	<u>Advisor</u>	<u>Ninth</u>		<u>Tenth</u>		<u>Eleventh</u>		<u>Twelfth</u>		<u>TOTAL</u>	
		<u>10/11</u>	<u>11/12</u>	<u>10/11</u>	<u>11-12</u>	<u>10/11</u>	<u>11-12</u>	<u>10/11</u>	<u>11-12</u>	<u>10/11</u>	<u>11-12</u>
		Fall Dance Club	L. Geary	0	3	0	3	0	0	0	4
Key Club	N. Charles	8	3	5	5	3	11	12	8	28	27
Senior Class Advisor	T. Ehnnot	0	0	0	0	0	0	4	6	4	6
Alianza Latina	N/A	0	0	0	0	0	0	0	0	0	0
Minority Student Coalition	A. Alphonso	0	0	2	0	3	0	3	7	8	7
Yearbook	L. Frayne	0	1	0	0	3	2	0	20	3	23
Flag Corps	M. Pistorino	2	3	4	3	4	6	4	3	14	15
National Honor Society	D. Bailey	0	0	0	0	26	26	37	0	63	26
Freshman Class Advisor	J. Mickiewicz	4	4	0	0	0	0	0	0	4	4
Future Teachers of America	K. Kujawski	0	7	2	10	16	5	3	18	21	40
Junior Class Advisor	J. Price	0	0	0	0	4	12	0	0	4	12
Drama Club/Music Club	C. Briggs	28	17	22	26	31	22	21	29	102	94
Sophomore Class Advisor	D. Caswell	0	0	4	5	0	0	0	0	4	5
School Newspaper	A. Buchanan	5	4	8	8	10	5	15	14	39	31
Math Team	P. Simkins	3	4	4	2	5	2	6	8	18	16
Future Business Leaders	J. Harvey	0	0	4	0	7	8	4	6	15	14
Student Council	D. Reynolds	1	3	3	4	14	23	8	12	26	42
Gay/Straight Alliance	T. Charles	2	2	2	6	4	3	2	3	10	14
Model UN	D. Lowry	2	5	4	4	8	6	2	0	16	15
Drill Team - Dragon's Anthem	R. Downer	3	0	1	5	1	2	2	0	7	7
* Class committees operate as needed on a drop in basis. The numbers fluctuate between 4-30.											
<b>Total number of students participating</b>											
<b>Unpaid Activities</b>											
Judo	P. Hinkle	5	0	3	5	4	6	6	0	16	11
HELP	D. Raucci	10	2	4	2	3	4	4	6	21	14
Youth Services Student Advisory Council - Dragons In Action	J. Carbonella	2	6	0	12	7	22	3	8	12	48
Tri-M	M. Gosselin	0	4	12	8	10	18	17	13	39	43
Link Leaders	C. Briggs L. Geary, T. Bialek, D. Lowry	0	0	3	3	40	29	28	26	70	58
O'Ambassadors Club	K. Griffin	0	0	0	0	0	0	0	0	0	0
Gaming Club	N. Stella	6	0	4	6	4	5	5	2	19	13
GIFTS	C. Gonzalez	8	10	1	1	8	3	2	6	19	20
<b>Co-Curricular (**)</b>											
**Peer Mediation	C. Gonzalez	0	0	6	0	11	7	9	18	26	25
**VICA	C. Wright	0	0	3	1	8	6	9	10	20	17
**DECA	D. Reynolds	0	0	0	0	90	92	60	56	150	148
**FFA	R. Isaacson/J. Owen/ C. Johnson/A. Thomson	41	35	47	35	22	31	19	17	129	118
**Band	M. Gaylord	57	62	56	60	49	56	53	48	215	226
**Vocals	M. Gosselin	21	18	23	13	14	16	32	19	96	66
**Men at School	A. O'Brien	3	0	4	0	4	3	11	3	22	6
<b>Total number of students participating</b>											

**Middletown High School Activity/Club  
Report**

Activity/Club\_\_\_\_\_

Advisor\_\_\_\_\_

School year\_\_\_\_\_

\*Please return by email to [wilsonr@mps1.org](mailto:wilsonr@mps1.org)

Fall:  
List below your goals and activities planned for the year. **Due: September 12.**

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Give a mid-year summary of activities/accomplishments and special recognition. **Due: February 5**

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Give recommendations for next year. **Due: June 5**

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### Monthly Club / Activity Report - Sample

Instructions: Complete at month-end and e-mail as an attachment to Robin in the Athletic Office at [wilsonr@mps1.org](mailto:wilsonr@mps1.org). Your stipend is based upon the following criteria: \_\_\_\_\_ 100 Hours per Calendar Year \_\_\_\_\_

Advisor: \_\_\_\_\_ Sample \_\_\_\_\_ Name of Activity / Club \_\_\_\_\_ Drama Club \_\_\_\_\_

	Date	Activity	Place	Start Time	Duration	# of Students
1.	9/11/08	Drama Club Meeting	Chorus Room	2:10	1 hour	58
2.	9/18/08	Auditions for Fall Show	Chorus Room	2:10	1 hour	16
3.	9/19/08	Auditions for Fall Show	Chorus Room	2:10	1 hour	12
4.	9/23/08	Rehearsal	Room 325	2:10	2 hours	10
5.	9/24/08	Rehearsal	Black box Theatre	2:10	2 hours	10
6.	9/25/08	Rehearsal	Black box Theatre	2:10	2 hours	10
7.	9/29/08	Rehearsal	Black box Theatre	2:10	2 hours	10
8.	9/30/08	Rehearsal	Black box Theatre	2:10	2 hours	10
9.						
10.						
11.						
12.						
Total Monthly Duration					13 hours	

Below, list the dates you will meet in the upcoming month:

Date	Location	Time
Almost Daily	Black box Theatre	2 hours

**MIDDLETOWN PUBLIC SCHOOLS ACTIVITIES ELIGIBILITY ROSTER**

Race - Asian = A  
 Hispanic = H  
 Caucasian = C  
 African American = AA  
 American Indian = AI

ACTIVITY/CLUB \_\_\_\_\_

DATE: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

<b>SENIORS (Alphabetically)</b>				<b>JUNIORS (Alphabetically)</b>				
<b>NAME</b>	<b>Race</b>	<b>Gender M/F</b>	<b>SPED Y/N</b>	<b>NAME</b>	<b>Hispanic</b>	<b>African American</b>	<b>Caucasian</b>	<b>Gender M/F</b>
-				-	-	-	-	
-				-	-	-	-	
-				-	-	-	-	
-				-	-	-	-	
-				-	-	-	-	
<b>SOPHOMORES (Alphabetically)</b>				<b>FRESHMEN (Alphabetically)</b>				
<b>NAME</b>	<b>Hispanic</b>	<b>Gender M/F</b>	<b>SPED Y/N</b>	<b>NAME</b>	<b>Hispanic</b>	<b>African American</b>	<b>Caucasian</b>	<b>Gender M/F</b>
-				-	-	-	-	
-				-	-	-	-	
-				-	-	-	-	
-				-	-	-	-	
-				-	-	-	-	

## MHS Activity/Club Advisors

### Paid Stipends

Donna Caswell		10th Grade Advisor	
Jeff Mickiewicz		9th Grade Advisor	
David Reynolds		DECA	
Chris Briggs		Drama Coach	
Roberta Downer		Drill Team	
Joan Harvey		Future Business Leaders	
R. Isaacson		FFA (Future Farmers)	
Joab Owen			Sharing
Amanda Thomson			Sharing
Courtney Johnson			Sharing
Chris Darby		Future Teachers	
Trevor Charles		Gay Straight Alliance	
Open		National Honor Society	
Jennifer Price		Junior Class Advisor	
Bryan Hand		Key Club Advisor	
Open		La Alianza Latina Club	
Lisa Geary		Link Crew	
Chris Briggs			Sharing
Mary Pistorino		Majorette, Flag Corps, Color Guard	
Phyllis Simkins		Math Team Advisor	
Michael Gosselin		Tri-M Music Honor Society	
Andres Alphonso		Minority Student Coalition	
Dan Lowry	restarted 2010-11	Model UN	
Mike Gosselin		Musical Coach	
Marco Gaylord			Sharing
Ann Buchanan		Newspaper Advisor	
Tish Ehnot		Senior Class Advisor	
David Reynolds		Student Council Advisor	
Cathie Wright		VICA	
Linda Frayne		Yearbook Advisor	

### Non-Paid Stipends

Kim Everson		Drumline Instructor	
Kathy Lifti	-2010	FCCLA	
Kristen Kujawski			
Pam Hinkle	-2007	Judo Club	
Justin Carbonella		Dragons in Action - Youth Services	
Andy O'Brien	-2003	Blue Unity	

Administration	-2008	Men at School	
Cheryl Gonzalez	-2009	GIFTS	
Mary Beth Wishart	-Not Active	Soul Purpose	
Bruce Bardos	-Not Active	Chess Club	
Kathy Adams	-Not Active	Think Left	
Kathy Adams	-Not Active	Knitting Club	
Dan Raucchi	-2007	HELP	
Tara Bialek	-Not Active	Awesome God Club	
David Frankel	-2009	And Sometimes Y - Creative Arts Magazine	
Kelly Griffin	Not Active	O'Ambassador's Club	
Nancy Stella	-2009	Gamers Club	
Erica White	restarted 2010-11	Ski Club	
Lauren Pszczolkowski	-2009	Blue Tube	Curriculum Related
Mike Awdziewicz		DECA	Curriculum Related
Cheryl Gonzalez		Peer Mediation	Curriculum Related
Rebecca Isaacson		FFA	Curriculum Related
Marco Gaylord		Band	Curriculum Related
Michael Gosselin		Vocal	Curriculum Related

### Middle School Activities/Clubs

#### Paid Stipends

Rita Simmons	Drama Coach	Keigwin
Angela Caputo	Future Teachers	Keigwin
Cathy Hopperstad	Newspaper	Keigwin
N/A	Ski Club	Keigwin
Francia Goodwin	Student Council	Keigwin
Caroline Messina		
Amanda Matuskiewicz	Yearbook	Keigwin
Ali Sinicrope	Drama Coach	WMS
Gloria Sones	Future Teachers	WMS
Deb Petruzzello	Majorette, Flag Corps, Color Guard	WMS
N/A	Newspaper	WMS
John Sullivan	Ski Club	WMS
John Geary	Student Council	WMS
Carol Carson	Yearbook	WMS
William Matthews	Musical Coach	WMS
Harold Panciera	Student Activity	WMS
Dwight Sharpe	National Honor Society	WMS

## ***Spring Coaches***

Baseball		Jason Serra	<b>Head</b>
		Tom Seidl	Asst.
		Joe Barone	Asst.
	WWMS	Josh Cofield	
Softball		Scott Ahlers	<b>Head</b>
		Rachel Lemke	Asst.
	WWMS	Karen Clark	
Boys Track & Field		Jennifer Price	<b>Head</b>
		Lori Canaday	Asst.
		Corey Gordon	Asst.
	WWMS	Kelly Ellis	
Girls Track & Field		Deb Petruzzello	<b>Head</b>
		Sharon Riley	Asst.
		Jennifer Broomfield	Asst.
	WWMS	Kim Libera	
Boys Tennis		Rick Privott	<b>Head</b>
Girls Tennis		Tish Ehnot	<b>Head</b>
Boys Golf		Mark Fong	<b>Head</b>
		Brian Lowell	Asst.
Ultimate Frisbee		Trevor Charles	<b>Head</b>
		Bryan Hand	Asst.
Unified Sports		Liz Mancini	Co-Coach
		Kelly Griffin	Co-Coach
Girls Golf		Dennis Guimares	<b>Head</b>
Boys/Girls Crew		Beth Shapiro	<b>Head</b>
		Wendy Sheil	Asst.
		David Wolfram	Asst.
		Raina Boyle	Asst.