

## Board of Education Regular Meeting

Tuesday, May 14, 2013 7:00 PM

Middletown Common Council Chambers, 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 - Connecticut Association of Boards of Education (CABE) Student Leadership Awards	<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 April 5, 2013 BOE Retreat (Part I)	<b>Speaker (s) :</b> Gene Nocera
VII.B. Minutes of April 6, 2013 BOE Retreat (Part II)	<b>Speaker (s) :</b> Gene Nocera
VII.C. Minutes of April 9, 2013 BOE Regular Meeting	<b>Speaker (s) :</b> Gene Nocera
VII.D. Minutes of April 23, 2013 BOE Special Meeting	<b>Speaker (s) :</b> Gene Nocera
VII.E. Minutes of April 24, 2013 BOE Special Meeting	<b>Speaker (s) :</b> Gene Nocera
VII.F. Minutes of April 26, 2013 BOE Special Meeting	<b>Speaker (s) :</b> Gene Nocera
VII.G. Personnel Action	<b>Speaker (s) :</b> Michele DiMauro
VII.H. Line Item Transfers	<b>Speaker (s) :</b> Lynda MacPherson
VII.I. Fresh Fruits and Vegetables Grant	<b>Speaker (s) :</b> Elizabeth Nocera
VII.J. Adult Education Program Improvement Projects Grant	<b>Speaker (s) :</b> James Misenti
VII.K. Policy #1140 Non-School Activities and Public Performances by Students - Distribution of Materials by Students (Revision) - Second Reading	<b>Speaker (s) :</b> Sheila Daniels
VII.L. Extended Field Trip - MHS Girls Swimming Trip September 7-8, 2013	<b>Speaker (s) :</b> Trevor Charles
VIII. Report of the Superintendent	
VIII.A. Superintendent Goal Review	<b>Speaker (s) :</b> Gene Nocera
VIII.B. Special Education Audit - Presentation by Futures Education	<b>Speaker (s) :</b> Michael Neiman
VIII.C. Mission and Goals	<b>Speaker (s) :</b> Patricia Charles
VIII.D. Transportation Manager - Global Agreement	<b>Speaker (s) :</b> Patricia

		Charles
VIII.E.	District Data Team	<b>Speaker (s)</b> : Enza Macri
VIII.F.	Transportation Report	<b>Speaker (s)</b> : Marco Gaylord
VIII.G.	District News	<b>Speaker (s)</b> : Gene Nocera
VIII.H.	Financial Statement	<b>Speaker (s)</b> : Lynda MacPherson
VIII.H.1.	FY 2012 - 2013 Budget	<b>Speaker (s)</b> : Lynda MacPherson
VIII.H.2.	Food Services Budget	<b>Speaker (s)</b> : M. Gaylord / L. MacPherson
VIII.H.3.	Copier Contract	<b>Speaker (s)</b> : Marco Gaylord
<b>IX. Committees</b>		
IX.A.	Budget Committee	<b>Speaker (s)</b> : Ted Raczka
IX.B.	Communications Committee	<b>Speaker (s)</b> : Ryan Kennedy
IX.C.	Curriculum Committee	<b>Speaker (s)</b> : Franca Biales
IX.D.	Feasibility Committee	<b>Speaker (s)</b> : Ed McKeon
IX.E.	Policy Committee	<b>Speaker (s)</b> : Sheila Daniels
IX.F.	Representative Reports (ACES/TEMS/Cultural Council)	<b>Speaker (s)</b> : G. Nocera/ C. McClellan/ A. Hart
<b>X. Action Items</b>		
X.A.	Policy #6142 101 Student Nutrition and Physical Activity (School Wellness Policy) (Revision) - First Reading	<b>Speaker (s)</b> : Sheila Daniels
X.B.	MFT Early Retirement Incentive	<b>Speaker (s)</b> : Patricia Charles
X.C.	Teamster Memorandum of Understanding	<b>Speaker (s)</b> : Patricia Charles
<b>XI. Future Agenda Items</b>		
XI.A.	New Items	
<b>XII. Superintendent Evaluation</b>		<b>Speaker (s)</b> : Gene Nocera
XII.A.	Executive Session	<b>Speaker (s)</b> : Gene Nocera
<b>XIII. Futures Transportation</b>		<b>Speaker (s)</b> : Gene Nocera
XIII.A.	Executive Session	<b>Speaker (s)</b> : Gene Nocera
<b>XIV. Discussion of Confidential Student Matter (Student Expulsion Hearing) [Proposed for Executive Session as permitted by Conn. Gen. Stat. § 1-200(6) and 1-210(b)(17)]</b>		<b>Speaker (s)</b> : Gene Nocera
XIV.A.	Possible Action Regarding Student Expulsion	<b>Speaker (s)</b> : Gene Nocera

XV. **Adjournment**

**Speaker (s) :** Gene  
Nocera

## **Board of Education Retreat (Part I)**

April 5, 2013, 5:45 PM

Dr. Alfred B. Tychsen Administration Building

### **I. CALL TO ORDER**

**Board Members Present:** Franca Biales, Ava Hart, Ryan Kennedy, Cheryl McClellan, Ed McKeon (via skype), and Gene Nocera

**Board Members Absent:** Sheila Daniels, Ted Raczka and Mitchell Wynn

**Others Present:** Superintendent of Schools Patricia Charles, Ed.D., Associate Superintendent Enza Macri, Director of District Operations Marco Gaylord, Director of Special Education Ann Perzan, and Keigwin Principal Silvia Mayo-Molina.

Chair Nocera called the Retreat to order at 6:05 PM.

### **II. BOARD OF EDUCATION MISSION AND GOALS – PART I**

Through a series of activities, discussion, and reflection, the group identified the components of their vision for the future for Middletown Public Schools. Nancy Benben facilitated the conversation.

### **III. ADJOURNMENT**

The Retreat adjourned at 8:45 PM.

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## **Board of Education Retreat (Part II)**

April 6, 2013, 9:00 AM

Dr. Alfred B. Tychsen Administration Building

### **I. CALL TO ORDER**

**Board Members Present:** Franca Biales, Ava Hart, Ryan Kennedy, Cheryl McClellan, Ed McKeon (via Skype), and Gene Nocera

**Board Members Absent:** Sheila Daniels, Ted Raczka, and Mitchell Wynn

**Others Present:** Superintendent of Schools Patricia Charles, Ed.D., Associate Superintendent Enza Macri, and Marco Gaylord

Chair Nocera called the Retreat to order at 9:10 AM.

### **II. BOARD OF EDUCATION MISSION AND GOALS – PART II**

Work continued on the vision, mission, and goals for the Middletown Public Schools. Themes were identified and prioritized. Next steps include drafting the vision, beliefs, and goals that emanated from the work.

### **III. 2013 – 2014 BUDGET**

The 2013 – 2014 Budget presentation was discussed and refined. Additional slides that represented the Middletown need in comparison to the DRG were added, as well as slides to highlight accomplishments.

Possible reductions were discussed if the Board must cut to a \$3,000,000 increase.

### **IV. ADJOURNMENT**

The Retreat adjourned at 12:30 PM.

/mp

**Board of Education Regular Meeting**  
April 9, 2013, 7:00 PM  
Middletown Common Council Chambers

**I. CALL TO ORDER**

**Board Members Present:** Franca Biales, Sheila Daniels, Ava Hart, Ryan Kennedy, Cheryl McClellan, Ed McKeon, and Gene Nocera

**Board Members Absent:** Ed McKeon, Ted Raczka, and Mitchell Wynn

**Others Present:** Superintendent of Schools Dr. Patricia Charles, Associate Superintendent Enza Macri, Director of Pupil Services and Special Education Ann Perzan, Director of Fine Arts and District Operations Marco Gaylord (arrived at 9:01 PM), Director of Grant Services Elizabeth Nocera, Manager of Financial Operations Lynda MacPherson, Manager of Human Resources Michele DiMauro, Keigwin School Principal Silvia Mayo Molino, Farm Hill School Principal Richard Henderson, Macdonough School Principal Jon Romeo, Snow School Principal Jim Gaudreau, Student Representative Michael Durso, Assistant to the Superintendent/Board Secretary Marcy Poppel, MFT Representative Kevin Doran, Hartford Courant Reporter Shawn Beals, Middletown Press Reporter Alex Gecan, and forty-two (42) visitors

Chair Nocera called the meeting to order at 7:02 PM.

**II. SALUTE TO THE FLAG**

Student Representative Michael Durso led in the Pledge of Allegiance.

Chair Nocera held a moment of silence in memory of teacher Linda Beloin who recently passed away.

**III. ADOPTION OF AGENDA**

**MOTION:** Adoption of the Agenda was made with a motion by Ms. Daniels and a second by Mr. Kennedy.

Mr. Kennedy requested Agenda Item VII.B. Personnel Action be moved up on the agenda as X.D. due to a voting impact. Dr. Charles and Ms. Daniels explained why this was not necessary.

Mr. Kennedy rescinded his request.

**VOTE:** Adoption of the Agenda passed with a unanimous vote.

**IV. DISTRICT HIGHLIGHTS - KEIGWIN SCHOOL PRESENTATION**

Chair Nocera welcomed Principal Dr. Silvia Mayo Molina, and Keigwin students and staff. Dr. Mayo Molina shared that she started in August as Principal at Keigwin and this was a return to Middletown for her as she graduated from Wesleyan University in 1991. She noted many of the highlights this evening will be by students. Dr. Mayo Molina stated that Keigwin School brings all sixth grade students to one school for one year. She said part of what makes Keigwin School magical is its staff. Throughout the presentation R.O.C.K.S. (respect, organization, cooperation, kindness, and safety) was the common theme. These are the five principles students follow to create the solid foundation they need to be successful.

Staff and students shared a new State initiative implemented this year - electronic portfolios and Student Success Plans (SSP), which students will maintain and update until they graduate from high school. Students Sarah Canfield and Rose Romano spoke about their e-portfolios. An SSP asks each student to set goals for their academic, soci-emotional, health and physical well-being for grades 6 through 12. It is an important part of preparing students for their future education.

SSPs help to ensure a sense of continuity as students move from Keigwin to WWMS and then to Middletown High School. This year's Keigwin students are the first students to start the process under the guidance of Mr. Arpin, Mr. Doran, and other WWMS staff. Student presenters were Bianca Labella, Khaliesha Ellison, and Makayah Joseph.

Dr. Mayo Molina expressed the importance of the role Keigwin staff play in making the school successful. She shared that teacher Josi Cook received the Barnes and Noble Teacher of the Year award; the tutoring partnership with Wesleyan University through teacher Buster Nelson and Wesleyan Professor Long; as well as collaborations with Spanish Professor Perez-Girones.

Principal Mayo Molino said Mr. Doran and Mr. Fong have worked daily on the X-Men Advisory Group. Students Anthony Vidot and Ramo Bajaraktarevic shared their participation in X-Men specifically in the areas of setting goals and positive interactions with peers.

She said that Keigwin School has received a grant from the Rockfall Foundation, the funds of which were used by Science teachers to connect Keigwin students with nature. The students participate in laboratory investigations associated with a forest ecosystem, seasonal variations, and vernal pool ecology. Science teachers received training from Everyone Outside and led an all-day curriculum at Wadsworth.

Dr. Mayo Molina closed her presentation by sharing some of the many extracurricular activities available to students at Keigwin. Students Sarah Canfield, Makayah Joseph, Ramo Bajaraktarevic, and Rose Romano shared specific activities in which they participate. Dr. Mayo Molina thanked her staff and encouraged community members to visit Keigwin School.

A brief recess was called by the Chair at 7:25 PM. The meeting was called back to order at 7:29 PM.

## **V. PUBLIC SESSION**

Chair Nocera explained the rules of Public Session.

Rebecca Deotte, Parent Leadership Coordinator for Middlesex County, shared that she coordinates three leadership development courses for parents and families in Middletown: People Empowering People (PEP), Parent Leadership Training Institute (PLTI), and the class in the audience this evening, Parents Supporting Educational Excellence (Parents SEE). The current class is the largest in history, with 23 participants. The class meets for twelve Thursday evenings at WWMS, providing a family dinner, childcare, and transportation for those in need of it. The core beliefs of Parents SEE are that all children can achieve at high levels, parental involvement in education is essential to student success, and informed civic engagement makes schools better and helps children achieve at high levels. She added that the purpose of the Parents SEE training in Middletown is to assist in creating a knowledgeable base of parent leaders who can work with our schools to raise achievement for all students. Board members received a program brochure and bookmark.

## **VI. COMMUNICATIONS**

### VI.A. Report of Student Representative

Student Representative Michael Durso shared that the Student Council is currently working on the Ivon and Marion Newburg Scholarship in which a Middletown High School student receives a \$2,000 scholarship. In addition, the Council is working on a public service announcement through Blue Tube News.

Chair Nocera recognized Parents SEE State Coordinator Patrice Nelson and Middlesex County Coordinator Rebecca Deotte.

VI.B. United Way Corporate Spirit Award, May 1, 2013

Chair Nocera announced that at the Middlesex United Way Campaign Awards Breakfast on May 1<sup>st</sup>, the Middletown Public School District will be recognized with the Corporate Spirit Award, the highest honor awarded by the United Way. Dr. Charles congratulated Donna Marino and Chris Fahey and the district committees in each building for doing an outstanding job.

Ms. Daniels reminded folks that Middletown High School Goes to the Symphony is coming up on May 23<sup>rd</sup> and encouraged folks to attend.

Ms. Daniels recognized Middletown High School Business Education Teacher Anita Vallee who is retiring the end of this school year and extended thanks her for her many years of service and commitment to the students of Middletown.

**VII. CONSENT AGENDA**

**MOTION:** Move to accept the Consent Agenda was made with a motion by Ms. Daniels and a second by Ms. McClellan.

Mr. Kennedy requested the removal of Agenda Item VIII. Personnel Action from the Consent Agenda

**VOTE:** Approval of the Consent Agenda, as amended, passed with a unanimous vote.

VII.A. Minutes of March 12, 2013 BOE Regular Meeting

VII.C. Line Item Transfers

VII.D. Talcott Mountain Science Center Grant

VII.E. Autism Research Study

VII.F. Bylaw #9271 Code of Ethics (deletion) - Second Reading

VII.G. Transportation Report

VII.B. Personnel Action

Mr. Kennedy requested clarification on two items on the report and Dr. Charles responded.

**MOTION:** Approved of the Personnel Action Report passed with a motion by Mr. Kennedy and seconded by Ms. Daniels – unanimous vote.

**VIII. REPORT OF THE SUPERINTENDENT**

VIII.A. 2013 - 2014 Budget Update

Dr. Charles said she has been working on the Budget presentation to the Common Council for the Budget Hearing on April 16<sup>th</sup>. She responded to questions.

VIII.B. Interim Facilities Director

Dr. Charles said Sodexo General Manager Richard Meier was chosen to be Interim Facilities Director for the district. She noted that Mr. Meier has a great deal of experience especially in the areas of OSHA compliance, school operations, asbestos removal, mold issues, energy savings, environmental compliance, and safety. His first day was yesterday (April 8<sup>th</sup>).

### VIII.C. District Data Team (DDT)

Associate Superintendent Enza Macri said the DDT last met on March 25<sup>th</sup>. She provided an overview of what was covered at the meeting and noted that school celebrations are now included in DDT minutes.

### VIII.D. Financial Statement

Manager of Financial Operations Lynda MacPherson provided highlights of the Financial Statement and responded to questions.

### VIII.E. District News

#### VIII.E.1. Connecticut Science Teachers Association Award

Dr. Charles shared that WWMS Science Teacher Tiffany Jean Haley has been selected to receive the Connecticut Science Teachers Association (CSTA) "Excellence in Middle School Science Teaching Award" for the 2012 -2013 school year. She said this award is given to a teacher who has demonstrated excellence in classroom science teaching, contributed professionally by providing workshops and/or other support for colleagues, has demonstrated dedication to personal and professional growth by participating in conferences and workshops, and has been a productive participant in extra-curricular activities and community projects. In response to a Board member question, Dr. Charles stated that Ms. Haley will be a guest of the Connecticut Science Teachers Association at their upcoming award banquet on Wednesday evening, April 24, 2013 at Yale Peabody Museum and the New Haven Lawn Club.

#### VIII.E.2. Bielefield School Technology Initiatives

Dr. Charles said the Bielefield School Governance Council has provided active leadership. Governance Council member Brian Kaskel provided historical data on the creation of the Governance Council and shared several initiatives. Last year the Governance Council's focus was increasing Interventionists at Bielefield and that goal was met. They are now working on a long-term technology initiative to upgrade technology at Bielefield School. He introduced Governance Council member Karen Warren, the parent of a second grader at Bielefield. She spoke of the financial challenges connected with this initiative and stated that the Governance Council wants to partner with the district to be part of the solution. She said teachers were surveyed, one and three year plans were developed, and they are working with the PTA and will initiate fundraisers through the PTA. She shared information on funds received to date and the goal of getting technology into every classroom. Mr. Kaskel noted that all fundraisers must be voted on. He added that they have reached out to the Chamber of Commerce, community at large, and business community members who have expressed a willingness to assist. He shared a fundraising initiative which recently started -- \$2 Tech Tuesday. He said the Committee's next meeting is April 23<sup>rd</sup>. Dr. Charles noted that all activities are consistent with Board policy. Ms. Daniels praised the Governance Council for their accomplishment and expressed the Board's appreciation.

## **IX. COMMITTEES**

### IX.A. Budget Committee

Chair Nocera noted Mr. Raczka is out of state so there is no report.

#### IX.B. Communications Committee

Communications Committee Chair Ryan Kennedy reported that the Committee met and discussed the content of a district newsletter. He said Keigwin parent Kim Kennedy has offered her assistance. Also discussed was the potential for the use of social media. Reporter and Communications community member Cassandra Day will be doing a presentation on using twitter at a future meeting. He shared that the Board conducted a two-part retreat last Friday evening and Saturday morning. Some great ideas were generated with regard to the mission and vision for the district. It is his hope that the Board will meet again in the near future to continue moving forward with this.

#### IX.C. Curriculum Committee

Curriculum Committee Chair Franca Biales reported that the Committee met on Friday morning, April 5, 2013 and were given a presentation by Physical Education/Health Department Head Kristy Byrd. She provided an overview of what is happening K-12. There was also a conversation with MHS Guidance Head Ralph D'Amato on Senior Year and how our schools are preparing all of our K - 12 children for college and career. Ms. Biales stated that the next meeting of the Curriculum Committee will be May 21<sup>st</sup>.

#### IX.D. Feasibility Committee

Chair Nocera noted Mr. McKeon is out of state so there would be no Feasibility report this evening.

#### IX.E. Policy Committee

Committee Chair Sheila Daniels said the Policy Committee did not meet.

#### IX.F. Representative Reports (ACES/TEMS/Cultural Council)

Dr. Nocera reported that ACES last met a few weeks ago. The meeting discussion revolved around the teacher and administrator evaluation plan and training program. Chair Nocera added that ACES is available to support districts this year and next year.

Ms. McClellan reported that TEMS did not meet this month and noted they passed their budget.

Ms. Hart reported that Cultural Council did not meet and reminded folks of upcoming events.

## **X. ACTION ITEMS**

### X.A. Connecticut's Evaluation and Support System 2013 - 2014 Submission Form

Dr. Charles said excellent schools are the result of effective teachers which is the foundation for the SEED (Connecticut's System for Educator Evaluation and Development) model. She provided an overview of what has evolved to date. Ms. Macri took the Board through all of the components of SEED and stated that training is currently underway. She shared that the SEED model was developed by the Connecticut State Department of Education and currently ten districts are engaged in the educator evaluation pilot project. She reviewed what will be submitted to the State. The changes Middletown is requesting to the State plan include three observations rather than six; evaluation of one-third rather than all teachers in our district and the use of the Danielson framework and rubrics. She shared that administrators must pass a

proficiency test before being allowed to evaluate. Dr. Charles noted the process is involved. Ms. Macri spoke about Teachscape. Dr. Charles and Ms. Macri responded to questions.

**MOTION:** Move to authorize the Teacher and Administrator Evaluation Committee to design, implement, adjust, and submit to the Connecticut State Department of Education, the educator evaluation plan in accordance with State guidelines, passed with a motion by Ms. Daniels and a second by Ms. Hart – unanimous vote.

X.B. Macdonough School Overcrowding - Redistricting

Dr. Charles said Macdonough School is overcrowded with 14 classrooms and does not have adequate space for support staff, Art and Music. The Feasibility Committee has been reviewing the situation. The overcrowding can be addressed by reducing the number of classrooms to 12. Macdonough Principal Jon Romeo provided an overview of the situation. Dr. Charles reviewed the suggested redistricting plan while displaying two maps (in the Board packet) on the screen. Dr. Charles noted the identified streets comprised of students who will be redistricted from Macdonough to Farm Hill and Snow Schools. Dr. Charles and Mr. Romeo responded to questions with regard to this being a temporary fix, concerns about racial balance, upheaval of students, possible use of temporary (portable) classrooms and lack of space for them, and the Kindergarten projections for next year (currently there are 3 classrooms for Kindergarten & 3 classrooms for first grade).

**MOTION:** Move to authorize the Superintendent to redistrict certain Macdonough School streets to Farm Hill School and Snow School as outlined, to address the overcrowding situation at Macdonough School was made with a motion by Ms. Daniels and a second by Ms. Hart.

There was a discussion. Mr. Kennedy expressed concerns about whether the same students that were redistricted previously are being affected again. He was also concerned about the racial imbalance not being taken care of with this change. Ms. Daniels also noted concern about the same areas changing and the impact. As a member of the Feasibility Committee, Ms. McClellan noted that the committee felt this was the best solution at this time. Superintendent Charles shared that Farm Hill School Principal Richard Henderson and Snow School Principal Jim Gaudreau will hold a reception for the new families. Dr. Charles responded to questions.

**VOTE:** The motion passed with five (5) in favor – Ms. Biales, Ms. Daniels, Ms. Hart, Ms. McClellan, and Mr. Nocera and one (1) opposed – Mr. Kennedy.

X.C. Policy #1140 Non-School Activities and Public Performances by Students - Distribution of Materials by Students (Revision) - First Reading

Policy Committee Chair Sheila Daniels explained that this is a replacement policy and ensures that the district is following guidelines.

**MOTION:** Move to approve the first reading of Policy #1140 Non-School Activities and Public Performances by Students – Distribution of Materials by Students was made with a motion by Ms. Daniels and a second by Ms. Biales – unanimous vote.

**XI. FUTURE AGENDA ITEMS**

XI.A. New Items

There were none.

Chair Nocera called a short recess so folks could exit Common Council Chambers.

**XII. TEACHER NON-RENEWAL DISCUSSION AND ACTION (Discussion Proposed for Executive Session)**

**MOTION:** Move to go into Executive Session at 9:10 PM for the purpose of discussing teacher non-renewal, and invite Dr. Charles and Ms. Macri, was made with a motion by Ms. Daniels and a second by Ms. McClellan – unanimous vote.

XII.A. Executive Session

**MOTION:** Move to return to Public Session at 9:19 PM was made with a motion by Mr. Kennedy and a second by Ms. Hart – unanimous vote.

Public Session

**MOTION:** Moved that the contracts of Michael Angeli, Timothy Antanaitis, Kate Antonucci, Robert Arpin, Rebecca Auperin, Michelle Bachman, April Baehr, Cynthia Barone, Bernadette Bielat, Roseanne Bisailon, Jennie Broomfield, Nicole Burke, Edna Caamano, Sean Callahan, Alison M. Crosby, Michelle Currier, Amy Desrosier, Katelyn Donnelly, Julie Dunn, Shannon Eaker, Patricia Ehnnot, Christopher Ellis, Elisabeth Ellis, Katrina Engelhardt, Julie A. Erasmus, Sam Faulkenberry, Kinga Fernandes, Augusta Ferretti, Caitlin Ferwerda, Erin Fitzpatrick, Deana Fote, Justine J. Gatti, Lisa Gianni, Nicole Giordano, Lynn Halligan, Courtney Hausfeld, Sarah Jakiela, Lauren Johnson, Katherine Kalisz, Jennifer, Kern, Michael Kingsbury, Denise Kraft, Maureen Lefevre, Nicholas Libera, Pamela Lockhard, B. Jean Mamonas, Amanda Matuszkiewicz, Erin McCarthy, Amanda McKenna, Traci Montineri, Salvatore Morello, Elizabeth Mroccka, Monique Nee, Buster Nelson, Rachel Newman, Lauren O'Brien, Erin Pumerantz, Rosaria Rocuzzo, Ivette Scanlan, Aaron Sinicrope, Kelly Smith, Ashley Soll, Margery Stahl, Elisabeth Stevens, Erika Stokke, Charlotte Stopa, Reilly Tabor, Jodi Takiff, Kristin Taroli, Kristen Varricchio, Timothy Walczak, Holly Warner, and Kathleen Wickham not be renewed for the following year upon its expiration at the end of the 2013 school year, and that the Superintendent of Schools is directed to advise such persons in writing of this action was made with a motion by Ms. Daniels and seconded by Mr. Kennedy – unanimous vote.

**XIII. CAFETERIA SERVICES DISCUSSION AND ACTION (Discussion Proposed for Executive Session)**

**MOTION:** Move to go into Executive Session at 9:23 PM for the purpose of discussing cafeteria services, and invite Dr. Charles, Ms. Macri, and Mr. Gaylord, passed with a motion by Ms. Hart and seconded by Mr. Kennedy – unanimous vote.

XIII.A. Executive Session

**MOTION:** Move to return to Public Session at 9:38 PM was made by Ms. McClellan and a second by Ms. Biales – unanimous vote.

Public Session

**MOTION:** Move to accept the recommendation of Sodexo for management of Cafeteria Services pending State Department of Education approval and extend thanks to Mr. Gaylord for his efforts passed with a motion by Ms. Daniels and a second by Ms. Hart – unanimous vote.

**XIV. ADJOURNMENT**

**MOTION:** Move to adjourn at 9:39 PM passed with a motion by Ms. McClellan and a second by Mr. Kennedy – unanimous vote.

Respectfully Submitted,

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Sheila Daniels  
Acting Secretary

SD/mp

## **Board of Education Special Meeting**

April 23, 2013, 7:45 PM

Dr. Alfred B. Tychsen Administration Building

### **I. CALL TO ORDER**

**Board Members Present:** Franca Biales, Sheila Daniels, Ava Hart, Ryan Kennedy, Ed McKeon, Gene Nocera, and Ted Raczka (arrived at 6:47 PM)

**Board Members Absent:** Cheryl McClellan and Mitch Wynn

**Others Present:** Superintendent of Schools Patricia Charles, Ed.D., Associate Superintendent Enza Macri, Director of Grant Services Elizabeth Nocera, Parent Resource Coordinator Donna Marino, Mindy Otis, Special Education Supervisor and Laurie Slade, Special Education Supervisor.

Chair Gene Nocera called the meeting to order at 7:45 PM.

### **II. ADOPTION OF AGENDA**

**MOTION:** Move to accept the Agenda passed with a motion by Ms. Daniels and seconded by Mr. Kennedy passed with a unanimous vote.

### **III. CLIMATE SURVEY**

Ms. Donna Marino introduced Professor Jennifer Rose of Wesleyan University and her students (not present this evening) who assisted with analyzing the Climate Survey data. The survey was administered October 18, 2012 through January 14, 2013 to parents, students, and staff. The data will be reported out by school. It was noted that the District's "Final Site" program has limitations. Ms. Nocera added that it has some inconsistencies and she hoped that "Power School" will be better. The State Department of Education gave us a sample survey from another town; however, it was not necessarily research-based. Ms. Nocera said that it was a positive experience working with Wesleyan on the Climate Survey data results. The DDT will be discussing the outcome of the Climate Survey at a meeting on Tuesday, April 30<sup>th</sup> at 1:00 PM at Woodrow Wilson Middle School.

Professor Rose provided an overview and provided highlights. She stated that the final report will be available at the end of the semester.

Professor Rose responded to questions and there was a discussion around future questioning and timeframes for running the survey.

Chair Nocera thanked Ms. Marino and Ms. Nocera for their efforts. Ms. Marino thanked Professor Rose and her students.

### **IV. ADJOURNMENT**

**MOTION:** Move to adjourn at 9:00 PM passed with a motion by Mr. McKeon and seconded by Ms. Biales – unanimous vote.

Respectfully Submitted,

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Edward McKeon  
Secretary

**MIDDLETOWN BOARD OF EDUCATION  
SPECIAL MEETING  
Wednesday, April 24, 2013  
Dr. Alfred B. Tychsen Administration Building  
8:30 AM**

Present

Gene Nocera, Ava Hart, Cheryl McClellan, Mitch Wynn

Also Present

Superintendent of Schools Patricia Charles Ed.D., Associate Superintendent Enza Macri, Attorney for the Board of Education Michael McKeon, Woodrow Wilson Middle School Principal Joseph Cassella, Woodrow Wilson Middle School Dean of Students Robert Conroy, Middletown Police Officer/School Resource Officer Derek Puorro, Family Representative Kaitlin Miles, student #425, parent(s) of Student #425.

The purpose of the meeting was to conduct an expulsion hearing for Student #425 who on or about April 10, 2013, assaulted a police officer, interfered with a police officer, and attempted to leave school, resulting in the student's arrest.

Board Chair Gene Nocera called the meeting to order at 9:05 AM. The hearing format was explained.

**MOTION** Ms. McClellan made a motion, seconded by Ms. Hart, and the Board VOTED unanimously to go into Executive Session, for the purpose of discussing confidential student matters.

Time: 9:06 AM

**EXECUTIVE SESSION**

Everyone present remained for executive session.

**PUBLIC SESSION**

**MOTIONS**

Mr. Nocera made a motion, seconded by Ms. McClellan, and the Board VOTED unanimously, with the exception of Ms. Hart, who abstained, that the Board of Education adopt the Findings of Fact discussed in Executive Session regarding the student who was the subject of this expulsion hearing.

Mr. Nocera made a motion, seconded by Ms. McClellan, and the Board VOTED unanimously, with the exception of Ms. Hart, who abstained, that the Middletown Board of Education finds that conduct of Student #425 on or about April 10, 2013, violated a publicized policy of the Board of Education, specifically Policy #5114, conduct which endangered persons in violation of state law and Board of Education policy, as a result we move that the Board of Education adopt the Findings of Fact discussed in Executive Session regarding the Student #425, the subject of this expulsion; as a consequence of the factual findings adopted by the Board of Education, Student #425 shall be expelled from the Middletown Public Schools and from all school-sponsored activities, curricular or extracurricular, whether on school grounds or elsewhere, for a period of one calendar year, effective April 10, 2013, and that during this period of expulsion Student #425 will be offered an alternative education opportunity as determined by the Superintendent of Schools. Notwithstanding the foregoing, Student #425 may apply for readmission to school no

earlier than the first day of the 2013 – 2014 school year if the following conditions are met:

1. Full and adequate participation in any offered alternative educational opportunity with no unexcused absences;
2. The completion of counseling to be provided by the parent(s) and at the parent(s) expense;
3. No violations of school rules or of the law.

The determination as to whether the student has met these conditions shall be at the sole discretion of the Superintendent of Schools with the stipulation that if Student #425 is readmitted early, the student must continue to meet condition 3 as set forth above, and if Student #425 fails to meet this unserved period of expulsion or otherwise commence new disciplinary proceedings.

### **ADJOURNMENT**

MOTION Mr. Nocera made a motion, seconded by Ms. McClellan, and the Board VOTED unanimously to adjourn.

With no further discussion, Chair Nocera adjourned the meeting.

Time: 11:05 AM

Respectfully Submitted,

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Cheryl McClellan  
Acting Secretary

CM/mp

**Board of Education Special Meeting**

April 26, 2013, 4:30 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, and Gene Nocera

**Board Members Absent:** Ted Raczka and Mitchell Wynn

Chair Nocera called the meeting to order at 4:30 PM.

**II. ADOPTION OF AGENDA**

**MOTION:** Move to accept the Agenda passed with a motion by Mr. McKeon and seconded by Ms. Daniels passed with a unanimous vote.

**III. DISCUSSION AND POSSIBLE ACTION ON MFT EARLY RETIREMENT INCENTIVE (DISCUSSION PROPOSED FOR EXECUTIVE SESSION)**

III.A. Executive Session

**MOTION:** Move to go into Executive Session and invite Manager of Human Resources Michele DiMauro and Manager of Financial Operations Lynda MacPherson was made at 4:35 PM by Mr. Kennedy and a second by Ms. Daniels – unanimous vote.

III.A. Executive Session

**MOTION:** Move to return to Public Session was made at 5:04 PM by Mr. McKeon and a second by Mr. Kennedy and was unanimously approved.

**Public Session**

**MOTION:** Move to authorize Superintendent of Schools to sign a Middletown Federation of Teachers Early Retirement Incentive passed with a motion by Ms. Hart and a second by Ms. Daniels – unanimous vote.

**IV. ADJOURNMENT**

**MOTION:** Move to adjourn at 5:05 PM was made by Mr. McKeon and seconded by Ms. Biales – unanimous vote.

Respectfully Submitted,

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Edward McKeon  
Secretary

## **PERSONNEL ACTION:**

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

Carling, Melissa, Elementary Teacher (Lawrence School) employed in Middletown since August 2006, has requested a child-rearing leave of absence until the remainder of the 2012-13 school year. The effective date is May 28, 2013.

McKenna, Amanda, School Guidance Counselor (Woodrow Wilson Middle School) employed in Middletown since August 2012, has requested a child-rearing leave of absence until the remainder of the 2012-13 school year. The effective date is June 14, 2013.

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

## **STATUS OF CERTIFIED EMPLOYMENT:**

### **Resignation(s)/Retirement(s):**

Paternostro, Denise Ives, Social Studies Teacher (Middletown Adult Education) employed in Middletown since August 2001, has submitted her resignation for the purpose of retirement effective June 30, 2013.

### **Vacancies:**

- Business Education Teacher – Middletown High School
- .4 Elementary Teacher – Macdonough
- Elementary Teacher (2 positions) – Snow School and Macdonough School
- General Music Teacher – Keigwin School
- Language Arts Teacher (2 positions) – Middletown High School
- School Psychologist – Farm Hill School
- Social Studies Teacher – Middletown Adult Education

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

<b>Date</b>	<b>Department</b>	<b>Line Item Description</b>	<b>Line Item Transfer From</b>	<b>Line Item Transfer To</b>	<b>Amount</b>	<b>Date Approv Bus Office</b>	<b>Reason</b>
03/28/13	MHS - Business Education	Textbooks	602-711-420		(1,072.22)	04/03/13	Reallocate Funds
		Printing		602-711-360	109.23		
		Instructional Supplies		602-711-410	334.18		
		Other Supplies and Materials		602-711-490	628.81		
	MHS - Family & Consumer Sciences	Replacement-Maintenance	604-711-542		(750.00)		
		Instructional Supplies		604-711-410	750.00		
	MHS - Technology Education	Purchased Services	605-711-310		(1,000.00)		
		Replacement-Maintenance	605-711-542		(237.23)		
		Instructional Supplies		605-711-410	1,237.23		
	MHS - Language Arts	Textbooks	606-711-420		(229.00)		
		Inservice-Prof. Mtgs.		606-711-314	229.00		
	MHS - Math	New Equipment	607-711-541		(4,296.77)		
		Instructional Supplies		607-711-410	4,296.77		
	MHS - Music	Replacement-Maintenance	608-511-542		(14.50)		
		Computer Equipment		608-711-546	14.50		
	MHS-Physical Education	New Equipment	609-711-541		(1,150.00)		
		Replacement-Maintenance	609-711-542		(700.00)		
		Instructional Supplies	609-711-410		(827.20)		
		Purchased Services		609-711-310	2,677.20		
					0.00		

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

<b>Date</b>	<b>Department</b>	<b>Line Item Description</b>	<b>Line Item Transfer From</b>	<b>Line Item Transfer To</b>	<b>Amount</b>	<b>Date Approv Bus Office</b>	<b>Reason</b>
03/28/13	MHS -Reading	Textbooks	610-711-420		(795.87)	04/03/13	Reallocate Funds
		Instructional Supplies		610-711-410	307.87		
		Other Supplies and Materials		610-711-490	488.00		
	MHS - Science	New Equipment	611-711-541		(1,560.00)		
		Textbooks	611-711-420		(6,177.47)		
		Instructional Supplies		611-711-410	7,737.47		
	MHS - Social Studies	Instructional Supplies	612-711-410		(174.00)		
		Memberships & Dues		612-711-640	174.00		
	MHS - Media	Purchased Services	616-711-310		(1,812.44)		
		Instructional Supplies	616-711-410		(323.12)		
		Library Materiels		616-711-430	1,935.56		
		Replacement-Maintenance		616-711-542	200.00		
	MHS - Building Admin.	Textbooks	617-711-420		(4,155.50)		
		Replacement-Maintenance	617-711-542		(4,564.85)		
		Purchased Services	617-711-310		(666.86)		
		Copying		617-711-361	7,638.40		
		Computer Equipment		617-711-546	1,081.95		
		Memberships & Dues		617-711-640	119.00		
		Inservice-Prof. Mtgs.		617-711-314	547.86		
					(0.00)		

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

<b>Date</b>	<b>Department</b>	<b>Line Item Description</b>	<b>Line Item Transfer From</b>	<b>Line Item Transfer To</b>	<b>Amount</b>	<b>Date Approv Bus Office</b>	<b>Reason</b>
04/23/13	Bielefield - Building Admin.	Administrative Reserve	617-701-460		(7,888.50)	04/30/13	Reallocate Funds
	Bielefield -Media	Media		616-701-450	3,000.00		
	Bielefield -Language Arts	Common Core Materials		606-701-425	1,314.75		
	Bielefield -Math	Common Core Materials		607-701-425	1,314.75		
	Bielefield -Media	Library Materials		616-701-450	2,259.00		
04/24/13	Woodrow Wilson-Media	Instructional Supplies	616-710-410		(325.00)	04/24/13	Reallocate Funds
		Library Materials		616-710-430	325.00		
04/24/13	Wesley School -Reading	Instructional Supplies	610-708-410		(499.99)	04/24/13	Reallocate Funds
		Replacement Maintenance		617-708-542	499.99		
04/26/13	Woodrow Wilson-Building Admin	Administrative Reserve	617-710-460		(23,470.40)		
	Woodrow Wilson-Building Admin	Replacement Maintenance		617-710-542	1,100.00		
	Woodrow Wilson-Building Admin	Instructional Supplies		617-710-410	14,547.00		
	Woodrow Wilson -Language Arts	Common Core Materials		606-710-425	3,911.70		
	Woodrow Wilson -Math	Common Core Materials		607-710-425	3,911.70		
04/12/13	Lawrence School-Building Admin	Computer Equipment	617-703-546		(2,218.00)	04/24/13	Reallocate Funds
	Lawrence School - Math	Instructional Supplies	607-703-410		(330.41)		
	Lawrence School - Math	Textbooks	607-703-420		(566.50)		
	Lawrence School - Sience	Library Materials	611-703.430		(446.67)		
	Lawrence School - Language Arts	Instructional Supplies		606-703-410	57.45		
	Lawrence School -Social Studies	Library Materials		612-703-430	34.66		
	Lawrence School -Media	Other Supplies and Materials		616-703-490	123.98		
	Lawrence School-Building Admin	Printing		617-703-360	1,268.80		
	Lawrence School-Building Admin	Other Equipment		617-703-739	2,076.69		

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

<b>Date</b>	<b>Department</b>	<b>Line Item Description</b>	<b>Line Item Transfer From</b>	<b>Line Item Transfer To</b>	<b>Amount</b>	<b>Date Approv Bus Office</b>	<b>Reason</b>
04/23/13	Keigwin - Language Arts	Other Supplies and Materials	606-709-490		(659.00)	04/29/13	Reallocate Funds
		Instructional Supplies	606-709-410		(300.00)		
		Textbooks		606-709-420	660.00		
		Library Materials		606-709-430	299.00		
04/24/13	Keigwin - Music	Computer Equipment	608-709-546		(387.77)	04/29/13	Reallocate Funds
	Keigwin - Math	Instructional Supplies		607-709-410	387.77		
04/24/13	Keigwin - Music	Media	608-709-450		(130.94)	04/29/13	Reallocate Funds
	Keigwin - Math	Media		607-709-450	130.94		
04/24/13	Keigwin - Science	Replacement Maintenance	611-709-542		(980.00)	04/29/13	Reallocate Funds
		New Equipment	611-709-541		(170.72)		
		Instructional Supplies		611-709-410	1,150.72		
04/23/13	Keigwin - Social Studies	Instructional Supplies	612-709-410		(245.46)	04/29/13	Reallocate Funds
		Library Materials	612-709-430		(260.00)		
		Textbooks		612-709-420	505.46		
04/24/13	Keigwin -Building Admin	Replacement Maintenance	617-709-542		(280.50)	04/29/13	Reallocate Funds
		Copying		617-709-361	280.50		
04/24/13	Keigwin - Music	Computer Equipment	608-709-546		(1.55)	04/29/13	Reallocate Funds
	Keigwin - Math	Other Supplies and Materials		606-709-490	1.55		
04/24/13	Keigwin - Music	Replacement Maintenance	608-709-542		(300.12)	04/29/13	Reallocate Funds
	Keigwin - Science	Instructional Supplies		611-709-410	300.12		

EXECUTIVE SUMMARY  
FRESH FRUITS AND VEGETABLES GRANT

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

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

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

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

*Funding: \$10,000 per site*

SUBMITTED BY ELIZABETH K. NOCERA, DIRECTOR OF GRANT SERVICES

## **2013 –14 ADULT EDUCATION PROGRAM IMPROVEMENT PROJECTS**

This is a continuation of the prior year's federal grant application, which is issued through the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education. Each year, Middletown Adult Education applies for and receives federal funding for adult education instruction and services through *Adult Education Program Improvement Projects*. The attached abstracts summarize each project that is submitted for federal funding in its second year.

**PRIORITY AREA: AE-13-1S ABSTRACT**

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

**Statement of Need/Target Population**

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

**Project Design**

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

**Project Objectives**

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

### PRIORITY AREA ABSTRACT

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

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

**PROJECT DESIGN:**

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

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

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

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

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

**PROJECT OBJECTIVES:**

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

### PRIORITY AREA ABSTRACT

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

**STATEMENT OF NEED/TARGET POPULATION:**

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

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

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

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

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

### PRIORITY AREA ABSTRACT

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

#### **STATEMENT OF NEED/TARGET POPULATION:**

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

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

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

#### **PROJECT OBJECTIVES:**

- To continue the current NEDP program at Old Saybrook providing three mornings and one evening
- To continue the current NEDP to a four week summer session at Old Saybrook
- To provide career counseling to NEDP candidates in Old Saybrook

• **PRIORITY AREA AE-12-5 ABSTRACT**

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

**Statement of Need/Target Population**

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

**Project Design**

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

**Project Objectives**

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

## PRIORITY AREA ABSTRACT

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

**STATEMENT OF NEED/TARGET POPULATION:** Middletown Adult Education provides ESL services to community members of ten cooperating districts at 14 program sites. We currently are only reaching about 14% of those in the community that do not speak English well (CARS Profile 10-11). Immigrants and other limited English proficient individuals will be targeted for instruction.

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

**PROJECT OBJECTIVES:**

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

## Community Relations

### Students/Community

#### Non-School Activities and Public Performances by Students

The Board of Education recognizes that worthy educational values may be served by student participation in civic and community affairs when such performances contribute to the educational process and objectives of that particular class and when they do not interfere with other classes or activities within the school. Student participation in appropriate civic and community affairs is encouraged. School groups and individuals may, with the permission of school administration, participate in local public events which fall into the following classifications:

1. Events sponsored by the schools. Educational events in which the school serves as host shall have priority.
2. Community functions organized in the interests of the school, such as those originated by the P.T.A/O. or other parent group.
3. Noncommercial civic occasions of community, county, state, or national interest of sufficient breadth to enlist general interest and cooperation.
4. Events that are primarily patriotic in nature, such as Veterans Day.
5. Charity benefit activities, provided such activities have been specifically approved in advance by the superintendent.
6. Programs sponsored by established character-building agencies, or programs sponsored jointly by the school system and mass communication media, of a public nature.

School groups may not participate in events in any of the following classifications: In questionable cases such requests for participation shall be referred to the Superintendent of Schools for review and approval:

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups or school equipment shall not be exploited in commercial events.
2. Events that are for the furtherance of any politically partisan interest.
3. Events that further any specific religious concern.
4. Events which place undue burden on resources, facilities or personnel, interference with regular school programs, or which cause excessive absences from rehearsals or preparation.

**Distribution of Materials by Students**

Printed and/or electronic materials approved by the Superintendent or his/her designee and at his/her discretion may be distributed to parents electronically or by students as an inexpensive means of mass communications providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.

Requests from parent-teacher organizations, Board appointed citizens' ad hoc advisory committees, or other school-connected organizations and requests from groups or individuals to have students distribute materials parents or other citizens of the community will be referred to the Superintendent of Schools or his/her designee for approval.

Acting on behalf of the District and not as individual residents, school personnel or Board of Education members, whether through students or otherwise, may only provide information on the time, date, and location of the referenda and may not advocate positions on the referenda questions.

Legal Reference: Connecticut General Statutes  
9-3 69 Explanatory test relating to local questions

Policy adopted: March 21, 1995  
Policy readopted: April 13, 2004  
**Policy revised:**

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**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 September 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: **MHS**

Date of Request: **4/12/13**

Name of Club or Activity: **Girls Swim Team**

Trip To: **Hammonasset State Park**

Purpose: **Team Bonding Trip**

Number of Students Participating: **25**

Number of students eligible to go on the field trip: **25**

Dates of Trip: From: **9/7/13**

To: **9/8/13**

# of school days missed: **0**

Names of Teachers and Chaperones:

- 1. Trevor Charles**
- 2. Jake Kravitz**
- 3. Susan Lupacchino**

Number of Non-Chaperone Adults going on trip: **2**

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

Are fund-raising activities planned:      **Yes**      If so, describe: **Car Wash**

Amount of money raised through fundraisers: **\$500**

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

Insurance Arrangements for Staff & Students:

Cost per Student: **\$ 0**

Cost per Teacher and/or Chaperone: **\$ 0**

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: \_\_\_\_\_  
*[Signature]*

Approved by Department Head at secondary level: \_\_\_\_\_  
*[Signature]*

Approved by Principal: \_\_\_\_\_  
*[Signature]*

Authorized by Superintendent or Designee: \_\_\_\_\_  
*[Signature]*

Superintendent Approved: \_\_\_\_\_ Date \_\_\_\_\_

## **Team Bonding Trip to Hammonasset Beach State Park**

The Girls Swim team, in an effort to foster closer and stronger camaraderie amongst team members, would like to spend one night camping at Hammonasset Beach State Park on September 8<sup>th</sup>. The team will rent a campsite for the night and use the beach and facilities available to participate in a number of trust and teamwork exercises. Parents will be responsible for the transportation of their children to and from the beach Saturday night (12 pm drop off), and Sunday morning (10 am pick up). The team will be spending the night in tents brought from home with roughly 5-6 girls per tent.

Each participating member is expected to attend the trip (roughly 30 girls). We will also need a number of volunteer parents (4 mothers) for supervision, prepping food, and/or chaperoning the trip. Athletes will need sleeping bags, bathing suits, towels, weather appropriate clothes, etc. A checklist of needed items will be handed out before the trip. This will be our 6<sup>th</sup> year in a row doing the trip and it has always been a successful and rewarding experience for all involved.

Head Swim Coach – Trevor Charles

Call Becky at Hammonasset Park for reservation – 203-245-2785

## **Superintendent's Goals and Objectives 2012-2013** **Patricia Charles, Superintendent of Schools**

### **GOAL 1: Promote high academic achievement among all learners**

**Objective 1.1:** Emphasize student-focused instruction appropriate to students' different needs and learning styles

- Analyze CMT and CAPT data to identify the areas of growth and gaps over time.
  - Share data with Administrative Team
  - Continuous discussion of subgroups

**Outcome:** CMT & CAPT Analysis completed and shared with Administrative Council in August 2013. Each principal then shared their specific data with their staff and set targets for improvement consistent with the State targets.

Alliance District submission, DDT, SDT, and IDT provide on-going discussion of Middletown data.

- Discussion of CMT, CAPT, and other grade appropriate assessments with each principal
  - Principal goals to reflect specific targeted subgroups and subject areas for improvement

**Outcome:** Bielefield Focus Plan Completed

Goal meetings held with each school in September with follow up conferences Dec. & Jan. to determine progress and discuss strategies.

Mid Year conferences with administrators held to discuss progress

End of Year Conferences scheduled for June 2013.

- Propose funds for summer school programming that reinforces specific content with which students are struggling

**Outcome:** Not accomplished, funding questionable. No funding for programming.

- Provide differentiated learning opportunities
  - Wesley School Ben Haven program for autistic students

**Outcome:** Observation at Snow School of differentiated activities to meet individual needs. Specific Goal for Snow principal. Three joint walkthroughs conducted with post-conference discussion.

- Provide common planning time for every teacher to discuss the effectiveness of instructional strategies on student learning
  - Increase teacher planning opportunities at the elementary level

**Outcome -** Meeting set for January 29 with MFT to resolve Article 6 re Common Planning Time. Will reach agreement by May or go to mediation/arbitration to resolve.

Continued discussion with union. Plan created to provide common planning, but will reduce 50 minute duty free lunch to do so.

- Implement specific interventions targeting the schools with greatest need through the Alliance Grant

**Outcome** - Grant submitted 5 times before final approval. Interventions on-going.

Bielefield Focus School Plan submission, Parent meetings, Governance Council meeting

- 80% mastery for all subgroups on all formative grade-level assessments
- Each school will meet CSDE SPI targets
- The district will meet SPI targets in all schools and in all subgroups

Indicator	Participation Rate (2011-12)	DPI (2011-12)	Baseline DPI (3-year Avg.)	DPI Performance Target (2012-13)
District Performance Index (DPI)	100.0%	76.4	75.9	76.9
DPI: Students with Disabilities	100.0%	32.9	34.7	37.7
DPI: Eligible for Free or Reduced Price Lunch	99.9%	65.2	64.7	66.6
DPI: Black	99.8%	62.9	63.4	65.5
DPI: Hispanic	100.0%	63.9	62.8	64.9
DPI: English Language Learners	100.0%	39.8	44.3	47.3
DPI Subject: Reading	99.7%	75.0	73.5	74.7
DPI Subject: Mathematics	99.9%	75.8	76.8	77.7
DPI Subject: Writing	99.7%	80.7	80.0	80.6
DPI Subject: Science	99.9%	71.8	70.6	72.1

**Timeline:** August 2012 – August 2013.

**Sources of Evidence:**

CMT & CAPT Analysis shared with the Board of Education **Done**  
 Quarterly meeting documentation with principals **3/4 completed**  
 CAPT and CMT Data on Reading, Mathematics, Science and Writing Achievement will meet specific SPI targets provided by the CSDE for each school. **Ongoing**  
 Academic area of focus identified by principal and data collected to demonstrate effectiveness of strategies employed, **Done**  
 Professional Development schedule provided, **Ongoing**  
 Data Team presentations documenting student progress, **Ongoing, information shared at board of education meetings**  
 Superintendent budget submission including increase planning time at the elementary level **Done**  
 Alliance Grant application **Done**

- **Objective 1.2:** Support high levels of learning through coordinated expectations and assessment
  - Identify specific academic areas for focused improvement with each principal. Plans to improve performance in that area will be reviewed and discussed quarterly  
**Outcome:** Principals meet quarterly to discuss improvement efforts. Data is submitted demonstrating progress. Refinements and next steps are discussed.

- Implement scientifically researched-based interventions (SRBI) strategies and analyze their effect through data collection.

**Outcome:** Data teams meet regularly to review student progress. Students are identified based on data, strategies implemented and assessments measure progress for each student in SRBI.

- Implementation of AIMSWeb Assessments for benchmarking student progress

**Outcome:** AIMSWeb Assessments were introduced. Early Literacy assessments, oral reading and mathematics computation and mathematics concepts help teachers gauge progress for SRBI students with

- Match the current curricula with the Common Core State Standards (CCSS) to identify areas where curriculum needs to be moved, rewritten, or deleted.

**Outcome:** Curriculum has been revised in the following areas:

- Training in CCSS to support the development of high quality curricula

**Outcome:** Professional development provided as part of district-wide professional development.

- Provide mentors to beginning teachers and administrators

**Outcome:** Mentors were assigned, all beginning teachers are proceeding according to the required timeframe in the TEAM program.

**Timeline:** August 2012 – August 2013.

**Sources of Evidence:**

Administrator and teacher goals focused on student achievement and documentation of progress, Quarterly meeting documentation with principals **Done**

Academic area of focus identified by principal and data collected to demonstrate effectiveness of strategies employed, **Done**

CAPT and CMT Data on Reading, Mathematics, Science and Writing Achievement will meet specific SPI targets provided by the CSDE for each school,

Data Team presentations documenting student progress. **SPI data due in July.**

**Objective 1.3:** Engage students through motivating instruction and clear examples of expected learning outcomes

- Provide CCSS professional development which meets the CSDE learning expectations for students and advances teacher skill in specific areas identified for improvement

**Outcome:** Professional Development provided by department

- Nontenured lesson plans posted to T Drive

**Outcome:** Ongoing Principals review lesson plans and provide feedback.

- Principals review lesson plans, conduct classroom walkthroughs weekly, and discuss data and implications at administrative council and DDT meetings

**Outcome:** I discuss the lesson plans and observations conducted and do instructional rounds with the principals to gain insight into areas of focus.

**Timeline:** August 2012 – June 2013 and on-going

**Sources of Evidence:**

Professional development offerings **Attended/Observed**

Sample lesson plans **Plans reviewed**

Admin Council agendas highlighting discussions **Samples Available**

**GOAL 2: Develop a comprehensive program in arts, humanities, sciences, and personal growth**

**Objective 2.1:** Help students recognize and make connections within their different subjects and programs

- Provide AED and CPR training for all interested students and staff

**Outcome:** not completed

- Provide an opportunity for MHS music students to learn from and play with members of the Hartford symphony by providing master classes, workshops and lessons

**Outcome:** Concert 5/23/13; I attended 3 planning meetings

- Develop an athletic and arts schedule which minimizes student conflicts and enables students to participate in both academic and extracurricular activities to the extent possible

**Outcome:** Done

- Provide opportunities for students to experience diverse areas of the arts through Cultural Council offerings

**Outcome:** Soro Bindi scheduled in February at each school. Music and artists highlighted, Salt Marsh Opera, Silent Sounds reading, Grade 4 art gallery, Gamelan, Grade 5 Learning to Look @ Wadsworth Atheneum,

District-wide art show, Music Festival, String Festival, Keigwin Band Tour, Board of Education Art Show, Senior Art Show, Washington Decoration of National Tree with Middletown Ornaments, Band, Marching Band (won 3 competitions, 3<sup>rd</sup> in CT) Presidential Inauguration Festival, (Concert Choir 2<sup>nd</sup> place, Band 1<sup>st</sup> place) WWMS Music in the Parks at Hershey. Rent, Music Man, Summer Theater Program

- Administer exit assessments to identify areas for growth within the arts program

**Outcome:** K-12 exams done in June.

**Sources of Evidence:**

AED/CPT training offerings documented

Middletown/Hartford Symphony concert May 23, 2013

Revised sports/extracurricular activity schedule at MHS

Cultural Council Schedule  
Arts assessment results to be provided in July

**Objective 2.2:** Support teacher and administrator efforts to integrate learning across disciplines where appropriate

- Science and social studies curricula will purposely integrate technology and literacy skills as indicated in the CCSS

**Outcome:** iPads purchased for Bielefield and Macdonough, Librarian at Macdonough has received training, primary documents from internet for social studies, Science and Technology professional development grant awarded to Central and Wesleyan who chose Middletown teachers to participate with them. 12 teachers will receive summer training in science, math and technology. Talcott Mountain partnership with Snow, WWMS, and Keigwin afterschool and Saturday enrichment – to be implemented this fall.

- Purchase of non-fiction reading materials to supplement reading anthologies and current text

**Outcome:** E-learning (6-12) and leveled reading books purchased (K-5)

- Provide Blood Borne Pathogens update training to all staff

**Outcome:** Training provided to nurses and custodians 9-2012 Draft for teacher training completed and sent to City 11/2012 PowerPoint created to provide review to staff

- Provide DCF training to every staff member who is a mandated reporter.

**Outcome:** Completed 9-2012

- Provide specific and timely seclusion and restraint professional development training to all staff as identified in the CSDE report of findings.

**Outcome:** Completed 9/2012

**Sources of Evidence:**

Literacy and technology integration in science and social studies as indicated by sample documents  
List of text purchased  
BBP training roster  
DCF training roster  
Restraint and Seclusion training plan

**Objective 2.3:** Encourage students and parents to participate in planning students' educational programs

- Superintendent to attend and speak at PTA/PTO meetings to engage parents in their students' educational programs

**Outcome:** Completed to date: Snow, Farm Hill, Bielefield, Wesley, MSA, WWMS, Keigwin

- Provide press releases of the many wonderful and diverse programs offered through Middletown Public Schools.

**Outcome:** Information shared with news media and Board via Board Update, ie: WWMS Sportsmanship, Bus Cameras, Green Bus, Key Club Character visits, AP Honor Roll, CABA Awards

- Student Success Plans implemented in grades 6-12.
  - Success plans which provide clear and individual direction to students to attain their academic and future career goals
  - Naviance program providing parent access to student academic planning**Outcome:** Ongoing
- PowerSchool Implementation
  - Phase 1 — transfer of student data, student scheduling in PowerSchool, Spring 2013**Outcome:** Scheduling training completed May 10, 2013
  - Phase 2 – PowerSchool - will provide 24/7 parent access to student grades when fully implemented, Spring 2014**Outcome:**

**Sources of Evidence:**

Superintendent PTA/PTO schedule,  
 Sample articles in the press,  
 Student Success Plan implementation 6-12  
 PowerSchool training conducted and samples of implementation progress

**GOAL 3: Ensure parental and community support and involvement through clear, open, and timely communication**

- Objective 3.1:** use community resources to support academic, social and civic learning  
**Objective 3.2:** involve parents and community in shaping both district and school direction  
**Objective 3.3:** recognize parental and community support and involvement

- Work with Wesleyan and Middlesex Community College staff to expand student offerings
  - Serve on United Way Advisory Board
  - Serve on Middlesex Community College Advisory Board

**Outcome:** United Way New member in September 2012

Middlesex Community College - On-going member

- Attend Chamber of Commerce meetings to provide information about the schools

**Outcome:** Regularly attend Chamber Breakfast meetings, Presented at Chamber meetings

- Acquaint myself with various Middletown agencies and organizations to engage community support
  - Interview individuals and groups within the community as part of the superintendent's entry plan and instill a collaborative approach to build positive relationships **Done**
  - Serve on United Way Advisory Board **Done**
  - Serve on Middlesex Community College Advisory Board **Done**
  - Serve on Wesleyan Upward Bound Committee **Done**
  - Middlesex Coalition of Children **Done**
  - Spoke at Rotary about MPS

**Outcome:** Represented Middletown Public Schools through participation in multiple organizations

- Develop clear metrics to identify the effects of program participation

**Outcome:** Ongoing

- Expand use of the parent notification system

**Outcome:** Changed to add email only capability

- Visit classrooms regularly and attend school/town events

**Outcome:** All schools visited, Town events: Middlesex Chamber Car Show on Main, Russell Library Emancipation Proclamation Debate, Middlesex Fall Moon, Albano Nutcracker, Candlelight Vigil, Holiday Parade, Youth Asset Community Conversation, Bigger than you Think, Legislative Talks, Middlesex Community College Advisory Board, Scoop Off, Mayor's Ball, Conversation Club @ Wesleyan

- Provide important updates to the Board via email

**Outcome:** Periodic updates provided

- Meet with Communications Committee Chair to identify 2012-2013 goals for BOE communication subcommittee.

**Outcome:** Focus on use of media to inform the public

- Work with Board of Education sub-committee, administrators and finance manager to develop a responsible budget and clear presentation to the community

**Outcome:** The lack of an experienced finance manager is a significant deficit coming into a large and fiscally complicated district. The absence of a financial software system with which anyone has familiarity adds to the challenge. It is also archaic and does not produce historical reports or projections for planning purposes. This has become a huge and unanticipated focus for me that is time intensive.

- Work with the Board of Education, administrators and teachers to identify the staffing, programs, and materials needed to support the district's initiatives.

**Outcome:** In Process

**Timeline:** September 2012 – July 2013.

**Sources of Evidence:**

United Way Advisory Board membership  
 Middlesex Community College Advisory Board membership  
 Chamber of Commerce membership  
 Communication via Board updates  
 Sample communication via Honeywell system  
 Superintendent Entry Plan  
 Communication Committee Goals  
 2013-2014 Budget Presentation

#### GOAL 4: Use technology to enhance learning, communication, and organization

**Objective 4.1** – Implement the district’s technology plan to reflect clearly the expectations for students, teachers, and administrators

- Provide technology training to district employees, appropriate to their jobs and responsibilities, to improve efficiency and effectiveness, as the current budget allows

**Outcome:** ETS’s provide traing to each school staff, Training for school secretaries on PowerSchool April 2013.

- Expand use of the parent notification system

**Outcome:** Done

- Propose technology needs in 2013-2014 budget

- Hardware

**Outcome:** Needed for Testing of CCSS, new elementary labs to have new machines

- Budgeting/HR software

**Outcome:** New software requested through but not purchased

- PowerSchool

**Outcome:** Implemented first phase for change to new system

- Professional development

**Outcome:** Planned PD for PowerSchool teacher training

**Timeline:** August 2012 – July 2013

#### Sources of Evidence:

Professional development offerings

Honeywell notifications

Technology budget proposal

#### GOAL 5: Recognize and value diversity and multiculturalism in our schools and community

**Objective 5.1:** Infuse multiculturalism and diversity throughout all academic, fine arts, and extra-curricular programs

**Outcome:** Soro Bindi Cultural Council, Salt Marsh Opera, Albano Ballet, Ray Townes Black History Month, Dr Martin Luther King K-12 Writing Project,

**Objective 5.2:** Help students and staff understand and appreciate Middletown’s diversity

**Outcome:** Bigger than you Think, Assisted with MHS Diversity Day Presenters, MARC Keynote Speaker,

#### Recommended Action:

- Provide culturally diverse programs to students via the cultural council program offerings

**Outcome:** Ongoing, as stated above.

## PROPOSED 2012-2013 PROGRAMMING AND COST

1.	Tours to the Wesleyan University Center for the Arts (Grade 4, system-wide)	\$1,900
2.	Office Supplies	800
3.	Program Presentation for Woodrow Wilson Middle School (Grades 7 & 8)	1,500
4.	Program for Keigwin Middle School (Grade 6)	1,400
5.	Grade 5 (system-wide) museum tours (Wadsworth)	4,500
6.	Silent Sounds - Literary Project (Grades 6-12)	3,800
7.	Keigwin Band (Grade 6) performances at all elementary schools (8)	1,600
8.	Black History/Martin Luther King Observances (system-wide)	7,200
9.	All-City Music Festival	3,400
10.	All-City Art Show	3,000
11.	All-City String Festival	1,500
12.	Middletown High School Goes to the Symphony	613

- Redouble efforts to provide diversity in our teaching staff.  
**Outcome:** Recruitment in Spring 2013
- Acquaint myself with diverse groups within the community  
**Outcome:** Attended All Star Dads, Buttonwood Tree Art Opening, Oddfellows, Athletic Events, Bielefield Governance Council, AME Zion Church back to school event.

**Timeline:** August 2012 – July 2013

### Sources of Evidence:

- Cultural Council Program agenda
- Minority recruitment efforts -
- Superintendent Entry Plan Data provided to Board

### Goal 6: Demonstrate mutual respect, social awareness, integrity, and responsible decision-making

**Objective 6.1:** Support, model, and commend these qualities at all levels, recognizing them as integral learning and life skills

**Objective 6.2:** Ensure a safe, orderly, and positive learning environment

**Outcome:** Review of 504 and Bullying policies and practices, DCF mandatory training, school security and emergency management coordination with police, fire and emergency management team.

Manned the City Emergency Operations Center during Hurricane Irene.

Attended School Security Conference with Police and Emergency Management Officials

Capital Plan completed and presented to Board of Education October 2012

Participated in table top shooter drill

Homeland Security FBI sessions May 31

**Objective 6.3:** Provide support services necessary for students' learning readiness

**Outcome:** Concerted effort to improve practice within the district to best utilize our resources: Alliance Grant CSDE consultants, Center X, and Center for School Change.

Regular member of Middlesex Coalition for Children, Presentation about Middletown Public Schools December 2012

NAEYC accreditation completed for PreSchool

Spoke at Juvenile Justice Collaborative and Mental Health Collaborative December 2012

**Recommended Action:**

- Model mutual respect, social awareness, integrity, and responsible decision-making
- Evaluate school climate plans and work with staff to ensure our schools maintain safe and respectful learning environments – School climate plans reviewed, Climate goals at DDT 3X year
- Provide bullying and positive school climate professional development as outlined in guidance from the Connecticut State Department of Education – PBIS training at Farm Hill, Responsive Classroom, Cultural Competence at Bielefield,
- Work with Ken Jackson to develop a capital plan to maintain and improve the learning environment offered in our school system

**Timeline:** August 2012 – July 2013

**Sources of Evidence:**

Observation of superintendent  
Review of school climate plans and their implementation  
School climate professional development  
Capital Plan

**Goal 7 – Ensure optimal student learning through on-going and effective professional development programs**

**Objective 7.1:** Provide Middletown educators opportunities to learn and implement best practices

**Objective 7.2:** Engage all educators in planning, assessing, and reviewing professional development initiatives, clearly connecting the process to student learning

**Recommended Action:**

- Provide training in Common Core State Standards  
**Outcome:** EIST & Curriculum Supervisors 3 CCSS trainings, 18 sessions Math (3 Days), CCSS Meetings writing units 2X in each elem school (+ principal PD each mo.) and 3X secondary teachers  
6 early release days related to common core.  
Grade 6 Six sessions with Peggy Neil  
SERC Common Core and ELL @ Bielefield
- Provide training in best practices and legal obligations for restraint and seclusion  
**Outcome:** Done Aug 2012 Administrators November 2012
- Provide training in the use of AIMSWeb for assessing student progress  
**Outcome:** EISTS webinar training, 3 for Elem and MS
- Provide opportunities for feedback of professional development offerings and use the input as part of an on-going improvement process
- **Outcome:** Offered through ProTraxx for every session

**Timeline:** August 2012 – July 2013

**Sources of Evidence:**

Professional Development offerings  
Minority recruitment efforts  
Sample teacher feedback



# **Clinical and Educational Services Analysis Summary:**

**Presentation to the  
Middletown Public Schools  
School Board**

*May 14, 2013*

# Session Agenda

The presenters prefer that this session is “free form” and interactive. Our purpose is to provide a springboard for a discussion of the current strengths, challenges, and opportunities for the District with respect to its special education programs and services and in general to provide:

- An Overview of the Findings of the first phase of the analysis
- Future directions of the analysis
- A Forum for Discussion of the Analysis

# Programmatic–Fiscal Review

## Overview

**This preliminary summary is presented in order to provide an overview of the initial findings and prospective recommendations to date and is a companion to the verbal report on this date. The activities comprising phase 1 of the special education study were those that have the most potential fiscal impact for the District and include: Medicaid, Transportation, Out of District Placements, and Staffing. A more comprehensive summary addressing these areas are attached.**

- 1. Medicaid Reimbursement**
- 2. School Transportation**
- 3. Out of District Placements**
- 4. Staffing**

# Programmatic–Fiscal Review

## Medicaid Reimbursement

**FINDING:** According to the reports provided, the District currently **only** bills for Occupational Therapy, Speech and Language Services and Physical Therapy. The District does not bill Medicaid for other eligible services, such as diagnostic evaluations, nursing services, psychological counseling and vision services.

**RECOMMENDATION:** The District should contract with a local Medicaid billing consultant organization to assist the District in identifying every Medicaid eligible service and to qualify every Medicaid eligible student for Medicaid reimbursement. Based upon our analysis and estimates, the District potential Medicaid revenue is estimated at approximately \$ 128,806 annually. This amount is likely to increase as the State approves a reimbursement rate for specialized transportation services.

# Programmatic–Fiscal Review

## Transportation

**FINDING:** A review of routes, schedules, and personnel (i.e., transportation aides) suggests significant potential efficiencies in special and general education transportation.

**RECOMMENDATIONS:** Although this component of the review/partnership is on-going, we believe the District may have options to improve the efficiency of both regular and special transportation services.

# Programmatic–Fiscal Review

## Out of District Placements

**FINDINGS:** The District has made a concerted effort to bolster its special programs in order to bring-back and keep-in students. Currently, 72 students or 12% of students are in out of district placements as a result of PPT placement, and compares to an expected percentage of 8%.

**RECOMMENDATIONS:** The District should continue to invest in staff capacity, build vertical and horizontal alignment, and support programs (i.e., the Transition Center) that may provide both LRE and the opportunity to tuition in students from other districts. The immediate need is to support students with behavioral needs at the middle school, as this remains the area where students are requiring out placements.

# Programmatic–Fiscal Review

## Staffing

**FINDINGS:** In consideration of the special education population and student needs, the staffing appears to be appropriate in virtually all areas. However, as part of the District's short- or long-term planning there may be a way to re-organize its speech-language services and to use its current para-professional staff to support the aforementioned concerted bring-back program.

**RECOMMENDATIONS:** As part of its strategic plan, consider structuring of the speech-language model (i.e., from 6 registered therapists and 3 assistants to 3 registered to 6 assistants). Each assistant will lead to cost avoidance of approximately \$30,000 annually.

# Future Directions

At this writing, the authors are completing the field work for the second phase of the study that has focused on more “core” programmatic components of the study including guidance counseling, SRBI, professional development, and teaching models. It is expected that this will be completed within the next two weeks with a complete first draft by the end of the month.

# DISCUSSION

# District Data Team Meeting

## April 30, 2013

### Agenda

#### Meeting Norms

Allow all people to be heard, begin and end on time, use an agenda, disseminate minutes, support all members, frank conversation, keep confidential information to yourself, practice problem solving, use protocols, arrive to meeting prepared with agenda, data, etc., build consensus, and take on the big issues.

**Date of Meeting:** April 30, 2013

**Time:** 1:00– 3:30 p.m.

**Place:** Woodrow Wilson Middle School Library

#### Roles:

**Facilitator:** Enza Macri, Elizabeth Nocera, Donna Marino, and Wesleyan Students

**Time-Keeper:** Enza Macri

**Note-Taker:** Kristen Bradley (staff data), Jon Romeo (parent data), and Amy Clarke (student data)

**Attendance:** All schools, central administration, board of education, parents, and state department of education were represented.

**District Data Team  
Meeting Agenda**

Time Allotted	Agenda Item	Description	Expected Outcomes
1:00 – 1:10 Enza Macri	<ul style="list-style-type: none"> <li>• Review DDT Minutes from April 30, 2013</li> <li>• Review Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Members will review DDT Minutes from March 25, 2013 meeting and clarification will be provided if needed</li> <li>• Members will review Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Approval and/or clarification of agenda and minutes</li> </ul>
<ul style="list-style-type: none"> <li>• Notes: Members reviewed minutes from March 25 and adopted the agenda for April 30.</li> </ul>			
1:10 – 2:10 Elizabeth Nocera, Donna Marino, and Wesleyan Students	<ul style="list-style-type: none"> <li>• Climate Data Results</li> </ul>	<ul style="list-style-type: none"> <li>• Climate Survey results will be reviewed with Wesleyan students</li> </ul>	<ul style="list-style-type: none"> <li>• DDT members will gain an understanding of the research questions and results Wesleyan students found regarding our climate survey data set</li> </ul>
<ul style="list-style-type: none"> <li>• Notes: Five teams from Wesleyan University and their professor Jennifer Rose, Ph.D., presented their data analysis based on the surveys completed in the fall for Grades 2-12, staff, and parents. Each DDT member participated in a round-robin presentation (10 minutes) for each of the Wesleyan teams. Students presented and answered specific questions about their research and analysis of the data.</li> </ul>			
2:10 - 3:20 Elizabeth Nocera, Donna Marino, and Enza Macri	<ul style="list-style-type: none"> <li>• Data Analysis: Break into three groups: student, parent and staff data (Tasks 1 and 2)</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze data to determine trends, areas of greatest strengths, and areas in need of greatest assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Areas of strength and in need of greatest assistance will be identified</li> </ul>
<ul style="list-style-type: none"> <li>• Students' Data Analysis: 6 Step Process:               <ul style="list-style-type: none"> <li>○ DDT members broke into three teams to review and analyze parent, staff, and student data. Each team was expected to</li> </ul> </li> </ul>			

<p>complete Task 2 – Analyze the Data – of the Data Team Action Research Project template. Tasks will be completed at the May 30 DDT meeting for the climate data.</p> <ul style="list-style-type: none"> <li>•</li> </ul>			
If time:	<ul style="list-style-type: none"> <li>• Prioritizing Needs Analysis (Task 3)</li> </ul>	<ul style="list-style-type: none"> <li>• Groups will determine the areas in which the district’s climate achievement needs the most improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Needs will be identified and prioritized</li> </ul>
<ul style="list-style-type: none"> <li>• Moved to May 30.</li> </ul>			
If time:	<ul style="list-style-type: none"> <li>• Set SMART Goals and Determine Instructional Strategies (Task 4-6)</li> </ul>	<ul style="list-style-type: none"> <li>• Determine SMART goals based on data analysis</li> <li>• Identify strategies to improve climate</li> <li>• Determine results indicators in order to identify effectiveness of strategies</li> </ul>	<ul style="list-style-type: none"> <li>• SMART goals will be set for identified needs and strategies will be determined; results indicators will be set to monitor strategy implementation</li> </ul>
<ul style="list-style-type: none"> <li>• Moved to May 30.</li> </ul>			
3:20-3:30 Enza Macri	<ul style="list-style-type: none"> <li>• Standards for District Data Team</li> </ul>	<ul style="list-style-type: none"> <li>• Team will discuss and complete the DDT process rubric</li> </ul>	<ul style="list-style-type: none"> <li>• DDT will identify whether or not it met the standards of the DDT process provided by the CSDE.</li> </ul>
<ul style="list-style-type: none"> <li>• The DDT members completed the Standards for DDT template for the April 30 meeting. The standards were met.</li> </ul>			
3:30	<ul style="list-style-type: none"> <li>• Adjourn</li> <li>• Future Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Next DDT meeting: May 30<sup>th</sup> from 8:30-12:00</li> <li>• Next DLT meeting: May 30<sup>th</sup> from 1:00-3:30</li> </ul>	<ul style="list-style-type: none"> <li>• The May 30<sup>th</sup> meeting will be the second and final mandatory meeting of the school year for School Climate Specialists. Please be sure to invite members of the School Climate teams (staff and parents) to attend.</li> </ul>

Celebrations:

- **WWMS** - This week 325 Grade 8 students received training in preparation for the Scientific Smarter Balance Pilot Testing in English Language Arts. Students reviewed how to access their test, the electronic tools available to them during the testing and viewed practice test items. During the next two weeks students in Grade 8 will participate in the testing along with 6,000 students across the United States.



# Middletown Public Schools

Marco Gaylord,  
Director of District Operations, K-12  
Fine Arts Director & TEAM Facilitator

## TRANSPORTATION REPORT

April 1, 2013 THROUGH April 30, 2013

2012 – 2013 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	281	29	22	30	31	17	24	19		
TRANSPORTATION CHANGES	359	26	21	21	25	36	36	27		
LEFT DISTRICT / SCHOOL	86	16	20	23	9	13	43	41		
DISCIPLINARY ISSUES	13	1	0	1	0	0	2	0		
ARRIVAL / DEPARTURES	8	2	3	1	2	0	0	5		
NO SHOW FOR PICK UPS	23	0	1	1	3	0	3	1		
DRIVER COMPLAINTS	15	1	4	0	0	0	2	1		
PARENTAL REQUESTS	202	6	2	1	0	0	0	0		
REPEATED BUS CONCERNS	1	0	0	0	1	0	0	0		
MECHANICAL BREAKDOWNS	3	3	1	0	2	1	5	5		
BUS CONDUCT REPORTS	79	53	24	47	51	27	35	38		
BUS ACCIDENTS	1	1	1	1	4	0	1	1		
TOTAL TELEPHONE CALLS	1417	900	720	501	585	530	400	375		

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

**MIDDLETOWN PUBLIC SCHOOLS  
FINANCIAL STATEMENT AS OF APRIL 30, 2013**

Object	Description	2011-2012 Actual Exp.	2012-2013 Appropriation	Adjustment	Expended	Encumbered	Balance	Overage/ Deficit	Projection
<b>CERTIFIED SALARIES</b>									
009	ADMINISTRATOR SALARIES	2,851,417.46	2,813,887.00	-	2,490,151.82	-	323,735.18	(81,280.00)	2,895,167.00
110	CERTIFIED SALARIES	27,765,734.52	28,530,950.00	(500.00)	20,392,434.69	-	8,138,015.31	549,111.00	27,981,339.00
116	STIPENDS - NON-TRB	644,860.46	672,399.00	(226,000.00)	316,277.87	-	130,121.13	0.00	446,399.00
120	DAILY SUBSTITUTE SALARIES	1,062,006.74	615,400.00	(455,400.00)	100,970.09	-	59,029.91	24,000.00	136,000.00
123	BUILDING SUBSTITUTE SALARIES	-	-	400,000.00	344,954.55	-	55,045.45	(48,000.00)	448,000.00
125	MENTOR PROGRAM SALARIES	-	-	11,000.00	7,609.25	-	3,390.75	0.00	11,000.00
126	CLASS COVERAGE SALARIES	-	-	21,000.00	24,072.19	-	(3,072.19)	(13,000.00)	34,000.00
127	TUTOR SALARIES	93,150.61	335,560.00	-	357,258.44	-	(21,698.44)	(115,200.00)	450,760.00
129	LONG-TERM SUBSTITUTE SALARIES	-	-	23,400.00	115,124.60	-	(91,724.60)	(133,000.00)	156,400.00
130	NON-CONTRACTED CERTIFIED	-	-	-	9,075.00	-	(9,075.00)	(12,500.00)	12,500.00
139	EARLY RETIRMENT INCENTIVE	-	-	216,000.00	199,000.00	-	17,000.00	0.00	216,000.00
	<b>TOTAL</b>	<b>32,417,169.79</b>	<b>32,968,196.00</b>	<b>(10,500.00)</b>	<b>24,356,928.50</b>	<b>-</b>	<b>8,600,767.50</b>	<b>170,131.00</b>	<b>32,787,565.00</b>
<b>CLASSIFIED SALARIES</b>									
111	CLASSIFIED SALARIES	5,388,524.93	5,603,067.00	-	4,474,755.46	-	1,128,311.54	(222,410.00)	5,825,477.00
128	CLASSIFIED SALARIES OVERTIME	272,819.72	285,000.00	-	221,933.06	-	63,066.94	18,000.00	267,000.00
131	ADULT ED CLASSIFIED	42,267.96	41,678.00	-	34,528.55	-	7,149.45	(4.00)	41,682.00
	<b>TOTAL</b>	<b>5,703,612.61</b>	<b>5,929,745.00</b>	<b>-</b>	<b>4,731,217.07</b>	<b>-</b>	<b>1,198,527.93</b>	<b>(204,414.00)</b>	<b>6,134,159.00</b>

**MIDDLETOWN PUBLIC SCHOOLS**  
**FINANCIAL STATEMENT AS OF APRIL 30, 2013**

Object	Description	2011-2012	2012-2013	Adjustment	Expended	Encumbered	Balance	Overage/	Projection	
		Actual Exp.	Appropriation					Deficit		
<b>PARAPROFESSIONALS</b>										
112	PARAPROFESSIONAL SALARIES	1,863,019.95	1,941,317.00	-	1,543,624.59	-	397,692.41	(22,156.00)	1,963,473.00	
114	BUS MONITORS SALARIES	327.26	9,000.00	-	3,337.50	-	5,662.50	2,300.00	6700.00	
115	LIBRARY PARAPROFESSIONALS	184,781.35	177,516.00	-	150,134.46	-	27,381.54	(13,000.00)	190,516.00	
121	LUNCH AIDE SALARIES	111,338.71	170,000.00	-	163,119.43	-	6,880.57	(41,500.00)	211,500.00	
124	STUDENT VOCATIONAL SALARIES	39,988.38	58,000.00	-	21,491.12	5,580.00	30,928.88	25,900.00	32,100.00	
132	ADULT ED. PARAPROFESSIONALS	-	-	-	3,922.62	-	(3,922.62)	(5,106.00)	5,106.00	
	<b>TOTAL</b>	<b>2,199,455.65</b>	<b>2,355,833.00</b>	<b>-</b>	<b>1,885,629.72</b>	<b>5,580.00</b>	<b>464,623.28</b>	<b>(53,562.00)</b>	<b>2,409,395.00</b>	
<b>EMPLOYEE BENEFITS</b>										
210	UNEMPLOYMENT COMPENSATION	113,850.00	80,000.00	-	41,631.14	38,368.86	-	20,000.00	60,000.00	
220	HEALTH INSUR.CERTIFIED & PARAS	6,312,050.53	6,932,042.00	-	6,206,435.60	725,606.40	0.00	660,000.00	6,272,042.00	
225	EMPLOYEE ASSISTANCE PROGRAM	-	-	-	15,859.76	-	(15,859.76)	(15,860.00)	15,860.00	
230	HEALTH INSURANCE - CLASSIFIED	2,440,099.01	2,214,900.00	-	2,077,697.00	-	137,203.00	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	-	1,660,796.00	-	-	0.00	1,660,796.00	
250	LIFE INSURANCE	372,786.00	428,704.00	-	428,704.00	-	-	0.00	428,704.00	
255	DISABILITY INSURANCE	15,008.66	25,098.00	-	11,154.57	3,845.43	10,098.00	10,098.00	15,000.00	
260	F.I.C.A.	452,524.65	445,419.00	-	363,596.20	-	81,822.80	(14,200.00)	459,619.00	
265	MEDICARE	598,580.40	591,162.00	-	465,719.97	-	125,442.03	(18,716.00)	609,878.00	
495	CLOTHING ALLOCATION	-	-	-	1,050.00	-	(1,050.00)	(1,050.00)	1,050.00	
650	WORKERS' COMPENSATION	746,015.00	815,748.00	-	815,748.00	-	-	0.00	815,748.00	
	<b>TOTAL</b>	<b>12,495,084.25</b>	<b>13,193,869.00</b>	<b>-</b>	<b>12,244,392.24</b>	<b>767,820.69</b>	<b>181,656.07</b>	<b>621,475.00</b>	<b>12,572,394.00</b>	

**MIDDLETOWN PUBLIC SCHOOLS**  
**FINANCIAL STATEMENT AS OF APRIL 30, 2013**

Object	Description	2011-2012	2012-2013		Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation	Adjustment				Deficit	
<b>PURCHASED SERVICES</b>									
105	PROFESSIONAL DEVELOPMENT	-	-	0.00	-	-	0.00	0.00	-
300	PURCH.PROFESSIONAL/TECH SERV.	485,818.98	453,000.00	-	383,714.32	120,344.73	(51,059.05)	(107,030.00)	560,030.00
310	PURCHASED SERVICES	866,852.03	889,961.00	(9,242.10)	882,192.43	141,386.77	(142,860.30)	(229,257.00)	1,109,975.90
314	INSERVICE - PROF.MTGS.	4,357.00	1,800.00	5,176.86	5,747.13	-	1,229.73	800.00	6,176.86
316	NXEGEN ENERGY CONSERVATION	-	-	-	-	-	-	0.00	-
317	ENERGY PERFORMANCE CONTRACT	312,725.00	322,775.00	-	322,774.98	-	0.02	0.00	322,775.00
320	SEWER & WATER	48,208.33	66,500.00	-	40,949.59	19,050.41	6,500.00	6,500.00	60,000.00
321	TELEPHONE	195,275.81	173,400.00	-	180,380.57	10,154.41	(17,134.98)	(3,000.00)	176,400.00
330	OTHER PROFESSIONAL/TECH SERVIC	81,625.10	82,316.00	10,000.00	69,919.69	1,840.00	20,556.31	0.00	92,316.00
331	PUPIL TRANSPORTATION	5,369,246.02	5,629,494.00	(600.00)	5,363,603.28	128,016.30	137,274.42	230,000.00	5,398,894.00
332	TRAVEL/CONFERENCES	65,158.77	75,136.00	920.00	62,874.77	5,480.20	7,701.03	0.00	76,056.00
333	FIELD TRIPS	615.25	-	-	-	-	-	0.00	-
341	POSTAGE	67,852.65	77,004.00	3,000.00	37,392.45	6,122.60	36,488.95	20,000.00	60,004.00
350	ADVERTISING	2,441.10	3,515.00	-	2,210.73	-	1,304.27	0.00	3,515.00
360	PRINTING	32,576.02	50,542.00	4,398.10	26,586.28	5,751.95	22,601.87	8,000.00	46,940.10

**MIDDLETOWN PUBLIC SCHOOLS**  
**FINANCIAL STATEMENT AS OF APRIL 30, 2013**

Object	Description	2011-2012	2012-2013		Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation	Adjustment				Deficit	
<b>PURCHASED SERVICES (cont)</b>									
361	COPYING	339,546.78	345,449.00	8,434.18	281,047.56	59,526.53	13,309.09	0.00	353,883.18
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	-	86,205.36	19,175.00	(5,380.36)	(20,000.00)	120,000.00
393	WASTE REMOVAL	123,150.99	123,600.00	-	96,328.32	10,309.00	16,962.68	0.00	123,600.00
395	21ST CENTURY AFTER SCH PROGRAM	30,616.15	30,000.00	-	10,272.79	-	19,727.21	15,000.00	15,000.00
408	COMPUTER LICENSES	12,430.00	13,500.00	-	13,500.00	-	-	0.00	13,500.00
441	RENTAL LAND/BUILDINGS	-	15,000.00	-	11,115.00	2,223.00	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	-	550,631.00	-	483.00	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)	7,035.79	150.00	20,614.21	5,000.00	22,800.00
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	560.00	5,461.73	-	98.27	0.00	5,560.00
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
	<b>TOTAL</b>	<b>8,770,293.37</b>	<b>9,082,383.00</b>	<b>18,447.04</b>	<b>8,481,993.77</b>	<b>529,530.90</b>	<b>89,305.37</b>	<b>(72,765.00)</b>	<b>9,173,595.04</b>

**MIDDLETOWN PUBLIC SCHOOLS**  
**FINANCIAL STATEMENT AS OF APRIL 30, 2013**

Object	Description	2011-2012	2012-2013	Adjustment	Expended	Encumbered	Balance	Overage/	Projection
		Actual Exp.	Appropriation					Deficit	
<b>SUPPLIES &amp; MATERIALS</b>									
318	ELECTRICITY	1,209,860.61	1,218,000.00	-	827,400.97	384,177.59	6,421.44	40,000.00	1,178,000.00
319	GAS	489,608.33	520,500.00	-	381,835.78	115,314.22	23,350.00	50,000.00	470,500.00
405	ADMINISTRATIVE SUPPLIES	8,477.29	16,800.00	-	8,153.36	4,448.13	4,198.51	0.00	16,800.00
410	INSTRUCTIONAL SUPPLIES	373,968.89	327,962.00	8,267.03	242,344.41	28,639.79	65,244.83	0.00	336,229.03
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	-	475,809.15	65,915.26	13,473.59	0.00	555,198.00
414	FUEL OIL	517,002.65	466,500.00	-	377,831.55	88,668.45	-	40,000.00	426,500.00
416	DIESEL FUEL	542,106.92	481,270.00	-	401,294.52	79,975.48	-	(40,000.00)	521,270.00
420	TEXTBOOKS	88,610.83	79,770.00	(30,475.09)	32,913.53	7,978.89	8,402.49	0.00	49,294.91
425	COMMON CORE MATERIALS	-	-	10,452.90	-	65.01	10,387.89	0.00	10,452.90
430	LIBRARY MATERIALS	34,202.35	43,485.00	396.55	19,750.63	8,474.01	15,656.91	0.00	43,881.55
450	MEDIA	6,783.10	7,760.00	4,579.73	7,824.15	697.03	3,818.55	0.00	12,339.73
460	ADMINISTRATIVE RESERVE	72,434.14	95,313.00	12,625.45	-	-	107,938.45	0.00	107,938.45
480	STUDENT ACTIVITIES	10,604.00	10,300.00	-	9,650.26	-	649.74	0.00	10,300.00
490	OTHER SUPPLIES AND MATERIALS	105,439.77	152,112.00	5,928.01	122,684.49	11,577.50	23,778.02	0.00	158,040.01
739	OTHER SCHOOL EQUIPMENT	-	-	2,076.69	316.69	1,760.00	-	0.00	
	<b>TOTAL</b>	<b>4,004,679.18</b>	<b>3,976,970.00</b>	<b>13,851.27</b>	<b>2,909,059.49</b>	<b>797,691.36</b>	<b>284,070.42</b>	<b>90,750.00</b>	<b>3,897,994.58</b>
<b>PROPERTY</b>									
541	NEW EQUIPMENT	68,891.16	66,145.00	(13,027.49)	37,452.63	3,492.20	12,172.68	0.00	53,117.51
542	REPLACEMENT-MAINTENANCE	1,128,420.67	1,130,459.00	(15,865.95)	940,129.35	115,203.23	59,260.47	0.00	1,114,593.05
546	COMPUTER EQUIPMENT	88,688.32	92,744.00	6,127.13	99,117.94	-	(246.81)	0.00	98,871.13
	<b>TOTAL</b>	<b>1,286,000.15</b>	<b>1,289,348.00</b>	<b>(22,766.31)</b>	<b>1,076,699.92</b>	<b>118,695.43</b>	<b>71,186.34</b>	<b>0.00</b>	<b>1,266,581.69</b>

## **Explanation of Financial Statement** **April 30, 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 \$87,845 at this time. Certified salaries are showing a balance of \$170,131. There was approximately a \$12,000 savings from the makeup day during spring break. The absent teachers were not paid and a substitute salary is less per day. The long-term sub line continues to be a deficit due to staff out on medical leave. The classified salaries are showing a deficit of \$204,414 although the overtime line was reduced for Plant Operations, the cafeteria deficit has increased to \$283,000. There is a projected deficit of \$53,562 in the paraprofessional salaries due to Special Education, and lunch duty aides.

The **Employee Benefits** are showing a projected balance of approximately \$621,475 at this time. This figure includes a projected balance in health insurance for certified and paraprofessional staff and a projected deficit in the employee assistance program, FICA, and Medicare lines.

There is a projected deficit of \$72,765 in **Purchased Services** at this time due to the cost of providing speech, hearing and language services. Also, the high cost of snow removal this past winter has contributed to the deficit. The cost of the interim facilities director has been included. 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 \$90,750. Central administration released the 15% reserve funds to the schools. An anticipated balance is projected in the electricity, gas and fuel oil lines. There is an anticipated deficit in the diesel fuel line as a cut was made to this line when the budget for the 12/13 year was adopted.

**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 \$334,157. The Special Education out-of-district tuition deficit is approximately \$186,470 and we have received 75% of the Excess Cost Sharing Grant. The magnet school tuition deficit is approximately \$147,687.

The overall projection of Board of Education funds, as of this date, shows an anticipated balance of approximately \$208,938. Please note we have two months of the school year in front of us and the projected figures used in this report can change very quickly.

OVERTIME REPORT FOR APRIL 2013

This Reporting Period is for the Weeks Ending: 3/29, 4/05, 4/12, 4/19- 2013		Hours	Cost
<b><u>Overtime for the Custodial Department</u></b>			
April 2012 -		274.75	8,762.96
April 2013 - Sonitrol callback, grounds, union contracted coverage for employee absences due to illness, vacations, and personal time required.		124.25	4,814.48
<b><u>Overtime for the Maintenance Department</u></b>			
April 2012 -		18.50	676.29
April 2013 - Additional 27.25 were required for: call-ins, repairs, ceiling tiles, HVAC issues, vehicle repairs plumbing repairs, etc.		27.25	1,021.95
<b><u>Overtime for Paraprofessionals</u></b>			
April 2012 -		6.25	151.26
April 2013 - Paraprofessionals were required to cover teachers while out of the classroom and required training.		11.00	247.13
<b><u>Overtime for Clerical Support</u></b>			
April 2012 -		80.75	3,085.27
April 2013 - Central office and curriculum required additional hours.		6.25	218.64
<b><u>Overtime for Technology</u></b>			
April 2012 -		1.00	45.84
April 2013 -		0.00	0.00
<b><u>Overtime for Nurses</u></b>			
April 2012 -		11.50	527.16
April 2013 - Nurses required overtime for paperwork and physicals.		4.50	211.95
<b><u>Overtime for Security Officers</u></b>			
April 2012 -		0.50	19.75
April 2013 - Security at school events and absences required additional time.		3.00	98.53
<b>Total Overtime - April 2012</b>		<b>4 weeks</b>	<b>393.25</b>
<b>Total Overtime - April 2013</b>		<b>4 weeks</b>	<b>176.25</b>
			<b>13,268.53</b>
			<b>6,612.68</b>

**Middletown Public Schools -Board of Education**  
**Communications Committee Meeting Minutes**  
**April 17, 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

II. Communications Plan

Cassandra Day provided a tutorial and demonstration of a variety of social media sites. She discussed the differences between them, what made them unique from each other, and how school news might be conveyed via each option. The committee talked about ways to utilize information and photos that the teachers may already have. The goal would be to find an easy way for any teacher to post something positive going on in the schools using blogs, microblogs, facebook, twitter, vine, or other social media site.

ETS staff will be invited to the next communications meeting to discuss ideas with the staff members who are most involved with technology in our schools.

III. Meeting Adjourned at 4:50 PM

**MIDDLETOWN BOARD OF EDUCATION  
CURRICULUM COMMITTEE  
April 5, 2013  
Dr. Alfred B. Tychsen Administration Building  
9:15 AM**

**Board of Education Committee Members Present**

Franca Biales, BOE

**Also Present**

Enza Macri, Assistant Superintendent

Colleen Weiner, Principal, MHS

Kristy Byrd, Department Head for Physical Education K-12

Ralph D'Amato, Guidance Coordinator

Tateisha Perry, Community Member

Introductions were made.

This meeting was devoted to discussing the Physical Education curriculum updates and highlights and to discussing Seniors' class load, expectations, AP courses and how MHS compares with other schools in the eyes of college admissions.

Kristy Byrd gave a wonderful presentation using PowerPoint to talk about what is currently offered to students in our district. HS students are required to have 2 PE credits to graduate. Students will be CPFA and CPR certified. Mrs. Byrd talked about the many aspects of the PE curriculum including social media and internet safety, bullying, diet, getting enough exercise time for students across the district, self-esteem and general good health practices. She also spoke about updating assessments to align with the Common Core.

Some highlights:

- Bikes for students with special needs
- April 9- WWMS participating in tobacco study for the state.
- Alliance for a Healthier Generation (4 yr. commitment if we were to do it)
- Girls' night out/ maybe even a Boys' night out.
- AED machines must be in every building
- First Tee of Ct in elementary school and middle school
- Zumba, Lacrosse, yoga

On her wish list Mrs. Byrd has the following:

- Increase number of days for PE at the elementary level
- One more PE teacher at the elementary level
- Physically active classrooms across the district

Ralph D'Amato and Colleen Weiner spoke about the number of AP courses available at MHS. MHS has been recognized and is on the AP Honor Roll. The question of how much feedback is given to teachers about the AP exams taken by their students was asked and Mr. D'Amato reported that the teachers get 1) student feedback 2) score reports 3) in the fall teachers get the full booklets back so they can see areas of strengths and weaknesses.

There was discussion about the college admissions process and how our high school students compare to other high school students and Mr. D'Amato reported that they are on par with other public high schools.

The Curriculum Committee expresses its gratitude to Mrs. Byrd, Mrs. Weiner and Mr. D'Amato.

**The meeting adjourned at 11:00 am.  
The next meeting is scheduled for May 21, 2013 at 9:15 AM  
at Dr. Alfred B. Tychsen Administration Building**

Respectfully submitted,  
**Franca Biales**  
**Curriculum Committee Chair**

**MIDDLETOWN BOARD OF EDUCATION  
POLICY COMMITTEE  
Minutes  
Tuesday, April 23, 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, Marco Gaylord, Director of Fine Arts and District Operations, Kathleen F. Bengtson, Administrative Assistant, and Kristy Byrd, Department Head for Physical Education K-12

**The following policies were discussed:**

**Policy #6142.101 School Wellness Policy -- Physical Education section-** Kristy Byrd stated the proposed replacement policy from CAFE is fine. She noted all schools will need to reestablish their Wellness Committees. It is important to remember the summary of the Wellness Committee report –should be posted on the website.

The Proposed Replacement Regulation was reviewed – Need to be cautious on the wording of physical education. The District needs to encourage physical activity. Kristy questioned line - C. Appropriate class size. There was a discussion on what is the appropriate size.

The committee decided to include the following in the regulation: Connecticut State Department of Education encourages schools to strive, within financial, space, and staffing constraints, for students in grades pre-k through five to engage in physical education averaging 150 instructional minutes per week and all middle and high school students to engage in 225 minutes per week and shall complete, at a minimum, one credit of high school physical education (required for graduation).

Sheila asked if we can have more movement in the classroom. Kristy said she has been trying to promote the physically active classroom. There was discussion around recess and encouragement of adults on duty to engage the children in activities at that time. Pat suggested having the teachers join in the activity. Marco said we are the only district that has 50 minute lunch for teachers.

Ed McKeon asked about recess ROCKS. Marco said we had this program through Cultural Council. Kristy said she spoke to the person who worked with that program and had gone to her workshop which presented how to do activities with music in upper level grades.

Marco said a goal of the district is to increase activity and it has been working toward that goal in the middle and high school grades.

Sheila suggested that maybe during the opening day for teachers at the Professional Development, Kristy might present a short program on how to promote the physically active classroom.

Ms. Byrd also stated we need teachers to be aware they cannot keep kids inside as punishment.

The Committee discussed offering swimming lessons to students. The program now in place requires 7<sup>th</sup> grade students to take swimming classes. In the 8<sup>th</sup> grade, it is an elective. Marco wondered how many kids in school today are afraid to get in the water. Kristy said it is important to let students know that they can't just go into the deep end. We need training for teachers. At this time, the City of Middletown is offering Swimming Training for Teachers. Kristy does not want to see our swimming program disappear. Dr. Charles stated we should wait and see what the legislature will bring forward. She also said we might look into applying for a YMCA grant to send elementary schools after school to the YMCA for beginning swimming lessons. (In Pat's last district, Westbrook only had this for first grade.)

**The Policy Committee recommended this revised policy be presented to the Board of Education at its next meeting and will require two readings. All members agreed.**

The Committee did not have time to review:

1. #5131.7 Weapons and Dangerous Instruments
2. #4131 Staff Development
3. #7551 Naming of Facility
4. Series 1000 - Review

**The next Policy Committee meetings will be scheduled for Tuesday, May 21, 2013, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.**

kfb

## **Instruction**

### **Student Nutrition and Physical Activity (School Wellness Policy)**

The Board recognizes that childhood obesity has reached epidemic levels in Connecticut and throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of obesity, some cancers, diabetes and other chronic diseases.

Student wellness, including good nutrition and physical activity, shall be promoted in the district's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

#### **Goals for Nutrition Education**

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive school health education curriculum and will be integrated into other classroom content areas, as appropriate.

#### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a standards-based, developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
- Unless otherwise exempted, all students will be required to engage in the District's physical education program.

## **Instruction**

### **Student Nutrition and Physical Activity (School Wellness Policy) (continued)**

#### **Nutrition Guidelines for Foods Available in Schools**

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Pyramid, published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education in addition to federal and state statutes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute.

All sources of food sales to students at school must comply with the Connecticut Nutrition Standards including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

#### **Reimbursable School Meals**

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### **Monitoring**

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

#### **Community Input**

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, periodic review and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, a member of the Board of Education, school administrators, and the public.

## **Instruction**

### **Student Nutrition and Physical Activity (School Wellness Policy) (continued)**

#### **Evaluation of Wellness Policy**

In an effort to measure the implementation of this policy, the Board of Education designates the principals as the people who will be responsible for ensuring that each school meets the goals outlined in this policy.

The District will make available to the public an assessment of the implementation, including the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of this policy.

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

(cf. 6142.6 – Physical Education)

(cf. 6142.61 – Physical Activity)

(cf. 6142.62 – Recess/Unstructured Time)

(cf. 6142.10 – Health Education)

Legal Reference: Connecticut General Statutes  
10-16b Prescribed courses of study.  
10-215 Lunches, breakfasts and the feeding programs for public school children and employees.  
10-221 Boards of education to prescribe rules, policies and procedures.  
10-215a Non-public school participation in feeding program.  
10-215b Duties of state board of education re: feeding programs.  
10-216 Payment of expenses.  
10-215e Nutrition standards for food that is not part of lunch or breakfast program  
10-215f Certification that food meets nutrition standards.  
10-221o Lunch periods. Recess.  
10-221p Boards to make available for purchase nutritious, low-fat foods.  
10-221q Sale of beverages.  
Regulations of Connecticut State Agencies  
10-215b-1 Competitive foods.  
10-215b-23 Income from the sale of food items.

## Instruction

### Student Nutrition and Physical Activity (School Wellness Policy) (continued)

Legal Reference: Connecticut General Statutes (continued)

National School Lunch Program and School Breakfast Program;  
Competitive Food Services. (7 CFR Parts 210.11 and 220.12,)

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law  
108-265

Nutrition Standards in the National School Lunch and School Breakfast  
Programs, 7 CFR Parts 210 & 220

Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 42 U.S.C. 1751

Child Nutrition Act of 1966 (as amended by P.L. 108-269, July 2, 2004)

School Breakfast Program, 7 C.F.R. Part 220 (2006)

Policy adopted  
Policy revised:  
**Policy revised:**

June 20, 2006  
March 9, 2010

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**MEMORANDUM OF AGREEMENT REGARDING A  
VOLUNTARY EARLY RETIREMENT INCENTIVE PLAN (VERIP)**

The Middletown Board of Education (the "Board") and the Middletown Federation of Teachers, AFT Local 1381, AFT Connecticut, AFL-CIO (the "Federation") agree to the terms set forth below regarding a one-time Voluntary Early Retirement Incentive Plan (VERIP) for teachers.

**A. ELIGIBILITY REQUIREMENTS**

In order to be eligible to participate in the VERIP, all applicants must satisfy all of the following conditions:

1. Applicants must be eligible for normal retirement in accordance with the provisions of the Connecticut Teachers' Retirement System as of June 30, 2013. The requirements for normal retirement under the Connecticut Teachers' Retirement System are as follows: a) age sixty (60), having completed twenty (20) years of public service in Connecticut; OR b) any age and having completed thirty-five (35) years of service, at least twenty-five (25) years of which were in public schools in Connecticut. The normal retirement eligibility conditions set forth in the preceding sentence reflect the statutory conditions in effect as of April 15, 2013. If any change in such statutory provisions becomes effective between April 15, 2013 and June 30, 2013, the revised eligibility conditions shall control eligibility under the VERIP.
2. Applicants must have been employed by the Board for at least five (5) consecutive school years as of June 30, 2013.
3. Applicants must actually retire from public education under the provisions of the Teachers' Retirement Act, effective June 30, 2013. An individual who simply terminates his/her employment with the Board and does not actually retire under the Teachers' Retirement Act, effective June 30, 2013, is not eligible for the plan, except that a retiree's re-employment while collecting retirement benefits under the Teachers' Retirement Act, to the extent permitted by the re-employment provisions of the Teachers' Retirement Act (Section 10-183v of the Connecticut General Statutes), shall not result in disqualification for the benefits set forth in this VERIP.

**B. MINIMUM PARTICIPATION REQUIREMENT**

A minimum of fifteen (15) teachers must participate in the VERIP in order for the VERIP to be implemented. In the event that the minimum participation requirement is not satisfied, all applications for participation in the VERIP shall be deemed null and void, the VERIP shall be terminated, and the Board shall have no obligations under the VERIP.

**C. VERIP BENEFITS**

1. For Teachers Enrolled in the Board's Health Insurance Plan as of June 30, 2013:

For teachers enrolled in the Board's health insurance plan as of June 30, 2013, the benefit under the VERIP shall be as follows:

(a) For each such teacher participating in the VERIP, the Board will pay a cumulative total of Fifteen Thousand Dollars (\$15,000) of Board-paid premiums toward the cost of premiums for continued health insurance benefits under the Board's group health insurance plan as set forth in the collective bargaining agreement between the Board and the Federation (including dental coverage), as may be modified from time to time. The Board's contribution toward the cost of premiums will be provided by the Board through the Board's Section 125 Plan on a pre-tax basis. Such health insurance coverage for each teacher shall remain at the same coverage level (individual, two-person or family coverage) as that in effect as of June 30, 2013, and changes to the coverage level shall be permitted only in cases involving the death of a covered person or other permissible changes in status under the Section 125 Plan. Any subsidy received by the Board from the Connecticut Teachers' Retirement Board toward the cost of such continued insurance coverage for any participant in the VERIP shall be applied to the premium costs for such continued insurance coverage prior to application of any portion of the \$15,000 premium payment by the Board. After application of any such subsidy, the Board shall continue to pay the premiums for health insurance in accordance with the provisions of this paragraph, until such time as the Board has paid a cumulative total of \$15,000 for each teacher covered by Section C.1 of this Agreement. The Board shall have no further obligation to pay any portion of the health insurance premiums for any participant in the VERIP once the Board has paid a total of \$15,000 of employer contributions toward the costs of health insurance for such teacher and/or the teacher's spouse and/or the teacher's eligible dependents.

(b) In the event of the death of a teacher covered by Section C.1 of this Agreement prior to the exhaustion of the Board's total \$15,000 insurance payment for that teacher, the Board shall continue to pay the premium costs for continued participation in the health insurance plan for the teacher's spouse and/or eligible dependents who were enrolled in the insurance plan at the time of the death of the teacher, until such time as the Board's total premium payments for the health insurance coverage describe in Section C.1 of this Agreement for such teacher and/or the teacher's spouse and/or eligible dependents equal \$15,000.

2. For Teachers NOT Enrolled in the Board's Health Insurance Plan as of June 30, 2013:

For teachers NOT enrolled in the Board's health insurance plan as of June 30, 2013, the benefit under the VERIP shall be as follows:

(a) For each such teacher participating in the VERIP, the Board shall make a one-time Board-paid non-elective 403(b) contribution in the amount of Fifteen Thousand Dollars (\$15,000), in accordance with Section 403(b)(12)(A)(i) of the Internal Revenue Code, pursuant to the Board's 403(b) plan in accordance with Section 403(b) of the Code,

as amended, to the tax sheltered annuity company or other 403(b) vendor that said eligible employee chooses from the Board's list of approved tax sheltered annuity companies and 403(b) vendors for said 403(b) Plan. Said contribution shall be made by the Board on or before August 31, 2013 for each such VERIP participant, and said contribution shall be deposited directly into the eligible employee's 403(b) account in the Board's 403(b) Plan. If the eligible employee is not enrolled in the 403(b) plan when the contribution would otherwise be made, the eligible employee must first enroll in the Plan in order to receive the Board-paid non-elective 403(b) contribution that is provided under the VERIP. No cash contributions shall be made by the Board to any such eligible employee who elects to retire under the VERIP in lieu of said Board-paid non-elective 403(b) contribution.

(b) In the event of the death of a teacher covered by Section C.2 of this Agreement prior to the contribution by the Board of the amount described in (a) above, then such amount still owing from the Board at the time of the Teacher's death shall be paid by the Board as a cash payment to the teacher's beneficiary as designated on the teacher's VERIP election form.

#### **D. GENERAL CONDITIONS**

1. The parties understand that this VERIP is being offered on a one-time basis only, and that the Board's offer of this VERIP shall not establish a past practice or precedent for any purpose.
2. Any Board decision under this VERIP shall be final, and shall not be subject to the grievance procedure and/or arbitration procedure set forth in the collective bargaining agreement between the Board and the Federation.
3. Teachers participating in the VERIP shall remain eligible for severance payments in accordance with the terms and conditions set forth in Article 26 of the collective bargaining agreement between the Board and the Federation.
4. Participation in the VERIP, as described in this Agreement, is completely voluntary for any eligible teacher, and the VERIP benefits set forth in this Agreement are applicable to eligible teachers who voluntarily participate in the VERIP. In the event that any teacher participating in the VERIP files a claim for unemployment compensation arising out of the teacher's retirement from employment with the Board, the Board shall have no obligation to provide any of the benefits set forth in Section C of this Agreement with respect to such teacher. In the event that the Board has already provided and/or paid for any portion of the benefits set forth in Section C of this Agreement at the time that any such teacher has filed such a claim for unemployment compensation benefits, the teacher shall be required to reimburse the Board for any costs incurred by the Board in providing and/or paying for any such benefits within thirty (30) days of the filing of such unemployment compensation claim, and shall be required in addition to reimburse the Board for any and all costs incurred by the Board, including reasonable attorneys' fees, in seeking such reimbursement.

**E. REQUIRED PROCEDURE FOR PARTICIPATION**

**Any teacher wishing to participate in the VERIP must hand deliver a signed, irrevocable VERIP election form to the Office of the Superintendent of Schools, no later than 4:00 p.m. on May 10, 2013. Application forms received after that date and time will not be accepted for participation in VERIP.**

MIDDLETOWN BOARD  
OF EDUCATION

MIDDLETOWN FEDERATION  
OF TEACHERS

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**VOLUNTARY EARLY RETIREMENT INCENTIVE PLAN (VERIP)  
ELECTION FORM**

I, \_\_\_\_\_ hereby elect to participate in the **Voluntary Early Retirement Incentive Plan (“VERIP”)** offered by the Middletown Board of Education (the “Board”), subject to the terms and conditions set forth in the VERIP Agreement between the Board and the Middletown Federation of Teachers (the “Federation”), dated \_\_\_\_\_, 2013. I have read, and I understand, the terms and conditions set forth in the VERIP Agreement.

I understand that my signature on and submission of this form constitutes a voluntary, irrevocable letter of retirement, effective June 30, 2013.

I understand that I have no obligation to participate in this VERIP. I have made the decision to participate in this incentive knowingly and voluntarily, under no coercion of any kind.

I understand that in the event that I file a claim for unemployment compensation arising out of my retirement from employment with the Board, the Board shall have no obligation to provide any of the benefits set forth in Section C of the VERIP Agreement. I also understand that in the event that the Board has already provided and/or paid for any portion of the benefits set forth in Section C of the VERIP Agreement at the time that I have filed such a claim for unemployment compensation benefits, I will be required to reimburse the Board for any costs incurred by the Board in providing and/or paying for any such benefits within thirty (30) days of the filing of such unemployment compensation claim, and that I shall be required in addition to reimburse the Board for any and all costs incurred by the Board, including reasonable attorneys’ fees, in seeking such reimbursement.

I understand that if I elect not to participate in this incentive, this decision will have no effect on my relationship with the Board, or cause me to be treated differently from any other employee of the Board, whether or not he or she is eligible to participate in this incentive.

I hereby designate the following beneficiaries to receive any amount owed to me from the Board at my death under Section C.2(b) of the VERIP Agreement:

**PRIMARY BENEFICIARY(IES)**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

**SECONDARY BENEFICIARY(IES)**

(Applies only in the event the primary beneficiary(ies) dies before any amount still owed the teacher under Section C.2(b) of the VERIP Agreement is paid.)

NAME \_\_\_\_\_

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

I understand that I may change my designated beneficiary at any time by completing a new Beneficiary Designation on this form and filing it with the Board.

**I understand that if I fail to submit this form in person to the Office of the Superintendent and have it date and time stamped by the Office of the Superintendent at or before 4:00 pm on May 10, 2013, I will not be eligible to participate in the VERIP.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

**Memorandum of Understanding  
Between  
THE CITY OF MIDDLETOWN  
And  
TEAMSTERS LOCAL #671**

This Memorandum of Understanding is entered into between the City of Middletown ("City"), the Board of Education ("BOE"), and the Teamsters Local #671 ("Union").

WHEREAS, the BOE intends to engage a cafeteria services consulting group to help train current employees, increase the City's buying power, and reduce, if not eliminate, the current daily deficit in the cafeteria department.

WHEREAS, as part of its plan to hire a cafeteria services consulting group, the City and the BOE intend to eliminate the position of Food & Nutrition Manager and turn over the responsibilities of that position to the cafeteria services consulting group.

WHEREAS, the position of Food & Nutrition Manager is a Union position and the City, the BOE, and the Union have reached an agreement over the elimination of said position.

NOW, THEREFORE, in consideration of the mutual promises and covenants provided for herein, the City, the BOE, and the Union agree as follows:

1. Upon the retirement of the current Food & Nutrition Manager from the BOE on June 28, 2013, the responsibilities of said position will be transferred to the new cafeteria services consulting group.
2. In exchange for this Union position, the City and the BOE agree that the Manager of Transportation at the BOE will be a Union position as of July 1, 2013.

All terms and conditions of this Memorandum of Understanding are without precedent and shall not apply to any bargaining history and shall not in any way be considered mid-term bargaining.

FOR THE CITY:

FOR THE UNION:

\_\_\_\_\_  
Daniel T. Drew, Mayor

\_\_\_\_\_  
Anthony LePore, Teamsters #671

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

FOR THE BOARD OF EDUCATION:

\_\_\_\_\_  
Gene Nocera, Ph.D., Chair, Board of Education

Dated: \_\_\_\_\_