

Board of Education Regular Meeting

Tuesday, February 9, 2021 6:30 PM

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

I. Call to Order	Speaker (s) : Deborah Cain
II. Salute to the Flag	Speaker (s) : Deborah Cain
III. Adoption of Agenda	Speaker (s) : Deborah Cain
III.A. Minutes of January 12, 2021 Regular BOE Meeting	Speaker (s) : Deborah Cain
IV. District Highlights	Speaker (s) : Deborah Cain
IV.A. Silent Servant Award	Speaker (s) : Michael Conner
IV.B. Family and Home Visitors	Speaker (s) : Michael Conner
V. Public Session	Speaker (s) : Deborah Cain
VI. Communications	Speaker (s) : Deborah Cain
VI.A. Report of Student Representative	Speaker (s) : Michael Walker
VII. Consent Agenda	Speaker (s) : Deborah Cain
VII.A. Grants Status Report	Speaker (s) : Natalie Forbes
VII.B. Interdistrict Grant	Speaker (s) : Natalie Forbes
VII.C. Approval of Education Specifications for Roof Replacement at Farm Hill School	Speaker (s) : Natalie Forbes
VII.D. Approval of Education Specifications for Roof Replacement at Wilbert Snow Elementary School	Speaker (s) : Natalie Forbes
VII.E. Policy #1000 - Concept, Goals and Roses in Community Relations - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.F. Policy #1100 - Communication with the Public - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.G. Policy #1112.2 - School News Releases - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.H. Policy #1120 - Board of Education Meetings - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.I. Policy #1170 - Recognition of Citizens, Staff Members of Board of Education and Students - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.J. Policy #1200 - Participation by the Public - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.K. Policy #1210 - School Community Associations - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.L. Policy #1220 - Citizens' Advisory Committees - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.M. Policy #1251 - Loitering or Causing Disturbances - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.N. Policy #1311 - Political Activities of	Speaker (s) : Justin Taylor

School Employees - DELETE POLICY - SECOND READING	Taylor
VII.O. Policy #1322 - Contests for Students - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.P. Policy #1340 - Access to School Procedures and Materials - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.Q. Policy #1500 - Relations between Area, State, Regional and National Association and the Schools - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VII.R. Policy #1660 - Cooperative Arrangements with Business and Industry - DELETE POLICY - SECOND READING	Speaker (s) : Justin Taylor
VIII. Department Reports	Speaker (s) : Deborah Cain
VIII.A. Financial Report	Speaker (s) : C Bourne / C Walcott
VIII.A.1. Action on Line Item Transfer Report	Speaker (s) : C Bourne / C Walcott
VIII.B. Facilities Department	Speaker (s) : Peter Staye
VIII.C. Personnel Report	Speaker (s) : Geen Thazhampallath
VIII.D. Transportation Report	Speaker (s) : Mark Langton
IX. Superintendent's Report	Speaker (s) : Michael Conner
IX.A. Re-entry 2021	Speaker (s) : Michael Conner
IX.B. Beman Middle School FF&E Presentation	Speaker (s) : Michael Conner
IX.C. District News	Speaker (s) : Michael Conner
X. Committees	Speaker (s) : Deborah Cain
X.A. Budget Committee	Speaker (s) : Sean King
X.B. Curriculum Committee	Speaker (s) : Lisa Loomis
X.C. Facilities Committee	Speaker (s) : Deborah Cain
X.D. Policy Committee	Speaker (s) : Justin Taylor
X.E. Representative Reports	Speaker (s) : Deborah Cain
X.F. New Middle School Building Committee	Speaker (s) : Anita Dempsey White
XI. Action Items	Speaker (s) : Deborah Cain
XI.A. Re-entry 2021	Speaker (s) : Deborah Cain
XI.B. Italian 3 Proposal	Speaker (s) : Magda Parvey
XI.C. Deleveled Algebra I	Speaker (s) : Magda Parvey
XI.D. Policy #1140 Non-School Activities & Public Performance by Students & Distribution of Materials by Students - Delete Policy - First Reading	Speaker (s) : Justin Taylor

XI.E.	Policy #2100 Administrative Staff Organizations - Delete Policy - First Reading	Speaker (s) : Justin Taylor
XI.F.	Policy #2121 Lines of Responsibility - Delete Policy - First Reading	Speaker (s) : Justin Taylor
XI.G.	Policy #2130 Job Descriptions - Delete Policy - First Reading	Speaker (s) : Justin Taylor
XI.H.	Policy #2140 Superintendent of Schools - Delete Policy - First Reading	Speaker (s) : Justin Taylor
XI.I.	Policy #2210 Administrative Leeway in Absence of Board of Education Policy - Delete Policy - First Reading	Speaker (s) : Justin Taylor
XI.J.	Policy #2231 Policy and Regulation Systems - Delete Policy - First Reading	Speaker (s) : Justin Taylor
XI.K.	Policy #2260 Hold on Destruction of Records (Litigation) - New Policy - First Reading	Speaker (s) : Justin Taylor
XI.L.	Policy #2270 Retention of Electronic Records and Information - New Policy - First Reading	Speaker (s) : Justin Taylor
XI.M.	Policy #2300 Statement of Ethics for Administration CHANGE POLICY TO #4100 Code of Ethics and Professional Responsibility for Personnel - Revised Policy - First Reading	Speaker (s) : Justin Taylor
XII. Future Agenda Items		Speaker (s) : Deborah Cain
XII.A.	New Items	Speaker (s) : Deborah Cain
XIII. Personnel Matter-Superintendent Mid-Year Review (purposed for Executive Session)		Speaker (s) : Deborah Cain
XIII.A.	Executive Session	Speaker (s) : Deborah Cain
XIII.B.	Public Session	Speaker (s) : Deborah Cain
XIV. Adjournment		Speaker (s) : Deborah Cain

Board of Education Regular Meeting

January 12, 2021 6:30 PM

Virtual Meeting

Board Members Present: Chairwoman Deborah Cain, Anita Dempsey-White, Dina Ford, Sean King, Lisa Loomis 6:41, Jonathon Pulino, Delita Rose-Daniels, Christopher Sugar, and Justin Taylor

Others Present: Superintendent of Schools Dr. Michael Conner, Chief Academic Officer Dr. Magda Parvey, Chief of School Operations and Communications Marco Gaylord, Chief of Administration Christine Bourne, Chief of Talent and Performance Management Geen Thazhampallath, Director of Information Technology Michael Skott, Director of Facilities Peter Staye, Interim Director of Pupil Services Sara Alberti, Finance and Resource Management Specialist Cheryl Walcott, Manager of Transportation Mark Langton, Assistant to the Superintendent and Board of Education Joyce Carey and 94 visitors.

I. CALL TO ORDER

Board Chair Deborah Cain called the meeting to order at 6:32 PM.

II. SALUTE TO THE FLAG

Ms. Rose Daniels led the Pledge of Allegiance.

III. ADOPTION OF AGENDA

A. Minutes of December 8, 2020 BOE Regular Meeting

MOTION: A motion to adopt the agenda was made by Ms. Dempsey-White with a second by Mr. King.

AMENDMENT: An amendment to remove item VI. A. was made by Chair Cain with a second by Mr. King
- unanimous vote

MOTION: A motion to adopt the agenda with the Amendment was made by Mr. Sugar with a second by Mr. Taylor.

IV. DISTRICT HIGHLIGHTS

A. Middletown Transition Center

Dr. Conner introduced Sara Alberti, Director of Pupil Services and Lynn Durham, Supervisor of Pupil Services. They introduced Dave Burns and shared a video of the program and student success stories.

Mr. Gaylord shared that the Transition Center moved to Green St. this year. He thanked Mr. Burns, Mr. Staye, city partners and the staff of the Transition Center for the smooth transition. Ms. Bourne shared the process of how the students are working in production and sales and thanked Natalie Forbes for her assistance. Dr. Conner and Dr. Parvey thanked the staff for the work they are doing. Mr. Burns shared the important life skills that the students are learning and they can take and use in the next steps of their lives. Chair Cain thanked everyone for their hard work everyday. She asked for a link to submit orders. Mr. Burns is working on adding a link with products and logos.

V. PUBLIC SESSION

Chair Cain explained the rules of Public Session.

Angela Boudreau, 813 Congdon St. West would like to have elementary students return to in person classes 4 days a week. She discussed the importance of having students in the buildings.

VI. COMMUNICATIONS

A. Report of Student Representative-removed by amendment.

VII. CONSENT AGENDA

- A. Policy #1001 - Non Discrimination- Revised Policy- Second Reading
- B. Policy #1211 - School Leadership Councils- New Policy– Second Reading
- C. Policy #1313 – Gifts to School Personnel- Replace Policy - Second Reading
- D. Policy #1324 – Soliciting of Funds and Gifts, Grants and Bequests- Replace Policy - Second Reading
- E. Policy #1330 – Use of School Facilities - Replace Policy - Second Reading
- F. Policy #C19-1330 – Use of School Facilities – New Temporary Policy – Second Reading
- G. Policy #1331 – Tobacco Free Environment- Replace Policy – Second Reading
- H. Policy #4118.231 – Drugs, Alcohol and Tobacco (Personnel) - Replace Policy – Second Reading
- I. Policy #5131.6 -- Alcohol Use, Drugs and Tobacco (including Performance Enhancing Substances) Use by Students- - Replace Policy – Second Reading
- J. Policy #6164.11– Drugs, Alcohol and Tobacco (Instruction) – Delete Policy – Second Reading
- K. Policy #1402 – School Safety and Security- Revised Policy – Second Reading
- L. Policy #1600 – Possession of Deadly Weapons or Firearms – Revised Policy – Second Reading
- M. Policy #4118.14 – Non-Discrimination (Personnel) – Replace Policy – Second Reading
- N. Policy #5112 – Ages of Attendance, Student Attendance, Truancy and Chronic Absenteeism – Replace Policy - Second Reading
- O. Policy #C19-5112 – Ages of Attendance, Student Attendance, Truancy and Chronic Absenteeism New Temporary Policy – Second Reading
- P. Policy #5113 – Attendance/Excuses/Dismissal – Delete Policy- Second Reading
- Q. Policy #5113.1 – Attendance/Excuses – Delete Regulation – Second Reading
- R. Policy #5113.2 – Truancy – Delete Policy – Second Reading
- S. Policy #5141.25 – Students with Special Health Care Needs DELETE – Second Reading

MOTION: A motion was made to accept the Consent Agenda Items was made by Mr. King and a second by Mr. Taylor-unanimous vote.

VIII. DEPARTMENT REPORTS

A. Financial Report

A.1. Action on Line Item Transfer Report

Ms. Bourne provided an overview of the Financial Statement and Line Item Transfer Report. She explained that the report is more detailed due to the many shifts and transitions that are occurring due to staffing and COVID costs. Ms. Bourne explained the overages and shortages in the report. There were no questions.

MOTION: Move to accept the Line Item Transfer Report was made by Mr. King and a second by Dr. Loomis-
-unanimous vote.

Ms. Bourne reviewed the Budget process dates. Currently meetings are taking place with departments heads and principals. The budget book is in the process of being prepared.

B. Facilities Department Report

Mr. Staye stated that the Facilities Department is continuing their season work. They are working on their budget. There is a major focus on opening Beman Middle School. There were no questions.

C. Personnel Report

Mr. Thazhampallath shared that the scanning process will begin tomorrow. This will streamline the paperwork process. There were no questions.

D. Transportation Report

Mr. Langton shared that student numbers on the bus are lowered due to cohorts. There have been less incident reports. Chair Cain asked if the district goes to full re-entry, how would that affect student transportation. Mr. Langton shared he would work with Dattco to see if additional buses would be required. They have had discussions regarding what would need to happen including the need for more drivers. Mr. Gaylord shared that many parents are providing transportation.

IX. Superintendent's Report

A. COVID Update:

Dr. Conner welcomed Kevin Elak from the City of Middletown Health Department. He shared that the district is future focused and discussed the vaccine as another safety measure that will be implemented. Mr. Gaylord shared that a family survey will be sent out. There has been no student-to-student transmission and one staff-to-staff transmission. He thanked the facilities department, custodians, nurses and administrators for all of their hard work. Staff positive cases have decreased and more staff would like to take the vaccine. Mr. Elak shared that many residents are anxious to take the vaccine. A large number of the community will be included in phase 1b. There will be different phases of 1b to prioritize based on guidance from the State. Ms. Ford asked if a person is exposed COVID but has the vaccine, what are the quarantine guidelines? Mr. Elak shared that the person would have to quarantine at that time. Dr. Loomis asked what the communication with the teachers union has been and what a possible return date would be. Dr. Conner shared that he has been meeting with unions on a biweekly basis. Dr. Conner shared a date has not been set due to the volatility of the virus. It will be a phased-in process. Mr. Gaylord shared that the survey data will help assist in planning for a reentry. Chair Cain asked for an estimated time that the vaccine will be available. Dr. Conner shared that we are waiting for the vaccine to arrive in Middletown. Ms. Rose Daniels asked if the district is collecting the data needed for the vaccine system? Mr. Gaylord discussed that he has worked with Mr. Elak and the system will be available soon.

B. Explore Middletown 2.0

Dr. Conner shared that the second Strategic Operating Plan is being developed. He designed a listening tour to hear from many stakeholders. Meetings were held with students, parents, MPS leaders and community members. 1405 people participated in the many virtual forums. Key terms that were repeated include equity, innovation, social emotional health and career pathways.

He reviewed the Systematic Equity Framework. Strategic planners will be identified by the end of January.

C. Aerospace Manufacturing

Mr. Pellitier shared his presentation on the Aerospace program. Industry certifications are being earned this year. A program is being developed with Middlesex Community College for students to continue with a path in aerospace. Mr. Pellitier is also working with UCONN on developing workforce development activities and mentoring programs with students.

D. District News

Chair Cain shared the Martin Luther King Scholarship Committee of Greater Middletown will still host its annual Martin Luther King birthday celebration on Monday 1/16/2021. Unfortunately, because of COVID, it will be an online celebration. She will email anyone interested more details upon request.

X. Committees

A. Budget Committee

Mr. King gave an overview of the meeting of the Budget Committee. He shared details regarding the cafeteria fund. New menu items are being added to increase interest in meals. There were no questions.

B. Curriculum Committee

Dr. Loomis gave an overview of the last meeting. Middletown is participating in a study by Columbia University. She discussed the Early Minds 2022 presentation. New professional development is being created to understand rigor.

C. Facilities Committee

Chair Cain gave an overview of the Facilities Committee meeting. The five-year capital plan is being addressed. Beman Middle School furniture is being reviewed. The custodial labor study is being conducted. Meetings are online for the public to view.

D. Policy Committee

Mr. Taylor gave an overview of the Policy Committee meeting. Racial Equity and Law Enforcement Policies were discussed at the meeting.

E. Representative Reports

There were no reports.

F. New Middle School Building Committee

Ms. Dempsey White shared the electricity is online. Heating is installed. Cabinets, tiles, catwalks and limestone panels are being installed. The project is on schedule. The artwork is also in progress by a 1994 Woodrow Wilson student, Patrick.

XI. Action Items

A. Approval of LINK It Data Analytics Partnership

Dr. Conner reviewed the partnership with LINK It. The partnership was reviewed at the Curriculum Committee and Finance Committee meetings. This will strengthen practices to assist the district in moving forward.

MOTION: A motion to approve LINK IT Data Analytics Partnership to begin January 13, 2021 to June 30, 2021 was made by Dr. Loomis and a second by Mr. King - unanimous vote.

B. Board of Education Meeting Schedule January 2021-January 2022

MOTION: A motion to approve the Board of Education Meeting Schedule was made by Chair Cain and a second by Mr. Taylor. - unanimous vote.

C. Policy #1000 - Concept, Goals and Roses in Community Relations - DELETE POLICY – First Reading

The recommendation from the attorney is that the policy be deleted.

MOTION: A motion to approve Policy #1000 - Concept, Goals and Roses in Community Relations - DELETE POLICY - First Reading was made by Mr. Taylor and a second by Mr. King - unanimous vote.

D. Policy #1100 - Communication with the Public - DELETE POLICY - First Reading

The recommendation from the attorney is that the policy be deleted.

MOTION: A motion to approve Policy #1100 - Communication with the Public - DELETE POLICY - First Reading was made by Mr. King and a second by Ms. Rose Daniels - unanimous vote.

E. Policy #1112.2 - School News Releases - DELETE POLICY – First Reading

The recommendation from the attorney is that the policy be deleted.

MOTION: A motion to approve Policy #1112.2 - School News Releases - DELETE POLICY – First Reading was made by Mr. Taylor with a second by Dr. Loomis - unanimous vote.

F. Policy #1120 - Board of Education Meetings - DELETE POLICY – First Reading

The recommendation from the attorney is that the policy be deleted.

MOTION: A motion to accept the Policy #1120 - Board of Education Meetings - DELETE POLICY – First Reading was made by Mr. Taylor and a second by Mr. King - unanimous vote.

G. Policy #1170 - Recognition of Citizens, Staff Members of Board of Education and Students - DELETE POLICY – First Reading

The recommendation from the attorney is that the policy be deleted.

MOTION: A motion to approve Policy #1170 - Recognition of Citizens, Staff Members of Board of Education and Students - DELETE POLICY - First Reading was made by Mr. Taylor and a second by Mr. King - unanimous vote.

H. Policy #1200 - Participation by the Public - DELETE POLICY – First Reading

The recommendation from the attorney is that the policy be deleted.

MOTION: A motion to approve Policy #1200 - Participation by the Public - DELETE POLICY – First Reading was made by Mr. Taylor and a second by Ms. Rose Daniels - unanimous vote.

I. Policy #1210 - School Community Associations - DELETE POLICY - First Reading

The recommendation from the attorney is that the policy be deleted.

MOTION: A motion to approve Policy #1210 - School Community Associations - DELETE POLICY First Reading was made by Mr. Taylor and a second by Ms. Dempsey White - unanimous vote.

J. Policy # 1220 - Citizens' Advisory Committees - DELETE POLICY – First Reading

The recommendation from the attorney is that the policy be deleted.

MOTION: A motion to approve Policy # 1220 - Citizens' Advisory Committees - DELETE POLICY - First Reading was made by Mr. Taylor and a second by Mr. Sugar – unanimous vote.

K. Policy #1251 - Loitering or Causing Disturbances - DELETE POLICY – First Reading

The attorney reviewed the policy, deemed it unnecessary and recommended repeal.

Chair Cain asked if some of the language would be included in the school visits policy. Mr. Taylor responded it will be in the regulations. Mr. Gaylord agreed.

MOTION: A motion to approve Policy #1251 - Loitering or Causing Disturbances - DELETE POLICY– First Reading was made by Mr. Taylor and a second by Ms. Rose-Daniels – unanimous vote.

L. Policy #1311 - Political Activities of School Employees - DELETE POLICY - First Reading

The attorney reviewed the policy, deemed it unnecessary and recommended repeal.

MOTION: A motion to approve Policy #1311 - Political Activities of School Employees - DELETE POLICY - First Reading was made by Mr. Taylor and a second by Chair Cain – unanimous vote.

M. Policy #1322 - Contests for Students - DELETE POLICY – First Reading

The attorney reviewed the policy, deemed it unnecessary and recommended repeal.

MOTION: A motion to approve Policy #1322 - Contests for Students - DELETE POLICY – First Reading was made by Mr. Taylor and a second by Chair Cain – unanimous vote.

N. Policy #1340 - Access to School Procedures and Materials - DELETE POLICY– First Reading

The attorney reviewed this policy, it is unnecessary and may be repealed.

MOTION: A motion to approve Policy #1340 - Access to School Procedures and Materials - DELETE POLICY – First Reading -was made by Mr. Taylor and a second by Mr. King – unanimous vote.

O. Policy #1500 - Relations between Area, State, Regional and National Association and the Schools - DELETE POLICY – First Reading

The attorney reviewed the policy, deemed it unnecessary and recommended repeal.

MOTION: A motion to approve Policy #1500 - Relations between Area, State, Regional and National Association and the Schools - DELETE POLICY - First Reading was made by Mr. Taylor and a second by Dr. Loomis – unanimous vote.

P. Policy #1660 - Cooperative Arrangements with Business and Industry - DELETE POLICY – First Reading

The attorney reviewed the policy, deemed it unnecessary and recommended repeal.

MOTION: A motion to approve Policy #1660 - Cooperative Arrangements with Business and Industry - DELETE POLICY - First Reading was made by Mr. Taylor and a second by Mr. King – unanimous vote.

XII. FUTURE AGENDA ITEMS

XII.A. New Items

There were no new items for discussion.

XIII. ADJOURNMENT

MOTION: Move to adjourn at 8:52 PM passed with a motion by Chair Cain and a second by Ms. Rose Daniels– unanimous vote.

Respectfully Submitted,

Anita Dempsey-White
Secretary

ADW/jc

Elementary and Secondary School Emergency Relief Fund (ESSER II)

We were notified that Middletown will receive \$3.2m to help the community navigate the effects of the COVID-19 pandemic, and to support students, families and staff, amid the changing and evolving approach to education during this time. The funds were allocated based on the Title 1, Part A formula of the Elementary and Secondary Education Act of 1965 in fiscal year 2020.

The CSDE will require that districts submit a plan for use of funds including a needs assessment that identifies the gaps created by the pandemic; an articulation of steps that will be taken to mitigate the gaps; and a description of the intended alignment of resources available through ESSER II to implement the plan over the summer 2021, and the 2021-22 school year.

There is an expectation of robust partnerships which will include the CSDE. These funds are supplement not supplant, meaning over and above funds for standard operating needs.

State-level Priorities include:

- Academic Supports, Learning Loss, Learning Acceleration and Recovery
- Family and Community Connections
- School Safety and Social-Emotional Well-being of the “Whole Student” and of our School Staff
- Remote Learning, Staff Development, and the Digital Divide

Respectfully submitted,
Natalie Forbes, Director of Innovation & Grants

EXECUTIVE SUMMARY
INTERDISTRICT COOPERATIVE GRANT

The State Department of Education maintains a competitive grant program for the purpose of assisting local and regional boards of education, regional educational service centers and nonsectarian, non-profit organizations with the establishment of inter-district cooperative programs that increase student achievement and reduce racial, ethnic and economic isolation.

The Middletown Public School District developed the *Beyond the Sky Aerospace STEM Program* to serve a total of 300 students in grade 5 from Middletown (100 students), and our partner districts, Hartford (100 students), and Regional District 13 (100 students), over nine months during the 2021-22 school year. Students will explore questions such as: What is force? How does force impact motion? How does gravity impact flight? Additionally, students will be introduced to the field of Aerospace, learn about Connecticut's "Aerospace Alley" and the exciting innovation happening in our state. classroom teacher in science.

While working with their inter-district partners, students use scientific procedure incorporating fundamental reasoning and investigation and analysis, while gaining insights into the wonders of the field of Aerospace and Aviation. They will have opportunities to recognize and further determine their place and impact on our Earth. Students will read, write (keep journals), and experiment to find the answers to design and engineering challenges as well as their own personal questions. Research proves that students who participate in hands-on experiments both understand and remember the answers that they discover far better than when they are given answers to their questions. *Beyond the Sky Aerospace STEM Program* creates a fully immersive Aerospace experience and is the first step into the STEM pipeline for students in our state. To ensure the longevity of this experience for teachers, *Beyond the Sky* will include professional development learning opportunities and support for all classroom teachers throughout the program through vendors and the Middletown Public Schools Instructional Coaching Team.

If Covid protocols are still in place, we will have the opportunity to adjust the in-person activities to online visits and activities.

Funding Request: \$89,735

SUBMITTED BY: REBECCA DEOTTE, INNOVATION COACH

Educational Specifications Farm Hill Elementary School

1. PROJECT RATIONALE

Farm Hill Elementary School is one of 8 elementary schools in Middletown Ct. Originally constructed in 1990, it encompasses 52,343 square feet of interior space residing on 4 acres. It currently houses 367 students in grades K through 5.

The current roof is original to the buildings construction and is 23 years old. Asphalt shingles on hip style roofs with perimeter gutters and downspouts directed to subsurface drainage.

There are several areas in the shingle roofs that have leaked in the recent past and staff and contractors have attempted to address them until the roof can be replaced in entirety. Areas in and adjoining valleys are particularly problematic.

If the roof is not replaced in the very near future, i.e. the summer of 2021, it is likely that extensive damage to the ceilings, the structure and key surfaces and materials in the building like the gym floor, library books, etc. will occur.

2. STRATEGIC OPERATING PLAN

Middletown Public Schools operates following a single, central Strategic Operating Plan. The Strategic Operating Plan for the school buildings / facilities department (performance measure 2.9) in Middletown calls for the its buildings to “provide a healthy, safe and positive learning environment”. Performance Measure 2.9.C refines that objective to include buildings that are clean, orderly and safe, and Performance Measure 4.4 applies that standard to the Wellness of all student’s staff and teachers, who expect to work and learn in “healthy safe and positive learning environments”.

In order to achieve the performance measures that are central to Middletown Public Schools educating all students it is necessary for to replace the roof at Snow Elementary School.

3. THE PROJECT

Roof replacement:

Middletown Public Schools proposes the following components of its roof replacement project:

1. Survey all roofs as part of the design process to confirm that the structural design adequately addresses issues of snow loading due to drifting and piling of snow.
2. Survey roof decks as part of the design process, particularly the wood decks under the asphalt shingled shed roofs, to identify where deteriorated wood decking needs to be replaced.

3. Remove all roofing materials down to the deck and dispose of hazardous materials (if required) in appropriate manner.
4. Inspect roof deck and repair problem areas as appropriate. Inspect the soffit and other area that may have sustained damage due to leaks and replace with materials that match existing.
5. Install shingles, flashings and minimum 30-year warranted Architectural asphalt shingles over shed roofs.
6. Replace gutters and downspouts with metal gutters that prevent the introduction of leaves and debris as necessary.

Current space: Not applicable.

Construction: No major construction will impact any interior spaces. There will be some minor ceiling tile replacements for stained/damaged tiles which were affected by the roof leaks. As well, any water stains will be repainted.

FF&E: None.

4. **BUILDING SYSTEMS**

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: If ceiling tiles are damaged due to water leaking through the roof, they will be replaced as part of the project.

Lighting: Not Applicable.

HVAC: Not applicable.

Plumbing: Not applicable.

Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT**

Site Acquisition: Not applicable.

Parking: Not applicable.

Drives: Not applicable.

Walkways: Not applicable.

Landscaping: Not applicable.

Site Improvements: Not applicable.

7. **COMMUNITY USES**

Prior to the pandemic, Farm Hill Snow School hosted activities during the school hours, before and after school hours, and throughout the calendar year, and is expected to do so again after the pandemic passes.

- The Recreation Department uses the gymnasium for evening activities when it is not being used by the students, and during the summer recess.

Educational Specifications Snow Elementary School

1. PROJECT RATIONALE

Wilbert Snow Elementary School is one of 8 elementary schools in Middletown Ct. Originally constructed in 1954, it was last renovated and expanded in 1997 and now encompasses 65,571 square feet of interior space residing on 25 acres. It is the largest elementary school in Middletown and currently houses 367 students in grades K through 5.

The current roof was installed in 1997 when the building was renovated and is 23 years old. It is a combination of asphalt shingles on shed style roofs over classrooms, EPDM on the barrel roof above the gymnasium and modified bitumen over low slope/flat roofs above core spaces like the library, cafeteria etc. Leaks have been patched throughout the field of all the roofs. There are several areas in the shingle roofs that are either raised, or depressed indicating that the wood deck below may be damaged. Patches on the EPDM roof are obvious from the outside and there are water stains on the ceiling below. Areas around roof drains in the Modified Bitumen roof have been performed recently, at a cost of several thousand dollars, to address significant leaks in these areas. There is ridging in the modified bitumen roofing indicating the accumulation of water vapor, a sign of failure.

If the roof is not replaced in the very near future, i.e. the summer of 2021, it is likely that extensive damage to the ceilings, the structure and key surfaces and materials in the building like the gym floor, library books, etc. will occur.

2. STRATEGIC OPERATING PLAN

Middletown Public Schools operates following a single, central Strategic Operating Plan. The Strategic Operating Plan for the school buildings / facilities department (performance measure 2.9) in Middletown calls for the its buildings to “provide a healthy, safe and positive learning environment”. Performance Measure 2.9.C refines that objecting to include buildings that are clean, orderly and safe, and Performance Measure 4.4 applies that standard to the Wellness of all student’s staff and teachers, who expect to work and learn in “healthy safe and positive learning environments”.

In order to achieve the performance measures that are central to Middletown Public Schools educating all students it is necessary for to replace the roof at Snow Elementary School.

3. THE PROJECT

Roof replacement:

Middletown Public Schools proposes the following components of its roof replacement project:

1. Survey all roofs as part of the design process to confirm that the structural design adequately addresses issues of snow loading due to drifting and piling of snow.
2. Survey roof decks as part of the design process, particularly the wood decks under the asphalt singled shed roofs, to identify where deteriorated wood decking needs to be replaced.
3. Remove all roofing materials down to the deck and dispose of hazardous materials (if required) in appropriate manner.
4. Inspect roof deck and repair problem areas as appropriate. Inspect the soffit and other area that may have sustained damage due to leaks from the roof membrane above, and replace with materials that match existing.
5. Install new insulation, waterproofing, flashings and minimum 30-year warranted roofing systems including 90 Mill EPDM membrane roofing for low-slope roof and barrel roof and 30-year warranty Architectural asphalt shingles over shed roofs.
6. Re-pipe roof drains in low slope roofs with overflow style drains adding piping where necessary if deemed necessary by engineering analysis.
7. Replace drainage system at shed roofs with new gutters, downspouts and diverters.
8. Clean all roof drains.

Current space: Not applicable.

Construction: No major construction will impact any interior spaces. There will be some minor ceiling tile replacements for stained/damaged tiles which were affected by the roof leaks. As well, any water stains will be repainted.

FF&E: None.

4. **BUILDING SYSTEMS**

Security: Not applicable.

Public Address: Not applicable.

Technology: Not applicable.

Phone System: Not applicable.

Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: If ceiling tiles are damaged due to water leaking through the roof, they will be replaced.

Lighting: Not Applicable.

HVAC: Roof-top HVAC equipment will be temporarily disconnected and raised to facilitate replacement of the flashing systems where necessary.

Plumbing: New overflow drains to replace existing non-overflow style roof drains in low slope roof if required by engineering analysis.

Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT**

Site Acquisition: Not applicable.

Parking: Not applicable.

Drives: Not applicable.

Walkways: Not applicable.

Landscaping: Not applicable.

Site Improvements: Not applicable.

7. **COMMUNITY USES**

Prior to the pandemic, Wilbert Snow School hosted activities during the school hours, before and after school hours, and throughout the calendar year, and is expected to do so again after the pandemic passes.

- The Recreation Department uses the gymnasium for evening activities when it is not being used by the students, and during the summer recess.
- The school is one of 8 facilities used as voting sites for local, state and federal elections.

Community Relations

Concept, Goals and Roles in Community Relations

The Board of Education recognizes that the community, defined broadly as the state and specifically as the area served by the school system, determines the quantity of educational provisions available and quality of educational output. Hence, it is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs and evaluating results.

School-community relations, then, are not merely reporting and interpreting. Rather, they are part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the school district.

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.
2. To increase community confidence and interest in the school system.
3. To promote effective dissemination of information concerning school activities.
4. To solicit community opinions about the school system.
5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.

Policy adopted: March 21, 1995

MIDDLETOWN PUBLIC SCHOOLS

Policy readopted:

April 13, 2004

Middletown, Connecticut

Policy deleted:

Community Relations

Communication with the Public

The Board of Education believes that one of its important responsibilities is to keep the public informed about operations and activities of the schools. The Board of Education, through the Superintendent's office, shall keep the public informed about the Board's and Superintendent's activities and functions.

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

DELETE POLICY 1112.2

Community Relations

School News Releases

The Superintendent of Schools is responsible for all news releases relative to the schools and may delegate this authority to the principals to release routine and non-controversial material.

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Board of Education Meetings

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that part of any meeting may be designated an executive session as provided by law. (See 9322 for details)

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through the posting of the agenda at the office of the Town Clerk. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public.

1-21a Broadcasting or photographing meetings.

1-21b Smoking in public meetings in rooms of public building prohibited.

1-21c Mailing of notice of meetings to persons filing written request. Fees.

1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution.

1-21h Conduct of meetings.

1-21i Denial of access to public records or meetings.

10-238 Petition for hearing by board of education.

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Recognition of Citizens, Staff Members, Board Members and Students

The Board of Education will recognize unique services and outstanding achievements of employees, board members and students.

In addition, when Board members and employees leave or retire after extended service to the Middletown Public Schools, the Board will recognize their services.

The Board of Education will also honor those staff or Board members who have died while in the active employment or while on leave in the service of the country by placing a plaque in the Board Room.

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

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Participation by the Public

The Board of Education encourages the participation of citizens on behalf of their public schools and welcomes their input as volunteers with the school system, members of ad-hoc committees and discussants of educational policy.

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

School-Community Associations

The Board of Education recognizes school-community groups as integral parts of the school community which can promote better educational programs.

The Board of Education encourages active support of and cooperation with school-community organizations.

Among the many services which such associations can offer, the Board of Education especially endorses support for parent/citizen volunteer programs in our schools.

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Citizens' Advisory Committees

The Board of Education endorses the practice of using advisory committees to the various on-going programs of the Middletown Public Schools. When it establishes a committee, the Board shall provide guidelines for membership and give that committee a charge.

Legal Reference: Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Loitering or Causing Disturbance

All visitors must register in the main office of the school. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of, or responsibility for, a student or any other license or privilege to be there.

The Superintendent of Schools shall have the authority to establish regulations regarding the use of school property for safety, security and liability purposes, and to have signs installed on school grounds specifying the established regulations. Said regulations include, but are not limited to, the following:

- School grounds closing at dusk.
- Not allowing loitering.
- Not allowing drugs, alcohol, or tobacco products on school grounds at any time.
- Not allowing pets, outside of Vocational Agriculture functions, on school grounds at any time.
- Not allowing skateboarding on school grounds.
- Not allowing motorized bikes or scooters for recreational use on school grounds.
- Rules regarding the use of school sport fields, tracks and tennis courts.
- Rules regarding the use of playscape and playground equipment, including age appropriateness and recommending adult supervision.
- Reserved and visitor parking locations.
- Posting “No Trespassing” signage on isolated areas of school grounds and/or sport fields.

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds; Class C misdemeanor

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Policy revised: December 14, 2004
Policy revised: May 12, 2009
Policy revised: January 13, 2015

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Political Activities of School Employees

The Board of Education encourages staff members to become active participants in the activities of the community in which they live so long as these activities do not interfere with their responsibilities as school district employees. This involvement provides a community with better understanding of educational programs and gains support of better education for every student. Such activity, however, is not required for initial or continued employment or advancement.

School employees are encouraged to assume full responsibilities as citizens living in a democracy.

Performance of Civic Duties by Employees

Employees should perform their civic duties commensurate with democratic ideals.

These duties may include:

1. Voting and taking an interest in current social, political, and economic issues.
2. Exercising democratic rights and responsibilities shared with other citizens. These rights and privileges may include:
 - A. Electioneering for candidates.
 - B. Accepting positions in political campaigns.
 - C. Holding an office in a political party organization.
 - D. Serving as a delegate to political party conventions.

Individual Responsibility in Participating in Political Functions

Employees engaging in political activities shall:

1. Realize their obligation to their work as educators.
2. Help others understand that employee opinions and actions are expressed as individuals and not as representatives of the educational institution.
3. Engage in no political activities on school premises during school hours.

Personal Leave for Political Activities

Leaves of absence without pay for political activities may be granted for the purpose of being a candidate for political office or holding political office upon proper request and mutual agreement.

Community Relations

Political Activities of School Employees

Legal Reference: Connecticut General Statutes

7-421 Political activities of classified municipal employees.

7-421b Limitation on restriction of political rights of municipal.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

Policy adopted:

March 21, 1995

MIDDLETOWN PUBLIC SCHOOLS

Policy readopted:

April 13, 2004

Middletown, Connecticut

Policy deleted:

Community Relations

Contests for Students

It is the general policy of the Board of Education to limit promotional aid, school time or faculty assistance to student contest involving essay writing, poster-making or other activities sponsored by organizations outside the school.

While there is no intent to refuse to cooperate with agencies sponsoring worthwhile contests, there is very definitely a desire to keep such cooperation within reasonable bounds. The following statement shall be a guide for determining participation in contests:

1. The primary educational aims of the schools and the needs and interests of their students must be a consideration at all times.
2. Schools shall not be used to promote private or commercial interests.
3. Schools shall not be used for direct sales promotion of individual competitive goods or services.
4. All materials or activities initiated by private sources shall be judged on grounds of their direct contribution to educational values, factual accuracy, and good taste.
5. Consideration shall be given in all cases to protecting students and teachers against unreasonable added work responsibilities.
6. Participation on a student's part is optional.

If a contest meets the criteria specified above, then its appropriateness and possible implementation will be decided by the Assistant Superintendent of Curriculum and Instruction.

Policy adopted: March 21, 1995
Policy readopted: April 13, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Access to School Procedures and Materials

Ideas, operating procedures, records and publications developed in or for the school district may be made available to outside non-profit or profit organizations for use or distribution when such use or distribution will reflect favorably upon the school district and the community. No outside organization shall be granted exclusive access to or control over the material made available to it.

Disclosure of records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law in the interests of the person or persons involved.

A reasonable charge may be made for copying available records.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records. Certified copies. Fees.

1-16 Photographic reproduction of documents.

1-210 Access to public records. Exempt Records.

1-211 Access to computer-stored records.

1-214 Public employment contracts as public record.

1-225 Meetings of government agencies to be public.

1-226 Recording, broadcasting or photographing meetings.

1-206 Denial of access to public records or meetings. Notice. Appeals.

1-240 Penalties.

Policy adopted: March 21, 1995
Policy revised: April 13, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Relations between Area, State, Regional & National Associations and the Schools

Membership in recognized associations such as the Connecticut Association of Boards of Education will be maintained by the schools for several reasons, including

1. the in-service education benefits to staff and Board of Education from professional meetings, conferences, clinics and conventions.
2. access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. representation in legislative and other actions affecting education generally and our school district in particular.

The Board of Education in maintaining such membership in no way abdicates its authority over the responsibility for the schools or the school system as outlined in state law and Board of Education policy.

The Superintendent of Schools shall budget funds for memberships approved by the Board and for the costs of appropriate participation by Board members, administration and staff in the activities of such associations.

Policy adopted:
Policy readopted:

March 21, 1995
April 13, 2004

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Community Relations

Possession of Deadly Weapons or Firearms

H.I. Definitions:

- A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).
- B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).
- C. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, [an inspector of motor vehicles in the Department of Motor Vehicles, who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States marshal or deputy marshal](#), any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section ~~2 of public act 13-170~~[47-65c](#) who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Conn. Gen. Stat. § 53a-3 (9).
- D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

Community Relations

Possession of Deadly Weapons or Firearms

School-Sponsored Activity **“means** **“any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.”** *Conn. Gen. Stat. § 10-233a(h).*

~~H.~~ II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

~~HH.~~ III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

~~IV.~~ IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity, if:

- A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- B. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

Community Relations

Possession of Deadly Weapons or Firearms

~~(Optional Exception: Conn. Gen. Stat. § 53a-217b permits school districts to regulate access to school property by hunters in possession of firearms. School districts concerned with this issue should consider including the following paragraph as part of their policy.)~~

- ~~C. The person possesses the deadly weapon or firearm while crossing school property in order to gain access to public or private lands open to hunting or for other lawful purposes and entry on such school property is permitted by the Board of Education. In the case of a firearm, the person's firearm shall not be loaded.~~

~~(Optional Exception: Conn. Gen. Stat. § 10-244a, "An Act Concerning School Safety," permits school districts to hire a sworn member of an organized local police department or a retired police officer to provide school security and to possess a firearm while in the performance of his or her duties. School districts opting to hire such sworn law enforcement or retired law enforcement officers should ensure that their security program meets all of the requirements of Conn. Gen. Stat. § 10-244a and should consider including the following paragraph as part of their policy.)~~

- ~~C. An armed security officer employed by the Board of Education to provide security services pursuant to Conn. Gen. Stat. § 10-244a engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.~~

~~V.~~ V. Consequences

Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.

- A. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.

REVISED POLICY 1600

Community Relations

Possession of Deadly Weapons or Firearms

- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

ADOPTED
REVISED

Legal References:

Connecticut General Statutes § 10-233a, ~~§ 29-28(e), § 53a-3, § 53a-217b and Public Act 13-188.~~

§ 10-244a
§ 29-28(e)
§ 53a-3
§ 53a-217b

Note: Under state law, in order to prohibit all persons from carrying deadly weapons and/or firearms onto school property (including persons who hold a legal permit to carry such weapons elsewhere), a school district must affirmatively pass a policy prohibiting such items. The policy above accomplishes this goal. Districts may legally prohibit other weapons as well, but issues exist regarding 1) a district's practical ability to enforce such prohibitions and 2) the definitions used to describe other types of weapons. If a district chooses to enact a wider prohibition on weapons, it is well advised to consult legal counsel for assistance in drafting a policy containing a wider prohibition.

Policy adopted:	September 15, 1998	MIDDLETOWN PUBLIC SCHOOLS
Policy revised:	May 11, 2004	Middletown, Connecticut
Policy revised:	January 14, 2014	

[6/18/2020](#)

Middletown Board of Education Financial Statement 2/4/21

Fiscal Year: 2021								
	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>Apprpr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
CERTIFIED SALARIES								
51109 CERTIFIED*CURR WRITING	47,625.57	64,000.00	(21,058.00)	-	39,160.17	3,781.83	-	42,942.00
51110 CERTIFIED*REG	32,629,187.84	34,093,285.00	-	-	15,730,415.84	18,362,869.16	150,000.00	33,943,285.00
51111 KNOWN ATTRITION	-	(184,000.00)	-	-	-	(184,000.00)	-	(184,000.00)
51112 UNKNOWN ATTRITION	-	(458,000.00)	-	-	-	(458,000.00)	-	(458,000.00)
51115 CERTIFIED*OTH ADDL/STIPEND	972.05	2,928.00	-	-	1,027.91	1,900.09	-	2,928.00
51309 SALARIES: INTERVENTIONISTS	12,630.00	40,500.00	75,000.00	-	79,602.50	35,897.50	-	115,500.00
51310 SALARIES: SUBS-DAILY*REG	156,893.28	165,000.00	(75,000.00)	-	55,904.18	34,095.82	(15,000.00)	105,000.00
51315 SALARIES: SUBS-LT*REG	159,071.30	145,000.00	110,000.00	-	86,239.70	168,760.30	27,000.00	228,000.00
51316 SALARIES: SUBS-BLDG*REG	22,258.89	585,900.00	(235,000.00)	-	106,411.68	244,488.32	25,000.00	325,900.00
51410 SALARIES: ADMINISTRATOR*REG	4,524,149.95	5,038,761.00	65,000.00	-	3,128,154.60	1,975,606.40	35,000.00	5,068,761.00
51501 LONGEVITY: CERTIFIED	476,816.18	498,267.00	-	-	241,100.00	257,167.00	16,067.00	482,200.00
51510 ADDL COMP PAID TO TCHRS	10,197.63	112,000.00	-	-	11,405.20	100,594.80	-	112,000.00
51716 SALARIES: MENTOR	11,302.50	13,080.00	-	-	5,651.25	7,428.75	-	13,080.00
51718 SALARIES: TUTOR	104,553.47	112,034.00	-	-	40,085.44	71,948.56	20,000.00	92,034.00
51721 SALARIES: STIPENDS-NON TRB	312,898.83	448,428.00	-	-	122,487.74	325,940.26	-	448,428.00
51722 SALARIES: MINISTERIAL MENTOR		-	45,244.00	-	8,685.00	36,559.00	-	45,244.00
51900 OTHER SALARIES	117,423.15	120,000.00	-	-	73,846.10	46,153.90	-	120,000.00
51901 NON-CONTRACTED CERTIFIED	14,199.59	10,034.00	-	-	5,899.22	4,134.78	-	10,034.00
51921 SALARIES: CLASS COVERAGE	47,236.04	40,000.00	-	-	38,787.75	1,212.25	(20,000.00)	60,000.00
_Total_CERTIFIED SALARIES	38,647,416.27	40,847,217.00	(35,814.00)	-	19,774,864.28	21,036,538.72	238,067.00	40,573,336.00
CLASSIFIED SALARIES								
51116 CLASSIFIED*REG	7,651,407.15	8,006,744.00	(80,000.00)	-	4,367,438.95	3,559,305.05	300,000.00	7,626,744.00
51118 CLASSIFIED*OT	120,595.31	127,002.00	-	-	28,793.23	98,208.77	-	127,002.00
51121 CLASSIFIED*OTH ADDL STIPEND	12,298.80	15,000.00	-	-	-	15,000.00	-	15,000.00
51200 SAL OF SEASONAL TEMP EMP	1,871.03	-	-	-	3,710.37	(3,710.37)	(3,710.37)	3,710.37
51416 ATHLETIC EVENT-OT	27,441.41	17,501.00	-	-	6,928.61	10,572.39	5,000.00	12,501.00
51418 SUBS-SECRETARIES	79,290.20	35,000.00	-	-	33,305.01	1,694.99	(15,000.00)	50,000.00
51419 OT-SNOW REMOVAL	16,081.23	30,000.00	-	-	11,498.88	18,501.12	-	30,000.00
51420 OT-CUSTODIAL COVERAGE	14,896.05	40,000.00	-	-	8,139.44	31,860.56	-	40,000.00
51502-LONGEVITY CLASSIFIED		2,000.00			-	2,000.00	2,000.00	
51711 SALARIES: PHYSICIAN	10,000.12	10,000.00	(10,000.00)	-	-	-	-	-
51903 HOME VISITORS	-	-	25,000.00	-	3,780.00	21,220.00	-	25,000.00
_Total_CLASSIFIED SALARIES	7,933,881.30	8,283,247.00	(65,000.00)	-	4,463,594.49	3,754,652.51	288,289.63	7,929,957.37

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>Appropr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
PARAPROFESSIONALS								
51210 SALARIES: AIDES/PARAS*REG	3,636,027.52	4,244,636.00	(65,000.00)	-	1,750,866.53	2,428,769.47	750,000.00	3,429,636.00
51212 SALARIES: AIDES/PARAS*OT	-	1,000.00	-	-	-	1,000.00	-	1,000.00
51215 SALARIES: AD ED/PARAS*REG	571.41	5,188.00	-	-	-	5,188.00	-	5,188.00
51216 SALARIES: LIBRARY PARAS*REG	99,659.37	110,485.00	-	-	44,013.27	66,471.73	25,000.00	85,485.00
51503 LONGEVITY: PARAS	14,200.00	12,300.00	-	-	13,482.08	(1,182.08)	(1,182.08)	13,482.08
51713 SALARIES: LUNCH AIDE	179,063.36	200,687.00	125,000.00	-	110,709.27	214,977.73	60,000.00	265,687.00
51920 SALARIES: STUDENT VOCATIONAL	2,937.50	6,000.00	-	2,105.00	595.00	3,300.00	-	6,000.00
Total PARAPROFESSIONALS	3,932,459.16	4,580,296.00	60,000.00	2,105.00	1,919,666.15	2,718,524.85	833,817.92	3,806,478.08
EMPLOYEE BENEFITS								
51970 SAL: CLOTHING ALLOCATION	20,395.00	19,952.00	-	-	18,900.00	1,052.00	-	19,952.00
52100 GROUP LIFE INSURANCE	222,538.00	221,525.00	-	196,500.00	-	25,025.00	25,025.00	196,500.00
52205 FICA	537,114.91	429,230.00	-	-	270,188.66	159,041.34	-	429,230.00
52210 MEDICARE	733,017.23	701,264.00	-	-	394,720.52	306,543.48	-	701,264.00
52300 RETIREMENT CONTRIB	33,727.89	37,000.00	-	-	24,615.68	12,384.32	-	37,000.00
52500 TUITION REIMB	1,450.00	4,500.00	-	-	-	4,500.00	-	4,500.00
52600 UNEMPLOY COMPENSATION	45,836.00	65,000.00	-	48,387.44	16,021.56	591.00	-	65,000.00
52700 WORKERS COMPENSATION	650,935.88	712,600.00	-	186,383.00	514,133.38	12,083.62	12,083.62	700,516.38
52831 HEALTH INS*CERTIFIED/PARAS	7,124,607.00	7,300,150.00	85,000.00	1,410,213.95	5,974,936.05	-	-	7,385,150.00
52832 HEALTH INS*CLASSIFIED	5,199,883.00	5,279,584.00	15,459.00	5,295,043.00	-	-	-	5,295,043.00
52840 DENTAL INSURANCE	1,010,334.07	1,042,824.00	(101,285.00)	493,333.19	416,947.81	31,258.00	-	941,539.00
52950 DISABILITY INSURANCE	24,273.45	28,500.00	-	8,085.36	20,414.64	-	-	28,500.00
52960 UNUSED SICK BENEFIT	66,091.26	25,001.00	-	-	21,497.91	3,503.09	3,503.09	21,497.91
52961 UNUSED VACATION PAYOUT	15,000.00	15,000.00	-	-	-	15,000.00	-	15,000.00
52990 OTHER POST EMPL BENEFITS	207,261.00	254,568.00	826.00	-	255,394.00	-	-	255,394.00
52991 ACA HEALTH INSURANCE	153.00	24,000.00	-	164.76	-	23,835.24	10,000.00	14,000.00
Total EMPLOYEE BENEFITS	15,892,617.69	16,160,698.00	-	7,638,110.70	7,927,770.21	594,817.09	50,611.71	16,110,086.29
PURCHASED SERVICES								
53010 PURCHASED PROF SVCS	156.00	350.00	12,000.00	5,605.32	6,744.65	0.03	-	12,350.00
53020 LEGAL SERVICES	121,059.09	130,000.00	-	52,558.37	77,441.63	-	-	130,000.00
53040 NURSING SERVICES	13,019.60	40,850.00	(27,000.00)	12,099.99	-	1,750.01	-	13,850.00
53070 TESTING / SCORING	59,358.70	43,700.00	-	4,970.34	34,844.66	3,885.00	-	43,700.00
53200 PROF EDUC SERVICES	9,397.13	10,000.00	-	-	-	10,000.00	5,000.00	5,000.00
53205 EMPLOYEE TRNG/DEV SVCS	-	3,085.00	-	-	1,475.00	1,610.00	-	3,085.00
53220 INSERVICE - PROF MTGS/DEV	10,415.24	63,853.00	(11,170.78)	504.00	7,831.47	44,346.75	-	52,682.22

Object Code - Summary	Expenditures	Appropriation					Overage/	
	2019-2020	2020-2021	Apprpr Adj	Encumbrances	Expenditures	Account Balance	Deficit	Projection
PURCHASED SERVICES (cont.)								
53240 FIELD TRIPS	5,963.66	6,100.00	(1,000.00)	-	-	5,100.00	5,100.00	-
53251 STUDENT ACTIVITIES	4,724.52	8,000.00	-	3,400.00	100.00	4,500.00	-	8,000.00
53300 PURCH PROF SVCS: TECH	120,058.05	135,000.00	-	29,000.00	67,163.00	38,837.00	21,500.00	113,500.00
53400 PURCH PROF SVCS: OTHER	577,617.73	633,659.00	(45,244.00)	275,087.45	268,489.23	44,838.32	(50,000.00)	638,415.00
53520 PURCH PROF SVCS: OTHR TECH	128,715.79	1,500.00	-	-	115.38	1,384.62	-	1,500.00
53530 PURCH PROF SVCS: POLICE	5,527.13	9,000.00	-	3,000.00	-	6,000.00	5,000.00	4,000.00
53540 PURCH PROF SVCS: SPORTS OFF	29,207.48	64,241.00	-	-	5,427.36	58,813.64	35,000.00	29,241.00
53900 OTHER PURCHASED SERVICES	25,186.21	33,100.00	-	-	14,063.73	19,036.27	-	33,100.00
54010 PURCH PROPERTY SVCS	41,321.26	23,500.00	(2,000.00)	1,597.59	7,045.91	12,856.50	2,000.00	19,500.00
54103 SNOW PLOWING/SANDING	11,990.00	30,000.00	-	23,400.00	6,600.00	-	-	30,000.00
54400 RENTAL LAND/BUILDINGS-TLC	34,500.00	34,500.00	(24,120.00)	-	-	10,380.00	10,380.00	-
54410 RENTAL OF LAND & BLDGS-ADED	77,058.00	77,058.00	-	26,600.00	50,458.00	-	-	77,058.00
54411 WATER/SEWER	76,725.52	99,616.00	2,400.00	57,720.83	42,331.53	1,963.64	-	102,016.00
54420 RENTAL OF EQUIP&VEHICLES	3,262.81	6,500.00	-	1,238.72	1,761.28	3,500.00	-	6,500.00
54421 DISPOSAL	144,495.04	165,000.00	(7,200.00)	70,428.06	68,816.94	18,555.00	10,000.00	147,800.00
54424 LAWN CARE	1,260.00	10,000.00	-	-	1,850.00	8,150.00	-	10,000.00
54430 RENTAL OF COMPUTER RELATED EQU	-	393.00	-	-	393.00	-	-	393.00
54440 RENTALS	2,290.14	2,314.00	-	715.16	1,143.84	455.00	-	2,314.00
54900 ENERGY PERFORM CONTRACT	95,915.00	95,915.00	-	-	95,916.00	(1.00)	(1.00)	95,916.00
55010 PURCHASED SERVICES	1,166,652.35	969,031.00	228,315.00	396,561.30	833,735.26	(32,950.56)	(307,250.00)	1,504,596.00
55011 VACCINES	690.00	3,000.00	-	2,655.00	345.00	-	-	3,000.00
55100 PUPIL TRANSPORTATION	5,502,978.13	5,545,584.00	(1,000,500.00)	3,262,265.70	616,496.69	666,321.61	16,517.00	4,528,567.00
55105 TRANSPORTATION*SUMMER	185,201.82	239,499.00	-	-	29,509.76	209,989.24	-	239,499.00
55109 TRANS*SPED OUT OF TOWN	380,058.78	420,000.00	-	279,473.50	90,283.85	50,242.65	-	420,000.00
55190 TRANS*HOMELESS	69,407.47	70,000.00	-	14,852.75	1,697.25	53,450.00	-	70,000.00
55191 TRANSPORT*DCF	33,859.20	100,000.00	-	28,933.00	4,790.00	66,277.00	-	100,000.00
55205 PROP/CASUALTY INSURANCE	488,144.00	488,144.00	-	-	488,144.00	-	-	488,144.00
55206 ATHLETIC INSURANCE	23,560.00	24,000.00	-	-	20,952.00	3,048.00	3,048.00	20,952.00
55300 COMMUNICATIONS/TELEPHONE	305,577.73	268,200.00	42,000.00	110,194.53	182,587.69	17,417.78	(50,000.00)	360,200.00
55301 POSTAGE	20,870.69	36,955.00	-	9,980.75	7,019.03	19,955.22	-	36,955.00
55303 SECURITY MONITORING	67,000.00	78,000.00	-	-	68,078.04	9,921.96	-	78,000.00
55304 SUBSCRIPTIONS/LICENSES	-	9,329.00	-	-	8,835.53	493.47	-	9,329.00
55400 ADVERTISING	5,150.00	8,050.00	-	-	2,667.01	5,382.99	-	8,050.00
55500 PRINTING	24,308.23	48,250.00	-	16,576.55	10,237.78	21,435.67	-	48,250.00
55510 COPYING	194,844.60	203,485.00	-	-	196,698.60	6,786.40	-	203,485.00

Object Code - Summary	Expenditures	Appropriation					Overage/	
	2019-2020	2020-2021	Apprpr Adj	Encumbrances	Expenditures	Account Balance	Deficit	Projection
PURCHASED SERVICES (cont.)								
55800 TRAVEL/CONFERENCES	86,476.29	142,990.00	(19,137.00)	7,681.41	62,382.85	53,788.74	2,000.00	121,853.00
57350 TECH SW/COMPUTER LICENSES	600.00	600.00	21,058.00	-	21,628.67	29.33	-	21,658.00
58901 EDUCATIONAL SUPPORT	14,235.39	25,140.00	-	3,373.29	4,327.22	17,439.49	-	25,140.00
58902 CULTURAL COUNCIL	16,000.00	16,000.00	-	-	-	16,000.00	-	16,000.00
58903 PROF DEV IMPROVE	59,451.69	86,200.00	(1,472.56)	11,100.00	21,079.54	52,547.90	-	84,727.44
58904 WESLEYAN PUB SCHL COLLAB	5,000.00	5,000.00	-	-	5,000.00	-	-	5,000.00
58905 C.A.U.S.E.	3,000.00	3,000.00	-	-	-	3,000.00	-	3,000.00
58906 AFTER SCHOOL PROGRAM	3,871.85	16,650.00	-	-	-	16,650.00	-	16,650.00
58908 RECRUITMENT	600.00	4,500.00	-	-	-	4,500.00	-	4,500.00
Total PURCHASED SERVICES	10,256,762.32	10,538,841.00	(833,071.34)	4,711,573.61	3,436,508.38	1,557,687.67	(291,706.00)	9,997,475.66
SUPPLIES & MATERIALS								
56010 SUPPLIES*INVENTORY	2,365.25	11,000.00	-	-	377.56	10,622.44	-	11,000.00
56106 SUPPLIES*FOOD	204.00	390.00	-	-	-	390.00	-	390.00
56110 INSTRUCTIONAL SUPPLIES	408,761.44	528,037.00	26,924.47	57,327.30	304,861.56	192,772.61	3,250.00	551,711.47
56115 COMMON CORE MATERIALS	13,075.20	16,953.00	-	934.97	8,631.57	7,386.46	-	16,953.00
56120 ADMINISTRATIVE SUPPLIES	82,739.42	73,467.00	800.00	15,040.20	30,545.04	28,681.76	(1,000.00)	75,267.00
56121 COPY PAPER	-	46,584.00	-	18,500.91	8,385.61	19,697.48	5,000.00	41,584.00
56210 NATURAL GAS	433,165.05	400,100.00	160,950.00	360,520.45	200,529.55	-	55,000.00	506,050.00
56220 ELECTRICITY	994,017.48	1,299,244.00	(144,030.00)	695,302.08	459,911.31	0.61	25,000.00	1,130,214.00
56230 BOTTLED GAS	8,744.85	12,000.00	-	3,645.36	6,354.64	2,000.00	-	12,000.00
56240 FUEL OIL	327,795.31	312,500.00	-	149,592.80	162,907.20	-	10,000.00	302,500.00
56260 DIESEL FUEL	251,205.93	265,000.00	-	206,698.83	58,301.17	0.00	-	265,000.00
56265 GASOLINE (VEHICLES)	50,206.91	71,600.00	-	47,162.15	24,437.85	-	15,000.00	56,600.00
56270 PROPANE	13,979.66	32,000.00	-	20,484.36	11,515.64	-	10,000.00	22,000.00
56300 FOOD SUPPLIES	1,389.42	6,741.00	-	200.50	163.50	6,377.00	-	6,741.00
56410 TEXTBOOKS	38,919.07	52,485.00	731.01	6,764.72	29,179.33	17,271.96	-	53,216.01
56420 LIBRARY MATERIALS	34,105.06	36,311.00	-	6,149.90	12,928.30	17,232.80	-	36,311.00
56440 MEDIA	3,972.10	5,598.00	-	-	2,900.00	2,698.00	-	5,598.00
56500 SUPPLIES*TECH RELATED	192,853.98	49,858.00	6,000.00	14,211.56	25,348.36	16,298.08	-	55,858.00
56900 SUPPLIES*OTHER	158,424.31	84,595.00	677,909.86	10,174.97	60,194.85	692,135.04	242,483.00	520,021.86
56910 CUSTODIAL SUPPLIES	131,945.62	133,000.00	-	40,246.66	91,172.45	1,580.89	-	133,000.00
Total SUPPLIES & MATERIALS	3,147,870.06	3,437,463.00	729,285.34	1,652,957.72	1,498,645.49	1,015,145.13	364,733.00	3,802,015.34

<u>Object Code - Summary</u>	<u>Expenditures</u> 2019-2020	<u>Appropriation</u> 2020-2021	<u>Appropriation Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Overage/ Deficit</u>	<u>Projection</u>
PROPERTY								
54300 MAINT: REPAIRS	522,083.08	903,147.00	(41,450.00)	167,232.16	315,033.27	379,431.57	60,500.00	801,197.00
54303 MAINT: GROUNDS	17,888.17	22,000.00	-	2,400.00	5,862.38	13,737.62	-	22,000.00
54304 ELEVATOR MAINTENANCE	53,557.16	41,880.00	(7,500.00)	10,478.78	17,283.10	6,618.12	-	34,380.00
57300 NEW EQUIPMENT	27,412.00	131,036.00	83,000.00	5,180.04	83,812.00	125,043.96	2,000.00	212,036.00
57330 FURNITURE AND FIXTURES	118,068.13	5,300.00	-	4,923.20	-	376.80	-	5,300.00
57340 TECH REL HW/EQUIP	3,035.25	111,100.00	110,000.00	17,354.59	125,323.16	78,422.25	-	221,100.00
57340 OTHER EQUIP/PROPERTY	236,514.70	3,129.00	-	2,937.00	-	192.00	-	3,129.00
_Total_PROPERTY	978,558.49	1,217,592.00	144,050.00	210,505.77	547,313.91	603,822.32	62,500.00	1,299,142.00
CAPITAL								
57400 INFRASTRUCTURE							(650,000.00)	
_Total_CAPITAL/MAJOR PROJECTS							(650,000.00)	
DUES & FEES								
53310 PURCH PROF SVCS: AUDIT	-	35,000.00	-	30,000.00	-	5,000.00	5,000.00	30,000.00
58100 MEMBERSHIPS & DUES	66,610.00	83,366.00	550.00	6,719.18	53,132.82	24,064.00	6,000.00	77,916.00
_Total_DUES & FEES	66,610.00	118,366.00	550.00	36,719.18	53,132.82	29,064.00	11,000.00	107,916.00
TUITION								
55600 TUITION/MAGNET SCHLS-REG ED	858,823.00	872,620.00	-	3,465.00	865,266.00	3,889.00	3,889.00	868,731.00
55610 TUIT OTHR DIST IN STATE-SPED	794,027.08	610,703.00	(46,200.00)	363,864.55	386,095.79	(185,457.34)	(185,427.34)	749,930.34
55620 TUIT OTHR DIST O/S STATE-SPED	104,442.92	-	46,200.00	19,250.00	26,950.00	-	-	46,200.00
55630 TUIT TO PRIVATE SOURCES-SPED	3,396,154.94	3,482,446.00	-	1,708,406.96	1,929,855.42	(155,816.38)	(186,302.66)	3,668,748.66
_Total_TUITION	5,153,447.94	4,965,769.00	-	2,094,986.51	3,208,167.21	(337,384.72)	(367,841.00)	5,333,610.00
Grand Total	86,009,623.23	90,149,489.00	(0.00)	16,346,958.49	42,829,662.94	30,972,867.57	539,472.26	88,960,016.74

Middletown Board of Education
BOE Transfer of Funds

Date Range: 12-Jan-2021 to 03-Feb-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 37537 Date: 12-Jan-2021						
From 1010-940-2600-000-54300-02000	OPER/MAINT PLANT: MAINT: REPL: HVAC	232,144.00	-23,950.00	208,194.00	40,000.00	
To 1010-940-2600-000-55010-02000	OPER/MAINT PLANT: PURCH SVCS: HVAC HVAC Technician is retiring, this will help with additional funding needed to pay outside Vendor.	60,000.00	50,000.00	110,000.00		40,000.00
Journal#: 37547 Date: 20-Jan-2021						
From 1010-100-2210-105-56110-00000	CURR: ART*INSTR SUPPL	7,391.00		7,391.00	1,000.00	
To 1010-100-2210-105-56120-00000	CURR: ART*ADMIN SUPPLIES To split out Instructional Supplies to fund administrative supplies and Instructional Supplies for Curriculum Art. The staff need office supplies.					1,000.00
Journal#: 37548 Date: 21-Jan-2021						
From 1010-054-2150-000-51110-00000	WWMS-SPEECH & HEARING CERT REG	83,048.00		83,048.00	50,000.00	
To 1010-930-2150-000-53300-00000	SPEECH/HEAR/LANG: PURCH SVCS: TECH Speech & Language Pathologist district staff on leave of absence created need for Speech & Language contracted services.	54,000.00		54,000.00		50,000.00
Journal#: 37556 Date: 26-Jan-2021						
From 1010-940-2660-215-56900-00000	SECURITY: CVD19: SUPPLIES OTHR		670,000.00	670,000.00	225,000.00	
To 1010-950-2500-000-55010-00000	CENTRAL SVCS: PURCHASED SERVICES To purchase copiers for the next Phase 2 of the District Copier needs - this will onboard Beman with everything they need for copiers at the new Middle School.	8,400.00		8,400.00		225,000.00
Journal#: 37565 Date: 29-Jan-2021						
From 1010-950-2510-000-55800-00000	ACCT/BUDGET: TRAVEL/CONFERENCES	1,250.00		1,250.00	190.00	
To 1010-950-2510-000-58100-00000	ACCT/BUDGET: MEMBERSHIPS & DUES Budget Transfer- NIGP Membership Dues	1,875.00	335.00	2,210.00		190.00
Journal#: 37567 Date: 03-Feb-2021						
From 1010-110-3000-910-55800-00000	ATHLETICS: TRAVEL/CONF	5,000.00		5,000.00	2,000.00	
To 1010-110-3000-910-56900-00000	ATHLETICS: SUPPL*OTHER	30,515.00		30,515.00		2,000.00
From 1010-110-3000-910-53540-00000	ATHLETICS: PURCH SVCS: SPORTS OFFICIALS	64,241.00		64,241.00	5,000.00	
To 1010-110-3000-910-56900-00000	ATHLETICS: SUPPL*OTHER	30,515.00		30,515.00		5,000.00
From 1010-110-3000-910-53300-00000	ATHLETICS: PURCH PROF SVCS: TECH	28,000.00		28,000.00	4,000.00	
To 1010-110-3000-910-56900-00000	ATHLETICS: SUPPL*OTHER	30,515.00		30,515.00		4,000.00
From 1010-110-3000-910-55100-00000	ATHLETICS: PUPIL TRANSP	93,559.00		93,559.00	16,516.16	
To 1010-110-3000-910-56900-00000	ATHLETICS: SUPPL*OTHER	30,515.00		30,515.00		16,516.16
From 1010-110-3000-910-53530-00000	ATHLETICS: PURCH PROF SVCS: POLICE	9,000.00		9,000.00	5,000.00	
To 1010-110-3000-910-56900-00000	ATHLETICS: SUPPL*OTHER	30,515.00		30,515.00		5,000.00

Middletown Board of Education
BOE Transfer of Funds

Date Range: 12-Jan-2021 to 03-Feb-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
	Transfer funds from line items to pay for Beman Middle School Athletic Uniforms					

Journal#: 37568 Date: 03-Feb-2021

From 1010-013-2410-000-55500-00000	LAWRENCE: PRINTING	600.00		600.00	600.00	
To 1010-013-1000-000-56500-00000	LAWRENCE: SUPPLIES TECH RELATED					600.00
From 1010-013-2410-000-55800-00000	LAWRENCE: TRAVEL/CONF	800.00		800.00	800.00	
To 1010-013-1000-000-56500-00000	LAWRENCE: SUPPLIES TECH RELATED					800.00
	Transferring funds to Supplies Technology-Related to purchase headphones, projectors, standing desks for student use due to hybrid learning environment.					

Journal#: 37569 Date: 03-Feb-2021

From 1010-940-2660-215-56900-00000	SECURITY: CVD19: SUPPLIES OTHR		670,000.00	670,000.00	50,000.00	
To 1010-940-2620-000-55300-00000	MAINT/BLDGS: COMM/PHONE	264,300.00	42,000.00	306,300.00		50,000.00
	To update Lawrence phone system w/ Voice Over Internet Protocol (VOIP). This will be a cost savings to the usually under-budgeted Communications (phone) line item.					

Journal#: 37570 Date: 03-Feb-2021

From 1010-012-1000-200-51210-00000	SPED: MOODY: AIDES/PARAS*REG	355,153.00		355,153.00	75,000.00	
From 1010-005-1000-200-51210-00000	SPED: FARM HILL: AIDES/PARA*REG	379,693.00		379,693.00	75,000.00	
From 1010-054-1000-200-51210-00000	SPED: WWMS: AIDES/PARAS*REG	709,786.00		709,786.00	250,000.00	
From 1010-062-1000-200-51210-00000	SPED: MHS: AIDES/PARAS*REG	816,125.00	-65,000.00	751,125.00	250,000.00	
To 1010-980-5001-000-57400-00000	CAPITAL: INFRASTRUCTURE					650,000.00
	To fund the BOE Contribution for the Roofing Project Repairs needed in the district.					

Journal#: 37572 Date: 03-Feb-2021

From 1010-062-1000-360-56110-00000	MHS: TECH EDUC*INSTR SUPPL	5,000.00		5,000.00	2,250.00	
To 1010-062-1000-360-56500-00000	MHS: COMP/TECH*SUPPLIES TECH RELATED					2,250.00
	Due to the shift to hybrid learning we need to purchase software to support instruction.					

Total Transfer for Central Office

1,052,356.16	1,052,356.16
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Journal#: 37573 Date: 03-Feb-2021

From 1010-013-2410-000-56121-00000	LAWRENCE: COPY PAPER	3,800.00		3,800.00	1,018.80	
To 1010-013-1000-000-56110-00000	LAWRENCE: INSTR SUPPLIES	5,200.00		5,200.00		1,018.80

Middletown Board of Education
BOE Transfer of Funds

Date Range: 12-Jan-2021 to 03-Feb-2021 For FY 2021

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
	Transferring from copy paper to instructional supplies for classroom materials for stations, books, etc.					
	Total Transfer for Lawrence School				1,018.80	1,018.80
	*** Grand Total To Transfer				1,053,374.96	1,053,374.96



Office of Talent & Performance Management

“Unlocking the Potential in ALL Students”

Chief of Talent & Performance Management Geen Thazhampallath
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BOARD OF EDUCATION MONTHLY UPDATE

Feb. 9, 2021

- **Recruitment & Retention Highlight Items:**
 - Collaborating with City re HR positions that need to be filled
 - Collaborating with T&L to define and post vacancies in curriculum
 - Hired numerous paraprofessionals to onboard in Feb. 2021.
 - Posted electronically and notified organization electronically for the first time of Summer vacancies

- **Covid-19 Related Issues/Special Circumstances:**
 - Supporting Covid response through Ops and Health; continued formal notifications. Pace has slowed
 - Varied leaves applied for staff

- **Other Organizational Items:**
 - Office staffing/restructure a significant priority in Jan 2021. Job Description submitted to the City.
 - Scanning projects completed for current staff. Considering now scanning past staff.
 - Met with vendors to digitize and modernize FMLA and other leave requests as used by Hartford and other major cities. On line system/application for maternity, fmla medical etc situations.
 - Worked to understand and completely modernize portions of the on-boarding process for efficiency and effectiveness and timeliness. Working with Frontline vendor to digitize forms for requisitions to make life easier for our principals.
 - Working with Middle school leadership to consider consolidation impact on staffing for the new Middle School. Created tool. Team includes Dr. Parvey, Ms Gonzalez, Dr Mayor Molina, Sara Alberti, Chris Bourne. Met with State re Cert issues for intervention teams in early Feb.



MIDDLETOWN PUBLIC SCHOOLS

“Unlocking the Potential in ALL Students”

Mark Langton, Transportation Manager
 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1417
 Email: langtonm@mpsct.org, Web: www.middletownschoos.org

TRANSPORTATION REPORT

January 1, 2021 THROUGH January 31, 2021

2020 – 2021 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	18	12	3	2	4					
SCHOOL TRANSPORTATION CHANGES	118	8	4	1	2					
LEFT DISTRICT / SCHOOL	1	4	2	5	5					
BUS DRIVER COMPLAINTS	0	0	1*	0	0					
BUS CONDUCT REPORTS	2	10	9*	1	1					
BUS ACCIDENTS	2*	0	0	0	1*					

2019 – 2020 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	12	6	9	3	22	15	N/A	N/A	N/A	N/A
TRANSPORTATION CHANGES	41	21	9	13	10	13	N/A	N/A	N/A	N/A
LEFT DISTRICT / SCHOOL	7	3	11	7	10	7	N/A	N/A	N/A	N/A
DRIVER COMPLAINTS	2	0	0	0	1*	0	N/A	N/A	N/A	N/A
BUS CONDUCT REPORTS	64	65	34	45	51	58	N/A	N/A	N/A	N/A
BUS ACCIDENTS	1*	2*	0	0	2*	1*	N/A	N/A	N/A	N/A

- ❖ High school bus rear ended a Cromwell Vo-ag bus at Middletown High. Students on board were not injured and were checked out by the school nurse.

Middletown PD, DATTCO Safety and Mark Langton went out to the scene.

BEMAN MIDDLE SCHOOL
(Formerly Woodrow Wilson MS)
FF&E
Middletown, Connecticut
CT State Project No. 083-0116N

FF&E PHASE 3 - COST ESTIMATE: SUMMARY				
CATEGORY	CATEGORY COST	INELIGIBLE COST	NOT AVAIL THRU CT STATE CONTRACT	NOTES
Allseating	\$ 43,549.00			
AmTab	\$ 69,994.00			Cafeteria
Computer Comforts	\$ 18,597.00			
Custodial	\$ 50,726.00			
Trident \$49,533				
Werner			\$ 600.00	Ladder @ Stage
Dustless			\$ 225.00	Art
Rubbermaid		\$ 370.00		Waste Recepticals
Diversified	\$ 18,193.00			
ERG	\$ 2,386.00			
Files & Storage	\$ 100,938.00			
Steelcase				
Teknion				
Matrix	\$ 58,474.00	\$ 58,474.00		Fitness
Fleetwood	\$ 140,361.00			
Hann	\$ 1,005.00			
Haskell	\$ 40,538.00			
School Health	\$ 2,808.00			
Humanscale	\$ 3,144.00			
JSI	\$ 6,802.00			
KI	\$ 101,539.00			
MJ Industries/ Worden	\$ 28,365.00			Library Shelving
Nevins	\$ 57,310.00			
OFS	\$ 12,193.00			
School Specialty	\$ 20,349.00			
Sit on It	\$ 24,300.00			
Smith System	\$ 412,389.00			
Teknion Admin	\$ 70,065.00			

APPROVAL DATE:

TSKP STUDIO

BEMAN MIDDLE SCHOOL
 (Formerly Woodrow Wilson MS)
FF&E
 Middletown, Connecticut
CT State Project No. 083-0116N

CATEGORY	CATEGORY COST	INELIGIBLE COST	NOT AVAIL THRU CT STATE CONTRACT	NOTES
VS	\$ 25,587.00			
Wenger	\$ 162,712.00	\$ 9,634.00		Choral Risers
X Contract				
Gopher	\$ 840.00			OT/PT Mats
TOTAL ESTIMATE	\$ 1,473,164.00	\$ 68,478.00	\$ 825.00	

BUDGETED \$ 1,440,000.00
 DIFFERENCE \$ 33,164.00

Beman Middle School – Middletown CT

FF&E Presentation

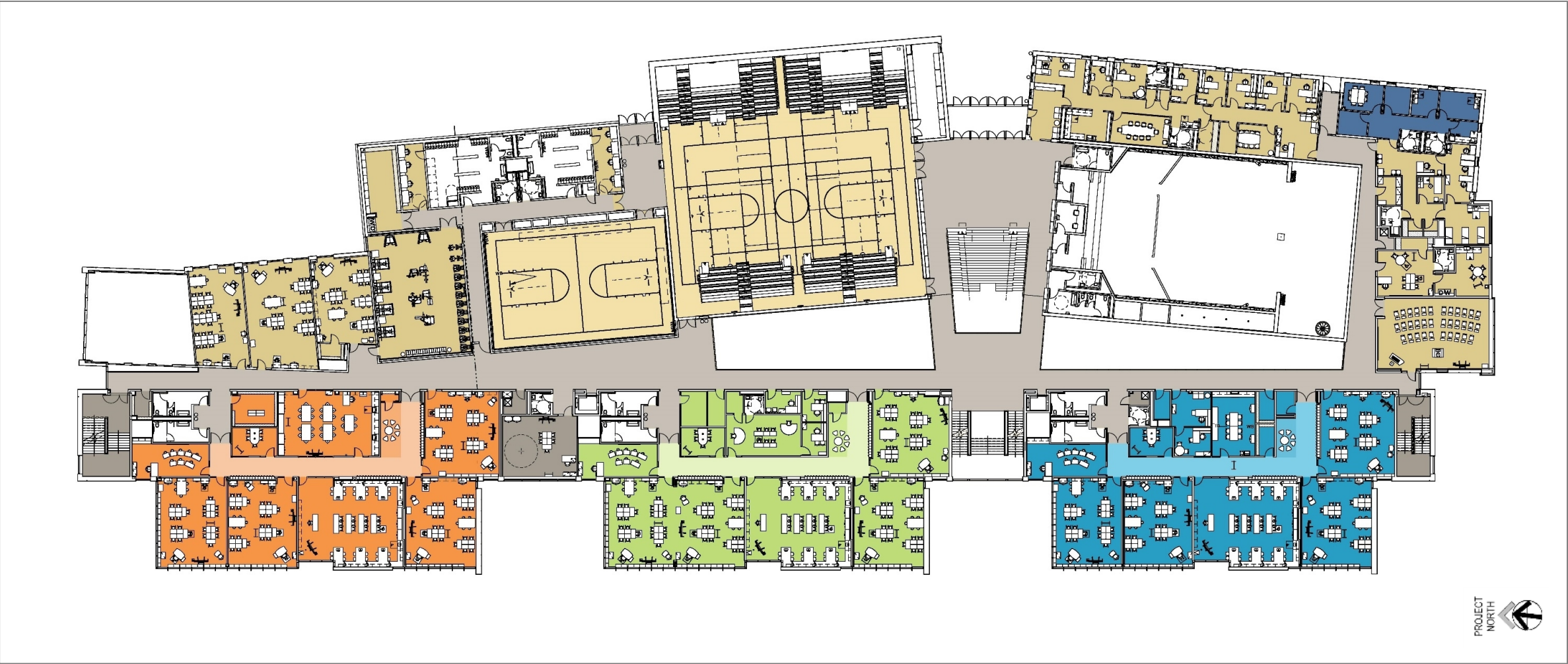
01-25-2021



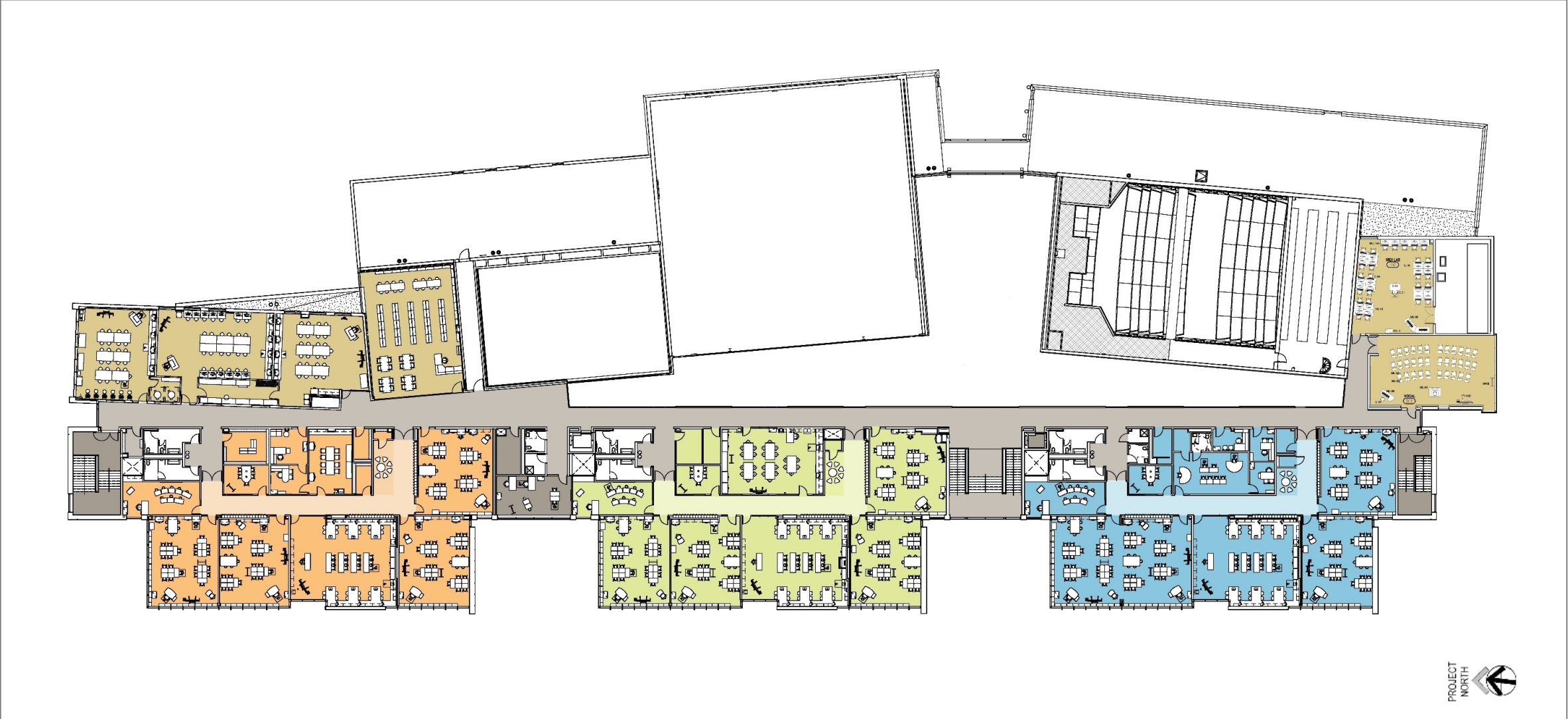
First Floor Plan



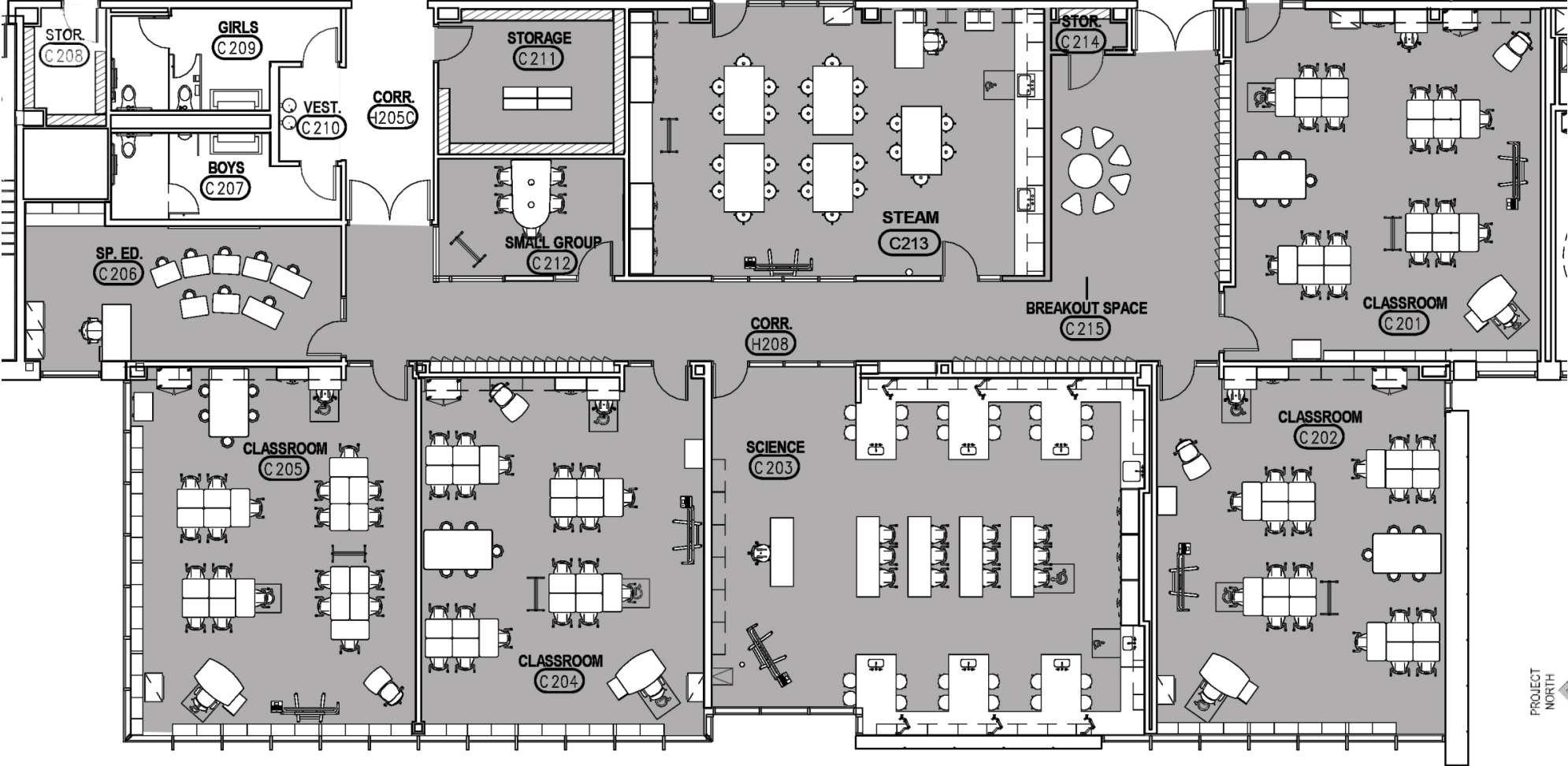
Second Floor Plan



Third Floor Plan



GENERAL POD LAYOUT



GENERAL CLASSROOMS

TYPICAL GENERAL CLASSROOM

FURNITURE PLAN –

STATION ROTATION MODULE

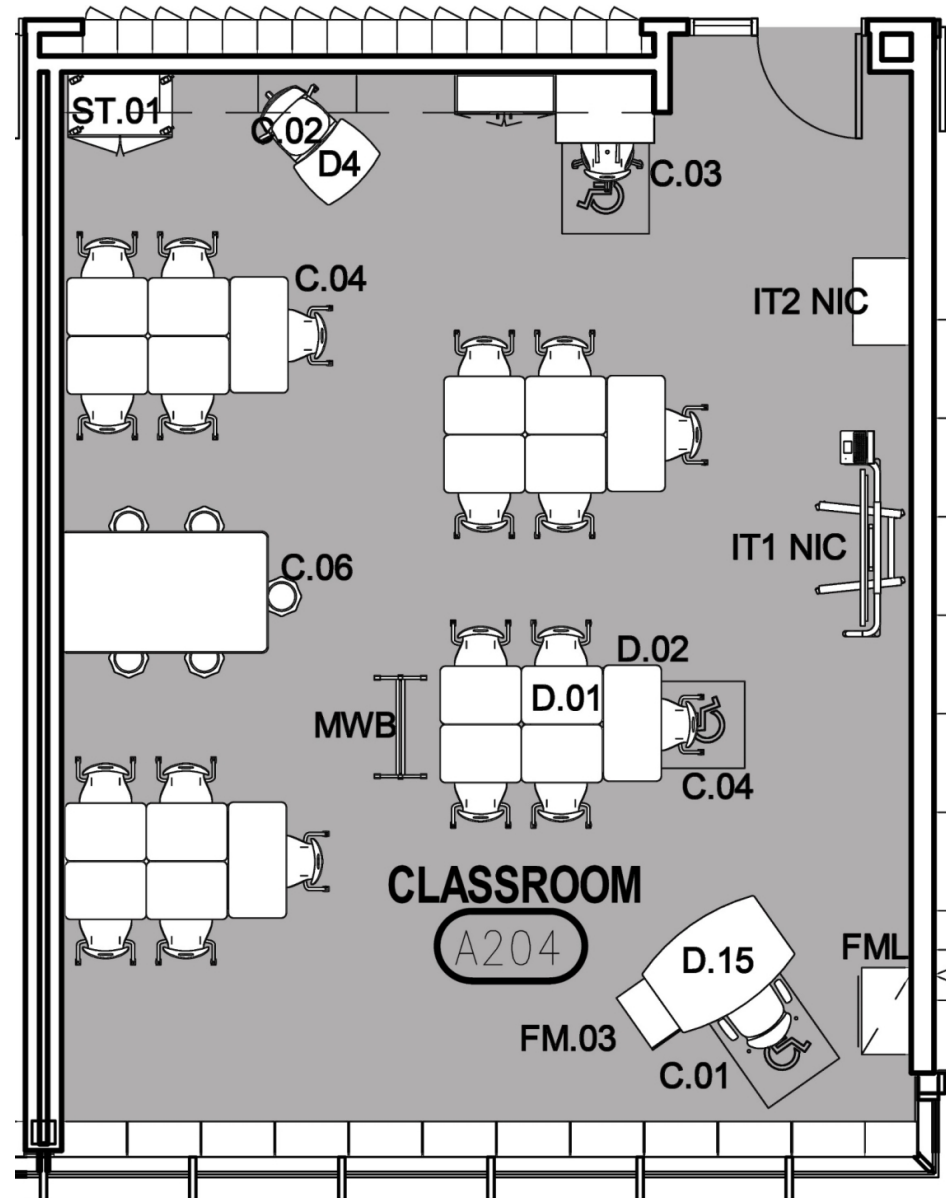
Project Base Learning (PBL)

Group Learning

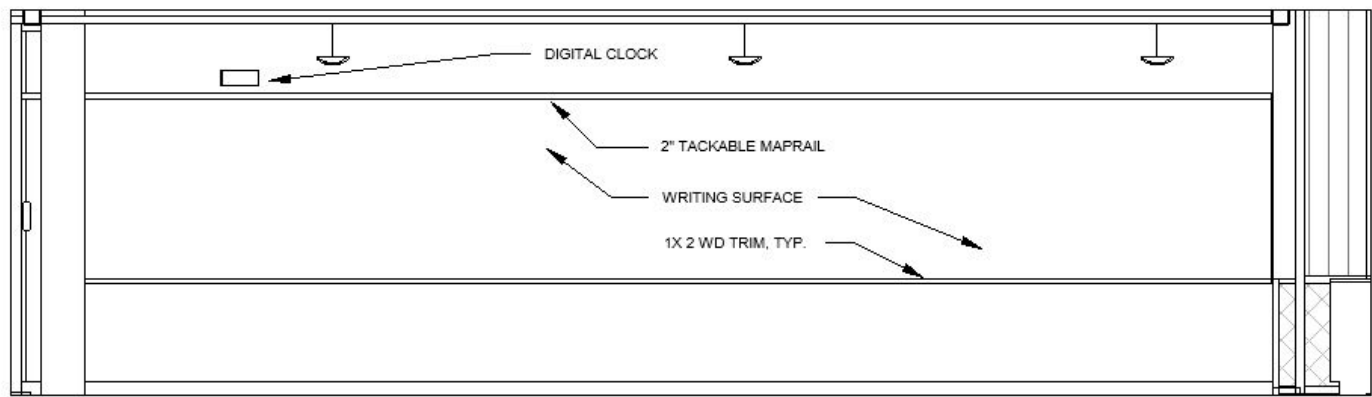
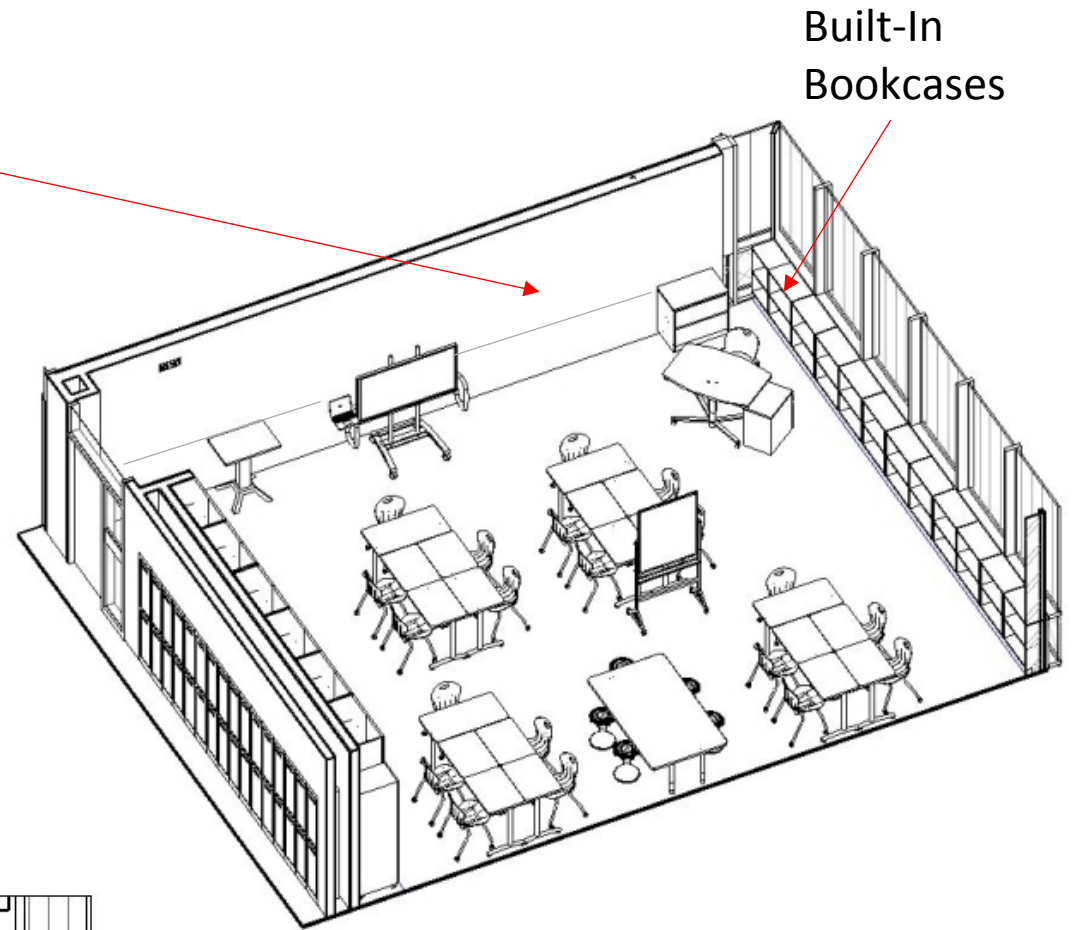
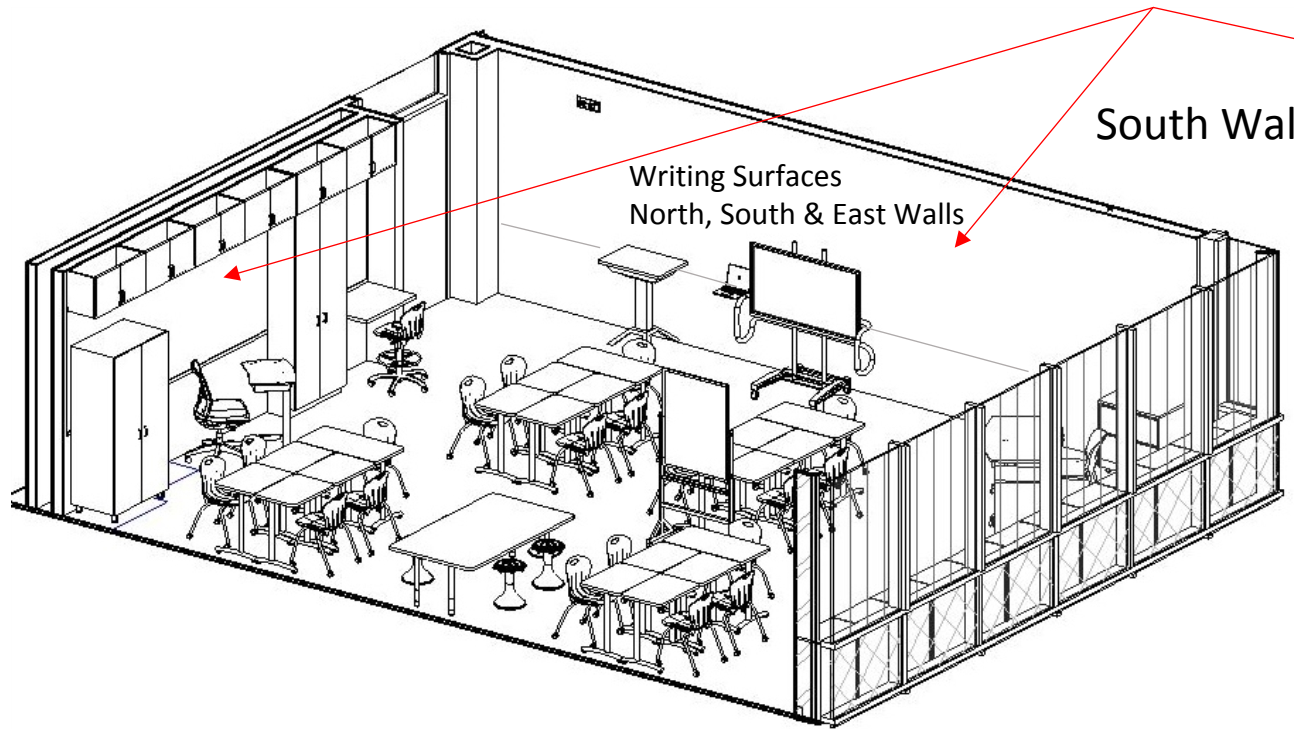
Rev Prep Station

Teaching Station

Tutorial Station



TYPICAL CLASSROOM - 3D



TYPICAL CLASSROOM Furniture

D.01 & D.02 Student Desks
w/Casters
20 x 27 & 20 x 40

C.04



Student Chair &
Stool

C.06



Caster Colors for Desks

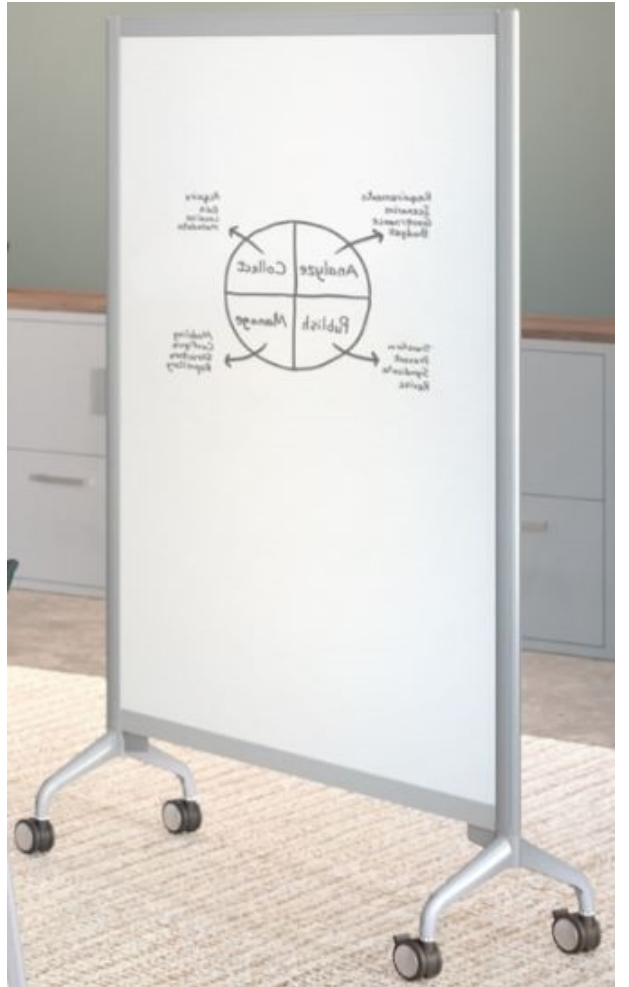


C.03



Visiting Professionals Chair

MWB - Mobile
Markerboard

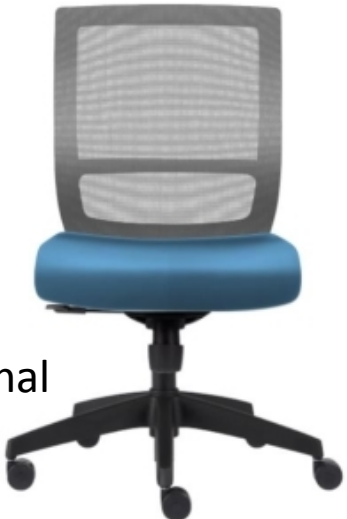


**TYPICAL CLASSROOM
Furniture Contd.**



C.01

Mesh Back
Teacher's Task Chair



C.02

Para Professional
Task Chair



D.03 Teacher's Ht Adj Desk



FML



FM.03



D.04 Para-Prof Ht Adj
Touch Pad Desk



ST.01 Tall Storage Cabinet

TYPICAL CLASSROOM: IT (NIC)



IT-1 (NIC)
Copernicus iRover2
Mobile Interactive Flat
Panel & Cart w/55" screen
& laptop pad.



32" Monitor (NIC)
T.02M Table 42" x 72" x 22"-
39" Adj Ht (part of FF&E)
similar & w/casters). Monitor
Mount included w/table,
coordinate w/Display Panel.

NOTE: NIC (Not in FF&E Contract)
Part of Technology Package

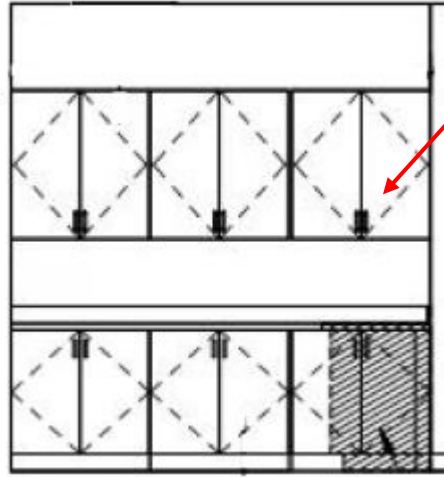


IT-2 (NIC)
HoverCam Pilot X
Wireless Digital
Teaching Station

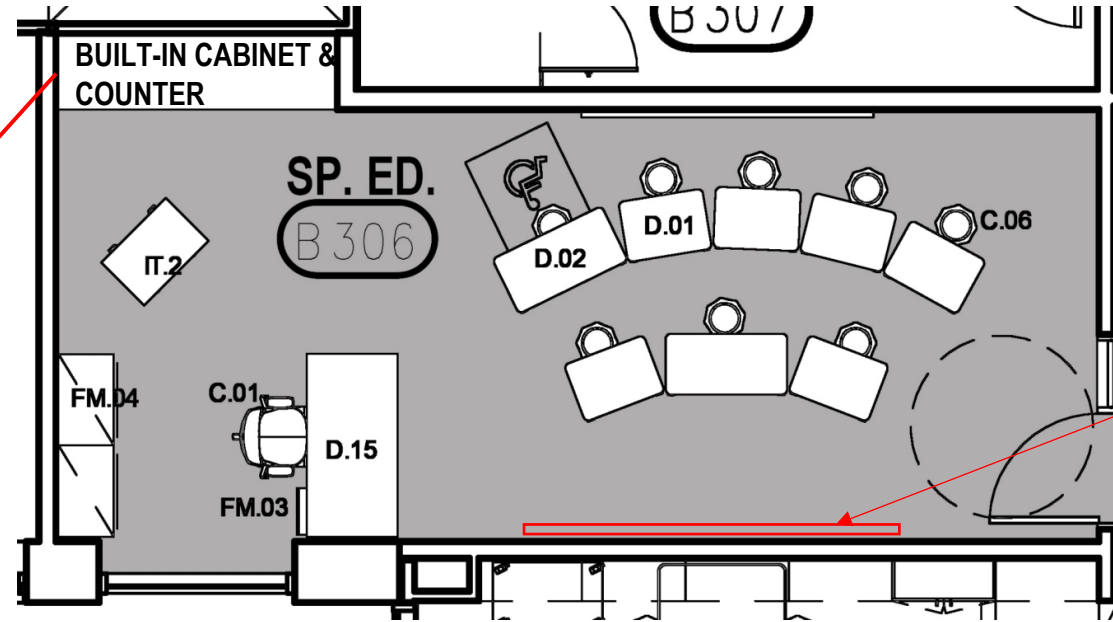
SPECIAL EDUCATION

SPECIAL EDUCATION

FURNITURE PLAN & ELEV.

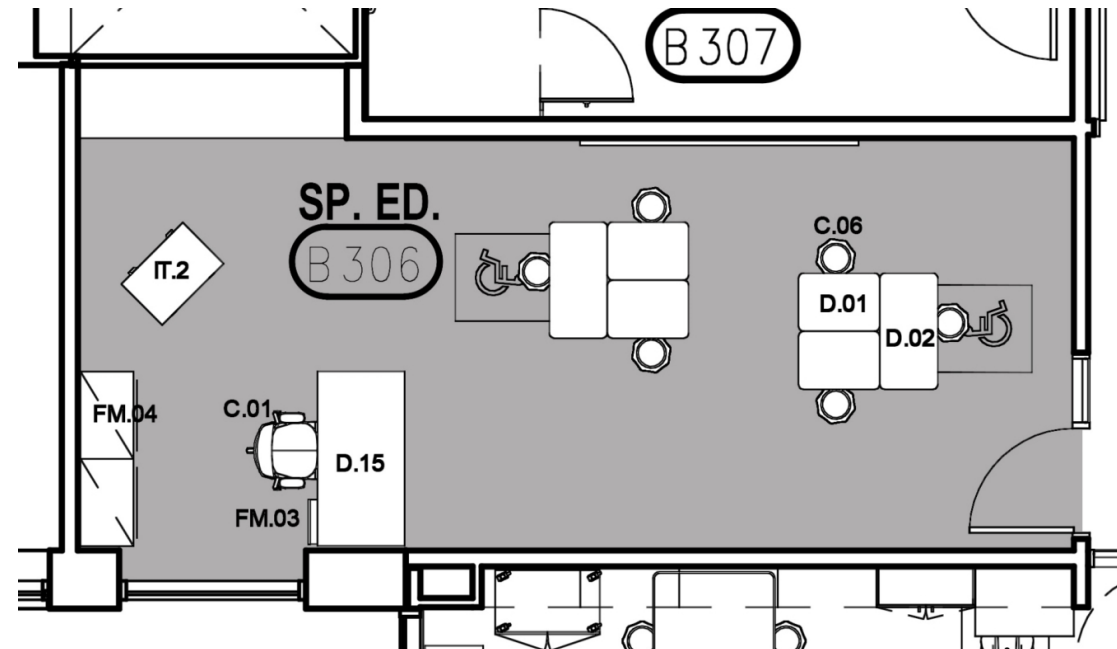


Built-In Cabinets & Counter



Interactive Whiteboard
Wall Mounted

Alternate Layout



Furniture Typical Special Education

D.01 & D.02 Student Desks
w/Casters 20 x 27 & 20 x 40

C.06 Stool
Mobility Seating



F.04



C.01



D.15



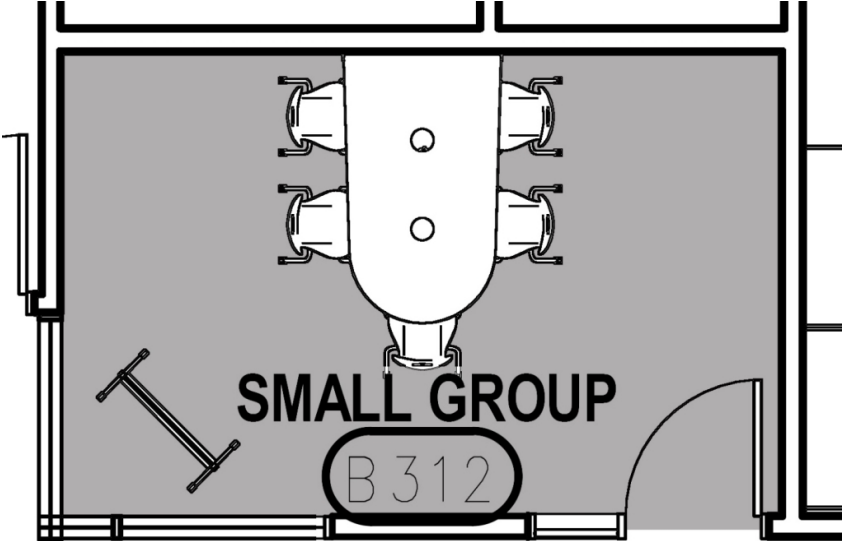
FM.03

SMALL GROUP

SMALL GROUP ROOM

Plan & Furniture

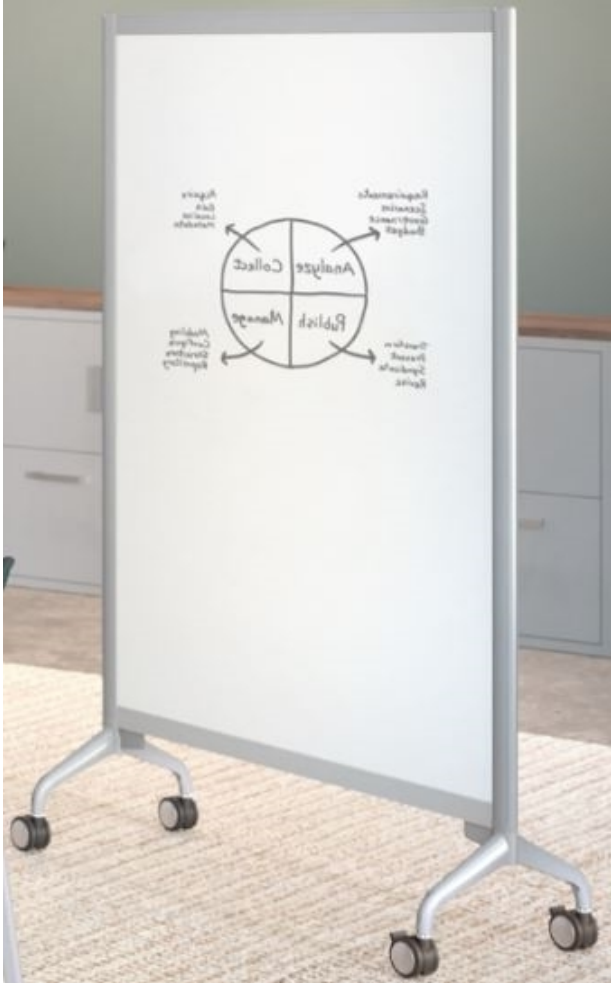
Wall Mounted Interactive Whiteboard



T.01



C.04

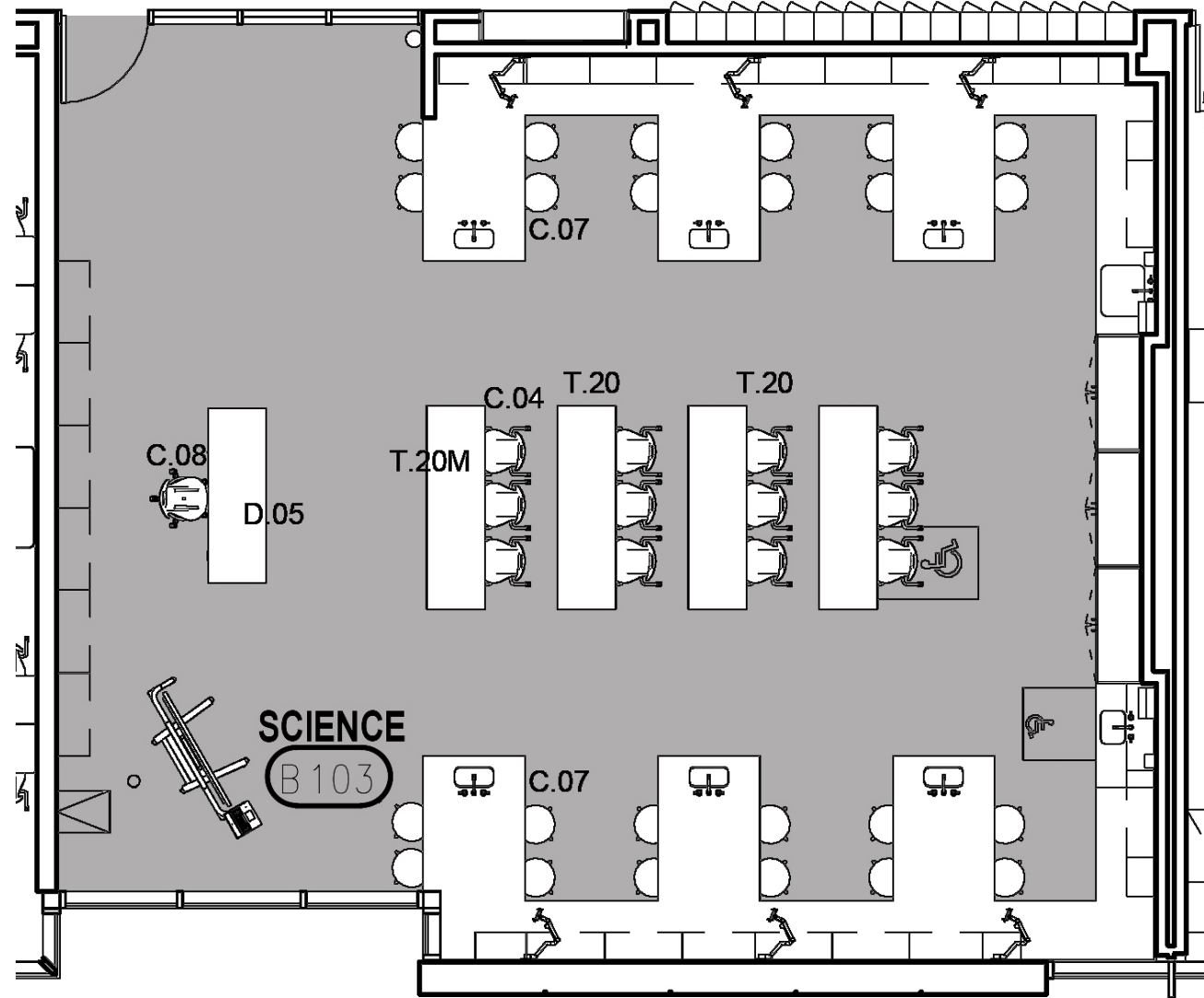


MWB

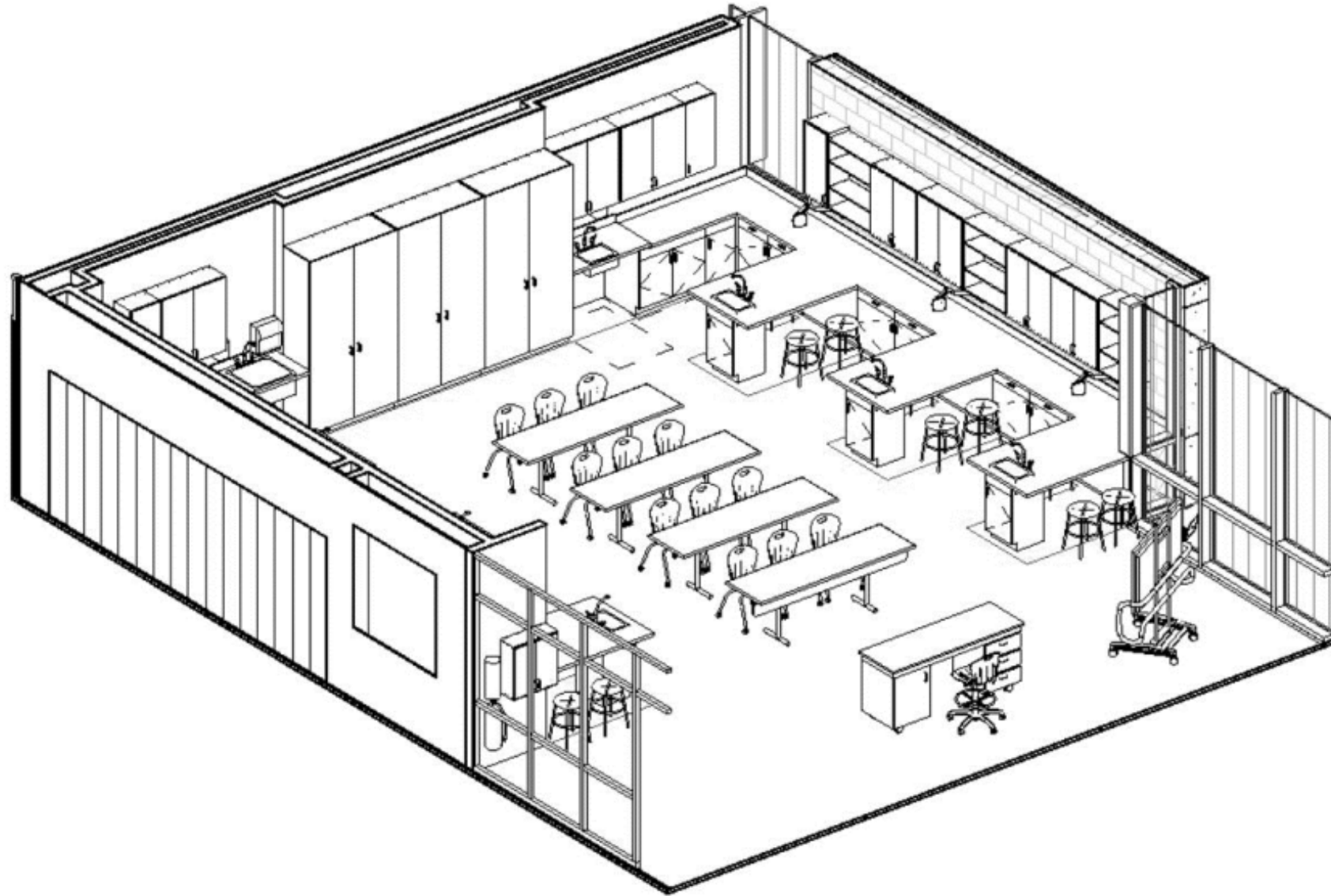
SCIENCE

SCIENCE FURNITURE PLAN

Typical



TYPICAL SCIENCE - 3D



SCIENCE FURNITURE

C.04 Student
Chair



C.08
Teacher's Lab Stool
22"-32" Seat Ht



T.20, T.20M (with Modesty
panel)
Student Lecture Tables



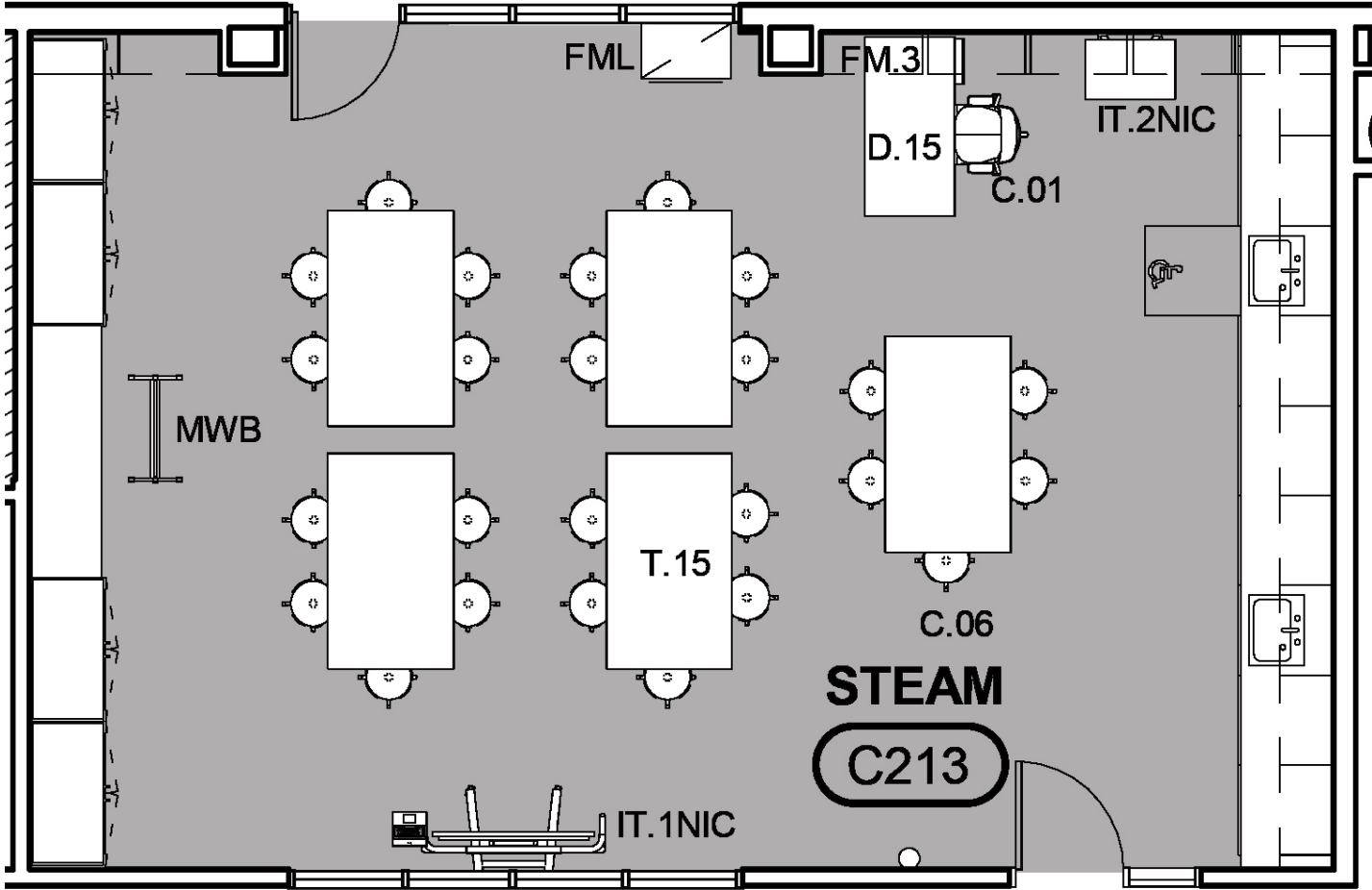
C.07
Student Stool



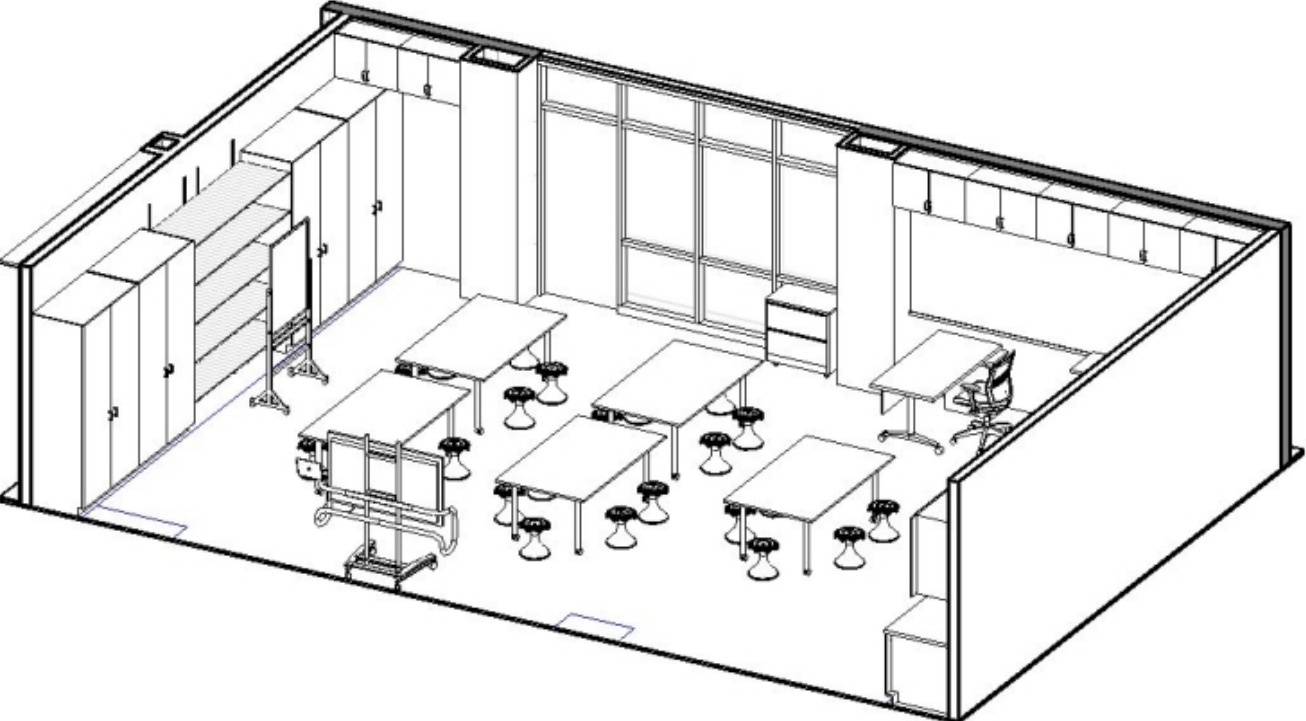
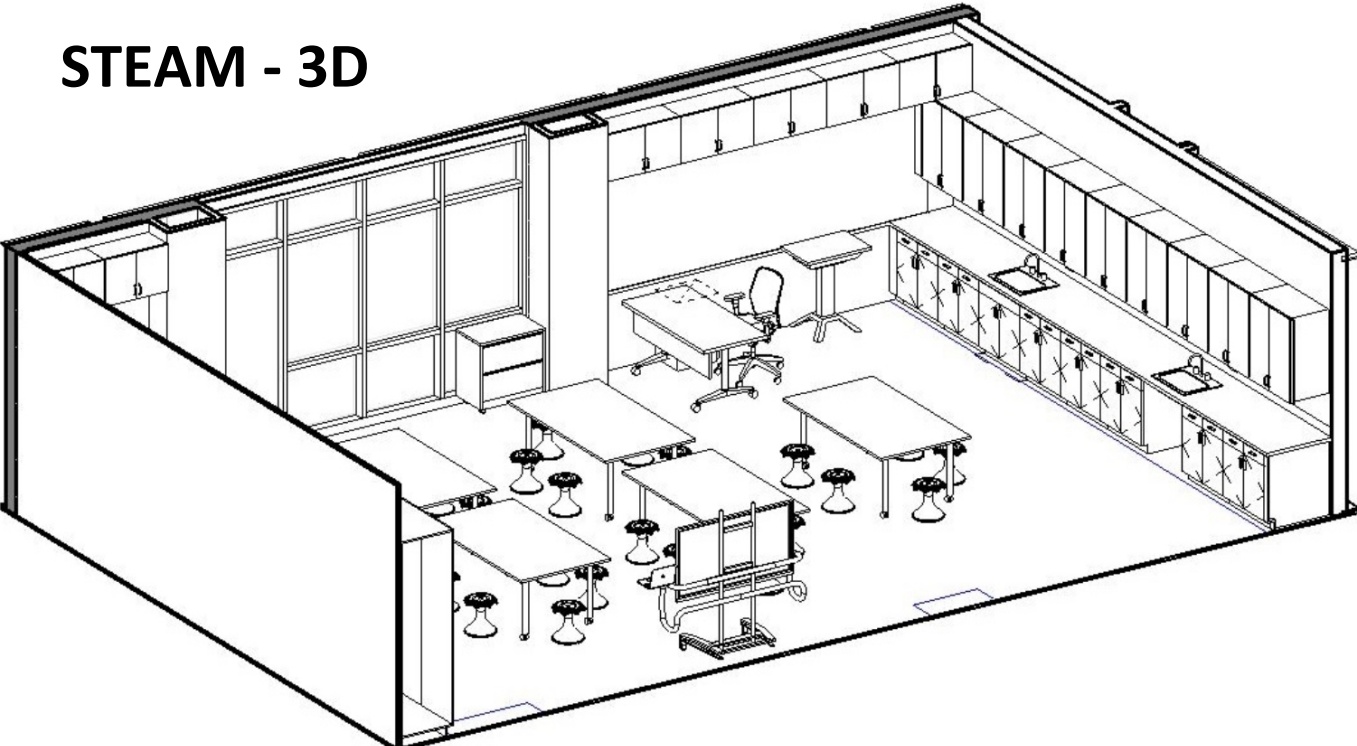
D.05
Teacher's Desk w/Resin
Top & Modesty Panel

STEAM

STEAM Furniture Plan



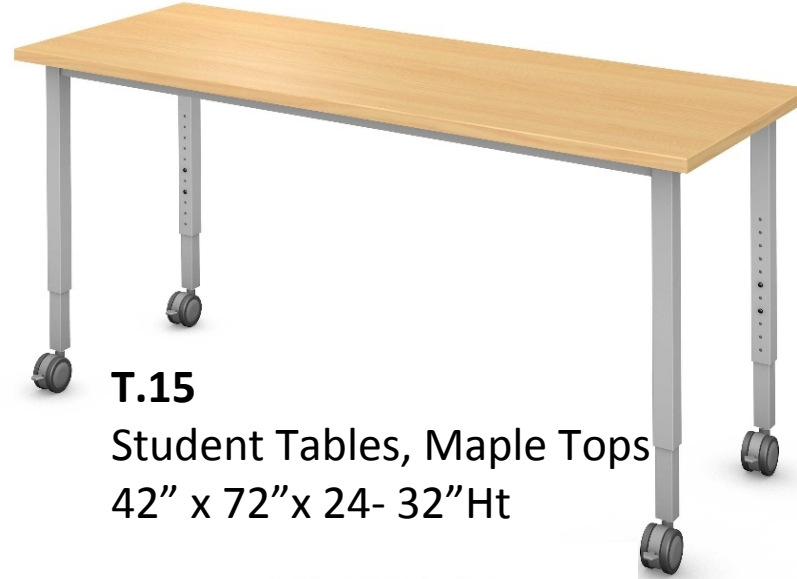
STEAM - 3D



STEAM Furniture Typical



C.06
Student Stool



T.15
Student Tables, Maple Tops
42" x 72" x 24- 32"Ht



FM.03



D.15
Teacher's Desk



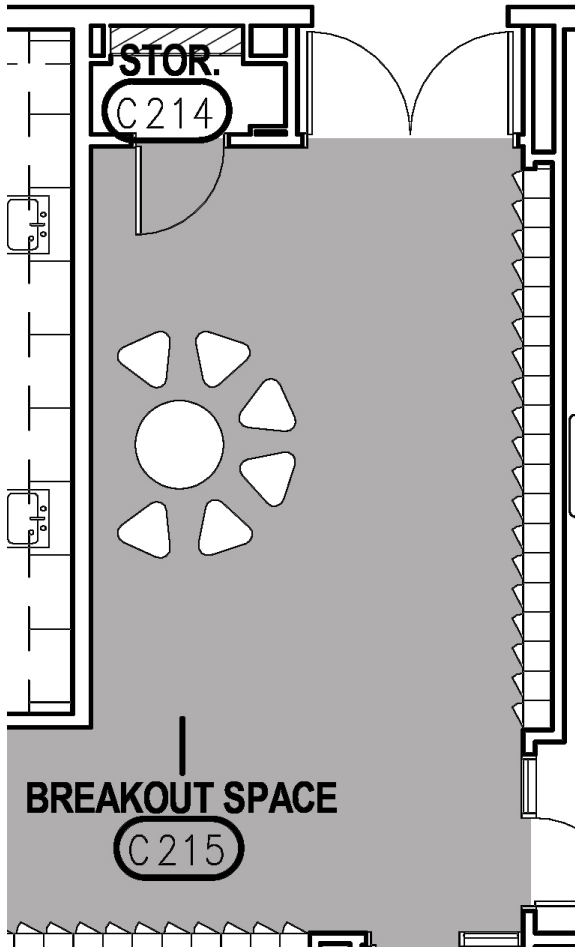
C.01



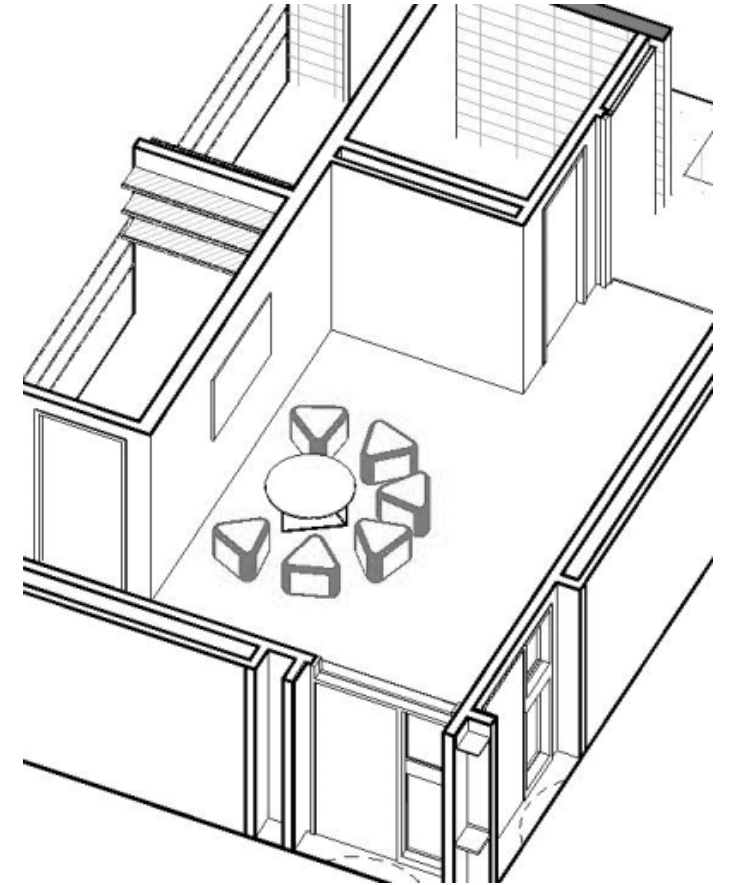
FML

BREAKOUT SPACES

Typical Plan, Furniture, & 3D



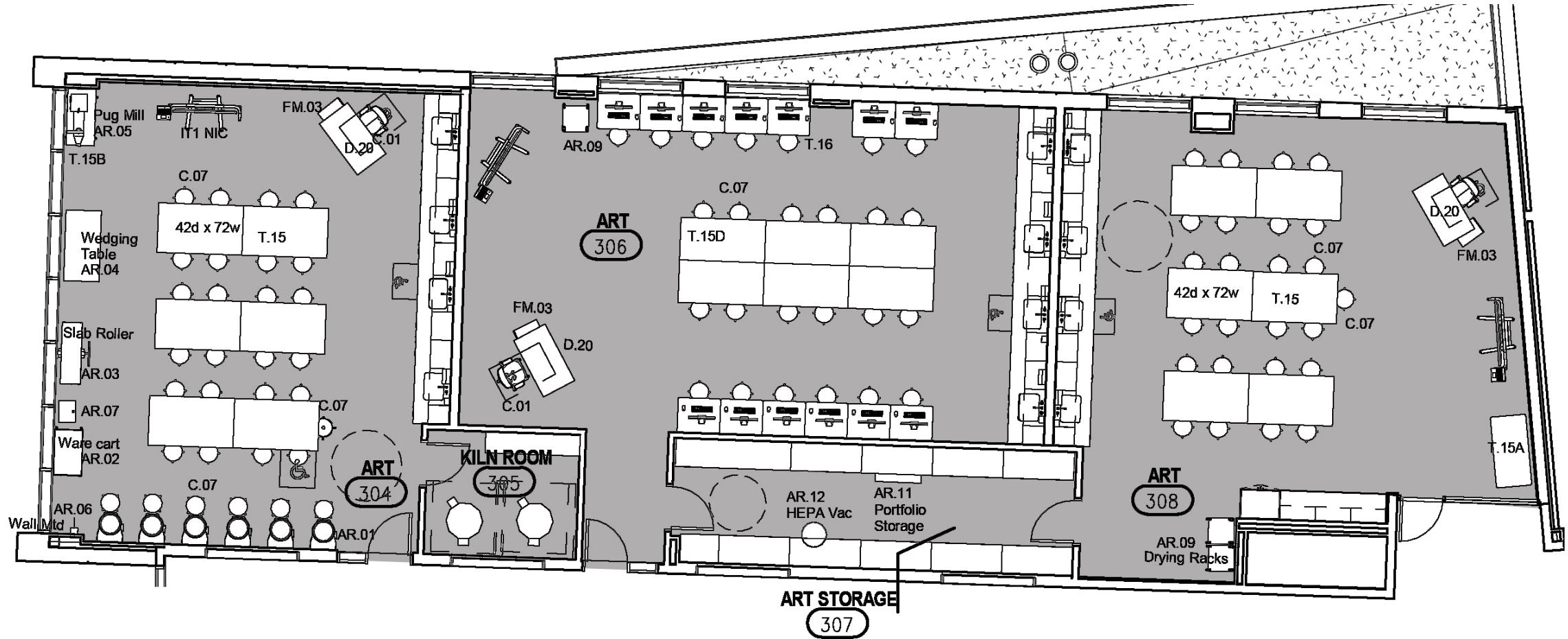
LG.06



LG.07

ART

ART FURNITURE PLAN



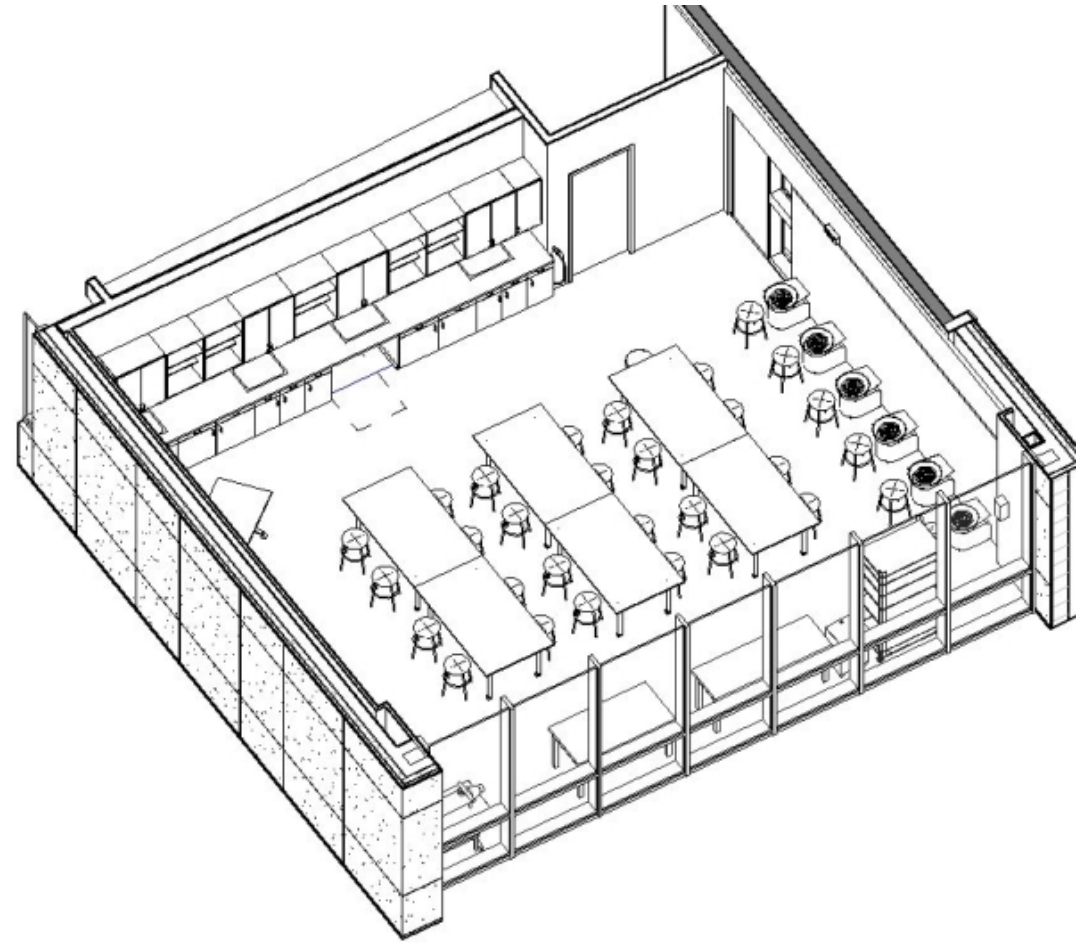
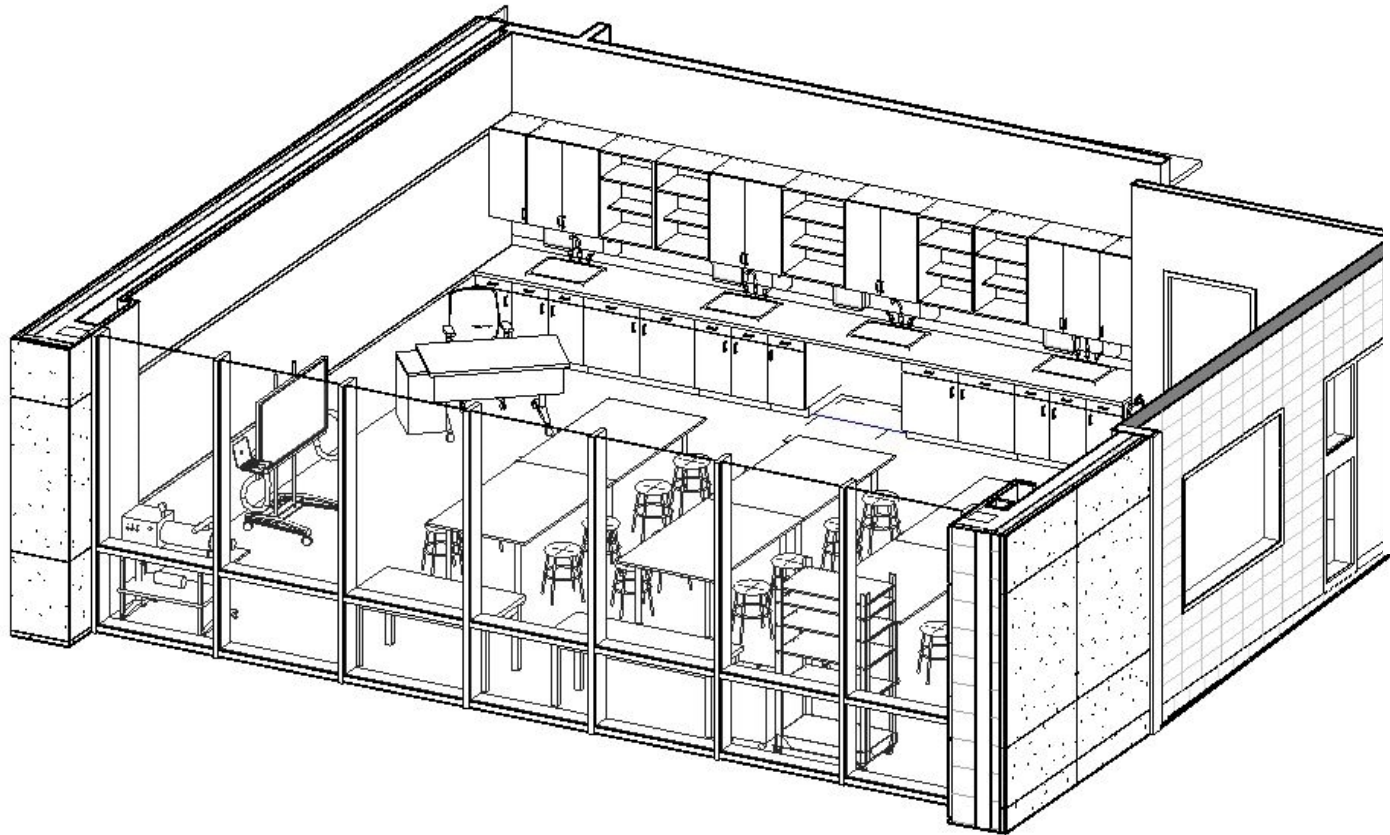
Pottery & Sculpture

2D & Computer Graphics

General Art



POTTERY & SCULPTURE 3D



POTTERY & SCULPTURE Furniture



AR.05
Pug Mill
Shimpo Compact



AR.06
Clay
Extruder
4" barrel



AR.07
Clay storage
With liner



AR.02
Ware Cart



AR.03
Slab Roller
Brent SR-14

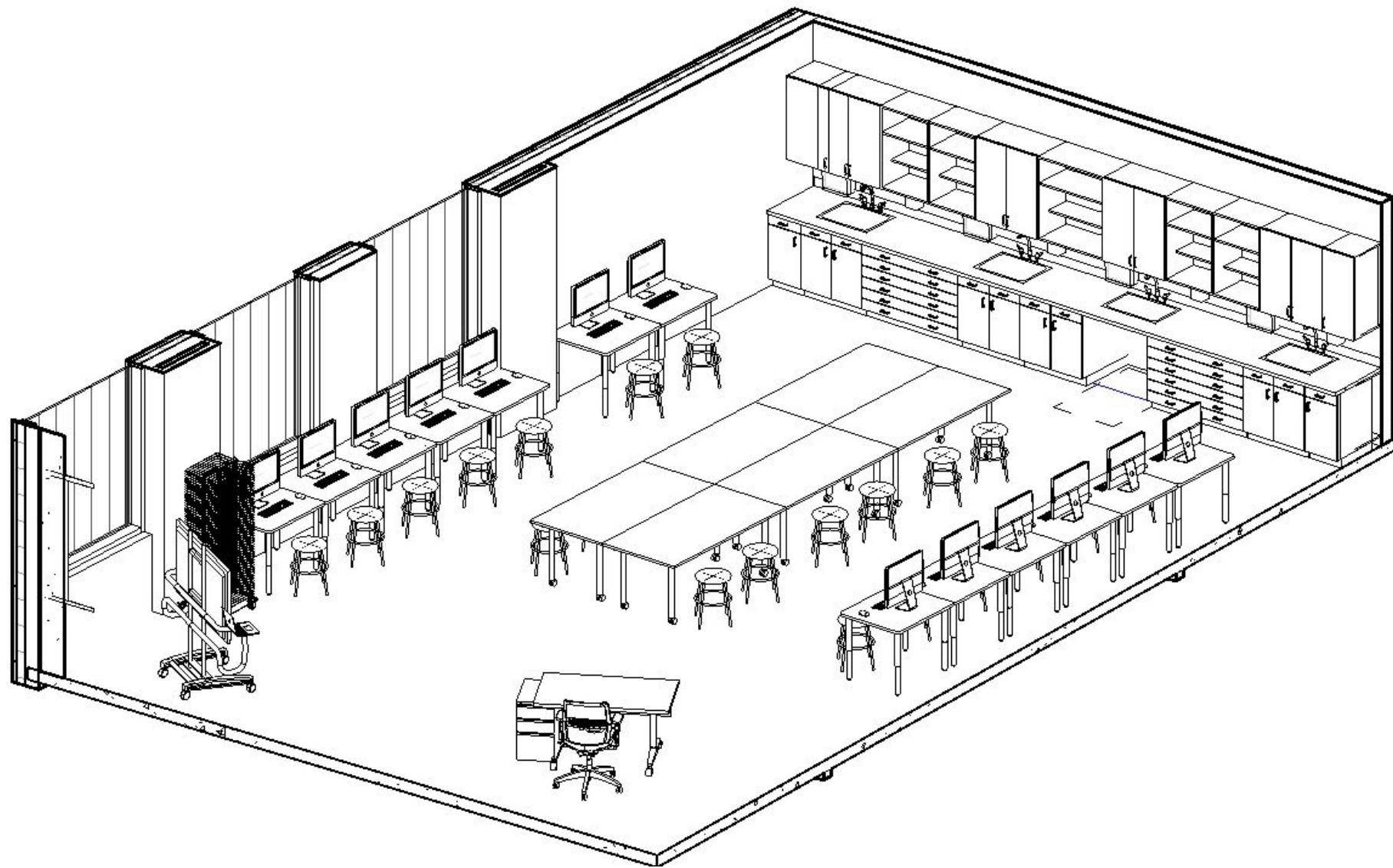


AR.04
Wedging table

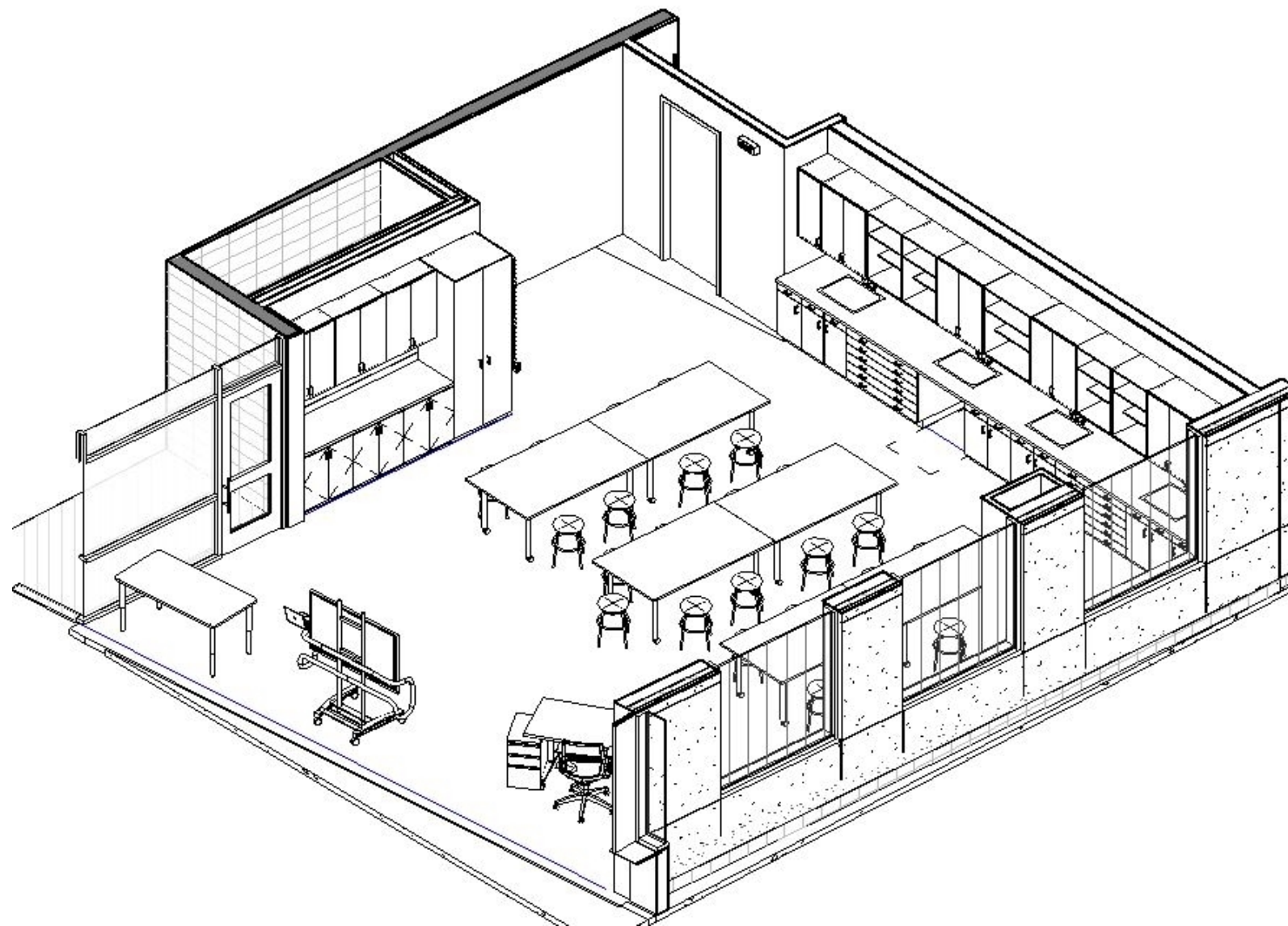


AR.01

2D & COMPUTER GRAPHICS – 3D



GENERAL ART – 3D



2D COMPUTER GRAPHICS & GENERAL ART FURNITURE



T.16
Computer
Tables

C.07
Student Stool

FM.03

C.01

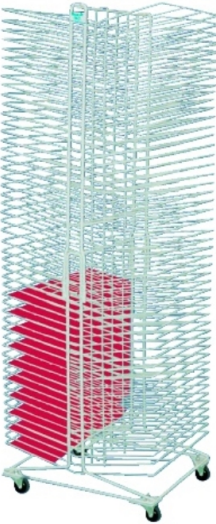
T.15/ T.15D
Sizes vary, Maple butcherblock top



AR.11
Portfolio
Storage



**T.15A , T15.B &
T.15C**



AR.09
Drying Rack
100 Shelves
(18" x 10")



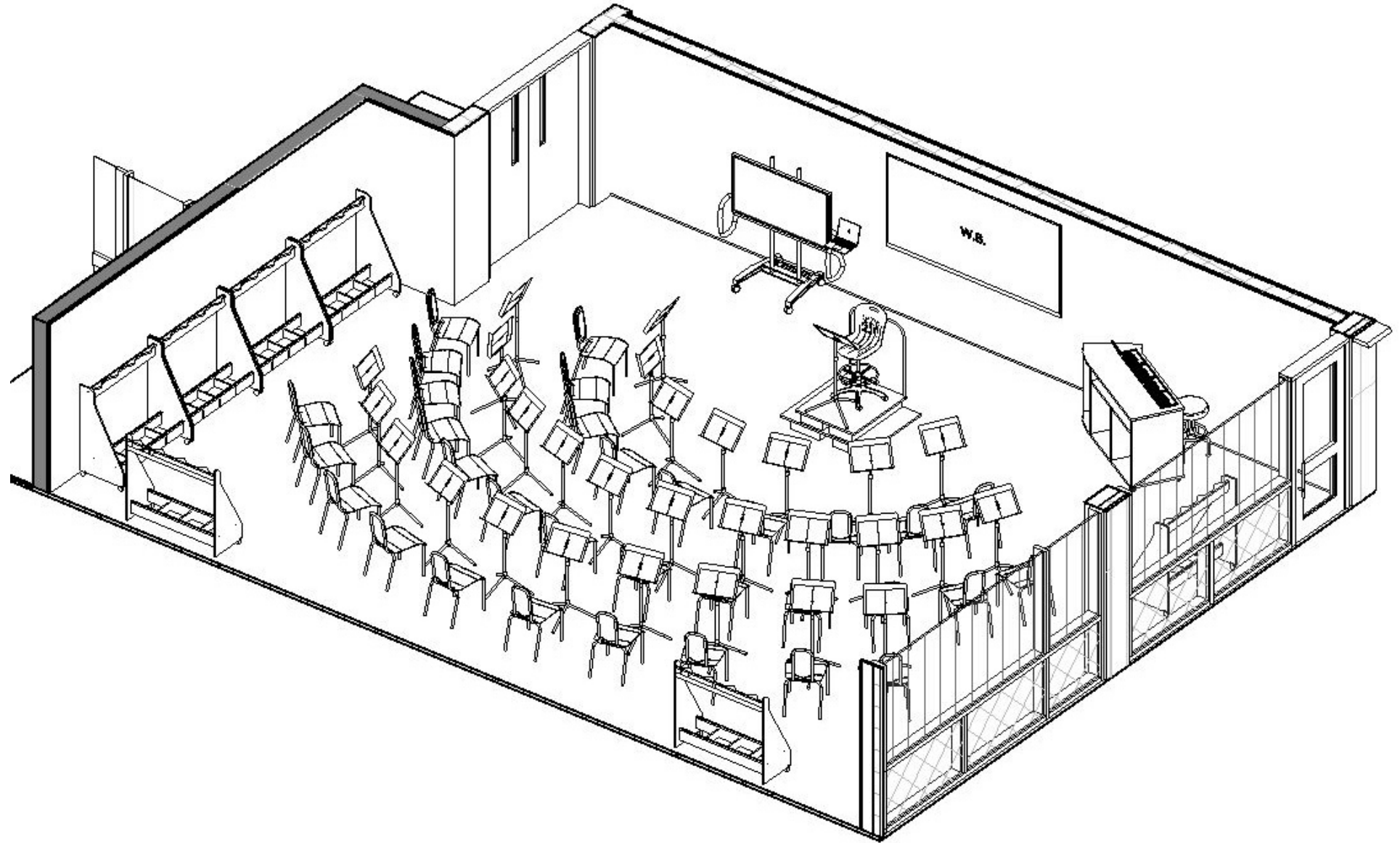
AR.12
HEPA rated vac
(or similar model)



D.20
Teacher's Desk

MUSIC

Orchestra Room – 3D



MUSIC – First Floor Band & Orchestra Furniture



MU.01
Wenger Conductor's
Podium, Chair and Stand



MU.03
Nota Chair



MU.02
Music Stand



MU.10
Cello Racks
(In Orchestra Rm)



C.15



MU.06
Wenger Rehearsal Resource Center

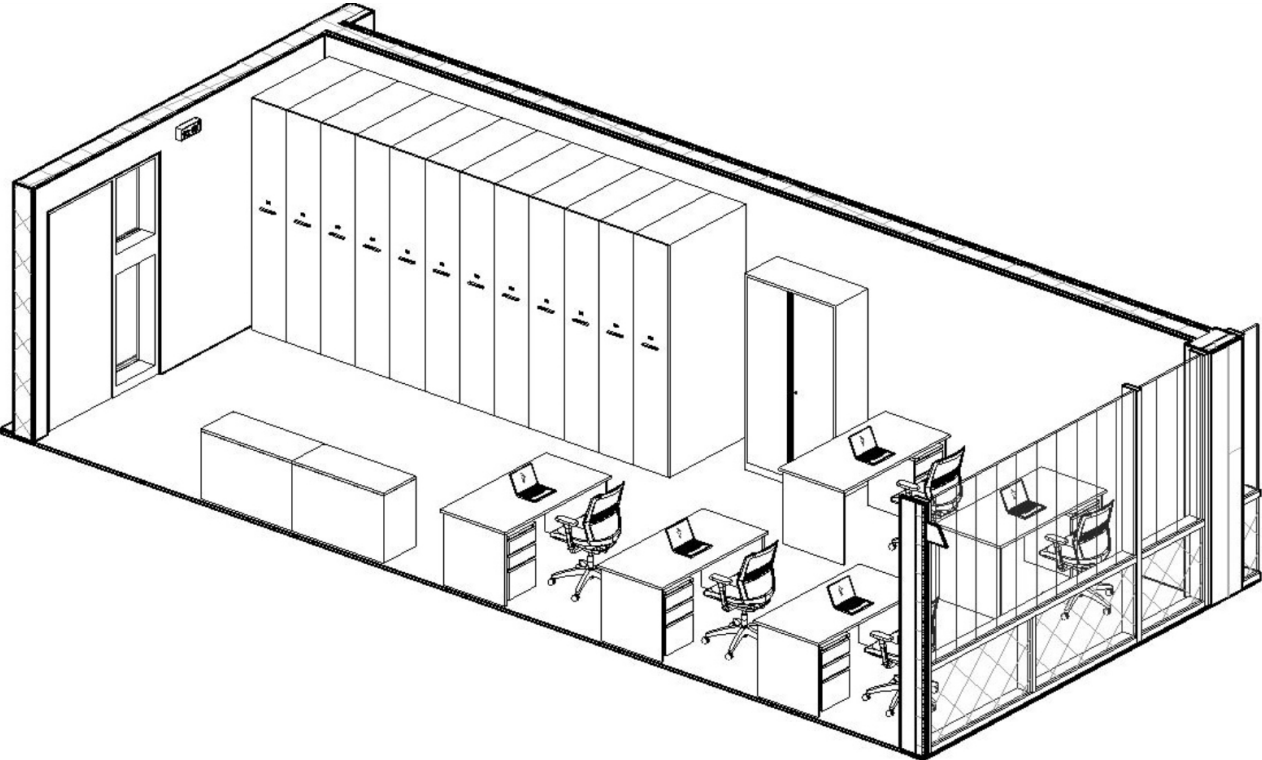


C.07
Stool @ Band
Drums 18"ht



Wenger Ultra Storage Cabinets
05, 05N, 11, 24, 26N, 27, 30, 42 & 67
(In Corridor H102)

Music Office



MU.09

MU.18



F.04



FM.03

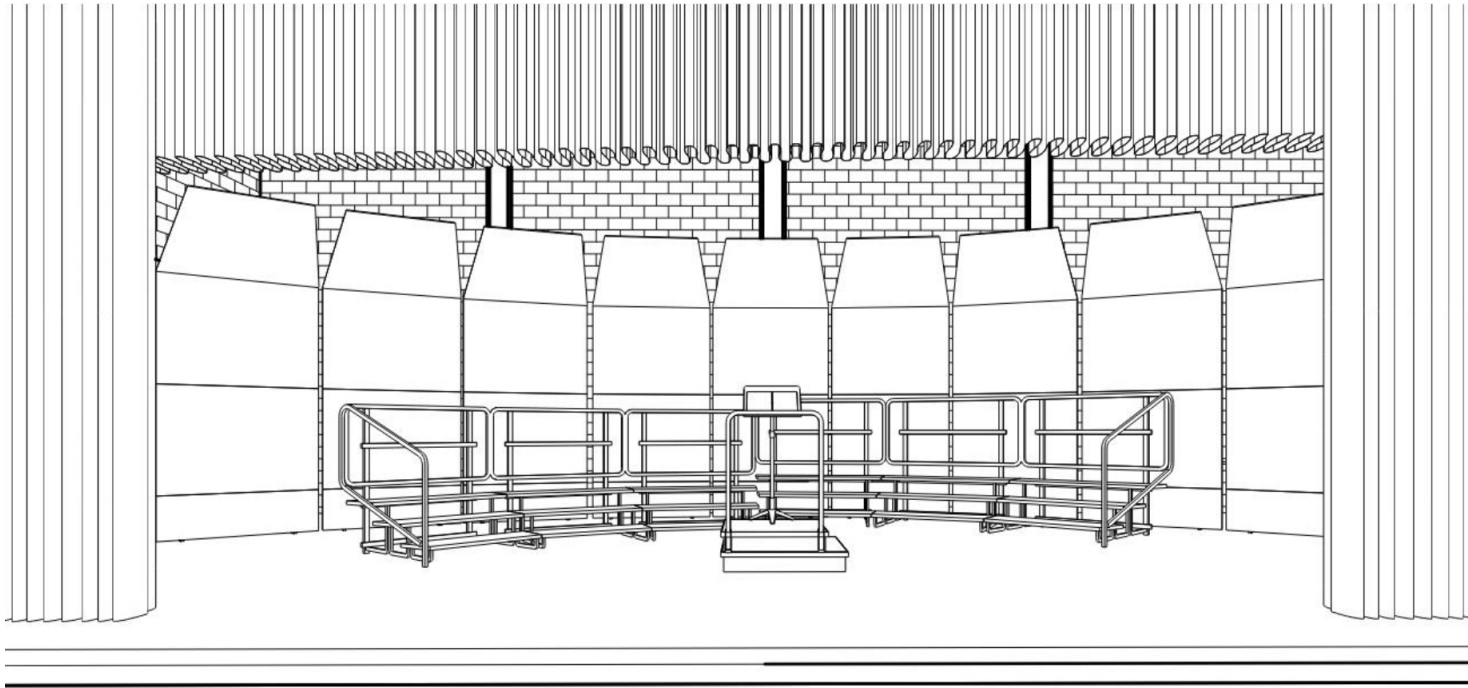


D.12 Desk

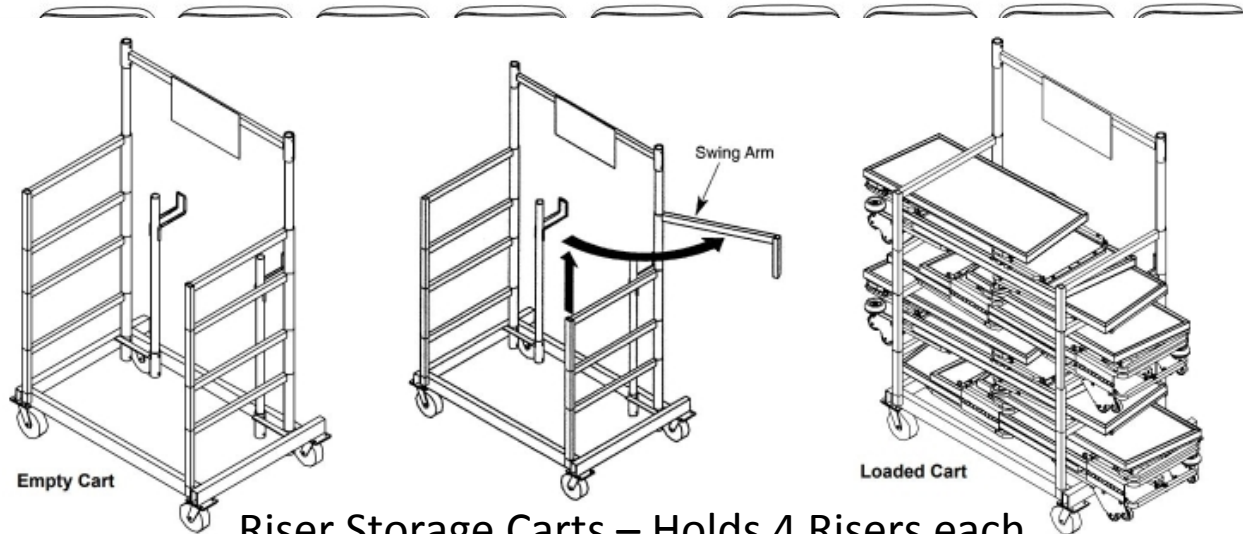


C.01

Wenger TourMaster Risers



MU.19



Riser Storage Carts – Holds 4 Risers each
Stored in Theatrical Storage

Band Room Storage



MU.19

Wenger GearBoss Storage System

MUSIC CARTS



MU.07
Chair Cart
Holds 18 Nota Chairs



MU.07S
Music Stand Cart
Holds 20 Stands
stored in Theatrical Storage



C.09KH



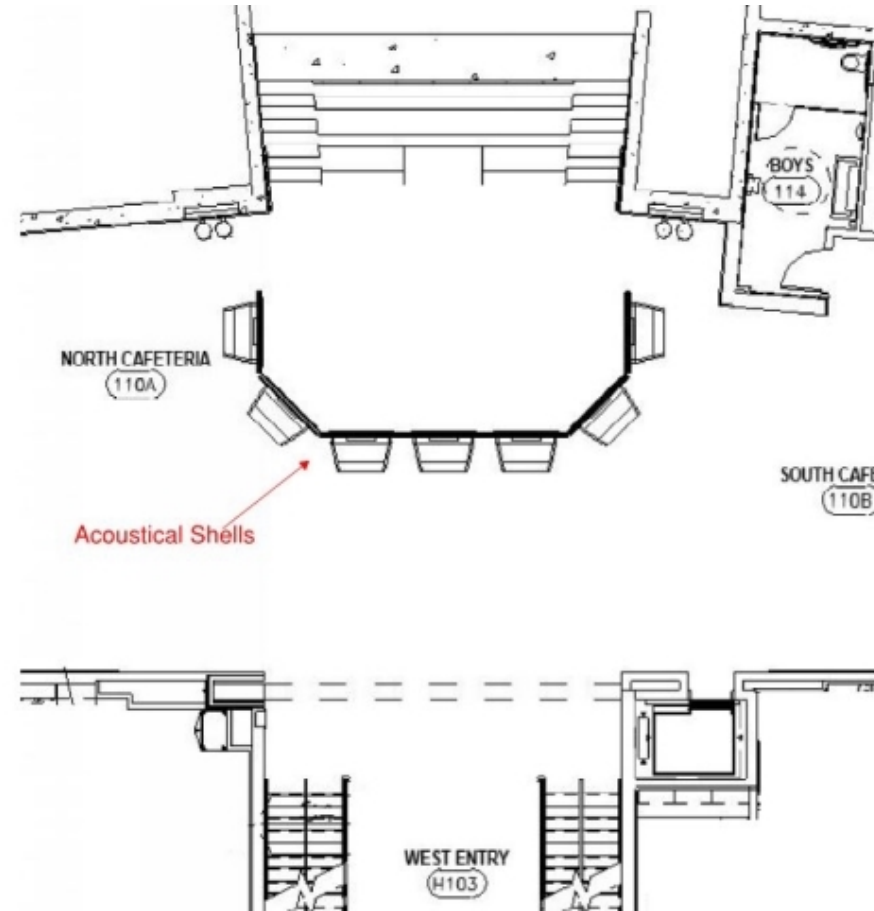
C.09

Folding Chair & Cart
Stored under the Stage
Cart Holds 50 chairs each

Acoustical Shells



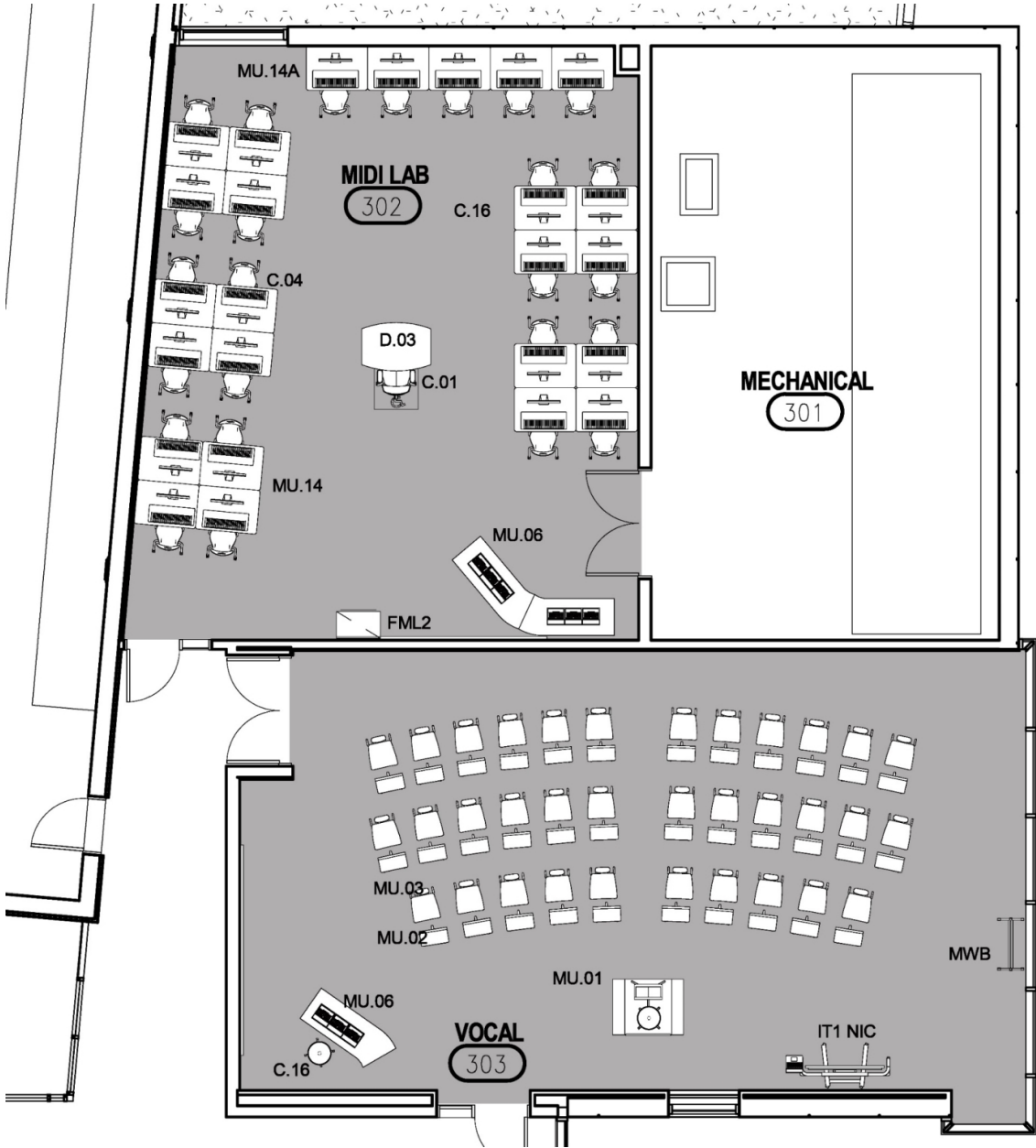
MU.15
Stored in Theatrical Storage



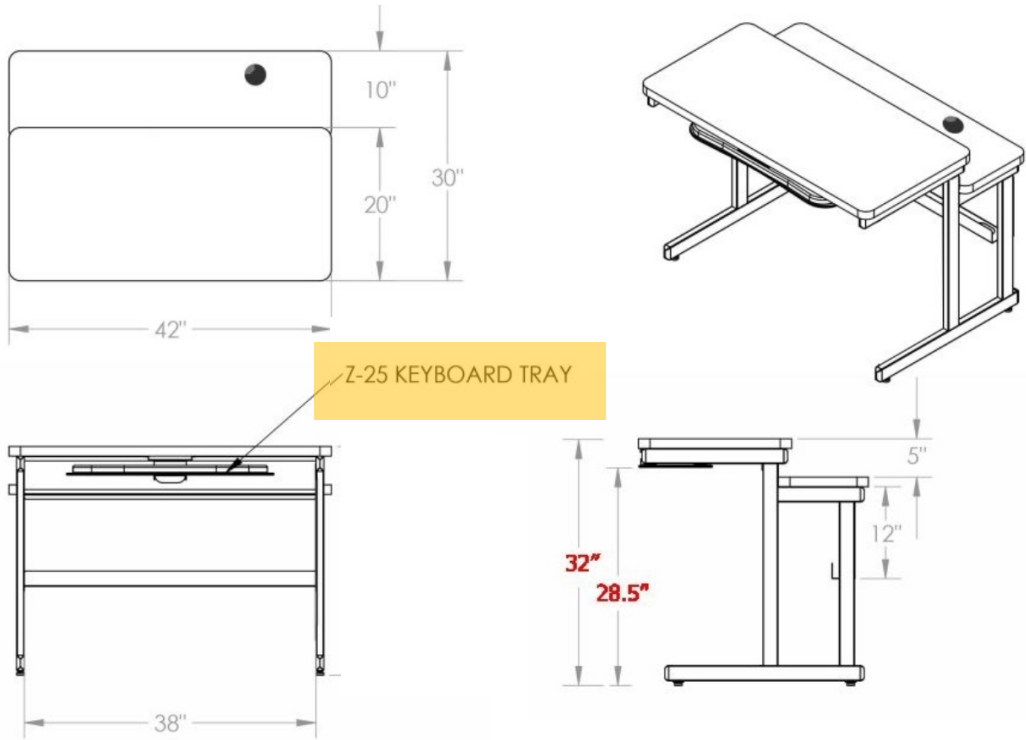
Plan @ Cafeteria in front of Stadium Staircase

MUSIC

Third Floor Plan



MIDI Lab



(Without CPU holder)



C.03
Student Adjustable
Height Chair

MU.14

42" w 30" d Split Height
Tables with Keyboard Tray &
Wire Management



Surge Protector/
4 Power Outlets



MIDI Lab Contd.



C.01



MU.06 Rehearsal Resource Center
39.5”H w/Caster, ON-Compliant ADA

ADA Desk/Worksurface for
Teacher Ht Adj 28” -42”H)



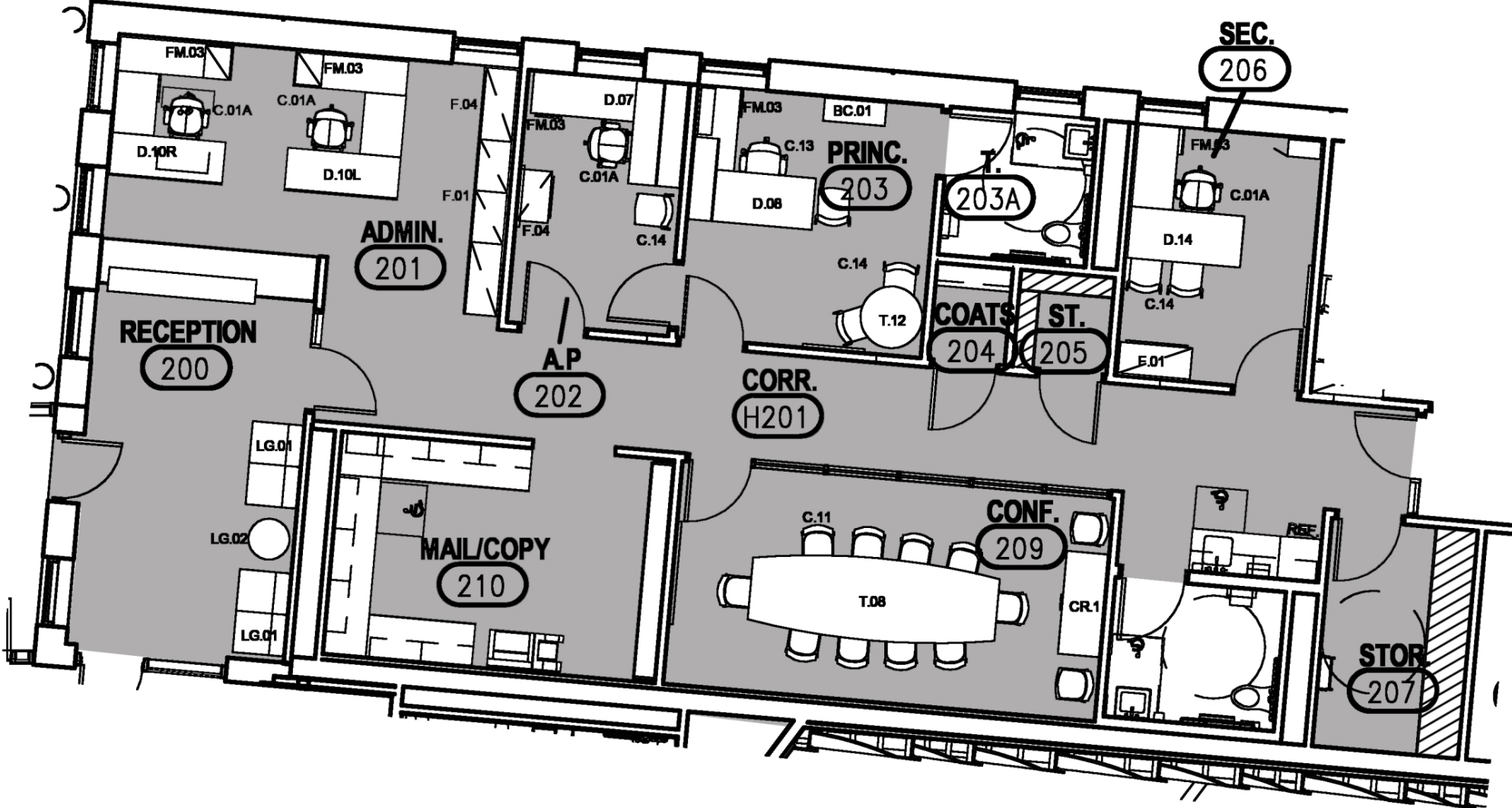
D.03



FML.2
2-Drawer Lateral File
Cabinet

ADMINISTRATION AREAS

MAIN OFFICE LAYOUT



TYPICAL OFFICE FURNITURE



Typical Office Desk
(Similar, not Exact)



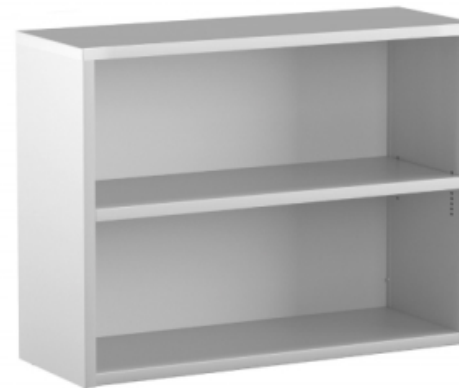
C.01A
Typical Office Task
Chair



C.14S
Typical Office
Guest Seating



FM.03
Mobile Pedestal/
Storage at Desk

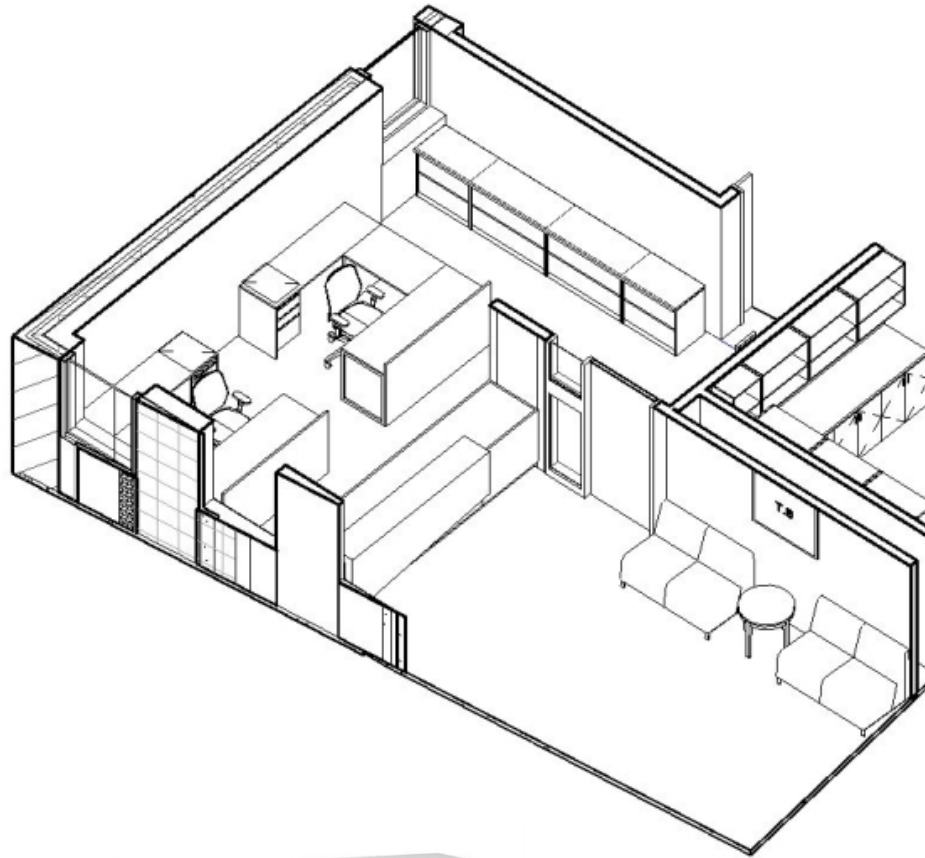


BC.01

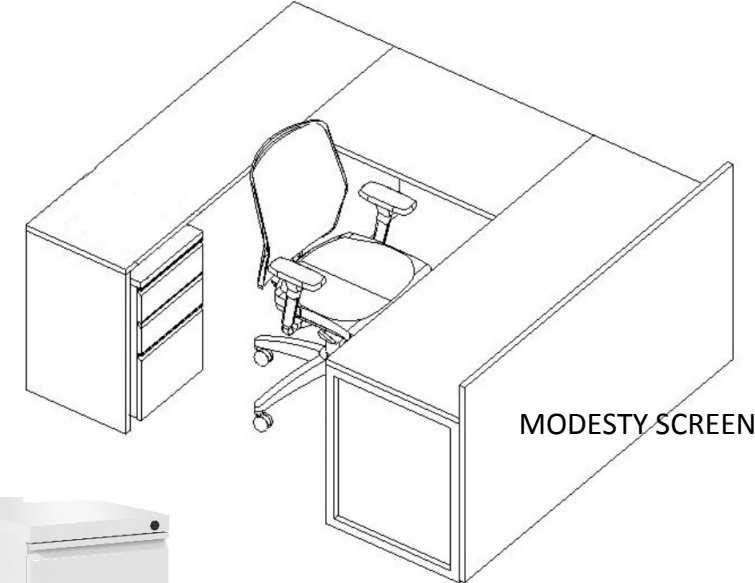


F.01 (42" W), F.04 (30" w)

RECEPTION/ADMIN



D.10R & D.10L
(SIMILAR, NOT EXACT)



FM.03



F.01 (42"W), F.04 (30"W)



LG.02

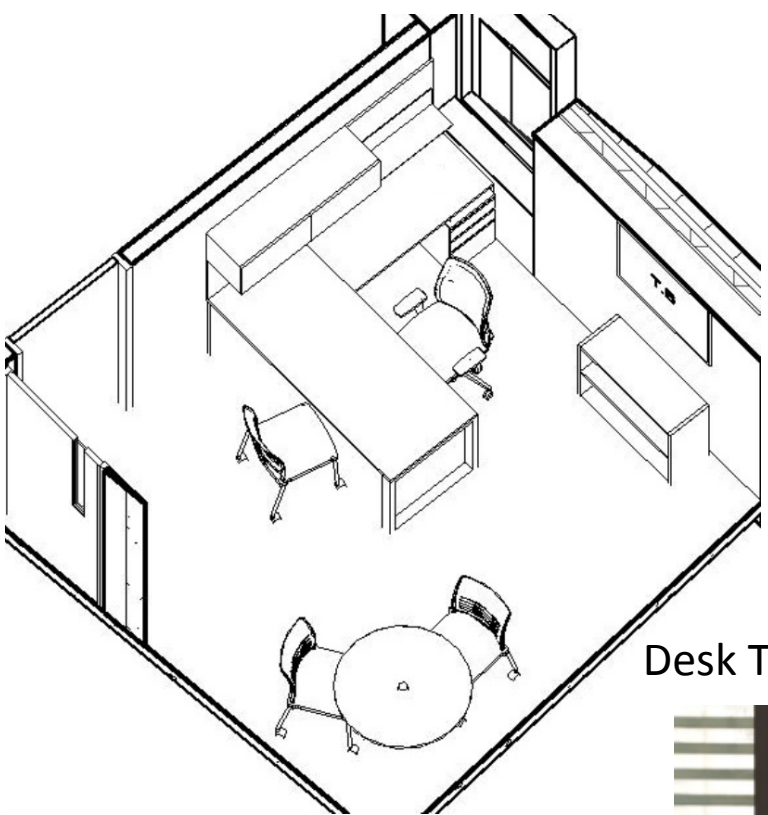


LG.01



C.01A

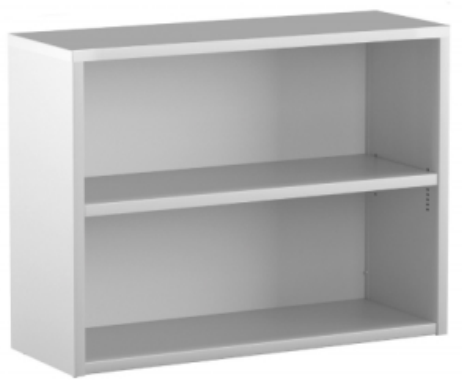
PRINCIPAL'S OFFICE



Desk Top Sit/Stand Monitor

D.08

(SIMILAR, NOT EXACT)



BC.01



C.13



FM.03

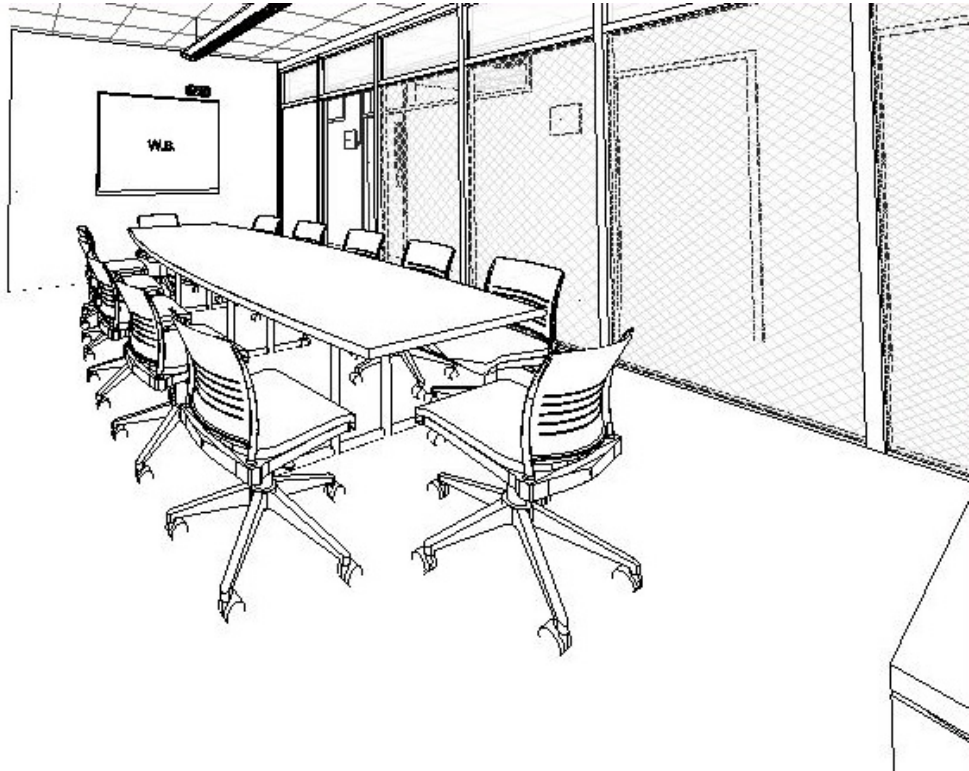


C.14



T.12

CONFERENCE ROOM



T.08
(144" L X 48" D X 36" D)

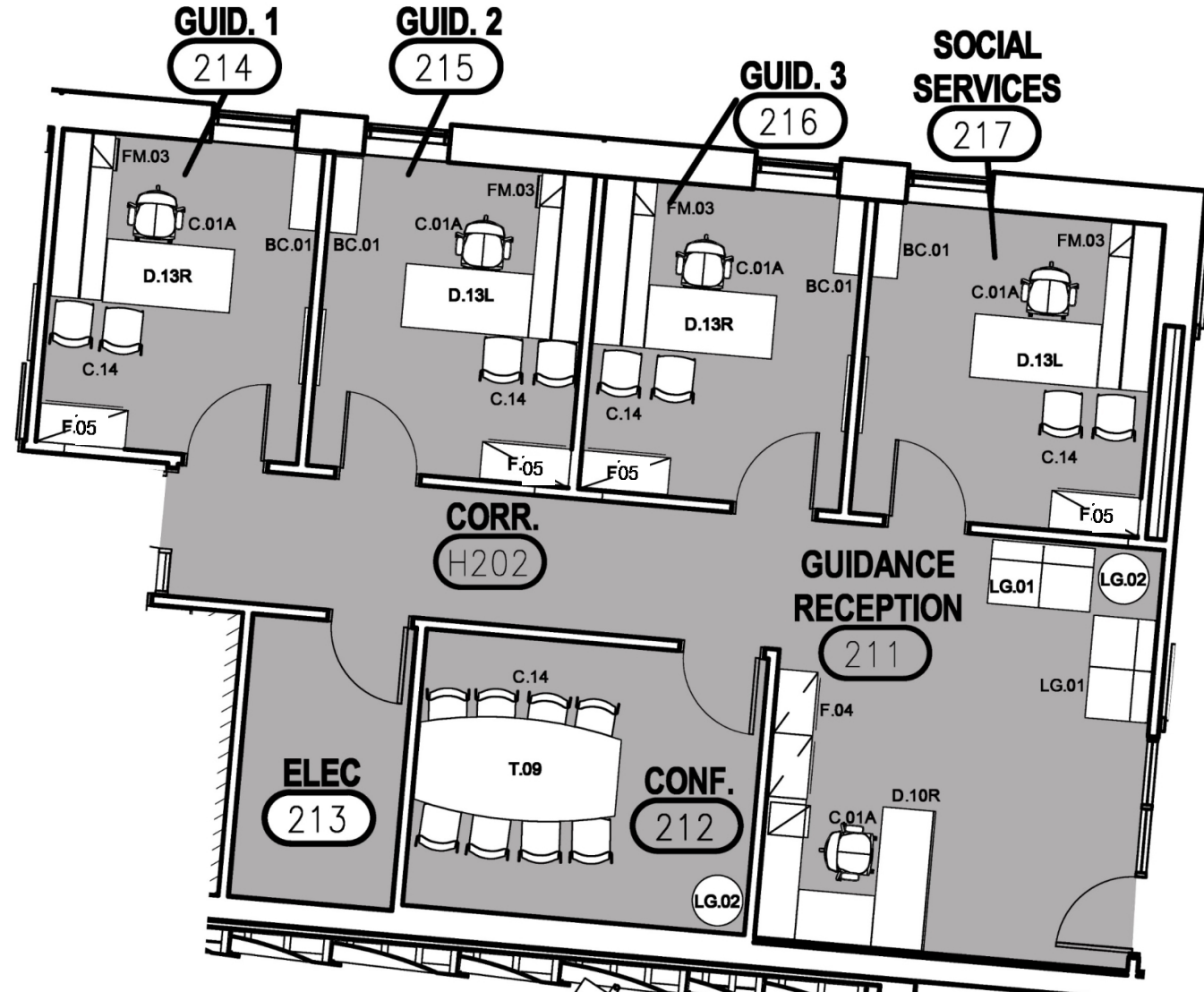


C.11

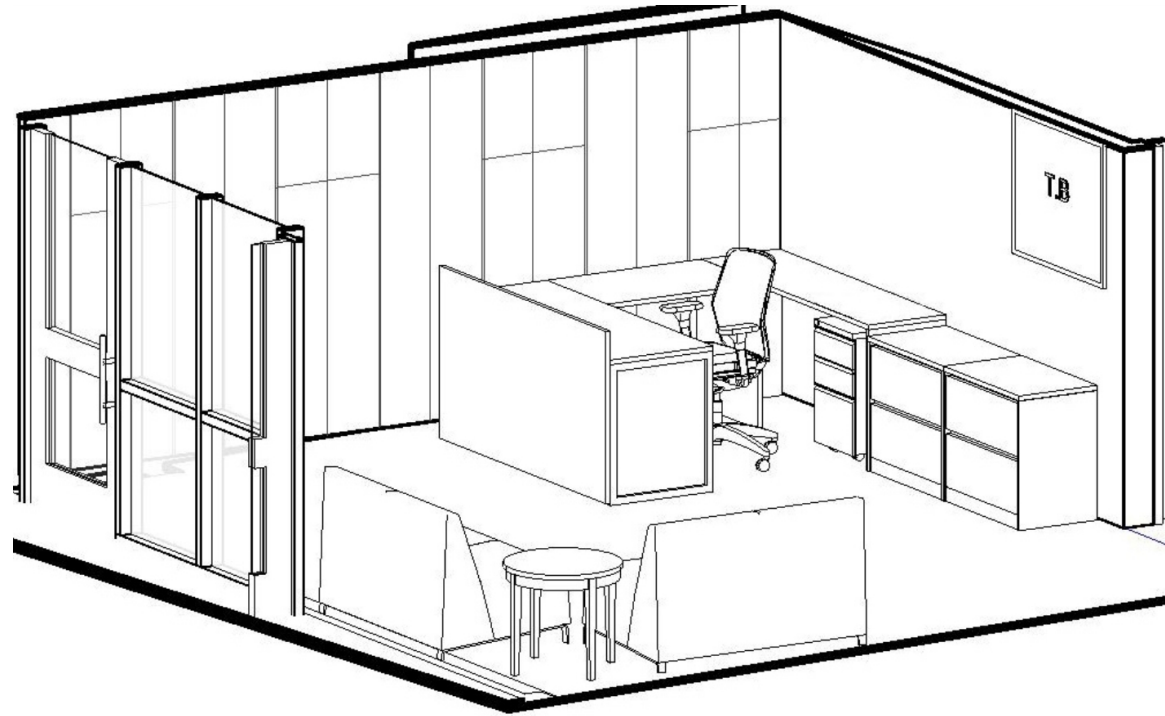


CR.1
(Storage Credenza)

GUIDANCE DEPARTMENT OVERALL LAYOUT



GUIDANCE DEPARTMENT RECEPTION



D.10R
(WITH FULL HEIGHT MODESTY
SCREEN IN FRONT OF DESK)



C.01A



LG.02



LG.01



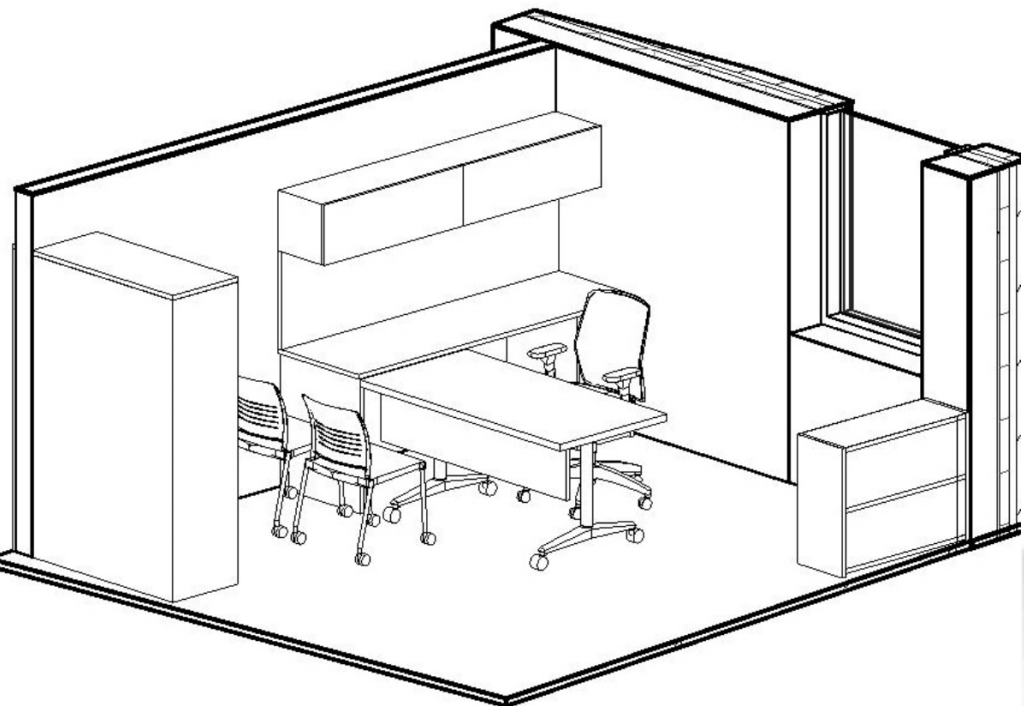
F.04



FM.03

**Reference Guidance Department Overall Layout*

GUIDANCE OFFICE - TYPICAL



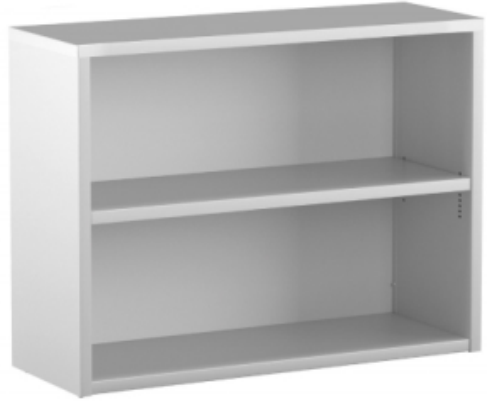
TACKBOARDS BELOW OVERHEAD STORAGE BINS



D.13L & D.13R
(TABLE/DESK W/ LOCKING CASTERS)



FM.03



BC.01



C.01A



F.05 (42" w)
(4) File Drawers +
(1) Binder Shelf



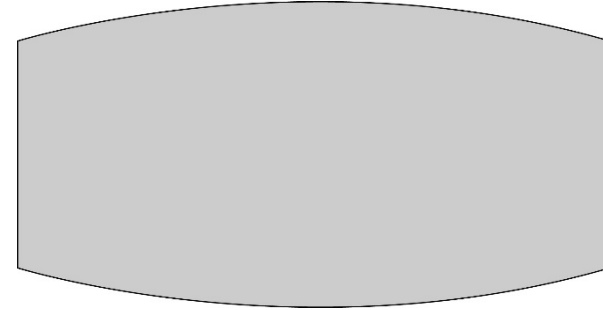
C.14S

GUIDANCE DEPARTMENT CONFERENCE



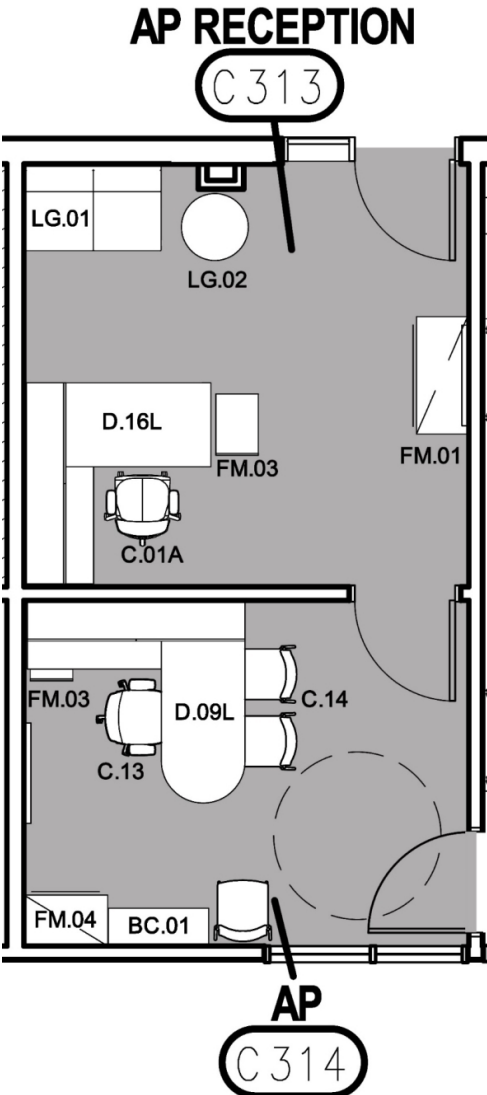
C.14S

T.09
BOAT SHAPED TABLE TOP,
96" L X 48" D AT WIDEST PART
X 36" D AT ENDS)

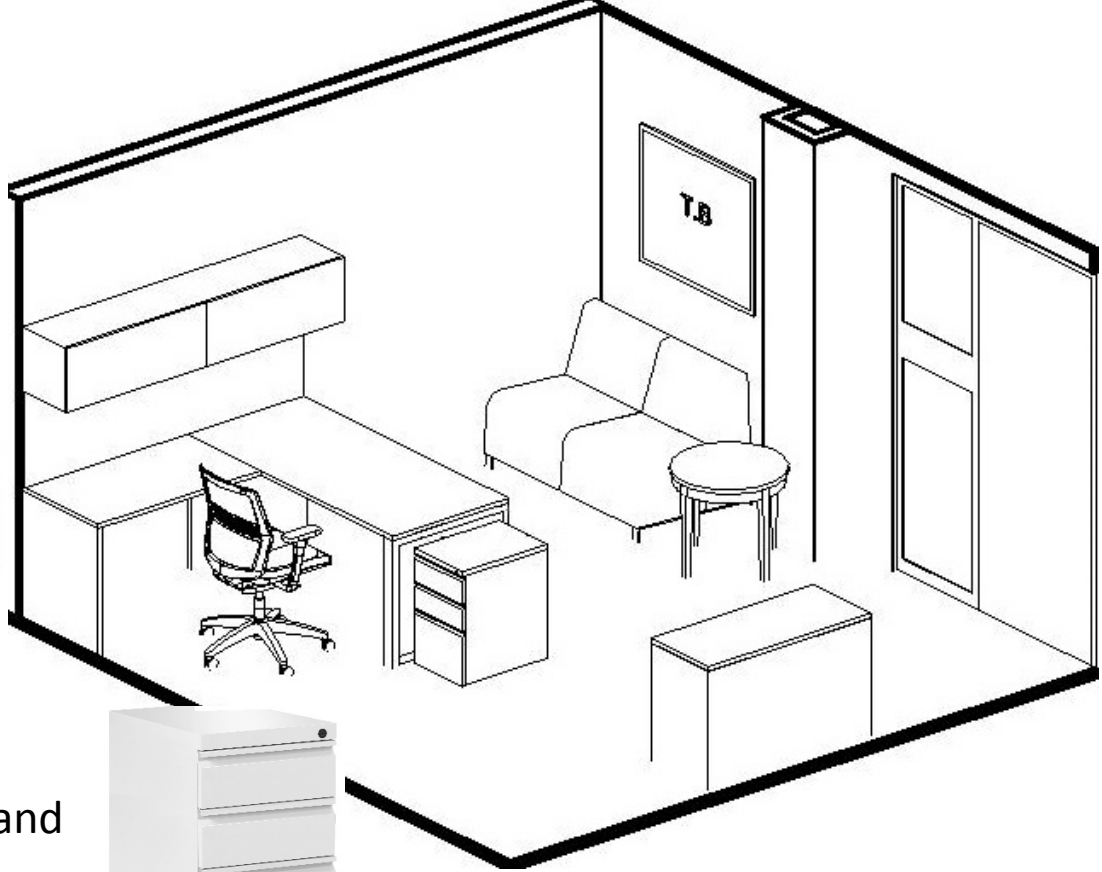


LG.02

AP - ASST. PRINCIPAL'S OFFICE - TYPICAL



D.16L
(SIMILAR, NOT EXACT)



Desk Top Sit/Stand Monitor



FM.03



C.01A



LG.01



LG.02



F.04

AP - ASST. PRINCIPAL'S OFFICE - TYPICAL



D.09L



C.13



C.14



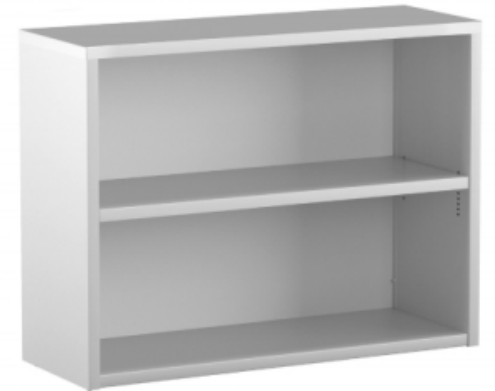
Desk Top
Sit/Stand
Monitor



F.03 (30" w)
(4) File Drawers +
(1) Binder Shelf



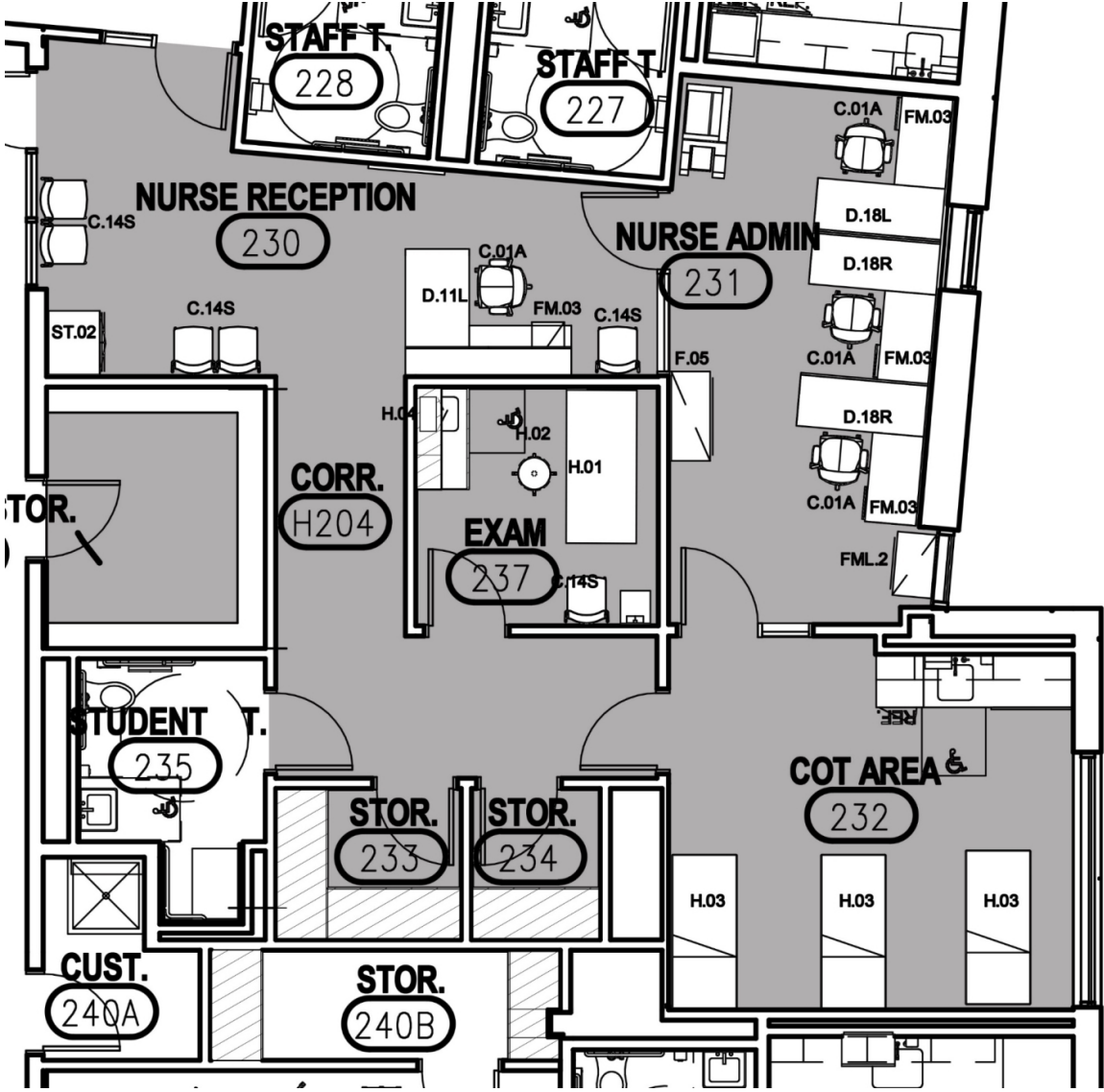
FM.03



BC.01

SCHOOL NURSE

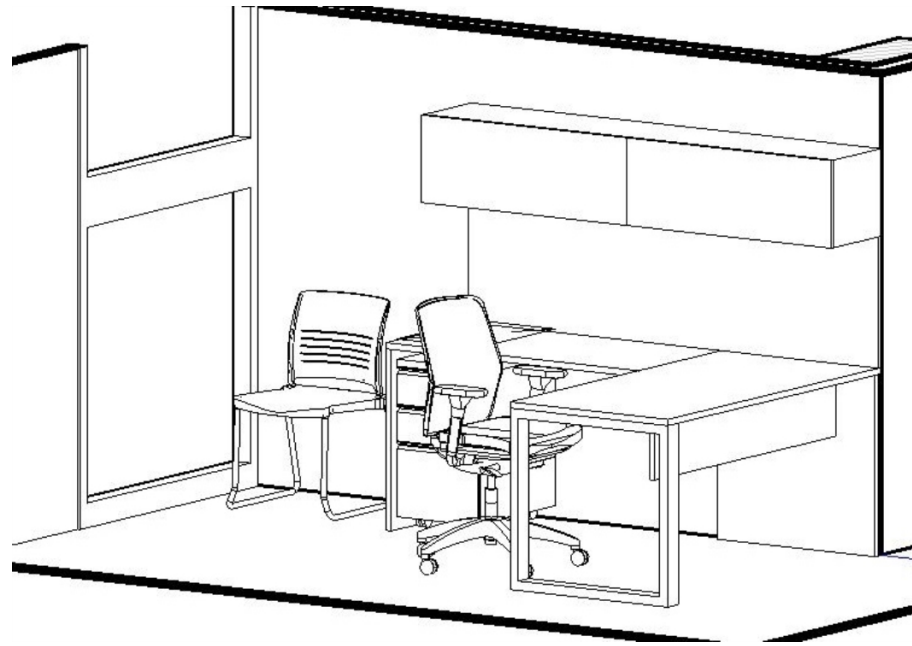
NURSE Furniture Plan



NURSE - RECEPTION



D.11L
Reception Desk
(Similar not Exact)



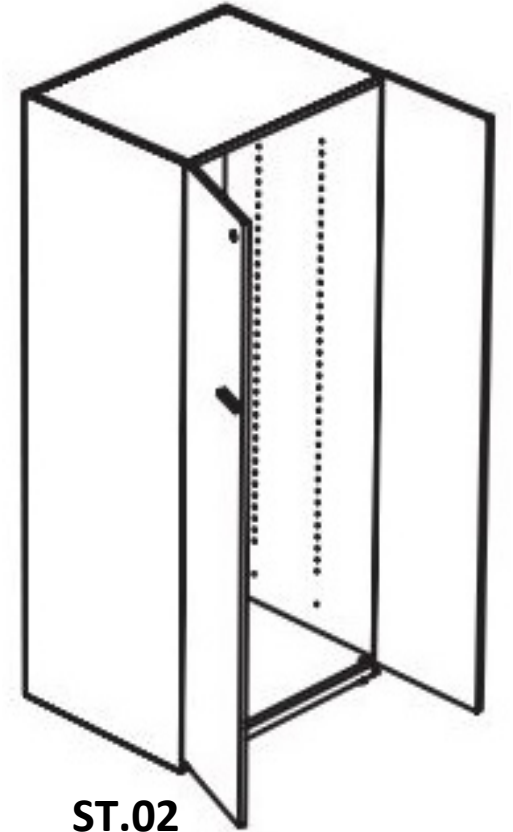
FM.03



C.01A



C.14S



ST.02
Wardrobe Cabinet
with one shelf and
hanger rod



Maple Finish

NURSE ADMIN



OPEN END
PANEL

D.18L & D.18R



F.03



C.01A



FML.2
2-drawer mobile lateral
file cabinet



F.05 (42" w)
(4) File Drawers +
(1) Binder Shelf

NURSE EXAM ROOMS & COT AREA FURNITURE



H.01
EXAM/ TREATMENT TABLE



C.14S



H.05
DIGITAL SCALE



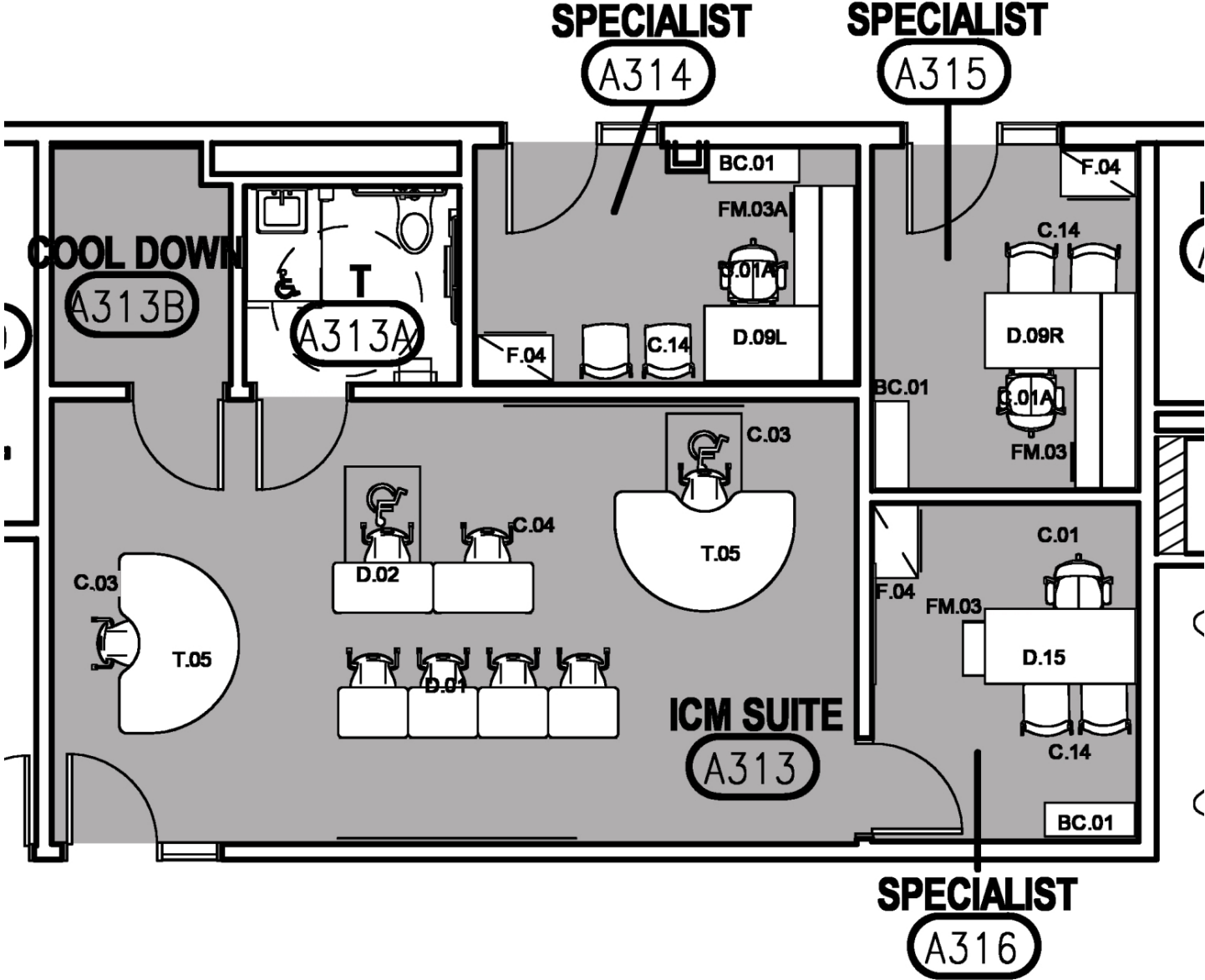
C.15
EXAM STOOL



H.03
RECOVERY COT

INTENSIVE CARE MANAGEMENT (ICM) SUITE

ICM SUITE – FURNITURE PLAN



ICM CLASSROOMS w/in Suites

T.05 Small Group
Work Tables w/
Casters

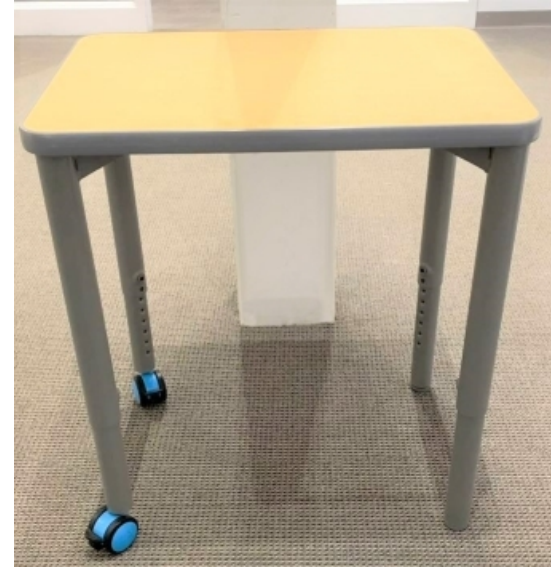


C.04 Student Chair w/



C.01 Teacher's Chair
in Office

D1 & D2 Student Desks w/Casters
20 x 27 & 20 x 40



D.15

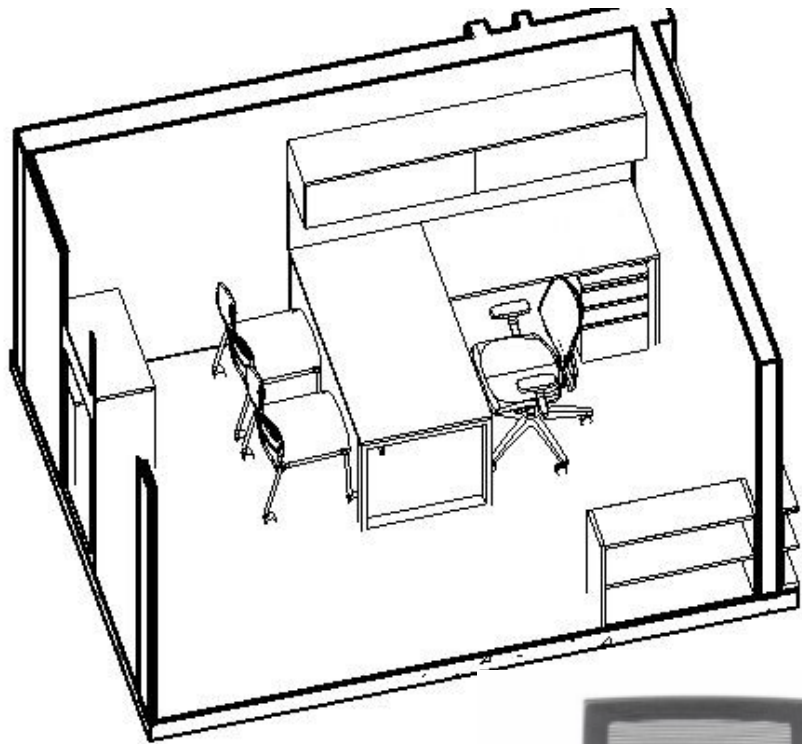


FM.03

C.03



ICM SPECIALIST –Typical Office



See Plan



C.14S



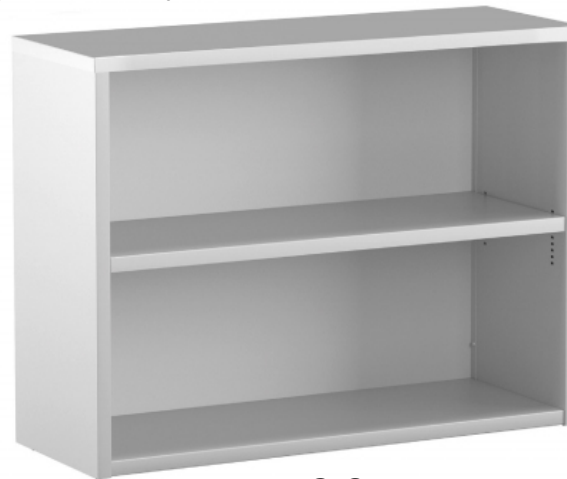
C.01



D.09L & D.09R
(SIMILAR)



FM.03

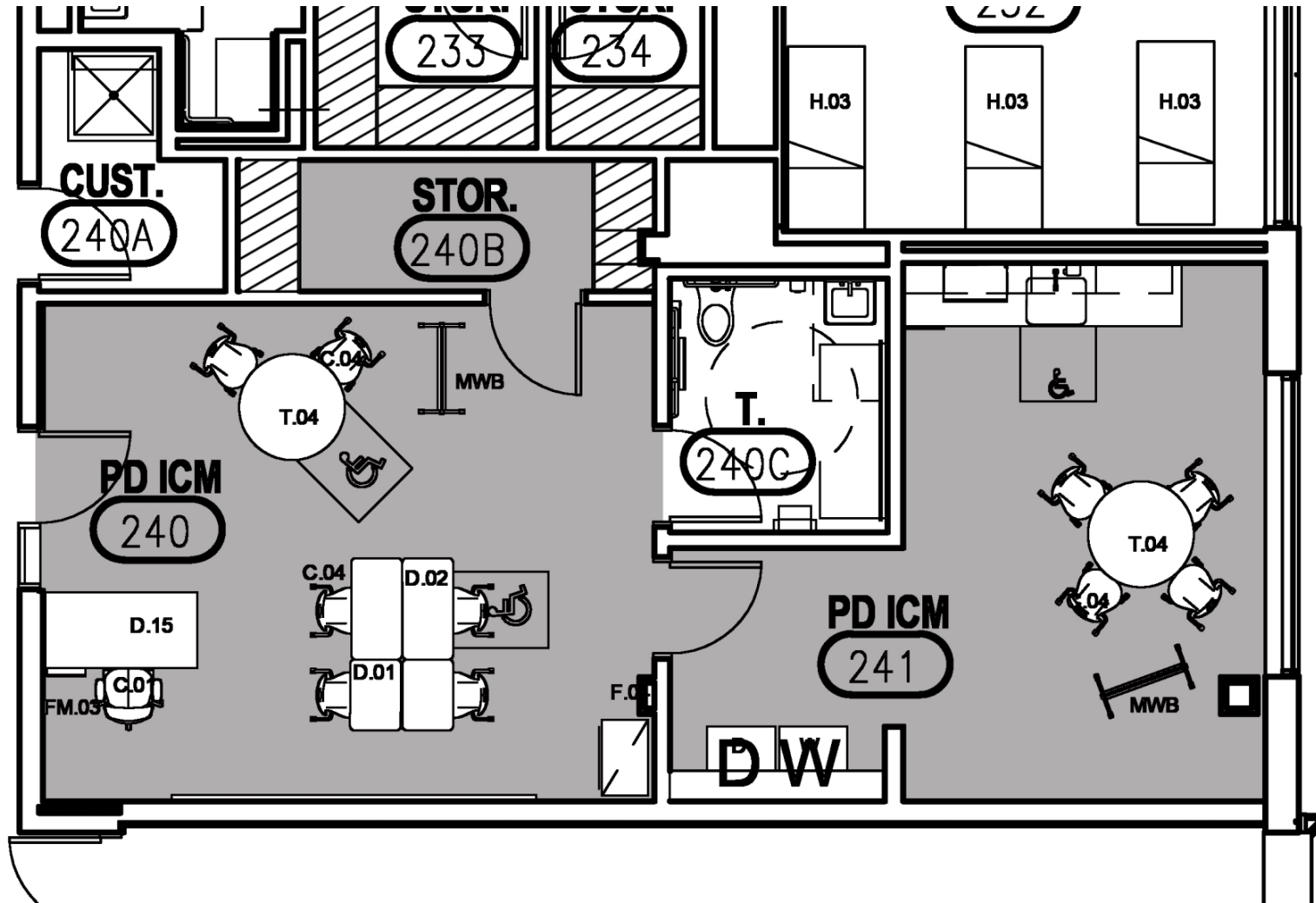


BC.01



F.04

ICM – PHYSICALLY DISABLED

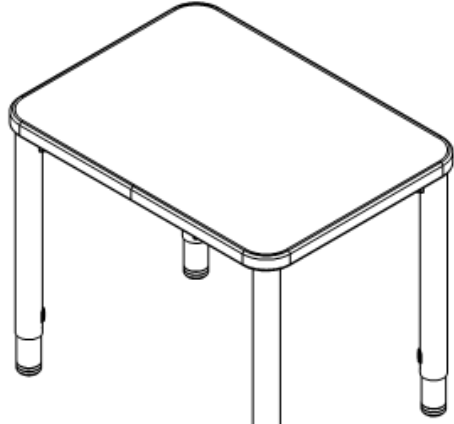


PD -ICM

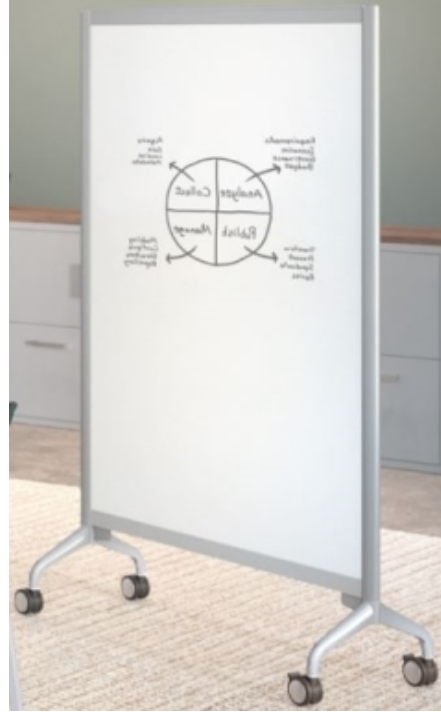


C.04

D1 & D2 Student Desks
w/Casters 20 x 27 & 20 x 40



MWB



T.04



FM.03



F.04



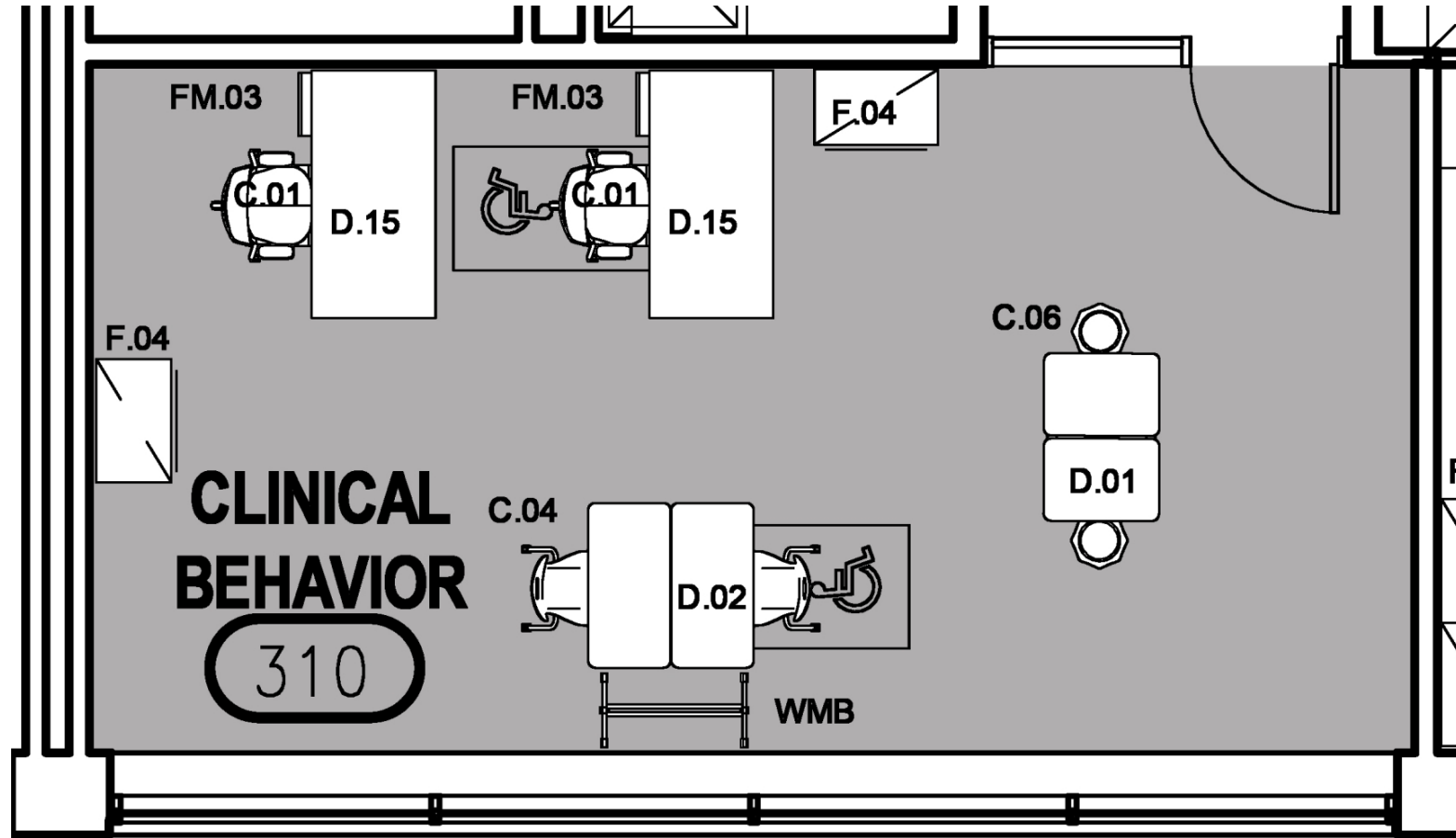
D.15



C.01



CLINICAL BEHAVIOR

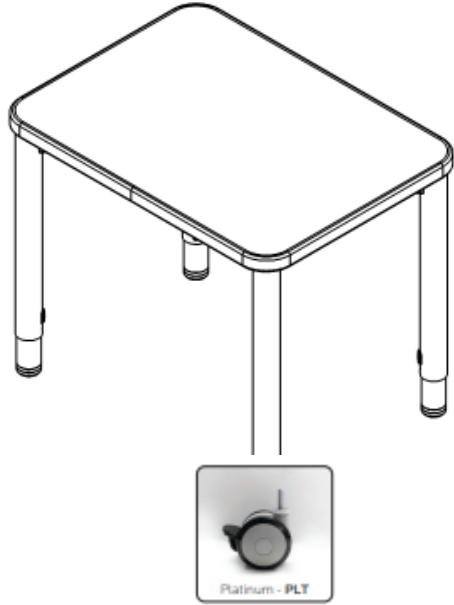


CLINICAL BEHAVIOR

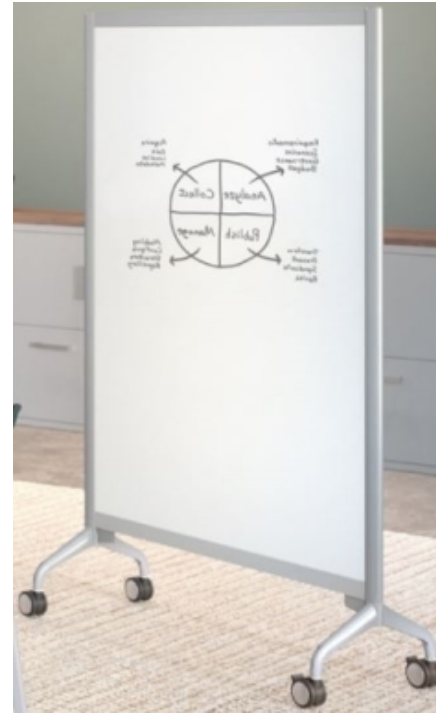
D1 & D2 Student Desks
w/Casters 20 x 27 & 20 x 40



C.04 Student Chair



C.06 Student Stool
Option



MWB



FM.03



F.04

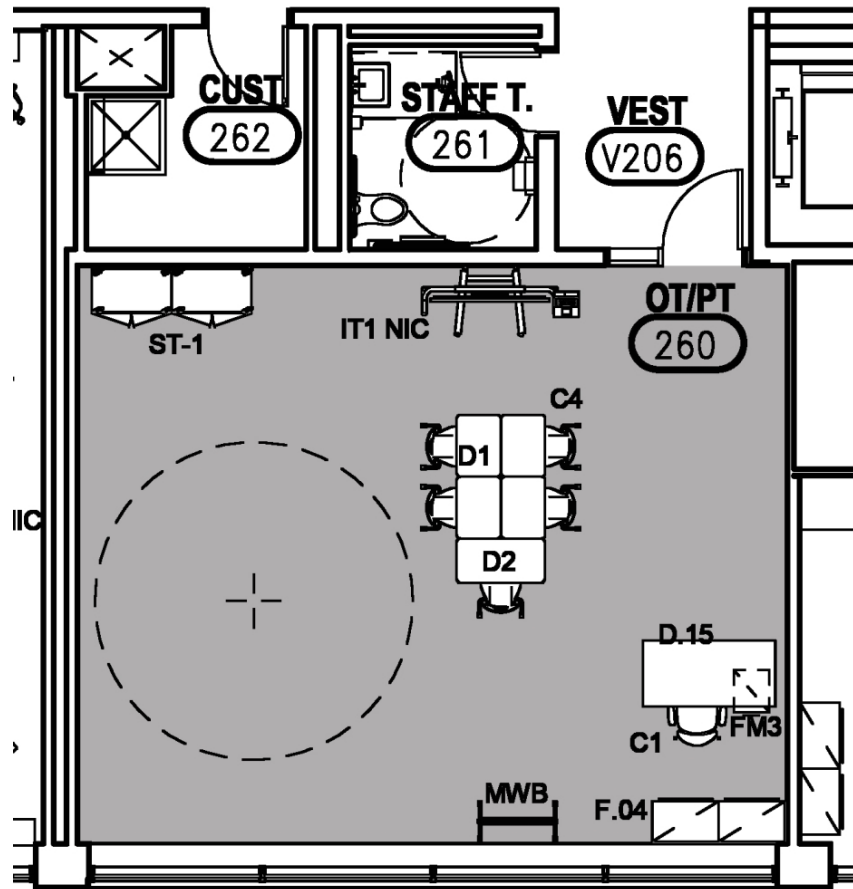


D.15
Teacher's Desk



C.01

OT/PT

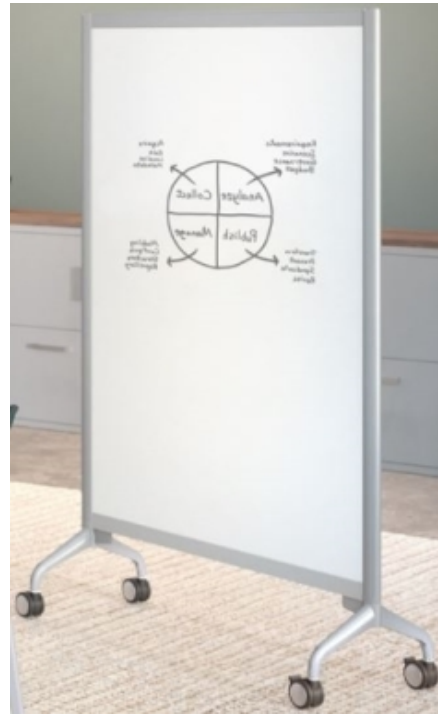
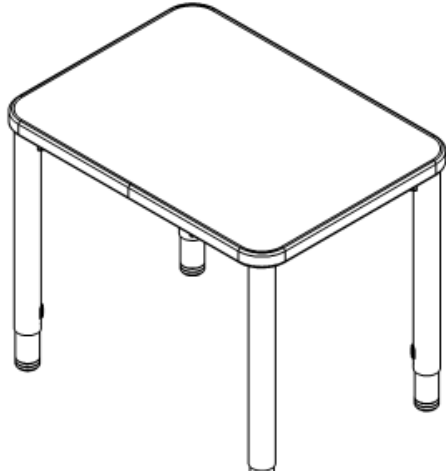


OT/PT Furniture



C.04

D1 & D2 Student Desks
w/Casters 20 x 27 & 20 x 40



MWB



FM.03



ST-1



F.04



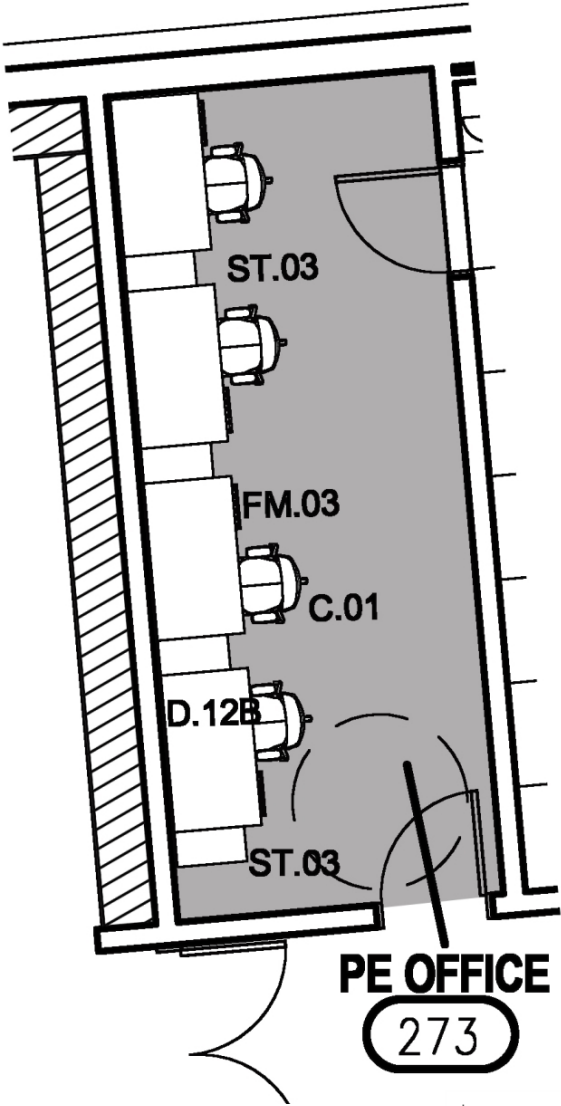
D.15



C.01

P.E. & FITNESS

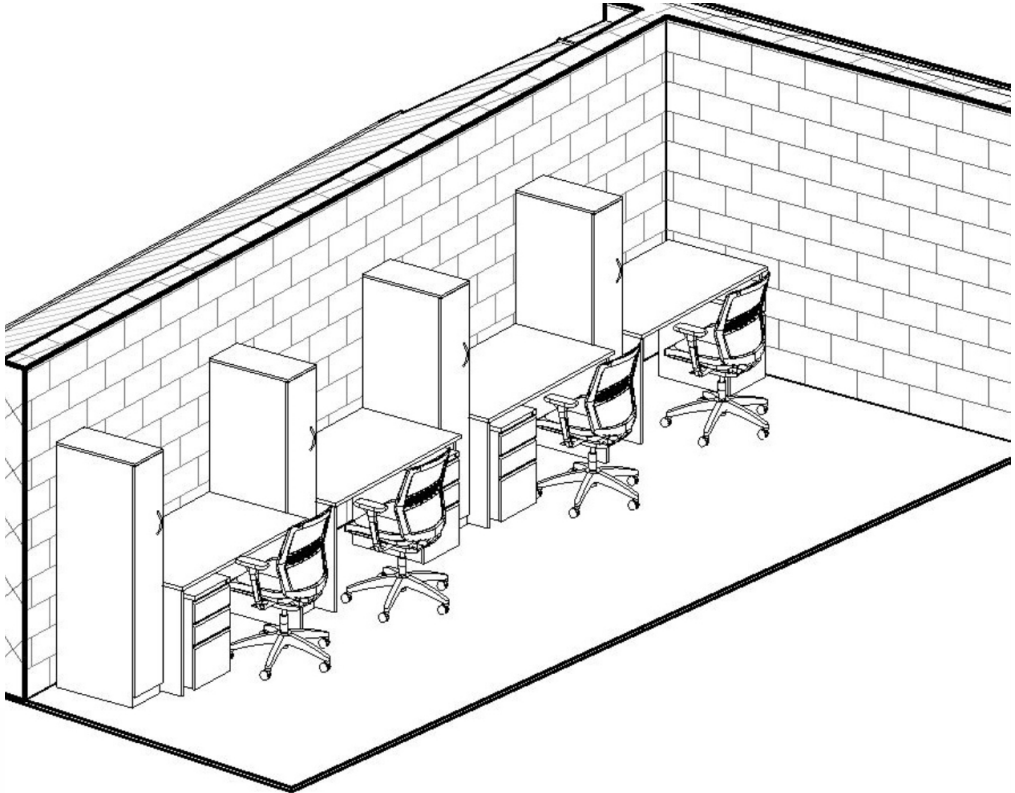
PHYS. ED OFFICES (typical)



ST.03

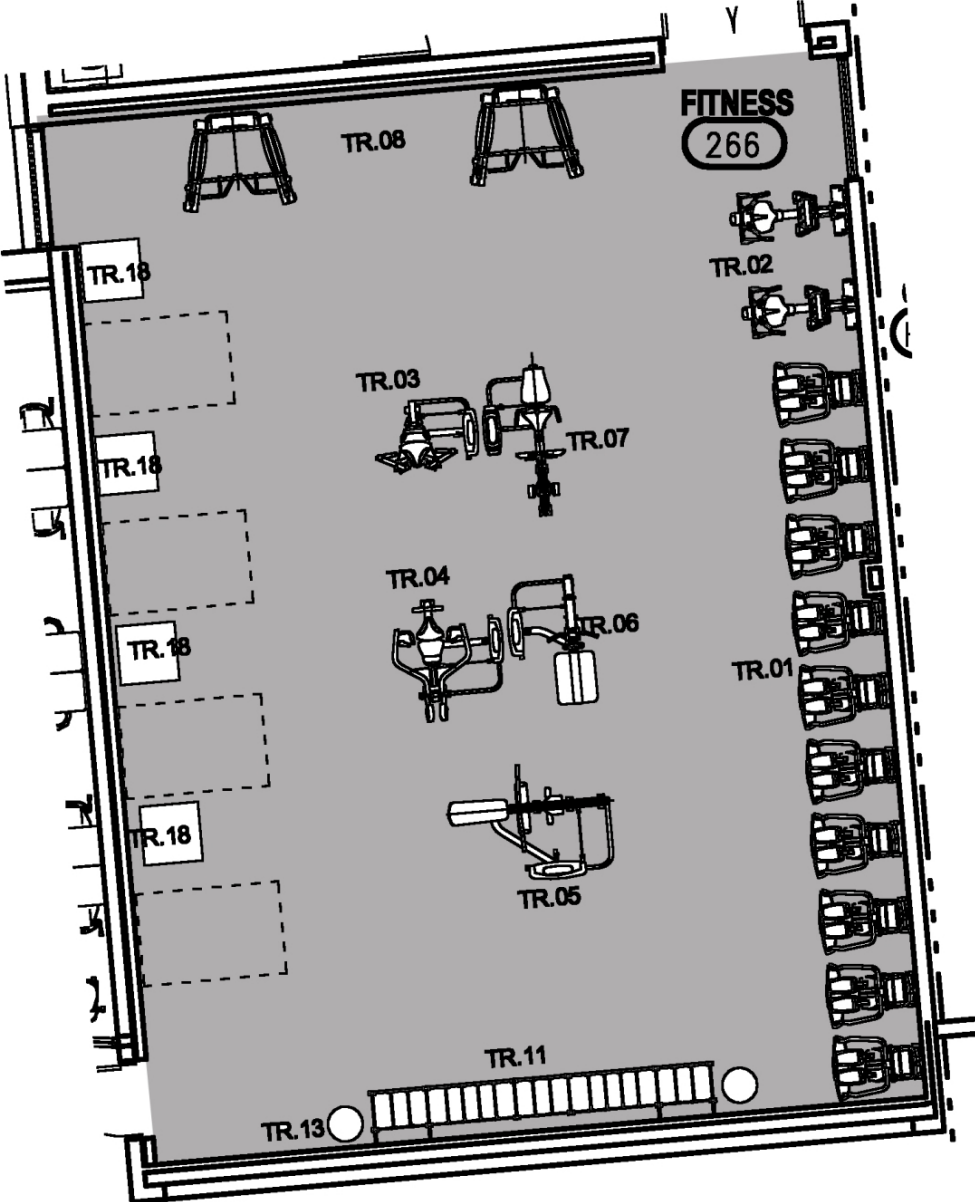


C.01



D.12B & FM.03

Fitness Plan



MATRIX EQUIPMENT

Please reference quote 91120-KIH6Q7 for complete list of items



T.01 Steppers (10)



T.02 Recumbent Cycles (2)



TR.03 Chest Press



TR.04 Shoulder Press



TR.05 Lat Pull &
Seated Row



TR.06 Biceps - Triceps



TR.07 Leg Calf Press



TR.08 Functional Trainers (2)

TR.11 Bump Out Rig



Cast Kettlebells



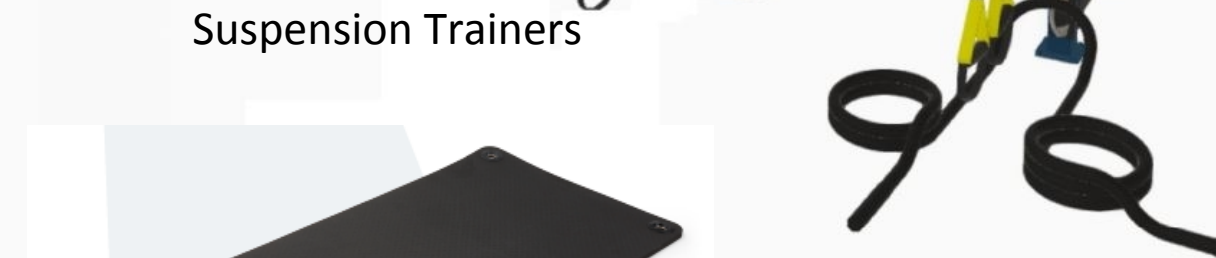
Medicine Balls



Rubber Dumbbells



Suspension Trainers



TR.13 Stability Racks (2) & Burst Balls



Slam Balls



Exercise Mats



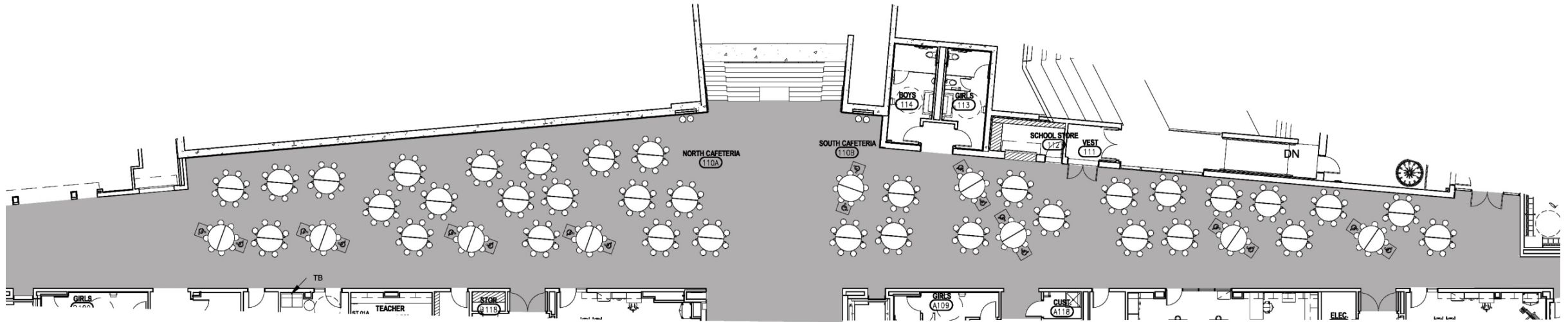
Battle Ropes



TR.18 Tri Ply Boxes (4)



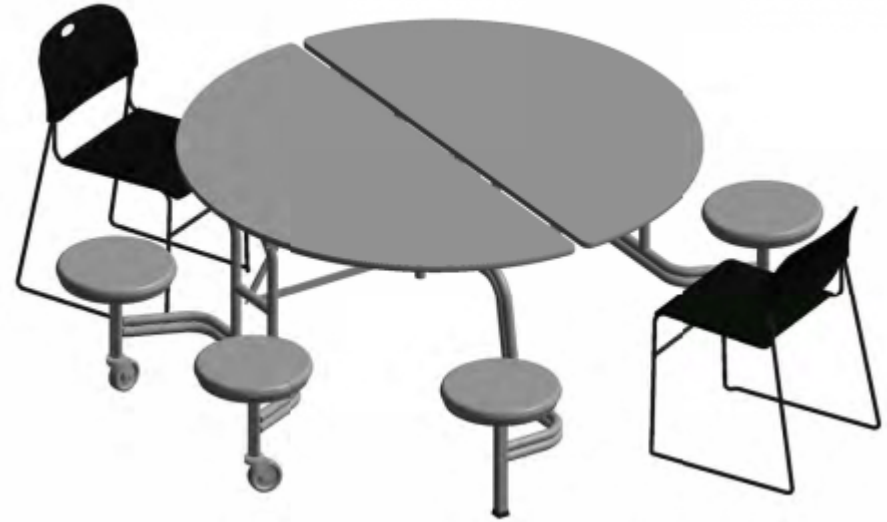
CAFETERIA



CAFETERIA FURNITURE



T.19 Cafeteria Tables
60" Round Top with 8 Stools

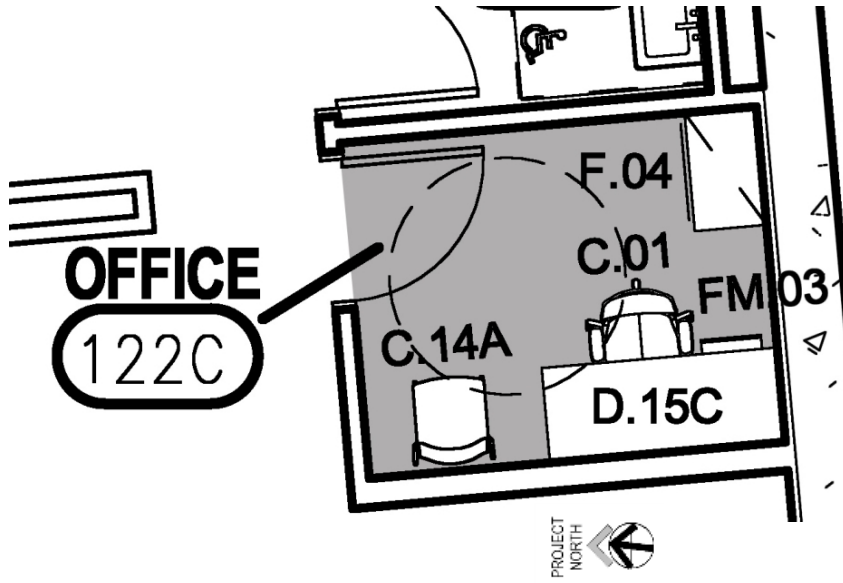


T.19A Cafeteria Tables
ADA allows 2 Wheelchair positions

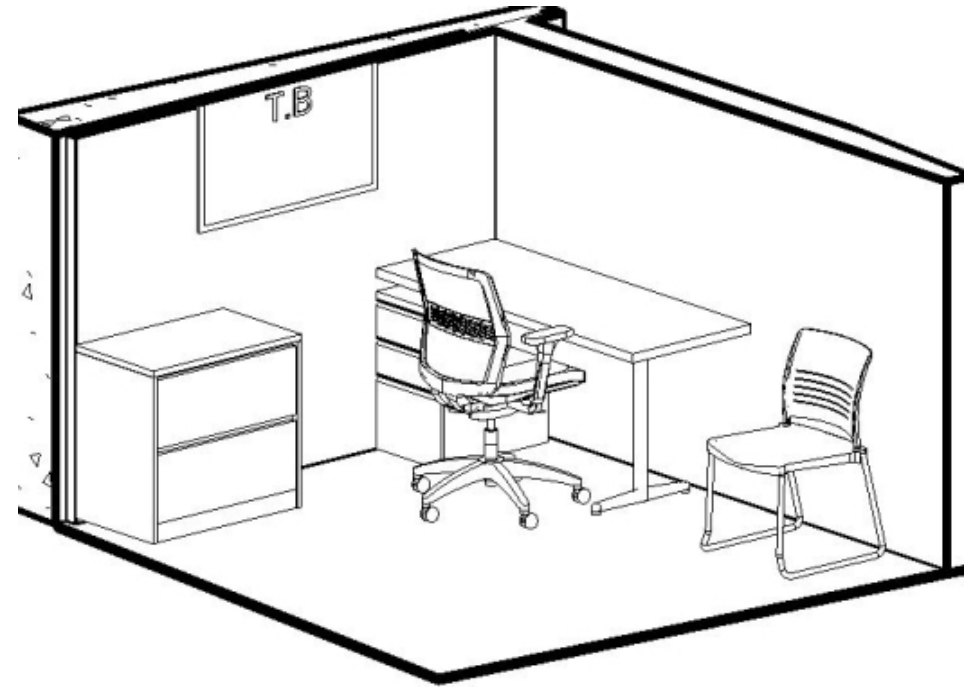


C.04
Chair to use with ADA Table

KITCHEN OFFICE



C.01



D.15C
Similar



C.14S

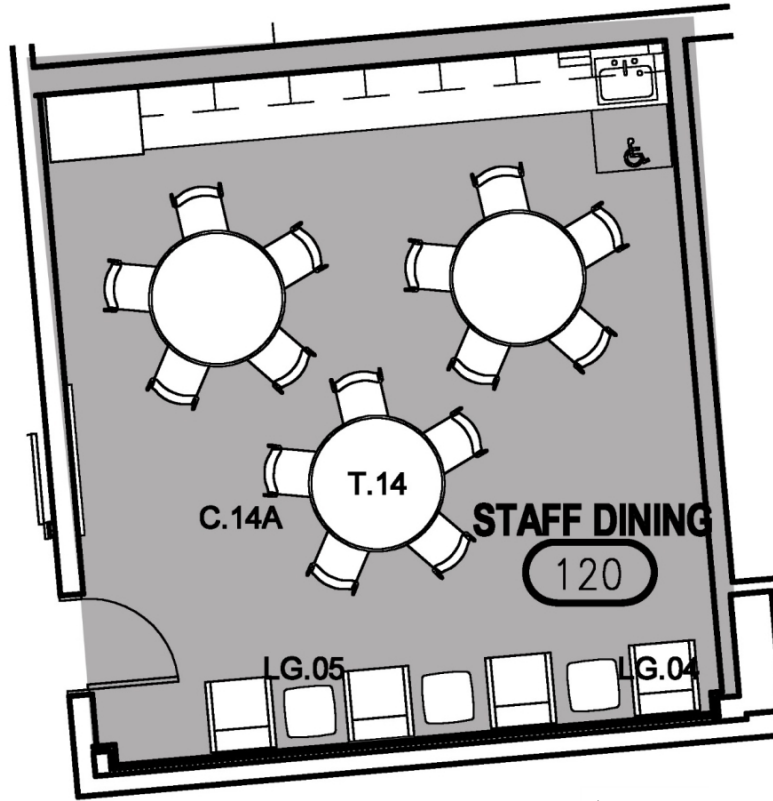


F.04



FM.03

Staff Dining



PROJECT
NORTH



C.14A

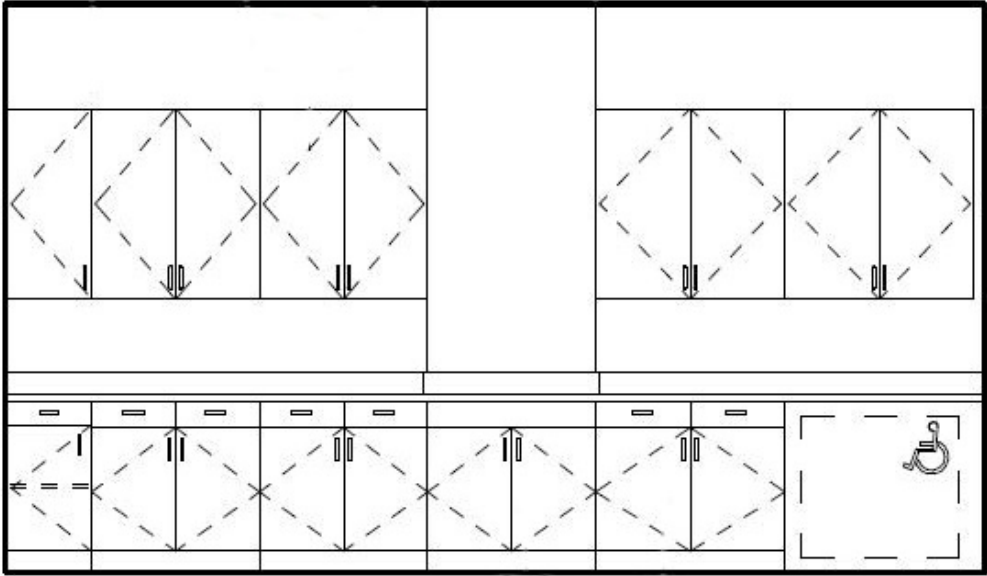
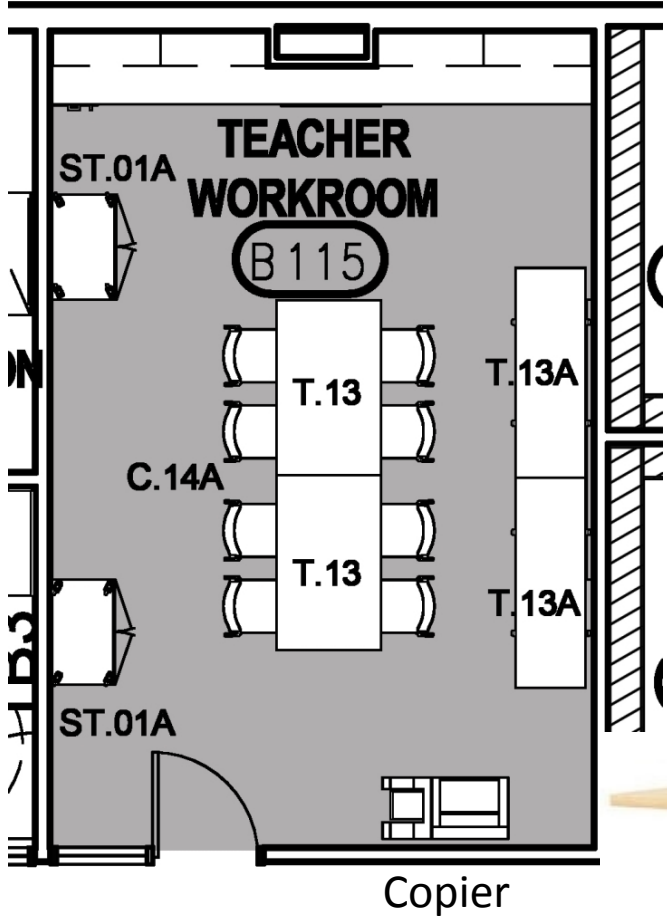


T.14
Dining Table



LG.04 & LG.05
Lounge Chair and Side Table.

Teacher's Workrooms Typical



(EAST WALL CASEWORK ELEVATION)



ST.01



T.13A (72" W X 24" D)



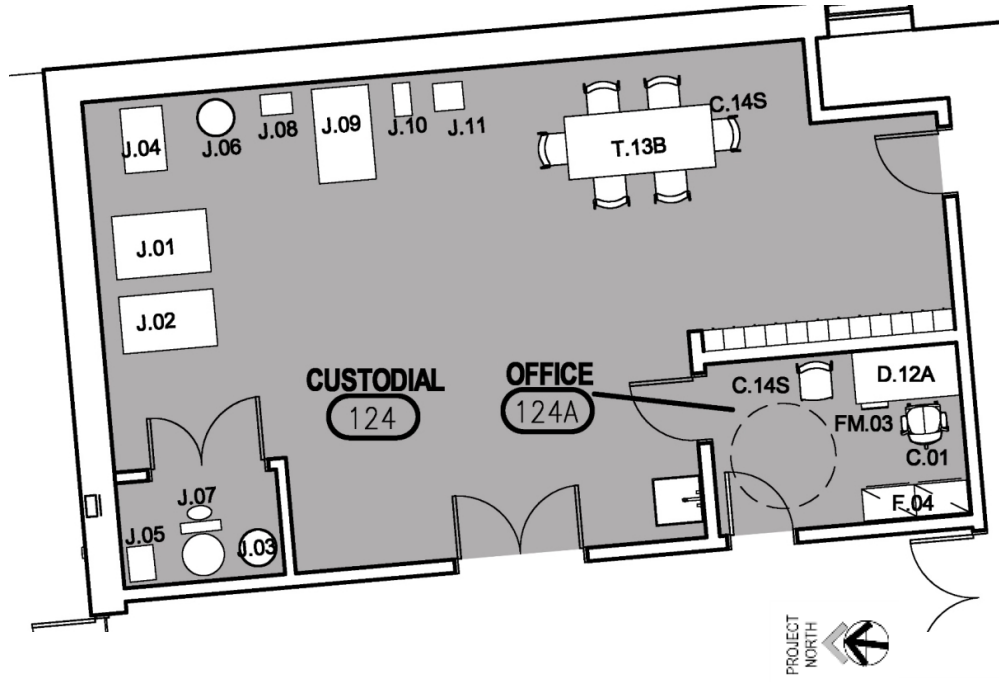
T.13 (60" W X 36" D)



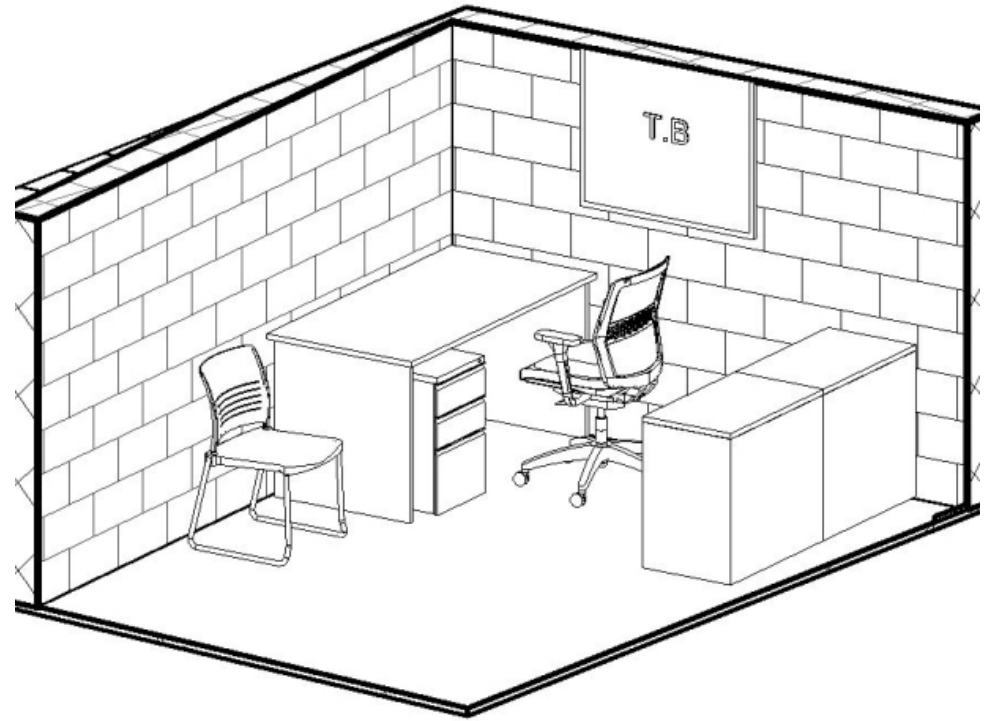
C.14A



CUSTODIAL



C.01



T.13B (84"W X 36"D)



C.14S



F.04



D.12A & FM.03

CUSTODIAL EQUIPMENT

J.01



J.02



J.03



J.04



J.05



J.06



J.07



J.08



J.09



J.10

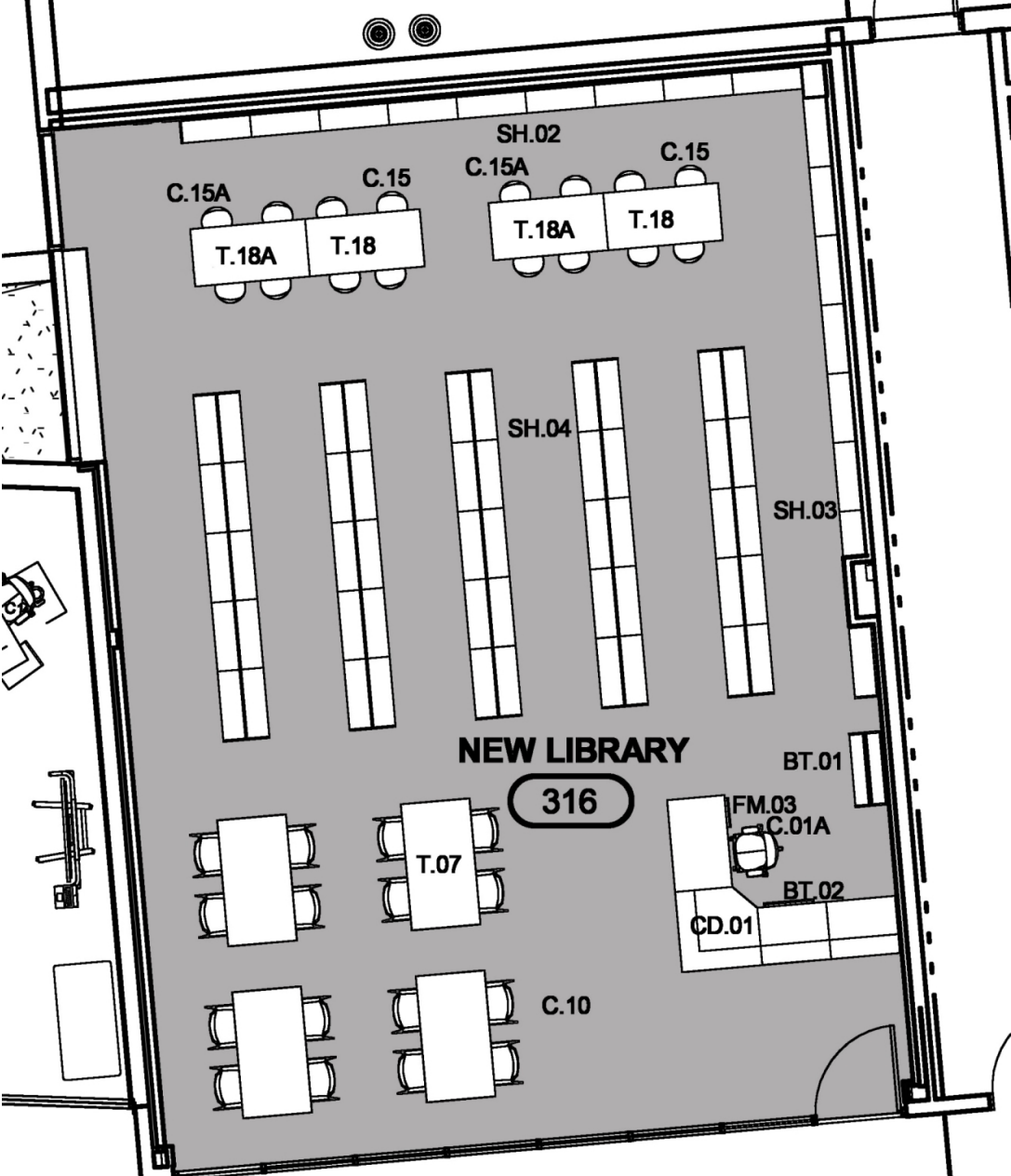


J.11



LIBRARY

LIBRARY FURNITURE PLAN



LIBRARY FURNITURE



T.07



C.10



SH.05

(42" h with 5 shelves, with Maple End Panels and Canopy Tops)

Shelves Count (All shelves 36" w):
 SH.02, 84" H: 9 x 7 = 63 Shelves
 SH.03, 84" H: 7 x 7 = 49 Shelves
 SH.04, 84" H: 1 x 7 = 7 Shelves
 (For Periodicals)
 SH.05, 42" H: 50 x 3 = 150 Shelves
Total Shelves = 269 Shelves



SH.02. SH.03, SH.04
 (84" h, with 7 Shelves, with Maple End Panels)

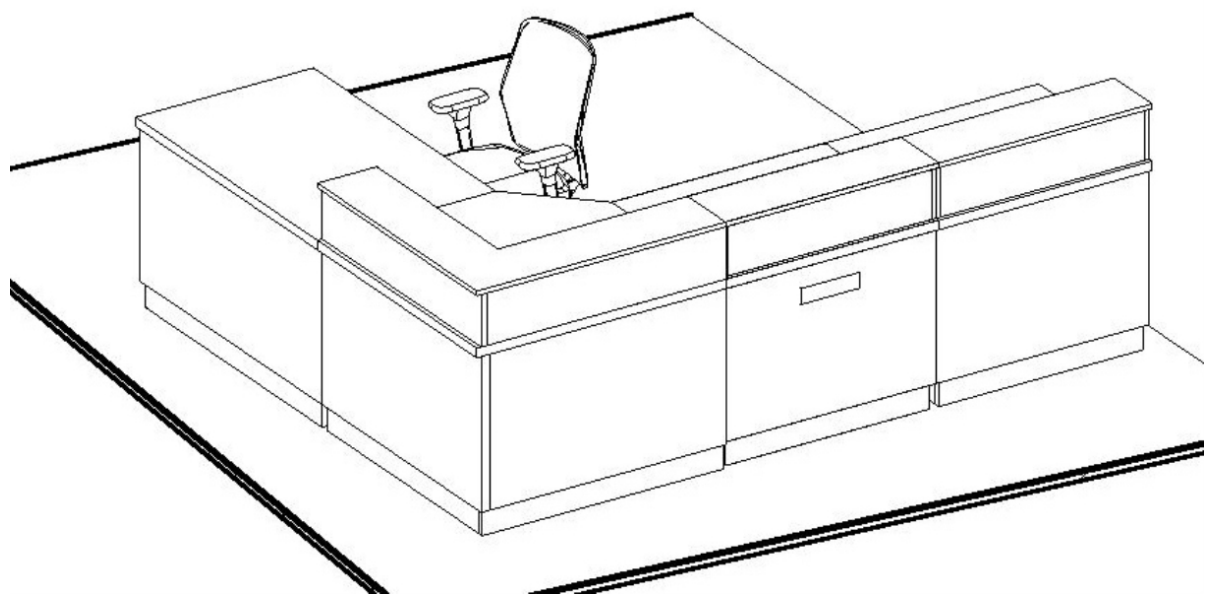


C.15 (Counter height)
C.15A (Desk height)



T.18 (36" H, Counter Height)
T.18A (30" H, Desk & ADA Height)

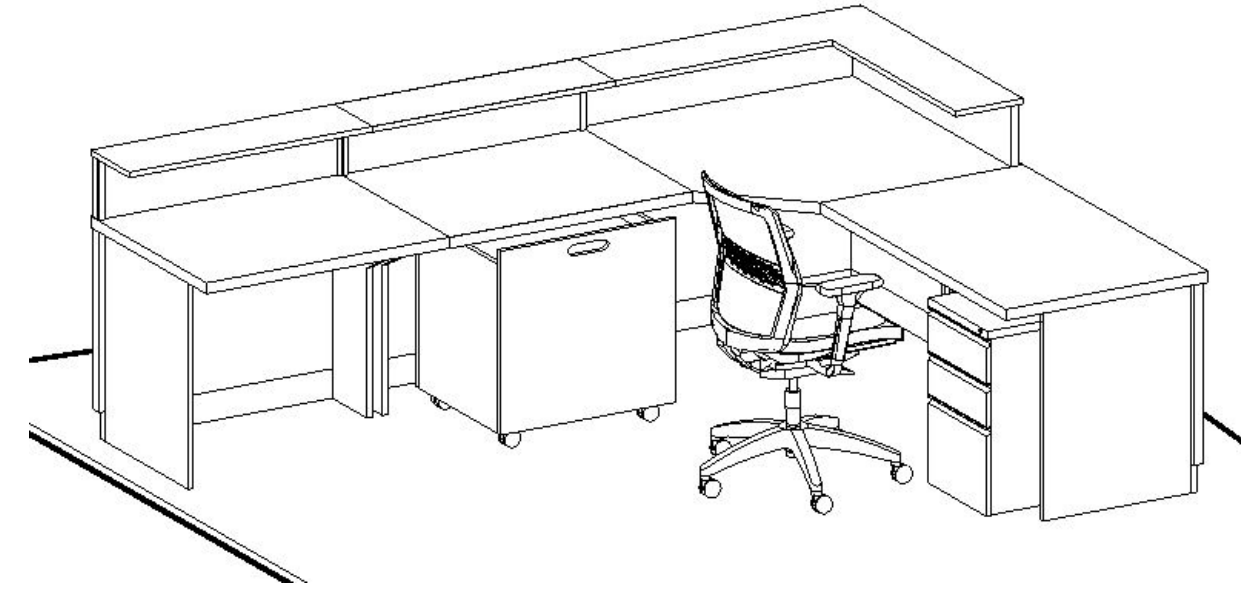
LIBRARY – Circulation Desk



C.01A



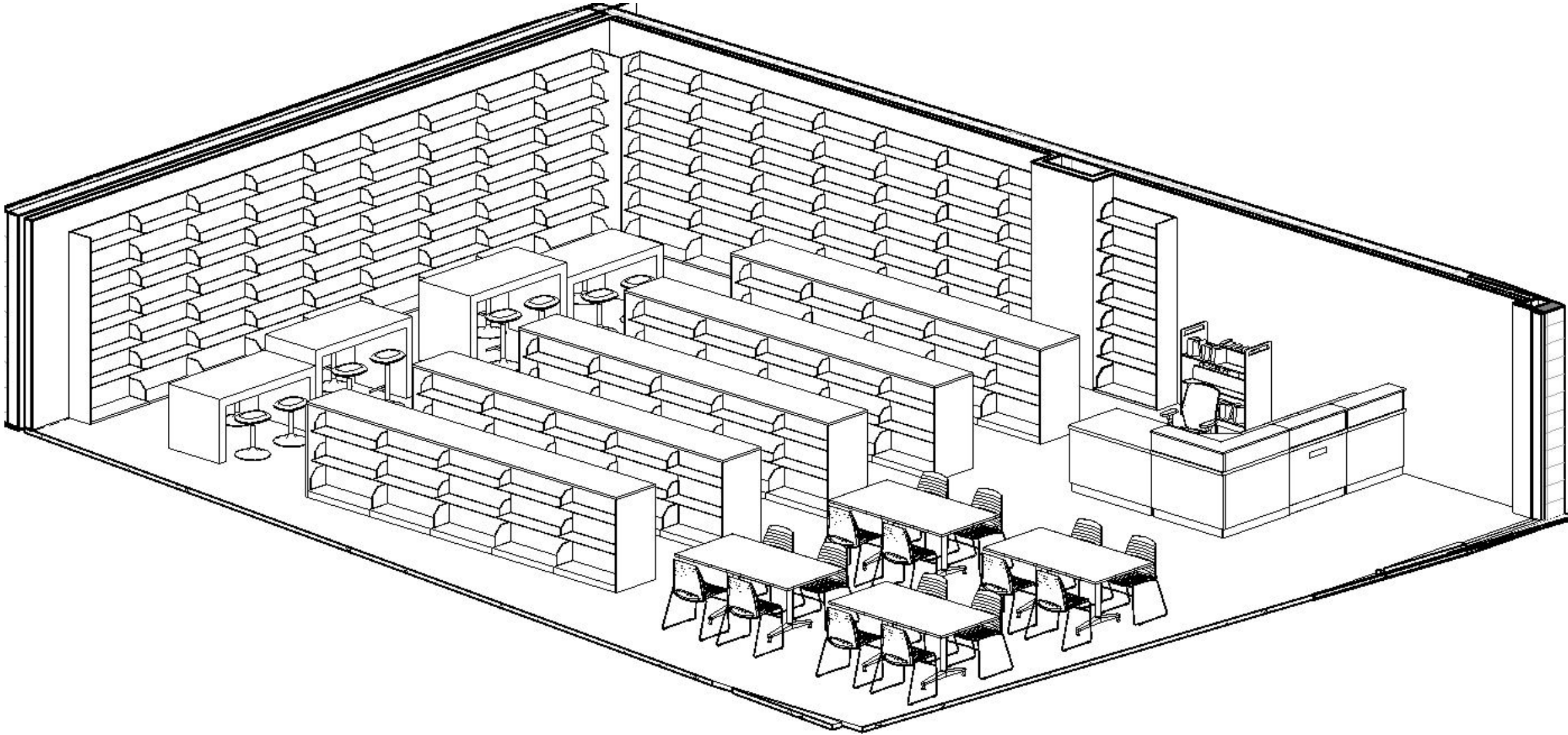
F.03



BT.02
(Depressible Book Cart)



BT.01
(Double-Sided with
Sloping Shelves)



Ineligible & Eligible Cost Estimate Summary

BEMAN MIDDLE SCHOOL
 (Formerly Woodrow Wilson MS)
FF&E
 Middletown, Connecticut
 CT State Project No. 083-0116N

BEMAN MIDDLE SCHOOL
 (Formerly Woodrow Wilson MS)
FF&E
 Middletown, Connecticut
 CT State Project No. 083-0116N

FF&E PHASE 3 - COST ESTIMATE: SUMMARY				
CATEGORY	CATEGORY COST	INELIGIBLE COST	NOT AVAIL THRU CT STATE CONTRACT	NOTES
Allseating	\$ 43,549.00			
AmTab	\$ 69,994.00			Cafeteria
Computer Comforts	\$ 18,597.00			
Custodial	\$ 50,726.00			
Trident \$49,533				
Werner			\$ 600.00	Ladder @ Stage
Dustless			\$ 225.00	Art
Rubbermaid		\$ 370.00		Waste Recepticals
Diversified	\$ 18,193.00			
ERG	\$ 2,386.00			
Files & Storage	\$ 100,938.00			
Steelcase				
Teknion				
Matrix	\$ 58,474.00	\$ 58,474.00		Fitness
Fleetwood	\$ 140,361.00			
Hann	\$ 1,005.00			
Haskell	\$ 40,538.00			
School Health	\$ 2,808.00			
Humanscale	\$ 3,144.00			
JSi	\$ 6,802.00			
KI	\$ 101,539.00			
MJ Industries/ Worden	\$ 28,365.00			Library Shelving
Nevins	\$ 57,310.00			
OFS	\$ 12,193.00			
School Specialty	\$ 20,349.00			
Sit on It	\$ 24,300.00			
Smith System	\$ 412,369.00			
Teknion Admin	\$ 70,065.00			

CATEGORY	CATEGORY COST	INELIGIBLE COST	NOT AVAIL THRU CT STATE CONTRACT	NOTES
VS	\$ 25,587.00			
Wenger	\$ 162,712.00	\$ 9,634.00		Choral Risers
X Contract				
Gopher	\$ 840.00			OT/PT Mats
TOTAL ESTIMATE	\$ 1,473,164.00	\$ 68,478.00	\$ 625.00	

BUDGETED \$ 1,440,000.00
 DIFFERENCE \$ 33,164.00

Waste Receptacles	\$370.00
Fitness Equip.	\$58,474.00
Choral Risers	\$9,634.00
Total Ineligible	\$68,478.00
Total Estimate	\$1,473,164.00
Budgeted	\$1,440,000.00
Difference	\$33,164.00

THE END

MIDDLETOWN BOARD OF EDUCATION
BUDGET COMMITTEE

Minutes

Monday, January 11, 2021, 5:30 PM

Virtual Meeting - Video available at: <https://youtu.be/b2EalQTr9F2>

**BOE Members Present: Sean King (Committee Chair), Deborah Cain (Board Chair), Lisa Loomis
Also Present: Dr. Conner, Chris Bourne, Cheryl Walcott, Janet Calabro, Marco Gaylord, Peter Staye,
Ray Linehan, Vinnie Loffredo (Common Council)**

Called to order 5:36 p.m.

1. Minutes of December 7, 2020

The minutes from the December 7, 2020 meeting were accepted and approved.

2. Cafeteria Services

Janet Calabro presented a report regarding the Cafeteria Fund. The trends regarding expenses exceeding revenues are ongoing, still driven by labor costs. Upcoming February menu changes were highlighted, and we anticipate that the new menus will lead to an increase in participation among students.

3. Finance Report

Chris Bourne and Cheryl Walcott presented a financial report. Certified salaries are slightly over budget, but that gap is expected to close as the year progresses, consistent with prior years. Many teachers have been using significant sick time (COVID related). Substitute salaries still in a surplus, as well as longevity for certified teachers due to retirements. Classified/paraprofessional savings are still due to unfilled positions. The district is also struggling to find adequate nursing coverage. COVID funds will be used to cover the deficit in the home visitor line. The business office is looking at doing a new RFP for workers' comp insurance. Various other surplus lines are available due to COVID (e.g., utility expenses are down due to low building use).

4. Line Item Transfers

Chris B. and Cheryl W. presented the proposed line item transfers. Among the proposed transfers, they highlighted the need to shift PD funds from individual building lines to purchase supplies for remote learning - PD is being funded through district-level budget lines. Other transfers were proposed to cover certain unanticipated COVID-related deficits, such as the telephones, or to shift budgeted funds to a more appropriate budget category (e.g., ministerial alliance)

5. 2021-2022 Budget Update

Dr. Conner provided an update on the 2021-2022 budget development. The budget team is meeting with building leaders to finalize staffing needs, especially at Beman Middle School. They are looking at adding more interventionists as well as balancing some of the existing inequities between some schools. Department level meetings will be held next. Timeline for approving the budget is

anticipated to be: March 2 special meeting, BOE workshop; March 9 regular meeting for BOE to adopt budget; March 15 or 22 for joint BOE/Common Council workshop; mid-April BOE presentation of budget to Common Council

6. Budget Committee 2021-2022 Meeting Schedule

The proposed meeting schedule for the Budget Committee for 2021 was reviewed and approved.

7. Other Items

No other items were discussed

Adjourn 6:23 p.m.

Respectfully submitted,

Sean King, Budget Committee Chair

**MIDDLETOWN BOARD OF EDUCATION
CURRICULUM COMMITTEE**

February 4, 2021

Zoom

5:36 PM

<p><u>Board of Education Committee Members Present</u> Lisa Loomis, Chair</p>	<p><u>Also Present</u> Dr. Michael Conner, Superintendent Dr. Magda Parvey, Chief Academic Officer Michael Skott, Director of Technology Marco Gaylord, Director of Operations Laura Morello, Community Member Sheila Daniels, Community Member Colleen Weiner, MHS Principal LuAnn Malik, Secondary Math Coach Rich Cordaway, Secondary Math Supervisor Sonja Charpentier, Secondary Math Coach Andres Alphonso, World Language Department Head</p>
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Highlights of Meeting:

1. NEASC (Ms. Weiner)
 - New England Association of Schools and Colleges - accreditation organization. Accreditation reviewed every 10 years.
 - Process: Self-study by all faculty and students & parents surveyed (started 2019), Review of artifacts by team, Recommendations
 - Staff voted on top 5 priority areas for improvement (spring 2020)
 - Currently developing "Vision of the Graduate"
 - Collaborative COnference (initial) visit April 2021 - evaluate whether foundational standards are met or not
 - Final visit '22-'23 school year
 - Ms. Weiner will present to BOE during March regular meeting

2. Algebra 1 (Mr. Cordaway)
 - Currently 2 levels of Algebra 1 (honors & college prep). Same curriculum and standards
 - Proposal: next have Algebra 1 (1 level)
 - Research indicates mixed-level classes improve student achievement
 - Illustrative Math curriculum provides appropriate differentiation and scaffolding
 - De-leveling aligned with more equitable practices
 - No other content area courses in 9th grade are leveled
 - Algebra 1 teachers for next year have been identified and are now being trained by secondary math coaches who are themselves teaching Algebra 1 to 8th graders who are ready for it

- Request that approval be action item for February BOE regular meeting
3. Italian 3 Course Proposal (Mr. Alphonso)
- Next course in sequence for students to continue study of Italian
 - No additional staff necessary, only money needed for materials
 - Request that approval be action item for February BOE regular meeting

The meeting adjourned at 6:25 PM
The next meeting will be March 4, 2021
Via Zoom

Respectfully submitted,
Lisa Loomis,
Curriculum Committee Chair

Middletown Public Schools -Board of Education

BOE Facilities Committee Meeting Minutes

Wednesday, January 20, 2021 at 5:30 PM

The meeting was held over Zoom and streamed on YouTube.
Chairperson Deborah Cain called the meeting to order at 5:32 PM.

Present: Deborah Cain (Chairperson), Peter Staye, Sean King, Marco Gaylord, John Giuliano, Dan Penney, Vinnie Lofreddo – Community Member, Jonathan Polino, David Bauer, Mike Skott from BOE IT and Committee Secretary Leslie Spatola.

I. Introductions

II. Review of the December 16, 2020 Meeting Minutes

Chairperson Cain made a motion to accept the minutes as presented and was seconded by Mr. King. Motion was approved unanimously.

III. Update of Macdonough School Enrollment Study

Mr. Gaylord, Chief of Operations & Security is waiting for the completed study report by Malone & McBroom.

IV. Update of the 21/22 Plan of Capital Projects for 21/22

Mr. Staye has sent out the final format for the coming fiscal year. Some additions, such as paving the parking lot at 310 Hunting Hill (Annex) need to be added. Ms. Cain commented the photos on the report were very helpful in the explanation of each project. Mr. Lofreddo suggested that additional information about grant funds would be helpful where a project is eligible for grant funding.

Mr. Staye spoke about the metal roof panels with fiberglass skylight inserts above the gym at the High School (project 200) that will need to be replaced as they are leaking. New panels will not have the fiberglass inserts. The estimate of that project is just under \$90k. Mr. King asked if we can get any reimbursements from the State. Mr. Staye believed that there will be grants for the Farm Hill and Snow School roofs, but the High School roof would not be eligible for a state grant.

Mr. Lofreddo stated that any project that is over \$500k would require a building committee, assuming the City would bond a portion of these projects. Mr. Gaylord said it is part of the Capital plan that looks forward over five years and suggested that there be a meeting between Mr. Lofreddo, Mr. Staye, Mr. Erlacher, the Mayor and himself to discuss the proper way to move forward. Mr. Staye suggested that perhaps the Facilities Committee could meet the criteria of a building committee for the project. Natalie Forbes and Christine Bourne may have already had discussions with the City about these roofing replacements. Roofs at Wesley and Bielefield Schools will be candidates for the replacing in 22/23. The Farm Hill & Snow School roofs are planned to bid this spring and replaced this summer

V. Review of Ed Specs and RFP for Roof Replacements at Snow and Farm Hill Schools

The existing roof at Farm Hill is asphalt shingles over hip style roofs. The roof at Snow School a combination of asphalt shingles over shed style roofs and Built Up / Modified Bitumen over flat roofs. Both are over 20 years old. All new roofing will be rated for a 30-year life. Flat roofs will be EPDM. State funds for roofs are up to 30-years. The educational spec is needed by the State and describes the educational value of the roof. The RFP explains what the architect is expected to do along with the procedures of completing state forms for obtaining the grant(s). An scoring criteria is included for the committee to follow when the proposals are received (see page 7 on RFP #2021-01) and reviewed to make the final selection. The State requires this to be advertised through the State portal as well as in the Middletown Press and our website.

VI. Status of the Beman Middle School Construction

Mr. Staye informed the committee that the project is ahead of schedule and moving along well with almost all of the windows installed, cabinetry and bathroom tiling being installed and ceilings with final light fixtures being installed in painted classrooms the north and center sections of the building. The inventory of furniture is complete and items not fit for reuse in other schools will be shipped to schools overseas as it is less expensive than disposing of it. Mr. Gaylord is having Patrick Roino, a well-known artist and alumni who did the mural behind the metro theater, do some artwork at the Beman School. The committee would like to tour the building at its next meeting. The skylights will be made of glass.

VII. Review of Custodial Labor Study – No further discussion, Item may be removed from future agendas.

VIII. Miscellaneous

Mr. Bauer wanted clarification on the building committee that would be formed and stated that the Mayor would need to appoint and approve.

Chairperson Cain made a motion to add two new items which were 1) the approval of the educational spec and 2) the approval of the RFP for roof replacements at the Snow and Farm Hill School. Both items were seconded by Mr. King and approved unanimously.

The meeting adjourned at 6:28 PM by Chairperson Deborah Cain and seconded by Mr. King.

The next BOE Facilities Committee meeting will be on Wednesday, February 17, 2021 at 5:30 PM via Zoom.

Minutes recorded by Leslie A. Spatola,

Leslie A. Spatola

Facilities Committee Recording Secretary

MIDDLETOWN BOARD OF EDUCATION

POLICY COMMITTEE

Meeting Minutes

Tuesday, January 19, 2021

Virtual Meeting 5:30 P.M.

Board of Education Policy Committee Members participating:

Sean King

Lisa Loomis

Also participating:

Michael Conner, Superintendent

Marco Gaylord, Chief of Operations

Mike Skott, Director of Technology

Kathleen Bengtson, Administrative Assistant

Cody Altieri, Administrative Assistant

Colleen Weiner, Principal Middletown High School

Cheryl Gonzales, Principal of Woodrow Wilson Middle School

Colleen Fitzpatrick, Principal of Snow School

Jennifer Cannata, Principal of Moody School

Michele Clay, Community Member

The Virtual Meeting was called to order by Lisa Loomis at 5:33 P.M. She turned the meeting over to Marco Gaylord.

Review the procedure for notifying the Board and the public of new/revised regulations.

Reviewed with Dr. Conner. Marco did review a lot of board meetings from previous years, even before Dr. Conner, for back practice. He did discuss it with our attorneys.

Dr. Conner and the administration will work at revising the regulations. Once that is done, Dr. Conner will give a review at the Board meeting and provide those regulations to the Board. If a discussion is needed about whether there is something missing or abutting against a current policy, that can be done at that time.

We will follow best practices. Four regulations that will be presented at the next meeting.

Policy #1140 – DELETE – Non-School Activities & Public Performance by Students & Distribution of Materials by Students *Attorney's review:* This policy is not mandatory. If the Board would like to maintain the policy, recommend legal review.

This policy was reviewed at the last Policy Committee meeting.

Marco asked Sean King. He felt this document established parameters and wondered about distribution of materials by students. He now is leaning toward the recommendation of counsel. We encourage Dr. Conner and the administration to capture in regulations anything that will be appropriate.

Lisa Loomis agreed with our counsel to delete the policy. All Committee members are in favor. Will report back at the next meeting about the regulations.

The Policy Committee were all in favor and requested this Policy #1140 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #1325 – REVIEW – Advertising & Promotion *Attorney's review:* This policy appears appropriate as written. This policy was also reviewed at the previous Policy Committee Meeting.

Sean questions keeping the language that might be in conflict with the equity policy we just reviewed. Agrees with not using schools to promote, but concerned that cultural and environmental interests might be worthwhile to promote. Marco will discuss with our attorney. Would like to tweak (revise) this policy.

Marco said our attorney said it is fine the way it is, but if Sean King has any cultural and environmental issues that we might want to have it more cleaner, specifically in the first paragraph and then at the end.

Sean said it was his primary concern. He felt it was too broad regarding cultural and environmental issues. We might want to massage the language a little bit. Sean said if certain materials are distributed as educational, but also under cultural and/or environmental issues, do not want to encourage dissent from parents or parent groups.

Marco and Sean will work together on some proposed language. Committee feels fine with them working on the language.

Colleen Weiner said #6 refers specifically to the High School, but questioned that all schools have photography companies coming in to take students photographs for yearbooks and PowerSchool. Wanted it looked into. Sean and Marco will look into it.

Colleen Fitzpatrick also questioned last paragraph, below #6, (It is the responsibility of the Superintendent to evaluate an act on all requests for the acceptance and use of material contributions involving advertising.) Should it be and not an?

The Policy Committee requested this Policy #1325 be brought back to the next Policy Committee Meeting.

Policy #1411 – REVIEW – Law Enforcement Agencies *Attorney's review:* The Board may wish to review this policy. The existing MOU with the police department should be reviewed. The Committee reviewed this policy last meeting.

Marco had sent the Policy Committee information on the 2010 and 2014 MOUs and a draft for a new MOU yesterday, he apologized it did not come sooner. We definitely need a new MOU. The draft gives us control with selecting the SROs in the program, which was not the case in previous years. Marco said we will table this policy for the next meeting, so everyone will have time to review information. Marco feels we have come a long way with the program.

Lisa Loomis needs to be convinced why we should have SROs in school. Since then there have been a lot of studies that have shown SROs in schools lead to more student arrests and haven't had a measurable impact on safety. The 2014 MRO speaks about all the data that has been collected and shared. She said

since her three years being on the BOE, she has not seen any of that data. She wants to see some data that point to the fact that we have increased school safety without some unintended consequences for our black and brown students.

Marco said he has some of that data, which he can provide with redacting students' names. The last year there were very little referrals, and the year before only a dozen or so referrals. He also added the SROs provide a lot of support with any incident involving violence. They break down those barriers and provide positive relationships. He likes the idea of a survey to get the student voice.

Colleen Weiner does agree with Lisa, she would like to see our data, and believes it would benefit everyone. She is very fortunate to have the SROs, they support her team very well and have a very cooperative relationship with the students. They go into classrooms and speak. They play a bigger role than what is detailed in the MRO. They are an integral part of our safety team at the school. Agrees we need more time to review the MRO documents.

Dr Conner asked whether we have heard the students' views on having the SROs in the school?

Michele Clay agrees. Feels we should have a clear cut policy -- when do you call the SRO?

Colleen Weiner wants everyone on the same page -Need to distinguish the difference between Campus Security Officer (regular security - no badges hired by BOE) versus a School Resource Officer (police officers assigned at a school hired by the City).Marco said the SROs get their direction from the school administrators.

Cheryl Gonzales said it is a little bit different in middle school, our children are younger. Today, we had two incidents that we would call for support for a student. Situation where the police officer was supporting the student and to assist. We are cognisant to the fact that we do not want SROs as disciplinarians or to find reasons for arrests. They definitely follow our direction, they have done wellness checks for different students. We do need to get the students' voice.

Dr. Conner said we are not minimizing the job our SROs are doing. Nothing against the Middletown Police Department. We just have to look at a different element of the extensive research that has been done around black and brown students having a level of trauma upon seeing uniformed officers' presence. We have to be able to explore this and look at all parameters. We need to look at the data to make a holistic decision in regard to this new element of trauma in our schools.

Dr. Conner said speaking with parents, especially black and brown, and how they are having the talk on how to interact with the police at a much earlier age.

Marco gave a recap of SROs. Total of 6 SROs that come out of the City budget not our District budget:

- 2 at the high school. (one of the SROs takes care of Keigwin and the other also takes care of Lawrence School - because of how close the schools are)
- 1 at middle school
- 3 assigned to elementary schools (most have two schools)

Campus Security Officers:

- 6 (2 positions unfilled) at the High School
- 2 at the middle school (1 now, 1 joining-in budget)

How do you measure it at an elementary level? Colleen Fitzpatrick said when the SROs were placed into the elementary schools, they utilized them as part of our school community. One did lunch bunches and then went into training to become a mentor. Called during Covid to reach out to his mentee to check on the student. Coordinate with evacuations. Amazing in reaching out to other resources. Administrators created what they wanted our students and parents to see. They have been a wonderful resource and benefit at the elementary school. Do feel the students do not fear them, but want the survey to see what the students feel.

Dr. Lisa Loomis looks forward to the discussion, after we have received the results of the survey. Marco, Lisa Loomis and Cheryl Gonzalez will join the subcommittee and work on the survey. In it, we must distinguish the difference between Campus Security Officers and SROs.

Marco said next year looking at hallway monitoring, another aspect of school safety and security.

Dr. Conner said we need extensive discussions, research, and get the community and students' voice. To support this work, he can speak to Dan Domenech of the AASA (American Association of School Administrators), and Anna Maria Chavez, CEO of the NSBA (National School Board Association) to ask what are some of the topics going around school boards. When he receives that information, Dr. Conner will forward it to the subcommittee.

The Policy Committee requested this Policy #1411 be brought back to the Policy Committee for further review.

Policy #2100 – DELETE – Administrative Staff Organizations *Attorney's review:* This policy is unnecessary and may be repealed.

No responses received.

The Policy Committee requested this Policy #2100 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #2112 – REVIEW – Professional Development *Attorney's review:* This policy is not necessary and may be repealed.

No comments received.

Sean does have a comment from the Board Retreat last weekend. Fulfilling our duty as a Board, we might want to consider maintaining it with some language that addresses aligning through professional development with SOP goals.

Dr. Conner feels we should be underpinning SOP goals in alignment with policy. He asked Marco to forward Gwen some context to reference out of McAdam's book so that she will be able to add that language about restructuring policies specifically around the SOP, so there is some level setting when we actually develop the policy. When we are restructuring policies, everything should be aligned specifically around the SOP, including the language about professional learning and our value propositions that we set within the SOP.

Marco will work with our attorney and Dr. Conner to address keeping the policy and tweaking the language to develop it specifically around our SOP and the vision.

Any additional comments from Administrators, should be forwarded to Marco.

The Policy Committee requested this Policy #2112 be brought back to the Policy Committee for further review.

Policy #2121 – DELETE – Lines of Responsibility *Attorney's review:* This policy is not necessary and may be repealed.

No comments received.

The Policy Committee requested this Policy #2121 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #2130 – DELETE – Job Descriptions *Attorney's review:* This policy is not necessary and may be repealed.

No comments received.

Dr. Lisa Loomis feels more under purview of Superintendent instead of BOE.

The Policy Committee requested this Policy #2130 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #2140 – DELETE – Superintendent of Schools *Attorney's review:* This policy is not necessary and may be repealed.

No comments received.

Dr. Loomis saw no need to keep this policy that restates statutory language.

The Policy Committee requested this Policy #2140 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #2210 – DELETE – Administrative Leeway in Absence of Board of Education Policy
Attorney's review: This policy is not necessary and may be repealed.

No comments received.

Dr. Loomis is fine with deleting this policy.

The Policy Committee requested this Policy #2210 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #2231 –DELETE – Policy and Regulation Systems *Attorney's review:* This policy is not necessary and may be repealed.

No comments received.

The Policy Committee requested this Policy #2231 be brought forward for DELETION to the next Board of Education meeting for its first reading.

Policy #2250 – REVIEW – Monitoring of Product and Process Goals *Attorney's review:* This policy is not necessary and may be repealed.

No comments received.

Sean King views the SOP's progress goals, chart monthly monitoring represents the monitoring of our progress. He likes that tool, and if interpreting correctly feels we need to keep this policy.

Marco asked if we need to tweak it, Sean says not opposed to that, it is probably okay as is.

Dr. Conner wants to reform the policy to align with the SOP. Underpins McAdam's work around reformed policies and ensuring their accountability and progress towards meeting the specific organizational and performance goals and future goals determined by the BOE. That accountability system is there to ensure a level of transparency that the activity sets. Leading towards achieving the specific strategies and goals.

Dr. Loomis is curious why it is not necessary. Feels it is a very fundamental part of the Superintendent's job. Not sure if this is common practice. Dr. Conner said it is not common practice to have a copious monitoring system that outlines even down to the milestones that will be accomplished. Need to be held to very high standards of accountability no matter who is the leader. Adopted from the business model. Memorializing that will be critical to the district. Want to hold future superintendents to the same standard.

Marco will discuss further with our legal counsel.

The Policy Committee requested this Policy #2250 be brought back to the Policy Committee for further review.

Policy #2260 – NEW POLICY – Hold on Destruction of Records (Litigation) *Attorney's review:* Recommend adopting this policy as a best practice to address instances when the district is required to place a hold on the destruction of records in relation to litigation.

Kathy proposed the new number to be #2260.

No comments received.

The Policy Committee requested this NEW POLICY #2260 be brought to the next Board of Education meeting for its first reading.

Policy #2270 – NEW POLICY – Retention of Electronic Records and Information *Attorney's review:* Recommend adopting this policy as a best practice to address retention of records under state law.

Kathy proposed the new number to be #2270.

No comments received.

The Policy Committee requested this NEW POLICY #2270 be brought to the next Board of Education meeting for its first reading.

Policy #2300 – REPLACE – Statement of Ethics for Administration *Attorney's review:* Recommend repeal and replacement with the Model Policy Code of Ethics and move to the 4000 (Personnel) series.

No comments received.

There is OPTIONAL Language referring to specific POLICY. Marco will contact attorney and get Policy #___ and 4000 number with name change to CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY FOR PERSONNEL.

AFTER MEETING, Attorney said: You may just want to leave out the optional language, or instead add broad language such as “in accordance with Board policy,” rather than listing the number. She had no specific number in the 4000 series to use.

Kathy will change the number to 4100 and title it Code of Ethics and Professional Responsibility for Personnel. If no objections, Kathy will add “in accordance with Board policy,”

The Policy Committee requested this Revised Policy #2300 be brought forward for REPLACEMENT as Policy #4100 to the next Board of Education meeting for its first reading.

Policy #2400 – REVIEW – Evaluation of Administrators and Administration *Attorney's review:* The Board recently revised this policy; thus, while the policy is not necessary, the Board may wish to maintain the policy. Recommend revising the title and policy to address only the evaluation of the Superintendent and non-bargaining unit administrators.

Sean King and Dr. Loomis said okay with changing title.

NOTE: After the meeting Kathy questioned this language in the policy: All other members of the administration who are not members of a bargaining unit, including but not limited to the ~~Associate Superintendent~~, Chief Academic Officer, the Director of Facilities, and the Director of Innovation and Grants shall be supervised and evaluated by the Superintendent, or the Superintendent's designee.

The Attorney stated this policy must be again reviewed by the Policy Committee to make any changes before bringing it to the Board of Education.

Update from Dr. Conner regarding DELT Discussion. Natalia came and attended the DELT Committee and gave an update from the executive session and identified what the next steps would be as a group. She did a great comparison to the mockup the DELT had done versus the policy

recommendation that Shipman had made and went line by line why language creates liability for the Middletown BOE.

Next steps, Natalia will be coming back to work with the group. What would be language that would prevent creating liability for the Middletown BOE.

Natalia is a good seasoned lawyer who understood the stance of the DELT Committee, and brought the legal aspect of it. Hopefully, within the next month we can invite her and start unwrapping and reconstructing this policy.

Colleen Weiner said it is difficult as they had worked on the policy for such a long time and committed to having something that addresses the racial achievement gap. It is very emotional and how long they have been struggling with it, and appreciates the work the lawyer did. It is good to work with her and feels we will be able to come up with something that will uphold the work of the DELT and hold the District harmless.

No Other items discussed.

ADJOURNMENT

The meeting was adjourned at 7:02 P.M.

The next virtual Policy Committee Special meeting is scheduled for February 23, 2021 with a time of 5:30 P.M.

Respectfully submitted,
Kathy Bengtson
Administrative Assistant

Italian 3 Proposal -

The Italian 3 course proposed for the 2021-2022 school year is the next course in the sequence for students that have studied Italian 1 and 2. The course will continue to expand student's language acquisition skills. There will not be a need for additional staff as we currently have a full-time Italian teacher. The only cost associated with this course is providing time for curriculum writing and text and ancillary materials.

Andrés Alphonso Mohammed
WL Dept. Chair

Deleveled Algebra I

Beginning in the fall of 2021-2022 school year, the MHS math department will be implementing the Illustrative Math curriculum which scaffolds concepts and skills to meet each learners needs while also providing necessary enrichment. Illustrative Math Algebra 1 provides all students the opportunity to “learn without limits” and supports our belief in equity. Therefore, we are pleased to offer each student the same opportunity by implementing the unleveled course. This is in alignment with all other 9th grade core classes at MHS and in keeping with our on-going MPS equity work.

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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: May 14, 2013

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Administration

Administrative Staff Organization

The legal authority of the Board shall be transmitted through the Superintendent who shall organize the staff to achieve the school district's goals and objectives consistent with the District's educational philosophy.

The Superintendent will be responsible for developing a district staffing plan and shall review it with the Board annually prior to beginning budget planning for the subsequent year. Such staffing plans should encourage staff diversity. The administrative staff organization shall foster an environment of excellence where teachers can help students learn most effectively.

Policy adopted: March 21, 1995
Policy adopted: April 13, 2004

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Administration

Lines of Responsibility

District lines of responsibility shall be structured to:

1. Clarify responsibility from students through teachers, administrators, and the Superintendent, to the Board of Education.
2. Inform each member of the staff to whom he/she is responsible and for what functions.
3. Have each member of the staff responsible to only one immediate supervisor for any one function.
4. Specify appeals procedures for staff member disagreements from immediate supervisor through the Board of Education.
5. Provide effective lines of communication to keep each staff member informed of policies, regulations, significant district events, and other important information.

Policy adopted: March 21, 1995
Policy adopted: April 13, 2004

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Administration

Job Descriptions

All employees of the school system are subject to the policies of the Board of Education, applicable laws, and current employee agreements.

The Superintendent of Schools shall develop job descriptions for school district employees which shall include at a minimum:

1. Job title;
2. General statement of duties and listing of specific responsibilities;
3. To whom the employee is directly responsible;
4. Education or training required;

Job descriptions for all employees shall be provided to employees by the Superintendent and copies maintained in manual of job descriptions.

Policy adopted: March 21, 1995
Policy adopted: April 13, 2004
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

DELETE POLICY 2140

Administration

Superintendent of Schools

The Superintendent of School shall be elected by a majority vote of the Board of Education. The Superintendent shall serve as chief executive officer of the Board of Education and have executive authority over the school system and the responsibility for supervision of the school system.

The Board of Education will fix the salary and the term of office of the Superintendent.

Annually, the Superintendent shall submit to the Board of Education a full written report of the proceedings of the Board of Education and the condition of the schools during the school year preceding, with plans and suggestions for their improvement.

The Board of Education shall annually evaluate the performance of the Superintendent in accordance with guidelines and criteria mutually determined and agreed upon by the Board and the Superintendent.

Legal Reference: Connecticut General Statutes

10-157 Superintendents.

Policy adopted: March 21, 1995
Policy revised: May 11, 2004
Policy readopted: September 12, 2017
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Administration

Administrative Leeway in Absence of Board of Education Policy

When leadership decisions must be made or actions must be taken in the absence of existing Board of Education policy guidelines for administrative action, the Superintendent of Schools shall have the power to decide and act; the Superintendent's decisions and actions shall be reported to the Board of Education at its next regular meeting along with administrative recommendations for revisions of existing policies or additional which may be required.

Policy adopted: March 21, 1995

Policy adopted: April 13, 2004

MIDDLETOWN PUBLIC SCHOOLS

Middletown, Connecticut

Administration

Policy and Regulation Systems

Policy Manual

The Superintendent shall establish and maintain an orderly plan for preserving and making accessible policies and bylaws adopted by the Board, and the regulations of the administration. The Board policies, Board bylaws, and administrative regulations shall be published in a manual, maintained in current condition, and made available to all persons concerned.

Policies

Policies are statements of intent adopted by the Board of Education. They serve as guides to the administration in the development and implementation of regulations for operating the district.

The Superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy consideration, modification and adoption. The Superintendent shall develop a regulation specifying how policies will be developed and presented to the Board.

Regulations

Consistent with policy, the Superintendent shall specify required staff actions, and design the administrative arrangements under which the schools are to be operated. Those regulations and procedures which apply throughout the district shall be designated as "regulations," and placed in the district policy manual. Regulations shall be presented to the Board but the Board will not adopt regulations unless requested to do so by the Superintendent or unless required by federal or state law. The Superintendent is responsible for development and implementation of district regulations. He/she shall develop a system involving staff members in development and implementation of regulations. Regulations should be complete, consistent with adopted Board policy, and capable of reasonable implementation.

The Superintendent is responsible for development and implementation of the school system's regulations. The Superintendent should as a matter of good administrative procedures, develop a system whereby staff members are involved in development of regulations in order to make certain that each regulation is complete, efficient, sufficient to the need, consistent with the adopted Board policy and capable of full implementation.

Administration

Policy and Regulation Systems

Bylaws

Bylaws are the rules governing internal operations of the Board of Education. When need for a new bylaw, or modification of an existing bylaw is recognized, the Superintendent will be directed to develop and present the Board an effective new or modified bylaw for consideration. The same procedure used for development of policies shall be used for development of bylaws.

Legal Reference: Connecticut General Statutes

10-157 Superintendents.

10-240 Control of schools.

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

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

NEW REGULATION 2260

Administration

Holds on the Destruction of Electronic Information and Paper Records

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy #2260 regarding holds on the destruction of electronic information and paper records. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

II. HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a “litigation hold” to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the district’s record retention policy.

The Records Custodian shall issue a “litigation hold” memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a “litigation hold” memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any “litigation hold” memorandum shall be sent to the District IT department.

NEW REGULATION 2260

Administration

Holdings on the Destruction of Electronic Information and Paper Records

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information. He/she shall work with the District's IT personnel to ensure compliance with the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the "litigation hold" memorandum and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:

General Letters 96-2, 2001-1, 2009-2 of the Public Records Administrator
Record Retention Schedules Towns, Municipalities and Boards of Education
Rules 34 and 45 of the Federal Rules of Civil Procedure
Silvestri v. General Motors Corp., 271 F.3d 583 (4th Cir. 2001)

Regulation approved:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

NEW REGULATION 2260

Administration

Holdings on the Destruction of Electronic Information and Paper Records

NOTICE REGARDING A LITIGATION HOLD CONCERNING ELECTRONIC INFORMATION AND PAPER DOCUMENTS

This memorandum places a “litigation hold” on all documents, both paper and electronically stored information, concerning **[identify the matter that is subject to the litigation hold]**. Materials that fall under this litigation hold include, but are not limited to, e-mail, word processing documents, spreadsheets, databases, calendars, voice mail, internet usage files and network access information **[the school district can be more specific in the identification of documents if that information is available]**. All District employees are to immediately suspend any and all document destruction, including any scheduled document destruction or electronic information deletion programs, for any materials that might fall within the parameters of this memorandum. If you have questions as to what materials are subject to the litigation hold, you are to contact the Records Custodian **[insert name and contact information]**.

If you are in possession of materials subject to this litigation hold, you shall take steps to preserve and store these materials. Paper documents are to be copied and segregated in a separate hard copy file. Electronic information is to be stored in computer folders and saved on the network drive and/or saved to a removable disk which is to be clearly marked and stored in a safe and appropriate location **[the school district can develop its own set of storage guidelines for identified materials]**. Under no circumstances are you to destroy or delete materials, documents or electronic information that might be subject to this litigation hold without the written permission of the Records Custodian.

You must give prompt attention to the issues addressed in this memorandum, specifically the responsibility to identify and preserve documents and electronic information concerning **[the matter that is subject to the litigation hold]**. Serious consequences may result from the failure of District employees to take immediate and reasonable precautions to properly preserve information. Therefore, you must

NEW REGULATION 2260

Administration

Holdings on the Destruction of Electronic Information and Paper Records

acknowledge your receipt and understanding of this memorandum in writing or via e-mail.

The restrictions put into place by this memorandum are ongoing until you receive notice in a memorandum from the Records Custodian that the litigation hold is no longer in effect. You are encouraged to direct any questions concerning this memorandum to the Records Custodian.

NEW REGULATION 2270

Administration

Retention of Electronic Records and Information

I. RECORDS CUSTODIAN

These regulations are designed to assist in implementation of Board Policy #2270 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

II. DEFINITIONS

- A. E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public Records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any method.
- D. Digital Imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.

NEW REGULATION 2270

Administration

Retention of Electronic Records and Information

- E. Transitory Correspondence consists of communication that does not relate to an employee's job responsibilities or has a short term administrative value.
- F. Routine Correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

III. E-MAIL CLASSIFICATION

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Employees shall use the following steps in determining whether to maintain e-mail messages and, if so, for how long:

Step 1: Determine whether the message is a public record or a non-record.

Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited advertisements).

Step 3: If the message is a record, determine which records series the message belongs to, for example:

1. If the message is Transitory Correspondence, delete at will.
2. If the message is Routine Correspondence, retain for 2 years.
3. If the message is All Other Correspondence, retain for the equivalent records series.

Step 4: Maintain the messages for the required retention period under the equivalent records series.

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IV. DIGITAL IMAGING OF PAPER/HARD COPY RECORDS

Paper records may be digitized and maintained as electronic records; however, in doing so, the District must ensure the authenticity, reliability, integrity and usability of the reformatted records. If the District uses a vendor for digital imaging services, the District remains responsible for ensuring compliance with this policy.

In its use of digital imaging, the District shall:

1. Establish and maintain a quality assurance process to ensure the creation of accurate and authentic digital images and accurate indexes and production metadata.
2. Create and maintain accurate and authentic digital images in accordance with accepted standards and best practices.
3. Create and maintain accurate indexes and production metadata to properly identify and retrieve digital images.
4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indexes, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

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- Permanent If records are to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.
- Less than
Permanent These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form “Records Disposition Authorization” and attaching any supporting documentation, or by following the District’s process for documenting document destruction.

V. RETENTION OF ELECTRONIC RECORDS

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

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The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8 et seq.

General Letters 96-2 and 2009-2 of the Public Records Administrator

Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator (Aug. 2014)

Record Retention Schedules Towns, Municipalities and Boards of Education

Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at*

<https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

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Retention of Electronic Records and Information

Regulation approved:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

POLICY 2300 POLICY 4100
Recommend putting in 4000 series.

Administration (PERSONNEL)

Statement of Ethics for Administrators

Code of Ethics and Professional Responsibility for Personnel

The Middletown Board of Education (the “Board”) requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board’s policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.

Administration (PERSONNEL)

Statement of Ethics for Administrators

Code of Ethics and Professional Responsibility for Personnel

11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee's official duties, that would tend to impair the employee's independent judgment or action in the performance of the employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill his/her professional duties.

12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill his/her professional duties.

13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of his/her duties as a Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances, **[OPTIONAL: in accordance with Board Policy # _____]**.

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.

15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.

16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Legal References:

Regulations of Connecticut State Agencies, § 10-145d-400a Code of Professional

POLICY 2300-POLICY 4100
Recommend putting in 4000 series.

Administration (PERSONNEL)

Statement of Ethics for Administrators

Code of Ethics and Professional Responsibility for Personnel

Responsibility for Teachers; Connecticut Code of Professional

Regulations of Connecticut State Agencies, § 10-145d-400b, Code of Professional
Responsibility for School Administrators

Policy adopted: March 21, 1995

MIDDLETOWN PUBLIC SCHOOLS

Policy readopted: April 13, 2004

Middletown, Connecticut

Previously Policy #2300

Policy Replaced and Adopted: