

Board of Education Regular Meeting REVISED AGENDA (2) Hybrid Meeting

Tuesday, March 8, 2022 6:30 PM

<https://middletownct.webex.com/middletownct/j.php?MTID=m5333778c6be9e71eff779e2204e772c5>, 245 DEKOVEN DRIVE, MIDDLETOWN, CT 06457, Middletown, CT 06457

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
IV. District Highlights	Speaker (s) : Deborah Cain
IV.A. National Honor Society	Speaker (s) : Natasha Faulkenberry
IV.B. Women's History Month	Speaker (s) : Deborah Cain
V. Public Session	Speaker (s) : Deborah Cain
VI. Communications	Speaker (s) : Deborah Cain
VI.A. Report of Student Representative	Speaker (s) : Pilar Brooks
VII. Consent Agenda	Speaker (s) : Deborah Cain
VII.A. Minutes of January 8, 2022 BOE Retreat	Speaker (s) : Deborah Cain
VII.B. Minutes of February 8, 2022 Regular Meeting	Speaker (s) : Deborah Cain
VII.C. Grants Status Report	Speaker (s) : Natalie Forbes
VII.D. Out of State Field Trip Ultimate Frisbee 4/23/22	Speaker (s) : Trevor Charles
VII.E. Out of State Field Trip Ultimate Frisbee 5/14/22	Speaker (s) : Trevor Charles
VII.F. Policy #5141.21 - REVIEW/REPLACE - Administering Medication	Speaker (s) : Justin Taylor
VII.G. Policy #6115 - REVIEW/REPLACE - Ceremonies and Observances	Speaker (s) : Justin Taylor
VII.H. Policy #6144.1 - REVIEW/REPLACE - Exemption from Instruction	Speaker (s) : Justin Taylor
VII.I. Policy #6153 - REVIEW/READOPT - Field Trips and Community Service	Speaker (s) : Justin Taylor
VII.J. Policy #6159 - REVIEW/REPLACE - Individualized Education Program/Special Education Program	Speaker (s) : Justin Taylor
VII.K. Policy #6162.511 - REVIEW/REPLACE - Access to Instructional Material	Speaker (s) : Justin Taylor
VIII. Department Reports	Speaker (s) : Deborah Cain
VIII.A. Financial Report	Speaker (s) : Cheryl Walcott
VIII.A.1. Action on Line Item Transfer Report	Speaker (s) : Cheryl Walcott

VIII.B.	Facilities Department	Speaker (s) : Kevin Dion
VIII.C.	Personnel Report	Speaker (s) : Dr. Vazquez Matos
VIII.D.	Transportation Report	Speaker (s) : Mark Langton
IX. Superintendent's Report		Speaker (s) : Dr. Vazquez Matos
IX.A.	Climate Survey MHS Overview	Speaker (s) : Dr. Vazquez Matos
IX.B.	District Initiatives	Speaker (s) : Dr. Vazquez Matos
X. Committees		
X.A.	Budget Committee	Speaker (s) : Charles Wiltsie
X.B.	Curriculum Committee	Speaker (s) : Delita Rose Daniels
X.C.	Facilities Committee	Speaker (s) : Deborah Cain
X.D.	Policy Committee	Speaker (s) : Justin Taylor
XI. Action Items		Speaker (s) : Deborah Cain
XI.A.	Turf and Track Project to Building Committee	Speaker (s) : Elisha DeJesus
XI.B.	Healthy Food Certification	Speaker (s) : Randall Mel
XI.C.	Approval of 2022-2023 School Year Calendar	Speaker (s) : Deborah Cain
XI.D.	Policy #6000 - DELETE - Concept and Roles in Instruction	Speaker (s) : Justin Taylor
XI.E.	Policy #6000.1 - DELETE - Provisions of Negotiated Agreements/Contracts	Speaker (s) : Justin Taylor
XI.F.	Policy #6111 - DELETE - School Calendar	Speaker (s) : Justin Taylor
XI.G.	Policy #6114 - DELETE - Emergencies and Disaster Preparedness	Speaker (s) : Justin Taylor
XI.H.	Policy #6121 - DELETE - Equal Educational Opportunity	Speaker (s) : Justin Taylor
XI.I.	Policy #6130 - DELETE - Organizational Plan	Speaker (s) : Justin Taylor
XI.J.	Policy #6141.311 - DELETE - English Language Learner Program	Speaker (s) : Justin Taylor
XI.K.	Policy #6141.8 - DELETE - School Readiness/Day-Care	Speaker (s) : Justin Taylor
XI.L.	Policy #6145.21 - DELETE - Interscholastic Competition-Night Athletic Contests	Speaker (s) : Justin Taylor
XI.M.	Policy #6145.7 - DELETE - Social Events/Meetings	Speaker (s) : Justin Taylor
XII. Future Agenda Items		Speaker (s) : Deborah Cain
XIII. Proposed for Executive Session		Speaker (s) : Deborah Cain
XIII.A.	Acting Superintendent Mid - Year Review	Speaker (s) : Deborah Cain

XIII.B. Discussion of attorney-client privileged communication regarding personnel matter relating to Superintendent and central office administration investigation **Speaker (s):** Deborah Cain

XIV. **Return to Public Session** **Speaker (s):** Deborah Cain

XV. **Possible action regarding personnel matter relating to Superintendent** **Speaker (s):** Deborah Cain

XVI. **Adjournment** **Speaker (s):** Deborah Cain

January 8, 2022

Board Members Present - Deborah V. Cain (Chair), Debra Guss, Emily Jackson, Delita Rose-Daniels, Justin Taylor and Charles Wiltsie.

Others Present – Dr. Vasquez Matos (Acting Superintendent), Michael Skott (Director of Information Technology) and Mr. Robert Rader (CABE Representative)

The Board Retreat was called to order at 8:06 A.M. Our guest Mr. Robert Rader led a great discussion on the Board's role and responsibilities. Some of the highlights included:

- Communicating online and via email. What constitutes a meeting and is subject to FOIA regulation? He also discussed how the board members should conduct themselves on social media.
- Providing critical news to the superintendent prior to discussing it at a board meeting is important. This will allow the superintendent time to research the issue and provide more detailed information to the board.
- Board members operate as a united organization and the board should be working together for the common good.
- Board members represent **All** children and student achievement is the top priority.
- The superintendent is the Board's only employee.
- The superintendent could advise the evaluations of other employees if requested once a year.
- Mr. Rader reminded the board that this has been a tough year for superintendents based on the hard decisions that had to be made this year.
- Chair Cain reminded the board members that funding was available to enroll in some of the CABE courses.

Overview of the Strategic Operating Plan

Dr. Vasquez-Matos discussed the critical elements of the Strategic Operating Plan. The strategic Operation plan allows the district to move away from the inadequate Industrial Model. The SOP is an innovative model that focuses on the Achievement and Acceleration Gaps, Preparation Gaps, Opportunity Gap. This plan essentially places our students as co-others in their learning experience. The discussion continued with the components of the SOP – Theory of action, goals, strategies, and performance measures. Each board member provided an outline of what was inspirational about the SOP.

Chair Cain advised Board Committee members to use the SOP as a guideline for their individual Committee. This will ensure that we never lose focus on our students.

Exit Interview Protocol

Currently, an exit interview process does not exist in the district. The board reviewed the potential survey for those leaving the district. The board reviewed the questions/answers and agreed with what was presented.

There was a concern regarding the ability to identify who completed the survey when the school is selected. It was determined this could be minimized by aggregating the data or limit that particular data for presentation purposes.

It was determined that the best time to disclose this information would be in September/October and possibly halfway through the school year (Possibly February). Other suggestions were to 1. Ensure that there was allocated space in the document to add additional detail. 2. Consider another format other than google forms, this would prevent the user from filling the form out multiple times.

The exit interview would be completed on a volunteer basis and it was requested that a reminder is sent to the employee. There was also a request to review the exit interview with Legal.

Personnel Committee

The board determined that with the exit interview that a Personnel committee was not necessary at this time.

Development of School Board Goals

The board discussion of the district's school board was led by Vice-Chair Justin Taylor. The board discussed the difference between the SOP/Board goals and identified best practices in the BOE. Each group broke into smaller groups to develop individual board goals. Everyone agreed that more time was necessary to fully review and determine board goals. It was suggested that this would be a great activity for the summer.

Overview of the district's website

There was a quick overview of the district's website. There were a few suggestions to improve the look and feel of the site. Dr. Vasquez-Matos discussed that the website was reviewed and it was agreed that an overhaul of the website is necessary. There were a couple of suggestions for hotlinks to make logging into board meetings more accessible. Board members agreed that those suggestions will be provided to the Communications Director.

The meeting was adjourned at 12:31 P.M.

Respectfully submitted,

Deborah V. Cain

Deborah V. Cain

Chair

Board of Education Regular Meeting

February 8, 2022 6:30 PM

Virtual Meeting

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

Board Members Present: Chairwoman Deborah Cain, Anita Dempsey White, Dina Ford, Debra Guss, Emily Jackson, Jonathon Pulino, Delita Rose-Daniels, Justin Taylor and Charles Wiltsie

Others Present: Acting Superintendent Dr. Alberto Vázquez Matos, Director of Innovation and Grants Natalie Forbes, Director of Performance Management and Strategic Processes Jennifer Cannata, Finance & Resource Management Specialist Cheryl Walcott, Director of Information Technology Michael Skott, Director of Communications Jessie Lavorgna, Director of Facilities Kevin Dion, Director of Diversity, Equity and Inclusion Dr. Jada Waters, Director of Food Services Randall Mel, PreK-12 STEAM Director Meg Hanley, Manager of Talent Office Geen Thazhampallath, Manager of Transportation Mark Langton, Student Representative Pilar Brooks, Assistant to the Superintendent and Board of Education Joyce Carey and 40 visitors.

I. CALL TO ORDER

Chair Cain called the meeting to order at 6:30 PM.

II. SALUTE TO THE FLAG

Pilar Brooks led the Pledge of Allegiance.

III. ADOPTION OF AGENDA

MOTION: A motion to adopt the agenda was made by Mr. Taylor with a second by Mr. Pulino – unanimous vote.

IV. DISTRICT HIGHLIGHTS

A. Be The Change You Wish To See In The World

Dr. Vazquez Matos introduced Jessie Lavorgna. Ms. Lavorgna introduced MHS student Terrance Jackson. Mr. Jackson spoke at the Statewide MLK Celebration. Mr. Jackson Jr. read his speech. He explained a quote by Martin Luther King Jr. He spoke of how Covid and current events have affected him. He shared how Martin Luther King Jr. inspired him to stand up for what is right and keep moving forward.

Board Members as well as Dr. Vazquez Matos praised Mr. Jackson for his work. Ms. Dempsey White also thanked Mr. Jackson's mother.

B. Introduction of New District Employees

Dr. Vazquez Matos introduced Meg Hanley, PreK - 12 Director of STEAM. This position was formerly a 6-12 Science Supervisor. The expansion of the position will bring STEAM to elementary schools and expand the 6-12 grade STEAM curriculum. Ms. Hanley is excited to return to Middletown and thankful for the opportunity to expand STEAM learning to all students in the district.

Dr. Vazquez Matos introduced Mr. Raymond Byron as the principal of Beman Middle School. Mr. Byron has served as the interim principal of Beman Middle School since September. Mr. Byron has made a great impact at Beman in his short time as the interim principal. Mr. Byron thanked the Board for the opportunity.

C. Black History Month Proclamation

Chairwoman Cain read the Proclamation. Middletown Public Schools and the Board of Education will recognize February 2022 as Black History Month. Dr. Waters shared the many activities that will take place in the schools during Black History Month.

V. PUBLIC SESSION

Chair Cain explained the rules of Public Session.

Sana Cotten, 50 Ferry Street. Ms. Cotten stated there are no female School Resource Officers at Beman. She asked what the plan is to have female SRO's at Beman.

Bill Perkins, 31 Grand Street. Mr. Perkins stated that there are many fights in the district. He shared that there is good news coming from the administration that was mentioned in the Budget Meeting. He stated that members of the public may leave the meeting, but then go home and watch the meeting on Zoom. He asked what the Board is doing to address the fighting issue.

Michele Clay, 54 Grove St., Ms. Clay requested that the Board of Education review their role and responsibility for the public to review. She would like everyone in the community to work together for the students. She thanked the Board for all of their hard work. She spoke of her son's achievements under the Board and thanked them.

VI. COMMUNICATIONS

A. Report of Student Representative

Pilar Brooks reported that winter sports are currently underway. All schedules can be found on the MHS Athletics website. Tomorrow is the I Applied celebration for seniors that applied to colleges, universities and the military. Ms. Brooks addressed the students that were isolated at home during the pandemic. She urged people not to judge the school community while they are not a part of it. She asked people to remember the why. Chair Cain thanked Ms. Brooks for her positive thoughts. Ms. Rose Daniels also thanked Ms. Brooks. She reminded everyone the importance of the student voice.

VII. CONSENT AGENDA

- A. Minutes of January 4, 2022 BOE Special Meeting
- B. Minutes of January 11, 2022 BOE Regular Meeting
- C. Grants Status Report
- D. Policy #C-19-001 - ADOPT - Health and Safety Protocols
- E. Policy #3320 - REVIEW/REPLACE - Purchasing Procedures
- F. Policy #4112.9 - NEW ADOPT - Child Abuse or Neglect Reporting

- G. Policy #4112.10 - NEW ADOPT - Abuse or Neglect of Disabled Adults
- H. Policy #5124 - REVIEW/REPLACE - Reporting to Parents
- I. Policy #5134 - DELETE - Married/Pregnant Students
- J. Policy #5141.22 - DELETE - Communicable/Infectious Diseases
- K. Policy #5141.4 - DELETE - Reporting of Abuse, Neglect and Sexual Abuse
- L. Policy #5143 - DELETE – Insurance
- M. Policy #5145.111 - DELETE - Probation/Police/Courts
- N. Policy #5145.511 - REPLACE - Sexual Abuse Prevention and Education Program
- O. Policy #5145.8 - DELETE – Emancipation
- P. Bylaw #9290 - REVIEW/ADOPT - Code of Conduct for Board Members
- Q. Bylaw #9291 - REVIEW/ADOPT - Removal of Board Officers

Motion: A motion to accept the Consent Agenda was made by Ms. Rose Daniels and a second by Ms. Guss - unanimous vote.

VIII. DEPARTMENT REPORTS

A. Financial Report

Ms. Walcott reviewed the Financial Statement. There were no questions.

Chair Cain shared that the Finance Department is currently developing the 2022-2023 Budget. She shared the process of meetings to finalize the budget.

A.1. Action on Line Item Transfer Report

Ms. Walcott reviewed the transfers. Schools are transferring funds to make their final purchases for the year. Transfers were made for engineering costs to be covered. There are overages in the salary line due to many open positions. Ms. Walcott stated that we must address the athletic fields.

Ms. DeJesus shared that the track and turf must be redone after 15 years. Presentations will be made at upcoming Facilities and Budget Committee meetings as well as the March Board of Education meeting.

Ms. Ford asked about the funds when the positions are filled. Ms. Walcott shared these funds are from a cost-savings from the open positions. There will be funds for the positions when they are filled.

MOTION: Motion to accept Action on Line Item Transfer was made by Ms. Jackson and a second by Mr. Taylor -unanimous vote.

B. Facilities Department Report

There were no questions.

C. Personnel Report

There were no questions.

D. Transportation Report

Mr. Langton was not available. Chair Cain asked Board Members to forward any questions to Mr. Langton.

IX. SUPERINTENDENT'S REPORT

A. Exit Survey

Dr. Vazquez Matos shared that the HR Exit Survey is in the final stages. The Board provided feedback that will be included. The goal is to launch the survey by the end of next week. The report will be shared biannually. Mr. Taylor asked which technical solution or provider will be used. Dr. Vazquez Matos shared google forms with extra security features were tested but it was unsuccessful. Dr. Vazquez Matos will follow up in his report to the Board on the system being used.

B. Launch of Climate Survey

A letter recently went out to all staff to participate in the Climate Survey. Questions were customized to staff in relation to their positions. The goal is to allow administrators to review the data and work with the Board to present the findings. All employees across the district will receive the survey. The presentation to the Board will be in late Spring. There were no questions.

X. COMMITTEES

A. Budget Committee

Mr. Wiltsie reported the committee met on January 10. He reviewed the items discussed and questions asked. Topics included staffing updates, legal costs and inflation. The committee also met February 7. He shared there will be a Special Meeting upcoming to discuss the use of Keigwin School and Success Center programs for Middletown High School. Ms. Dempsey White requested more information for a Success Center. Dr. Vazquez Matos shared that the Center would have additional supports in a smaller setting. Ms. Rose Daniels asked for clarification on the program. Dr. Vazquez Matos shared that this will allow students to receive supports and the students would transition back to the Middletown High School building. The program would be part of Middletown High School. He shared programs like this have had great success in other districts. Mr. Pulino shared that in the district he works in there have been students successes in a similar program.

B. Curriculum Committee

Ms. Rose Daniels reported the committee met on February 3. Ms. Spaulding and Dr. Neiman gave an overview of the Special Education Audit. The audit is ongoing and will return to the committee in March and will present their findings and recommendations. There were no questions.

C. Facilities Committee

Chair Cain reported the committee met on January 19. The feasibility study was discussed. Beman continues to work on the worklist. Drainage issues on the field will be repaired in the spring. A review of the PA system will take place. The boiler at Adult Ed was not working. It was replaced with a temporary boiler. It will be repaired in late Spring. There were no questions.

D. Policy Committee

Mr. Taylor reported the committee met on January 18. Many of the policies will be discussed in the Action Items (Agenda Item XI.) 2 policies were tabled for future discussion. There were no questions.

E. New Middle School Building Committee

There was no report.

XI. Action Items

A. Policy #5141.21 - REVIEW/REPLACE - Administering Medication

MOTION: A motion to accept Policy #5141.21 - REVIEW/REPLACE - Administering Medication was made by Mr. Taylor and a second Ms. Ford – unanimous vote.

B. Policy #6115 - REVIEW/REPLACE - Ceremonies and Observances

MOTION: A motion to accept Policy #6115 - REVIEW/REPLACE - Ceremonies and Observances was made by Mr. Taylor and a second by Chair Cain - unanimous vote.

C. Policy #6144.1 - REVIEW/REPLACE - Exemption from Instruction

MOTION: A motion to accept Policy #6144.1 - REVIEW/REPLACE - Exemption from Instruction was made by Mr. Taylor and a second by Ms. Dempsey White – unanimous vote.

D. Policy #6153 - REVIEW/READOPT - Field Trips and Community Service

MOTION: A motion to accept Policy #6153 - REVIEW/READOPT - Field Trips and Community Service was made by Mr. Taylor and a second by Chair Cain – unanimous vote.

E. Policy #6159 - REVIEW/REPLACE - Individualized Education Program/Special Education Program

MOTION: A motion to accept Policy #6159 - REVIEW/REPLACE - Individualized Education Program/Special Education Program was made by Mr. Taylor and a second by Ms. Ford – unanimous vote.

F. Policy #6162.511 - REVIEW/REPLACE - Access to Instructional Material

MOTION: A motion to accept Policy #6162.511 - REVIEW/REPLACE - Access to Instructional Material was made by Mr. Taylor and a second by Ms. Ford – unanimous vote.

XII. FUTURE AGENDA ITEMS

A. New Items

Mr. Wiltsie asked that the Board address the Governor's mask mandates expiring. Chair Cain shared the topic may need to be discussed prior to the next Board meeting and may need a Special Meeting.

Ms. Ford asked that the Board follow up on recess with Spring approaching.

XIII. EXECUTIVE SESSION

MOTION: A motion to go into Executive Session and invite Leander Dolphin and Natalia Sieria Millan of Shipman and Goodwin and Dr. Vazquez Matos for discussion and possible action concerning paraprofessional contract and discussion on confidential attorney-client communication concerning central office investigation was made by Chair Cain and a second by Ms. Rose Daniels - unanimous vote.

A. Discussion and possible action concerning paraprofessional contract.

B. Discussion Concerning Attorney Client Privileged Communication Concerning Central Office Investigation

XIV. RETURN TO PUBLIC SESSION

A. Potential Action concerning paraprofessional contract.

Return to Public Session at 9:26 PM

MOTION: A motion to move that the Middletown Board of Education approve the tentative agreement reached between the Paraprofessionals Bargaining Unit and the Middletown Board of Education as presented to the Board this evening was made by Chair Cain and a second by Mr. Wiltsie - unanimous vote.

XV. ADJOURNMENT

MOTION: Motion to adjourn at 9:26 PM passed with a motion by Chair Cain and a second by Ms. Ford – unanimous vote.

Respectfully Submitted,

Anita Dempsey-White
Secretary

ADW/jc



Proclamation

Black History Month

February 2022

WHEREAS, the school district of Middletown Public Schools is deeply committed to diversity, equity, inclusion, and boldly unlocking the potential in ALL students; and

WHEREAS, nearly 20% of our student population and 4% of our staff population identify as Black or African American; and

WHEREAS, which began in 1915 with the founding of the Association for the Study of Negro Life and History (ASNLH), expanded in 1926 to a national Negro History week during the second week of February so to coincide with the birthdays of Abraham Lincoln and Frederick Douglass, and finally to be officially recognized in 1976 as Black History Month by then president Gerald Ford, who urged the American people to “seize the opportunity to honor the too-often neglected accomplishments of Black Americans in every area of endeavor throughout our history”; and

WHEREAS, Black History Month not only celebrates the many achievements and contributions of Black and African Americans to our country’s economic, political, cultural, and spiritual development, but also provides opportunities to gain a deeper understanding of Black and African American history; and

NOW, THEREFORE, on this day of February 8, 2022, the school district of Middletown Public Schools and its Board of Education do hereby proclaim February 2022 as Black History Month with the acknowledgement that the history of some of us is the history of all of us.

Alberto Vazquez Matos, Ed.D, Ph.D
Acting Superintendent of Schools
Middletown Public Schools

Deborah Cain
Chairwoman, Board of Education
Middletown Public Schools

GRANTS REPORT

3/2/2022

The following grants were confirmed this month:

Grant Title	Funder	SY22	SY21
Title 1	CSDE	977,466.98	986,934.38
Title 2	CSDE	118,612.37	130,276.40
Title 4	CSDE	55,841.29	49,285.61

The grants department secured the Title 1, 2 and 4 Entitlement grants in February.

MPS Business Office, Facilities and Grants staff continue to work with the City to provide supporting materials for the appropriation of funds for the PV Panel projects at Farm Hill and Snow Schools. Natalie Forbes will begin working with Kevin Dion next week to secure additional documents for the grant application anticipated no later than May 10.

The Grants Department is reviewing all grants for final spending, compliance and close out as we approach the end of the financial year.

On the Innovation front Paul Pelletier, MHS Aerospace Instructor and I visited Sinclair College in Ohio, a leader in UAS (Unmanned Aerial Systems) innovation, curriculum, and research and development, in the field. It has the world's first custom-built UAS indoor flying pavilion and houses the National UAS Training and Certification center. This visit informs the direction of our drone program and grant submissions that will support it.

Our Aerospace Manufacturing program continues to impress: to-date six MHS students have passed the NIMS Measurement, Materials and Safety certification, with several others scheduled to test in March. NIMS certifications are internationally recognized and provide holders with a competitive edge when applying for jobs because they have demonstrated that their skills meet the industry established standards.

As at today, there are 58 students enrolled in our 21C April break camp for our Bielefield and Spencer 21C students. The intersession offerings are an innovative in our 21C grants this year.

Summer Program planning continues. There will be more substantive information available next month.

Respectfully submitted,

Natalie Forbes, Director of Innovation & Grants

Instruction
Field Trips and Community Service

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. This form must be typewritten and ALL items filled in or marked N/A.

Name of School: **Middletown High** Date of Request: **2/18/22**

Name of Club or Activity: **Ultimate**

Trip To: **Freehold, NJ** Purpose: **Competition**

Number of Students Participating: **20**

Number of students eligible to go on the field trip: **20**

Dates of Trip: From: **4/23/22** To: **4/24/22** # of school days missed: **0**

Names of Teachers and Chaperones:

1. Trevor Charles	3.
2. Daniel Kinney	4.

Number of Non-Chaperone Adults going on trip: **5**

Transportation: Bus Van: Train Plane Car: Other

Are fund-raising activities planned: **yes** If so, describe: **calendar cards**

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

Lodging: Hotel/Motel :x Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: **\$50** Cost per Teacher and/or Chaperone: **\$ 50**

Cost per Nurse: \$ Cost per Paraprofessional: \$
(if necessary) (if necessary)

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

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

Name of teacher making request: Trevor Charles

Approved by Department Head at secondary level: Elisha De Jesus *Elisha De Jesus*

Approved by Principal: *C. M. W.*

Authorized by Associate Superintendent: *A. Alberto Vazquez Mota*

Superintendent Approval: *A. Alberto Vazquez Mota* Date: *3/3/22*

The Varsity Ultimate program has been invited to compete in a competitive regional tournament based on its previous season's success. They will compete in a two day tournament against other top programs from surrounding states. These events act as qualifiers for national championships often held in June.

Instruction**Field Trips and Community Service****OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM**

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. This form must be typewritten and ALL items filled in or marked N/A.

Name of School: Middletown High Date of Request: 2/18/22

Name of Club or Activity: Ultimate

Trip To: Oxboro, MA Purpose: Competition

Number of Students Participating: 20

Number of students eligible to go on the field trip: 20

Dates of Trip: From: 5/14/22 To: 5/15/22 # of school days missed: 0

Names of Teachers and Chaperones:

1. Trevor Charles	3.
2. Daniel Kinney	4.

Number of Non-Chaperone Adults going on trip: 5

Transportation: Bus Van Train Plane Car Other

Are fund-raising activities planned: yes If so, describe: calendar cards

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

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

Cost per Student: \$50.00 Cost per Teacher and/or Chaperone: \$ 50

Cost per Nurse: \$ (if necessary) Cost per Paraprofessional: \$ (if necessary)

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

a. b.

Name of teacher making request: Trevor Charles

Approved by Department Head at secondary level: Elisha De Jesus

Approved by Principal: [Signature]

Authorized by Associate Superintendent: By Alberto Vaggini Mota

Superintendent Approval: A Alberto Vaggini Mota Date: 3/3/22

The Varsity Ultimate program has been invited to compete in a competitive regional tournament based on its previous season's success. They will compete in a two day tournament against other top programs from surrounding states. These events act as qualifiers for national championships often held in June.

STUDENTS

**ADMINISTRATION OF
STUDENT MEDICATIONS IN THE SCHOOLS**

A. Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and, for interscholastic and intramural athletic events only, a podiatrist.

Before or After School Program means any child care program operated and administered by a local or regional board of education exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or board of education enhancement programs and extra-curricular activities.

Cartridge Injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Coach means any person holding a coaching permit who is hired by a local or regional board of education to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before-and-after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route;
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth in Sections D and E below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests that are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication Emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational Therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board of employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapter 370 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the local or regional board of education as the supervisor or, if no designation has been made by the board, the lead or coordinating nurse assigned by the board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by the Board who has met the minimum standards as established by the Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies on Administration of Medications

- (1) Except as provided below in Section D, no medication, including non-prescription drugs, may be administered by any school personnel without:
 - (a) the written medication order of an authorized prescriber;
 - (b) the written authorization of the student's parent

- or guardian or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
 - (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
 - (3) Except as provided in Section D, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:
 - (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
 - (b) students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
 - (ii) there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
 - (iii) the school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
 - (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult

supervision whenever warranted; and cooperates with the established medication plan;

- (v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
 - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and
 - (vii) controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the child against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and

written authorization from the student's parent or guardian or eligible student; and

- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to provide for prompt treatment to protect such child against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the child against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and
 - (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (e) a student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-

administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:

- (i) the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and
 - (ii) a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.
- (f) a coach of intramural or interscholastic athletic events or licensed athletic trainer who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
- (i) the school nurse has determined that a self-administration plan is not viable;
 - (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section K of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and
 - (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section H of this policy, when appropriate.
- (g) an identified school paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition,

except as provided in Section D below, and the following additional conditions are met:

- (i) there is written authorization from the student's parents/guardian to administer the medication in school;
 - (ii) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;
 - (iii) medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor and under the supervision of the school nurse;
 - (iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
 - (v) the paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.
- (h) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:
- (i) there is written authorization from the student's parents/guardians to administer the medication;
 - (ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;

- (iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication;
 - (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
 - (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (i) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
- (i) only to a child enrolled in such program; and
 - (ii) in accordance with Section L of this policy.
- (j) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
- (i) training in administration of medications as part of their basic nursing program;
 - (ii) successful completion of a pharmacology course and subsequent supervised experience; or
 - (iii) supervised experience in the administration of medication while employed in a health care facility.
- (4) Medications may also be administered by a parent or guardian to his/her own child on school grounds.

- (5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

- (1) The Middletown Board of Education (the “Board”) permits blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing.
- (2) The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such child is capable of conducting self-testing on school grounds.
- (3) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
 - (a) The student’s parent or guardian has provided written authorization;
 - (b) A written order for such administration has been received from the student’s physician licensed under Chapter 370 of the Connecticut General Statutes;
 - (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional;
 - (d) The school nurse shall provide general supervision to the selected school employee;
 - (e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon;

- (f) The school nurse and school medical advisor have attested in writing that the selected school employee completed the required training; and
- (g) The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section D, “regular school hours” means the posted hours during which students are required to be in attendance at the individual school on any given day.
- (2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
 - (a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.
 - (b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
- (3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) to maintain and administer the epinephrine in cartridge injectors for the purpose of emergency first aid as described in Paragraph (2) above, in the absence of the school nurse.
 - (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before conducting such administration, must annually complete the training made available by the

Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.

- (c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.
- (4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (3) above shall be on the grounds of each school during regular school hours.
- (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
 - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall send an email to all staff indicating that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine.
- (5) The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication, and the Regulations adopted by the Department of Education.
- (6) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.
- (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine.
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice.
- (7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:

- (a) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
 - (ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.
- (b) A medication administration record shall be:
 - (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section E of this policy.

E. Naloxone for Purposes of Emergency First Aid

- (1) Pursuant to a standing order of the Board's medical advisor and authorization from the Superintendent of Schools, and in accordance with Connecticut law and this policy, a school nurse may maintain naloxone, for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose.
 - (a) The school nurse, in consultation with the Board's medical advisor, shall determine the supply of naloxone that shall be maintained in the individual school.
 - (b) The school nurse shall be responsible for the safe storage of naloxone maintained in a school and shall ensure any supply of naloxone maintained is stored in accordance with the manufacturer's instructions.
 - (c) The school nurse shall be responsible for maintaining an inventory of naloxone maintained in the school, tracking the date(s) of expiration of the supply of naloxone maintained in a school, and, as appropriate, refreshing the supply of naloxone maintained in the school.
- (2) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board's policies and procedures regarding the emergency administration of naloxone in the event of a known or suspected opioid overdose.

- (3) A school nurse shall be approved to administer naloxone for the purpose of emergency first aid, as described in Paragraph (1) above, in the event of a known or suspected opioid overdose, provided that such nurse has completed appropriate training, as identified by the Board's medical advisor, which shall include training in the identification of opioid abuse and overdose.
- (4) The administration of naloxone pursuant to this section must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.
- (5) Following the emergency administration of naloxone by a school nurse:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The Board medical advisor; and
 - (ii) The Superintendent; and
 - (iii) The student's parent or guardian.
 - (b) A medication administration record shall be:
 - (i) Maintained by the school nurse who administered the naloxone as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy.

F. Documentation and Record Keeping

- (1) Each school or before-and-after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
 - (a) the name of the student;
 - (b) the student's state-assigned student identifier (SASID);
 - (c) the name of the medication;
 - (d) the dosage of the medication;
 - (e) the route of the administration, (e.g., oral, topical, inhalant, etc.);
 - (f) the frequency of administration;

- (g) the name of the authorized prescriber;
 - (h) the dates for initiating and terminating the administration of medication, including extended-year programs;
 - (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (j) the date the medication is to be reordered (if any);
 - (k) any student allergies to food and/or medication(s);
 - (l) the date and time of each administration or omission, including the reason for any omission;
 - (m) the dose or amount of each medication administered;
 - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; and
 - (o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.
- (3) Written orders of authorized prescribers, written authorizations of parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.
- (5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.
- (a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities, so long as it is superseded by a summary on the student health record.
 - (b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication

administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.

- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained in the athletic offices;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

G. Errors in Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
 - (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this Policy if necessary;
 - (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error, including contact with the authorized prescriber and/or any other medical action(s); and
 - (c) the principal shall notify the Superintendent or the Superintendent's designee.

- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.
- (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before-and-after school programs and school readiness programs, in the child's program record.
- (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

H. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;
 - (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) administration of emergency medication in accordance with this policy;
 - (d) contact with a poison control center; and
 - (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee, who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

I. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to, the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders and communicate these to personnel designated to give medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given properly;
 - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
 - (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified paraprofessionals designated in accordance with Section B(3)(g), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;
 - (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and
 - (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided

by an authorized prescriber or other nurse in the absence of the school nurse.

- (b) In addition, the school nurse shall be responsible for:
 - (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
 - (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
 - (iii) performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who have been newly trained to administer medications; and,
 - (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, regarding the needs of any student receiving medication.

J. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, who are designated to administer medications shall at least annually receive training in their safe administration, and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in

accordance with Section B(3)(g), above, shall be allowed to administer medications.

- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified paraprofessionals designated in accordance with Section B(3)(g), above, shall include, but is not necessarily limited to, the following:
 - (a) the general principles of safe administration of medication;
 - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school paraprofessional(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.
- (4) The Board shall maintain documentation of medication administration training as follows:
 - (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (5) Licensed practical nurses may not conduct training in the administration of medication to another individual.

K. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(f) above, and epinephrine or naloxone to be used for emergency first aid in accordance with Sections D and E above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(f) above.
- (2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections D and E above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
- (3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine and naloxone intended for emergency first aid in accordance with Sections D and E above.
- (4) Emergency Medications
 - (a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse or, in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication.
 - (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- (5) All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location used

exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

- (6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before-and-after school program and school readiness program shall maintain a current list of such authorized persons.
- (7) All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
- (8) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before-and-after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- (9) Medications that must be refrigerated shall be stored in a refrigerator at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the refrigerator shelf with no further protection needed. Controlled medication shall be stored in a locked box that is affixed to the refrigerator shelf.
- (10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
 - (a) non-controlled drugs shall be destroyed in the presence of at least one witness;
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and
 - (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue, and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut

General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.

- (11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
 - (a) in containers for the exclusive use of holding medications;
 - (b) in locations that preserve the integrity of the medication;
 - (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.
- (12) In no event shall a school store more than a three (3) month supply of a medication for a student.

L. School Readiness Programs and Before-and-After School Programs

- (1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before-and-after school programs run by the Board, which are exempt from licensure by the Office of Early Childhood:
 - (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
 - (b) Except as provided by Sections D and E above, no medication shall be administered in these programs without:
 - (i) the written order of an authorized prescriber; and
 - (ii) the written authorization of a parent or guardian or an eligible student.
 - (c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of

medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before-and-after school program, additional nursing services are required for these programs.

- (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.
 - (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.
 - (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision-making regarding medication administration.
 - (g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- (2) Local poison control center information shall be readily available at these programs.
 - (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.
 - (4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section J of this policy.
 - (5) All medications must be handled and stored in accordance with Section K of this policy. Where possible, a separate supply of medication shall be

stored at the site of the before-and-after or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.

- (6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained by the program;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.
- (7) The procedures for the administration of medication at school readiness programs and before-and-after school programs shall be reviewed annually by the school medical advisor, if any, and school nurse supervisor.

M. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a(a)(2) and Section 10-212a-2 of the Regulations of Connecticut State Agencies, the Board shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, if any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:

Connecticut General Statutes:
Section 10-206

Section 10-212
Section 10-212a
Section 10-212c
Section 10-220j
Section 14-276b
Section 19a-900
Section 21a-240
Section 52-557b

Regulations of Conn. State Agencies:
Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)

Policy adopted: May 11, 2004
Policy revised: June 7, 2005
Policy revised: January 26, 2010
Policy revised: June 19, 2012
Policy revised: January 10, 2017
Policy replated:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut



[NOTE: This form makes reference to a school medical advisor. If your district does not, and is not required to, have a medical advisor, all references to such should be deleted before providing this form to parents]

[Board of Education/School Letterhead]
REFUSAL TO PERMIT ADMINISTRATION
OF EPINEPHRINE FOR EMERGENCY FIRST AID Name of Child: _____
Date of Birth: _____

Address of Child: _____

Name of Parent(s): _____

Address of Parent(s): _____
(if different from child)

Connecticut law requires the school nurse and other qualified school personnel in all public schools to maintain epinephrine in cartridge injectors (EpiPens) for the purpose of administering emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. State law permits the parent or guardian of a student to submit a written directive to the **school nurse or school medical advisor** that epinephrine shall not be administered to such student in emergency situations. This form is provided for those parents who refuse to have epinephrine administered to their child. The refusal is valid for only for the 20__-20__ school year. I,

_____, the parent/guardian of _____,
Print name of parent/guardian Print name of student

refuse to permit the administration of epinephrine to the above named student for purposes of emergency first aid in the case of an allergic reaction.

Signature of Parent/Guardian

Date

Please return the completed original form to your child's school nurse or school medical advisor,
_____ *[Insert name of medical advisor]* at _____ *[Insert address of medical advisor].*

Instruction

Ceremonies and Observances

In accordance with Conn. Gen. Stat. Section ~~210~~(c), the Board of Education shall ensure that a period of time is set aside each school day to allow those students who wish to do so the opportunity to recite the Pledge of Allegiance. This policy shall not be construed to require any person to recite the Pledge of Allegiance, should he or she choose not to do so.

Legal References:

Connecticut General Statutes Section ~~210~~

	Policy adopted:	September
	3, 1996	MIDDLETOWN PUBLIC SCHOOLS
Policy revised:	September 24, 2002	Middletown, Connecticut
Policy revised:	January 9, 2007	
Policy revised:	December	8, 2015
Policy replaced:		

Instruction

Mandatory Curricular Exemptions:

Upon the written request of a parent or guardian received by the school district prior to planned instruction in the areas set forth below, the Middletown Board of Education (the "Board") shall permit curricular exemptions for instruction in the following areas:

1. Dissection;
2. Family life education;
3. HIV/AIDS; or
4. Sexual abuse and assault awareness and prevention program.

Definitions:

"Dissection Instruction" is defined as instruction in which a student must participate in, or observe, the dissection of any animal.

"Family Life Education Instruction" is defined as instruction pertaining to family planning, human sexuality, parenting, nutrition and the emotional, physical, psychological, hygienic, economic and social aspects of family life.

"HIV/AIDS Instruction" is defined as ongoing and systematic instruction on Acquired Immune Deficiency Syndrome (AIDS) offered by the district pursuant to state law.

"Sexual abuse and assault awareness and prevention program" is defined as the state wide program identified or developed by the Department of Children and Families, in collaboration with the Department of Education and Connecticut Sexual Assault Crisis Services, Inc. (or a similar entity) that includes appropriate educational materials designed for children in grades kindergarten to twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to, (A) the skills to recognize (i) child sexual abuse and assault, (ii) boundary violations and unwanted forms of touching and contact, and (iii) ways offenders groom or desensitize victims, and (B) strategies to (i) promote disclosure, (ii) reduce harm, and (iii) mobilize bystanders.

Written Request for Mandatory Exemption:

Parents who wish to exercise such exemptions must notify the school district in writing within the first two weeks of school.

Permissive Curricular Exemptions:

Except for the mandatory curricular exemptions noted above, or otherwise required by law, the Board does not require teachers to exempt students from any other aspect of the curriculum.

Alternative Assignments:

1. Any student excused from participating in, or observing, the dissection of any animal as part of classroom instruction shall be required to complete an alternate assignment to be determined by the teacher.
2. Any student excused from participating in the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work as determined by the teacher.
3. Any student excused from any other aspect of the curriculum may be required by the teacher to complete an alternative assignment as determined by the teacher.

Legal References:

Conn. Gen. Stat. § 10-16c.
Conn. Gen. Stat. § 10-16e.
Conn. Gen. Stat. § 10-18d.
Conn. Gen. Stat. § 10-19(b).
Conn. Gen. Stat. § 17a-101q.

Policy adopted:
3, 1996
Policy revised:
10, 2006
Policy replaced:

September
MIDDLETOWN PUBLIC SCHOOLS
October
Middletown, Connecticut

Instruction

Field Trips

The Board of Education recognizes that field trips for students when properly planned, executed, evaluated, and used as a device for teaching and learning, are an educationally sound and important ingredient in the instructional program of the District/school.

For purposes of this policy, a field trip is defined as any journey by a group of students away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study, co-curricular activity or class trip and conducted for the purpose of affording a first-hand educational experience not available in the classroom or school.

The value of field trips is directly related to the orientation and preparation of the students by their teacher(s) prior to the trip and the care with which the teacher(s) uses follow-up activities upon the student's return.

Safety is of paramount concern on any field trip. The ratio of students to adults will be determined by the administration. In making such determination, the administrators or designee will consider whether groups of students will be permitted to leave a chaperon at any time during the field trip.

Types of Field Trips

The District recognizes the following types of field trips:

1. School Sponsored Educational Field Trips

School sponsored educational field trips should be directly related to or be an extension of classroom learning experiences. Pre-teaching, planning, and evaluation should always be part of any given field trip. This category of trips includes competitive/performance field trips by academic, athletic, (excluding regularly scheduled interscholastic athletic contests) and performing art teams participating in competition or performance.

2. School Club Sponsored Activities

Trips taken outside of school hours for club-sponsored activities are not considered field trips, but must complete the required paperwork for authorization.

3. School Sponsored Cultural/Enrichment Field Trips

School groups may plan trips for cultural/enrichment purposes. They are subject to final approval of the Building Principal and Board of Education, if necessary (see Approval of Field Trips).

4. Trips Unrelated to the District

The Board of Education cannot accept responsibility for non-school sponsored trips/tours. Individuals who plan trips/tours that are not school sponsored must alert parents and students that the planned trip is not associated with the Middletown Public Schools. The trip planners must clearly indicate in writing that they are serving as private agents or private individuals. The preparation for non-school sponsored trips shall not take place during school hours. No school materials may be used for letters to parents, directions or other communications.

Approvals of Field Trips

All school sponsored field trips require administrative approval.

- For all trips within the State of Connecticut, requests must be submitted to the building administrator 30 days in advance of the departure date. Costs must be ascertained.
- All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date.
- All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date.
- Superintendent approval of all field trips shall be conditional. Approval for any field trip may be revoked at any time by the Superintendent or Building Principal if a change in circumstances, whether man-made or natural, would warrant cancellation in the interest of safety of the students –and staff.

Parents/guardians are responsible for obtaining trip cancellation insurance. The Board of Education is not responsible to refund students for cancelled trips or to pursue reimbursement from travel agents or trip insurance carriers, under any circumstances.

The school nurse has the right to deny participation in field trip activities due to concerns for student health and well-being resulting from the failure of the parent/student to submit required documents for implementing medical interventions during the field trip prior to the day of the trip. (Issues resulting in denial of participation include, but are not limited to: incomplete or missing medical intervention plans and/or required MD orders for medication administration of daily or emergency medications; and, the absence of medications). Field trip organizers and the school nurse shall take corrective actions, such as notifying parents and/or students prior to the field trip, in the event of identified health concerns that impact the health and well-being for student(s) during a field trip.

Other Considerations:

- Parents/guardians who feel their child should not participate may deny permission and arrangements will be made for the child to remain at school on the day of the trip.
- Use of privately owned vehicles or leased vans to transport students to and from field trips is **strongly discouraged**, except in the case of a bona fide emergency. Determination of a bona fide emergency will be made by the field trip leader if the Superintendent or Principal is not present or available or not possible to contact. Staff and parents/guardians who use their own vehicles risk being legally liable for any injury a student sustains while in the vehicle.
- Chaperones on school sponsored trips will be covered for liability purposes by the school district policies. **The cost for a background check is incurred by the volunteer. All paperwork must be submitted and approved prior to the trip.**
- The administration reserves the right to deny the participation for any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern.

Costs of Field Trips

The cost of field trips includes transportation, lodging, meals, nursing services when required, and entry fees. Fund raising activities (following District policies) must be used to defray the cost of a field trip. When the cost is considerable, a discreet arrangement can be made with the administrator for possible assistance in payment for those individuals experiencing a hardship. Parents/guardians of students on the free and reduced lunch program should contact the administrator.

Additional Considerations

This policy does not apply to regular interscholastic athletic games/competitions, as that schedule is developed by the Athletic Director in conjunction with the administration. Any trips by athletic teams beyond the regular interscholastic schedule must be approved in accordance with this policy.

The Board may require a follow up review of any field trip at a Board meeting, at the discretion of the Chairperson.

The acceptance of any gratuities, discounts and/or gifts for personal use resulting from field trips is prohibited. Any gifts, gratuities, or promotional items provided by travel companies will become the property of the District and will be used for the benefit of the trip or the school.

POLICY 6153

The Superintendent shall establish regulations/procedures for the review and approval of field trips. These procedures shall address the process for prior screening, evaluating and approving field trips. Furthermore, the procedures shall establish assurances that:

- All students have parental/guardian permission for trips
- All trips are properly supervised
- All safety precautions are observed, including a reunification plan should a child become separated from a group, or the groups are relocated due to a natural or manmade emergency
- All trips contribute to the educational program
- All trips must allow a plan for payment alternatives

The administration reserves the right to deny the participation for any student on any field trip based upon actions or behaviors that may adversely impact the health and safety of students and/or staff.

Policy adopted: September 3, 1996
Policy readopted: June 20, 2006
Policy revised: September 12, 2017
Policy readopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Instruction

Individualized Education Program/Special Education Program

The Middletown Board of Education will, in all respects, comply with the requirements of state and federal law with regard to the special education of students with disabilities. Decisions about whether a student with a disability eligible for special education and related services under the Individuals with Disabilities Education Act shall participate in alternative assessment(s) to particular statewide or district-wide assessments shall be made by each student's planning and placement team in accordance with applicable state and federal law.

Legal References:

Conn. Gen. Stat. § 10-14q

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1400 *et seq.*

34 C.F.R. § 300.320 *et seq.*

Connecticut Alternate Assessment (CTAA) Test Administration Manual, English Language Arts and Mathematics (Dec. 9, 2019), *available at* [https://ct.portal.cambiumast.com/core/fileparse.php/51/urllt/CTAA Test Administration Manual TAM.pdf](https://ct.portal.cambiumast.com/core/fileparse.php/51/urllt/CTAA%20Test%20Administration%20Manual%20TAM.pdf).

CTAA and Alternate Science Learner Characteristics Inventory (LCI) *available at* [https://portal.ct.gov/-/media/SDE/StudentAssessment/Special Populations/LCI.pdf?la=en](https://portal.ct.gov/-/media/SDE/StudentAssessment/SpecialPopulations/LCI.pdf?la=en)

Policy adopted: June 25, 2013 MIDDLETOWN PUBLIC
SCHOOLS

Policy revised: March 26, 2019

Middletown, Connecticut

Policy replaced

Instruction

Access to Instructional Material

In accordance with federal law and Board policy, parents or guardians shall be permitted access to instructional material used as part of the educational curriculum for any student.

"Instructional material" means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents or guardians to inspect any instructional material. The district shall grant reasonable access to instructional material within a reasonable period of time after a request is received from a parent or guardian.

Legal Reference:

Federal Law:

Elementary and Secondary Education Act of 1965, 20 U.S.C. § 1232h, as amended by the Every Student Succeeds Act., Pub 14-95

Policy adopted: March 25, 2003
Policy readopted: October 10, 2006
Policy replaced:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Fiscal Year: 2022								
	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Appropri Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
CERTIFIED SALARIES								
51109 CERTIFIED*CURR WRITING	53,720.99	90,880.00	-	-	18,218.61	72,661.39	-	90,880.00
51110 CERTIFIED*REG	33,163,262.55	35,257,746.00	35,000.00	-	18,896,160.67	16,396,585.33	135,000.00	35,157,746.00
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	28,215.43	5,400.00	-	-	4,690.26	709.74	-	5,400.00
51309 SALARIES: INTERVENTIONISTS	158,019.11	288,185.00	(2,930.00)	-	3,505.00	281,750.00	150,000.00	135,255.00
51310 SALARIES: SUBS-DAILY*REG	125,981.64	165,000.00	-	-	87,659.93	77,340.07	35,000.00	130,000.00
51315 SALARIES: SUBS-LT*REG	313,133.10	195,000.00	-	-	82,874.43	112,125.57	40,000.00	155,000.00
51316 SALARIES: SUBS-BLDG*REG	250,149.18	509,400.00	-	-	139,717.50	369,682.50	145,000.00	364,400.00
51410 SALARIES: ADMINISTRATOR*REG	5,075,211.94	5,217,656.00	-	-	3,475,009.46	1,742,646.54	-	5,217,656.00
51501 LONGEVITY: CERTIFIED	482,200.00	502,467.00	-	-	230,100.00	272,367.00	42,267.00	460,200.00
51510 ADDL COMP PAID TO TCHRS	14,268.90	47,000.00	-	-	12,000.00	35,000.00	-	47,000.00
51716 SALARIES: MENTOR	17,389.00	15,734.00	-	-	5,651.25	10,082.75	-	15,734.00
51718 SALARIES: TUTOR	90,606.55	49,800.00	-	-	60,400.06	(10,600.06)	(25,000.00)	74,800.00
51721 SALARIES: STIPENDS-NON TRB	345,039.08	488,675.00	(2,000.00)	-	208,780.18	277,894.82	-	486,675.00
51722 SALARIES: MINISTERIAL MENTOR	25,275.00	80,000.00	-	-	22,705.00	57,295.00	20,000.00	60,000.00
51900 OTHER SALARIES	120,282.17	123,600.00	-	-	101,318.88	22,281.12	(15,000.00)	138,600.00
51901 NON-CONTRACTED CERTIFIED	92,412.19	40,000.00	-	-	51,312.72	(11,312.72)	(20,000.00)	60,000.00
51906 SALARIES: STRINGS*REG	20,001.79	-	-	-	-	-	-	-
51921 SALARIES: CLASS COVERAGE	99,123.28	40,000.00	-	-	88,653.09	(48,653.09)	(75,000.00)	115,000.00
Total CERTIFIED SALARIES	40,474,291.90	42,474,543.00	30,070.00	-	23,488,757.04	19,015,855.96	432,267.00	42,072,346.00
CLASSIFIED SALARIES								
51116 CLASSIFIED*REG	7,554,560.14	8,374,655.00	(538,000.00)	-	4,925,073.90	2,911,581.10	50,000.00	7,786,655.00
51118 CLASSIFIED*OT	76,575.92	193,500.00	(41,500.00)	-	142,089.52	9,910.48	(25,000.00)	177,000.00
51121 CLASSIFIED*OTH ADDL STIPEND	-	35,000.00	-	-	-	35,000.00	35,000.00	-
51200 SAL OF SEASONAL TEMP EMP	15,417.67	25,000.00	-	-	10,502.79	14,497.21	-	25,000.00
51416 ATHLETIC EVENT WORKERS	19,893.44	16,000.00	-	-	26,633.09	(10,633.09)	(12,000.00)	28,000.00
51418 SUBS-SECRETARIES	60,503.91	25,000.00	-	-	52,725.96	(27,725.96)	(100,000.00)	125,000.00
51419 OT-SNOW REMOVAL	28,917.43	-	20,750.00	-	29,291.05	(8,541.05)	-	20,750.00
51420 OT-CUSTODIAL COVERAGE	27,223.64	-	20,750.00	-	35,638.26	(14,888.26)	(30,000.00)	50,750.00
51903 HOME VISITORS	17,478.00	32,760.00	-	-	-	32,760.00	-	32,760.00
Total CLASSIFIED SALARIES	7,800,570.15	8,701,915.00	(538,000.00)	-	5,221,954.57	2,941,960.43	(82,000.00)	8,245,915.00

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Apprpr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
PARAPROFESSIONALS								
51210 SALARIES: AIDES/PARAS*REG	3,257,372.48	4,328,213.00	(535,500.00)	-	2,243,344.05	1,549,368.95	10,000.00	3,782,713.00
51212 SALARIES: AIDES/PARAS*OT		3,000.00	-	-	-	3,000.00	3,000.00	-
51216 SALARIES: LIBRARY PARAS*REG	78,305.73	55,326.00	(35,000.00)	-	2,596.57	17,729.43	17,729.43	2,596.57
51503 LONGEVITY: PARAS	13,482.08	15,100.00	-	-	12,300.00	2,800.00	2,800.00	12,300.00
51713 SALARIES: LUNCH/DUTY AIDES	228,375.17	280,652.00	-	-	168,883.65	111,768.35	25,000.00	255,652.00
51715 SALARIES: SCHOOL CAFETERIA	386,928.30	-	-	-	1,725.00	(1,725.00)	-	-
51920 SALARIES: STUDENT VOCATIONAL	1,540.00	6,000.00	-	3,475.00	1,995.00	530.00	-	6,000.00
_Total_PARAPROFESSIONALS	3,966,003.76	4,688,291.00	(570,500.00)	3,475.00	2,430,844.27	1,683,471.73	58,529.43	4,059,261.57
EMPLOYEE BENEFITS								
51970 SAL: CLOTHING ALLOCATION	18,900.00	25,700.00	-	-	19,600.00	6,100.00	-	25,700.00
52100 GROUP LIFE INSURANCE	196,500.00	229,500.00	(25,245.00)	-	204,255.00	-	-	204,255.00
52205 FICA	498,606.69	454,594.00	-	-	337,910.06	116,683.94	-	454,594.00
52210 MEDICARE	778,352.49	743,060.00	-	-	456,553.75	286,506.25	-	743,060.00
52300 RETIREMENT CONTRIB	40,000.48	76,783.00	-	-	33,615.20	43,167.80	-	76,783.00
52500 TUITION REIMB	3,000.00	4,500.00	-	-	2,000.00	2,500.00	-	4,500.00
52600 UNEMPLOY COMPENSATION	22,689.56	65,000.00	(8,377.00)	41,273.00	3,727.00	11,623.00	10,000.00	46,623.00
52700 WORKERS COMPENSATION	700,516.38	588,500.00	-	-	588,500.00	-	-	588,500.00
52831 HEALTH INS*CERTIFIED/PARAS	7,310,888.45	7,296,468.00	-	609,367.77	6,687,100.23	-	-	7,296,468.00
52832 HEALTH INS*CLASSIFIED	5,295,043.00	5,444,409.00	33,622.00	-	5,478,031.00	-	-	5,478,031.00
52840 DENTAL INSURANCE	924,077.69	1,043,495.00	-	199,657.03	843,837.97	-	-	1,043,495.00
52950 DISABILITY INSURANCE	27,374.17	28,500.00	-	8,736.92	19,763.08	-	-	28,500.00
52960 UNUSED SICK BENEFIT	21,497.91	25,000.00	-	-	27,064.06	(2,064.06)	(5,000.00)	30,000.00
52961 UNUSED VACATION PAYOUT	-	15,000.00	-	-	-	15,000.00	-	15,000.00
52990 OTHER POST EMPL BENEFITS	255,394.00	267,080.00	-	-	267,079.00	1.00	-	267,080.00
52991 ACA HEALTH INSURANCE	164.76	18,000.00	-	-	11,875.00	6,125.00	5,000.00	13,000.00
_Total_EMPLOYEE BENEFITS	16,093,005.58	16,325,589.00	-	859,034.72	14,980,911.35	485,642.93	10,000.00	16,315,589.00
PURCHASED SERVICES								
53010 PURCHASED PROF SVCS	12,233.97	16,350.00	-	4,144.03	12,155.97	50.00	-	16,350.00
53020 LEGAL SERVICES	132,270.13	125,000.00	-	27,729.80	97,270.00	0.20	(100,000.00)	225,000.00
53040 NURSING SERVICES	-	35,000.00	(5,000.00)	-	-	30,000.00	-	30,000.00
53070 TESTING / SCORING	41,594.41	76,175.00	(2,900.00)	1,672.00	17,338.13	54,264.87	-	73,275.00
53200 PROF EDUC SERVICES	-	5,000.00	(1,486.00)	-	688.80	2,825.20	-	3,514.00
53205 EMPLOYEE TRNG/DEV SVCS	3,575.00	3,085.00	-	-	2,813.00	272.00	-	3,085.00

Middletown Board of Ed Financial Statement Quarter ending 3/4/22

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Apprpr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
PURCHASED SERVICES (cont.)								
53220 INSERVICE - PROF MTGS/DEV	12,494.87	99,583.00	231.95	3,287.42	34,972.07	61,555.46	-	99,814.95
53240 FIELD TRIPS	2,055.00	13,000.00	550.00	147.10	10,365.63	3,037.27	-	13,550.00
53251 STUDENT ACTIVITIES	10,958.98	12,000.00	-	1,097.31	5,350.43	5,552.26	-	12,000.00
53300 PURCH PROF SVCS: TECH	126,259.31	131,300.00	36,007.45	42,170.00	70,686.44	54,451.01	-	167,307.45
53400 PURCH PROF SVCS: OTHER	521,426.61	516,993.00	(20,826.00)	220,959.08	258,488.01	16,719.91	-	496,167.00
53500 PURCH PROF/TECH SERVICES	-	50,000.00	-	-	18,100.00	31,900.00	-	50,000.00
53520 PURCH PROF SVCS: OTHR TECH	115.38	1,500.00	7,000.00	7,000.00	-	1,500.00	-	8,500.00
53530 PURCH PROF SVCS: POLICE	-	9,000.00	-	3,470.00	5,194.00	336.00	-	9,000.00
53540 PURCH PROF SVCS: SPORTS OFF	17,448.11	66,630.00	-	-	27,715.78	38,914.22	-	66,630.00
53900 OTHER PURCHASED SERVICES	20,432.50	-	-	-	-	-	-	-
54010 PURCH PROPERTY SVCS	16,171.41	28,500.00	-	3,971.00	10,834.00	13,695.00	-	28,500.00
54103 SNOW PLOWING/SANDING	21,970.00	30,000.00	-	25,890.00	4,110.00	-	-	30,000.00
54410 RENTAL OF LAND & BLDGS-ADED	77,058.00	77,058.00	-	21,960.00	55,098.00	-	-	77,058.00
54411 WATER/SEWER	76,804.50	106,529.00	-	42,001.08	64,527.92	-	-	106,529.00
54420 RENTAL OF EQUIP&VEHICLES	2,081.28	6,500.00	-	2,841.59	2,661.97	996.44	-	6,500.00
54421 DISPOSAL	138,439.06	139,600.00	-	63,979.27	75,620.73	0.00	-	139,600.00
54424 LAWN CARE	2,770.95	15,000.00	-	550.00	11,450.00	3,000.00	-	15,000.00
54430 RENTAL OF COMP RELATED EQUIP	393.00	-	-	-	-	-	-	-
54440 RENTALS	2,287.68	1,564.00	-	507.22	1,244.58	(187.80)	(187.80)	1,751.80
54900 ENERGY PERFORM CONTRACT	600,000.00	95,915.00	-	33,610.00	-	62,305.00	-	95,915.00
55010 PURCHASED SERVICES	1,411,057.39	1,118,600.00	(7,700.00)	323,058.81	889,324.88	(101,483.69)	(101,500.00)	1,212,400.00
55011 VACCINES	345.00	3,000.00	-	-	-	3,000.00	-	3,000.00
55100 PUPIL TRANSPORTATION	3,151,748.39	5,386,898.00	(312,884.84)	2,396,103.19	2,047,511.29	630,398.68	630,000.00	4,444,013.16
55105 TRANSPORTATION*SUMMER	29,509.76	200,000.00	(5,760.67)	-	194,239.33	-	-	194,239.33
55109 TRANS*SPED OUT OF TOWN	266,922.10	390,000.00	323,760.67	396,681.35	292,970.65	24,108.67	-	713,760.67
55190 TRANS*HOMELESS	-	70,000.00	(11,828.87)	48,688.31	24,889.60	(15,406.78)	(20,000.00)	78,171.13
55191 TRANSPORT*DCF	30,243.00	100,000.00	(11,000.00)	21,275.00	17,915.00	49,810.00	20,000.00	69,000.00
55205 PROP/CASUALTY INSURANCE	488,144.00	379,001.00	-	-	379,001.00	-	-	379,001.00
55206 ATHLETIC INSURANCE	20,952.00	24,000.00	486.00	-	24,486.00	-	-	24,486.00
55300 COMMUNICATIONS/TELEPHONE	298,058.72	304,900.00	19,999.02	98,869.42	265,692.05	(39,662.45)	(40,000.00)	364,899.02
55301 POSTAGE	25,351.05	35,280.00	(34.88)	8,551.75	22,551.67	4,141.70	-	35,245.12
55303 SECURITY MONITORING	68,078.04	88,000.00	-	-	69,156.24	18,843.76	(100,000.00)	188,000.00
55304 SUBSCRIPTIONS/LICENSES	9,609.12	165,608.00	2,927.37	107.03	140,481.22	27,947.12	-	168,535.37
55400 ADVERTISING	10,091.87	8,050.00	-	879.22	8,022.23	(851.45)	(852.00)	8,902.00
55500 PRINTING	22,862.68	42,600.00	1,295.00	12,399.81	16,826.30	14,668.89	-	43,895.00
55510 COPYING	194,668.60	90,469.00	7,144.60	-	97,613.60	-	-	97,613.60

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Apprpr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
PURCHASED SERVICES (cont.)								
55800 TRAVEL/CONFERENCES	79,820.67	118,830.00	-	9,042.76	73,528.65	36,258.59	-	118,830.00
57350 TECH SW/COMPUTER LICENSES	21,628.67	-	-	-	-	-	-	-
58901 EDUCATIONAL SUPPORT	18,811.41	23,140.00	-	171.00	20,624.39	2,344.61	-	23,140.00
58902 CULTURAL COUNCIL	-	16,000.00	-	-	-	16,000.00	-	16,000.00
58903 PROF DEV IMPROVE	82,581.08	67,000.00	(6,000.00)	2,072.92	38,632.16	20,294.92	-	61,000.00
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
58906 AFTER SCHOOL PROGRAM	3,842.62	16,650.00	5,500.00	-	4,312.64	17,837.36	-	22,150.00
58908 RECRUITMENT	150.00	4,500.00	-	-	50.00	4,450.00	-	4,500.00
_Total_PURCHASED SERVICES	8,078,316.32	10,321,808.00	19,480.80	3,824,887.47	5,419,514.36	1,096,886.97	287,460.20	10,053,828.60
SUPPLIES & MATERIALS								
56104 SUPPLIES MAINTENANCE	-	-	185,366.61	37,608.31	69,949.62	77,808.68	-	185,366.61
56010 SUPPLIES*INVENTORY	2,067.52	-	-	-	-	-	-	-
56106 SUPPLIES*FOOD	104.41	390.00	-	-	-	390.00	-	390.00
56110 INSTRUCTIONAL SUPPLIES	539,947.32	416,896.00	9,067.09	130,049.94	244,129.97	51,783.18	-	425,963.09
56115 COMMON CORE MATERIALS	15,023.62	14,153.00	600.00	3,217.72	9,767.48	1,767.80	-	14,753.00
56120 ADMINISTRATIVE SUPPLIES	83,934.44	79,616.00	6,953.40	26,847.86	45,103.90	14,617.64	-	86,569.40
56121 COPY PAPER	23,965.99	42,924.00	(4,535.85)	20,369.73	16,467.55	1,550.87	-	38,388.15
56210 NATURAL GAS	505,935.81	602,662.00	-	227,186.80	375,556.20	(81.00)	(150,000.00)	752,662.00
56220 ELECTRICITY	1,004,315.84	1,242,529.00	-	598,105.91	522,536.60	121,886.49	100,000.00	1,142,529.00
56230 BOTTLED GAS	10,983.24	9,940.00	-	5,276.10	4,628.90	35.00	-	9,940.00
56240 FUEL OIL	336,230.70	193,743.00	-	72,156.67	121,586.33	-	(45,000.00)	238,743.00
56260 DIESEL FUEL	236,072.93	265,000.00	-	172,803.80	58,747.95	33,448.25	-	265,000.00
56265 GASOLINE (VEHICLES)	49,399.18	74,600.00	1,828.87	9,821.09	66,607.78	-	(8,000.00)	84,428.87
56270 PROPANE	50,075.19	31,930.00	-	-	52,044.65	(20,114.65)	(20,000.00)	51,930.00
56300 FOOD SUPPLIES	562.23	6,741.00	-	172.60	461.74	6,106.66	-	6,741.00
56400 BOOKS AND PERIODICALS	-	9,000.00	-	1,314.41	3,390.23	4,295.36	-	9,000.00
56410 TEXTBOOKS	50,594.88	48,810.00	(4,157.53)	8,776.26	12,831.12	23,045.09	-	44,652.47
56420 LIBRARY MATERIALS	27,061.82	39,250.00	-	23,505.68	16,758.09	(1,013.77)	-	39,250.00
56440 MEDIA	3,974.66	-	-	-	-	-	-	-
56500 SUPPLIES*TECH RELATED	71,281.43	211,776.00	(629.32)	52,084.49	121,715.26	37,346.93	-	211,146.68
56900 SUPPLIES*OTHER	210,056.24	217,332.00	862.14	51,702.99	81,349.93	85,141.22	-	218,194.14
56910 CUSTODIAL SUPPLIES	145,888.29	131,000.00	-	9,304.49	120,900.77	794.74	-	131,000.00

	<u>Expenditures</u>	<u>Appropriation</u>					<u>Overage/</u>	
<u>Object Code - Summary</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Apprpr Adj</u>	<u>Encumbrances</u>	<u>Expenditures</u>	<u>Account Balance</u>	<u>Deficit</u>	<u>Projection</u>
_Total_SUPPLIES & MATERIALS	3,367,475.74	3,638,292.00	195,355.41	1,450,304.85	1,944,534.07	438,808.49	(123,000.00)	3,956,647.41
PROPERTY								
54300 MAINT: REPLACEMENT	711,812.70	881,668.00	(199,866.61)	103,005.01	406,316.40	172,479.98	-	681,801.39
54303 MAINT: GROUNDS	77,220.86	42,000.00	-	6,550.00	30,392.61	5,057.39	-	42,000.00
54304 ELEVATOR MAINTENANCE	30,069.94	50,000.00	-	18,459.50	17,004.57	14,535.93	-	50,000.00
57300 NEW EQUIPMENT	205,420.61	74,250.00	-	14,355.18	55,113.76	4,781.06	-	74,250.00
57330 FURNITURE AND FIXTURES	10,506.76	-	5,000.00	1,720.33	1,830.94	1,448.73	-	5,000.00
57340 TECH REL HW/EQUIP	282,747.13	82,529.00	-	2,768.88	79,754.11	6.01	-	82,529.00
57340 OTHER EQUIP/PROPERTY	3,116.97	6,100.00	-	5,522.89	524.82	52.29	-	6,100.00
_Total_PROPERTY	1,320,894.97	1,136,547.00	(194,866.61)	152,381.79	590,937.21	198,361.39	-	941,680.39
DUES & FEES								
53310 PURCH PROF SVCS: AUDIT	-	30,000.00	-	-	-	30,000.00	-	30,000.00
58100 MEMBERSHIPS & DUES	63,958.08	93,854.00	460.40	2,535.00	72,469.48	19,309.92	3,200.00	91,114.40
_Total_DUES & FEES	63,958.08	123,854.00	460.40	2,535.00	72,469.48	49,309.92	3,200.00	121,114.40
MAJOR PROJECTS								
57400 INFRASTRUCTURE	900,000.00	-	-	-	-	-	-	-
58900 CAPITAL*RESERVE PRVNTV MAINT	180,000.00	-	1,068,000.00	-	-	1,068,000.00	-	1,068,000.00
_Total_DUES & FEES	1,080,000.00	-	1,068,000.00	-	-	1,068,000.00	-	1,068,000.00
TUITION								
55600 TUITION/MAGNET SCHLS-REG ED	868,731.00	408,650.00	(10,000.00)	-	549,607.00	(150,957.00)	(150,957.00)	549,607.00
55610 TUIT OTHR DIST IN STATE-SPED	714,110.81	705,000.00	-	144,608.44	157,914.87	402,476.69	(85,000.00)	790,000.00
55620 TUIT OTHR DIST O/S STATE-SPED	44,423.08	-	-	-	-	-	-	-
55630 TUIT TO PRIVATE SOURCES-SPED	3,786,781.70	3,625,000.00	-	1,340,501.65	2,165,026.79	119,471.56	-	3,625,000.00
_Total_TUITION	5,414,046.59	4,738,650.00	(10,000.00)	1,485,110.09	2,872,548.66	370,991.25	(235,957.00)	4,964,607.00
								-
Grand Total	87,658,563.09	92,149,489.00	-	7,777,728.92	57,022,471.01	26,281,289.07	350,499.63	90,730,989.37

Middletown Board of Education
BOE Transfer of Funds

Date Range: 04-Feb-2022 to 04-Mar-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 38136 Date: 11-Feb-2022						
From 1010-009-1000-000-56110-00000	MACD: INSTR SUPPLIES	8,225.00	17.80	8,242.80	627.99	
To 1010-009-2410-000-56121-00000	MACDONOUGH: COPY PAPER	1,400.00		1,400.00		627.99
Balance from instructional supplies transferring into copy paper line to purchase copy paper.						
Journal#: 38148 Date: 15-Feb-2022						
From 1010-100-1000-504-56110-00000	CURR: 504*INSTRUC SUPPL	1,500.00		1,500.00	1,286.00	
To 1010-100-2220-440-56420-00000	LIBR/MEDIA: LIBR MATLS	8,000.00		8,000.00		1,286.00
To cover Deficit in Library Materials line with overage in 504 instructional materials line..						
Journal#: 38149 Date: 24-Feb-2022						
From 1010-960-2212-170-51410-00000	CURR: ADMIN/INSTR: NAT/PHYS SCI ADMIN REG	143,870.00		143,870.00	68,408.00	
From 1010-005-1000-425-51309-00000	FARM HILL: INTERVENTIONISTS	56,400.00		56,400.00	35,036.00	
To 1010-005-5001-000-53300-00000	CAPITAL: FH: PURCH PROF SVCS: TECH					103,444.00
To appropriate inelligible costs for the PV Panels at Farm Hill School. This is mandatory with the State funding Grant process with Matching Local Funds.						
Journal#: 38150 Date: 15-Feb-2022						
From 1010-100-1000-190-56410-00000	CURR: SOC STU/HISTORY*TEXTBOOKS	2,500.00		2,500.00	706.00	
To 1010-960-2213-190-53220-00000	CURR: SOC STU/HIST*IN SERVICE/PD	500.00		500.00		706.00
From 1010-054-1000-190-56110-00000	BMS: SOC STUDIES*INSTR SUPPL	2,740.00		2,740.00	1,207.99	
From 1010-054-1000-190-56410-00000	BMS: SOC STUDIES*TEXTBOOKS	2,085.00		2,085.00	745.18	
From 1010-054-1000-190-56900-00000	BMS: SOC STUDIES*SUPPL*OTHER	2,025.00		2,025.00	771.93	
To 1010-054-1000-190-53220-00000	WWMS: SOC SCIENCE*IN - PROF MTGS/DEVELOP					2,725.10
From 1010-062-1000-190-56110-00000	MHS: SOC STUDIES*INSTR SUPPL	2,000.00		2,000.00	188.78	
From 1010-062-1000-190-56110-02123	MHS: SOC STUDIES*INST SUP*PRL	4,000.00	-2,000.00	2,000.00	980.80	
From 1010-062-1000-190-56110-02124	MHS: SOC STUDIES*INST SUP*SPD/NICM	500.00		500.00	500.00	
From 1010-062-1000-190-56110-02126	MHS: SOC STUDIES*INSTR SUP*ELL	500.00		500.00	500.00	
From 1010-062-1000-190-56900-00000	MHS: SOC SCIENCE*SUPPL*OTHER	2,000.00		2,000.00	1,925.60	
From 1010-062-1000-192-56410-00000	MHS: SOC SCIENCE*AP*TEXTBOOKS	5,000.00		5,000.00	131.22	
To 1010-062-2213-192-53220-00000	MHS: AP SOC SCI: INSERV - PROF MTGS/DEVELOP	2,000.00		2,000.00		4,226.40
From 1010-100-1000-190-56110-00000	CURR: SOC STU/HIST*INSTR SUPPL	2,000.00		2,000.00	51.50	
To 1010-960-2213-190-53220-00000	CURR: SOC STU/HIST*IN SERVICE/PD	500.00		500.00		51.50
To purchase professional development for Teacher Grades 6-12. The PD is for Muticultural Classroom. This is something that the staff will benefit from, instuction and						
Journal#: 38153 Date: 16-Feb-2022						
From 1010-100-1000-350-58100-00000	CURR: PERF ARTS*DUES & FEES	8,600.00	-1,000.00	7,600.00	5,000.00	
To 1010-100-3200-350-55010-00000	CURR: PERFORM ARTS*PURCH SVCS	29,887.00		29,887.00		5,000.00

Date Range: 04-Feb-2022 to 04-Mar-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Funds for purchase services for the remaining year						

Journal#: 38155 Date: 16-Feb-2022

From 1010-009-2212-171-55800-00000	CURR: MACD*STEM*TRAVEL REIMB.	1,000.00		1,000.00	1,000.00	
From 1010-009-2213-171-53220-00000	CURR: MACD*STEM*IN SERVICE/PD	8,000.00		8,000.00	8,000.00	
From 1010-009-2213-171-55800-00000	CURRIC: NAT/PHYS SCI*STEM*TRAVEL REIMB.	1,000.00		1,000.00	1,000.00	
From 1010-054-2230-171-53220-00000	TECH ED: BMS*STEM*INSERVICE/PROF DEV	3,000.00		3,000.00	1,396.00	
To 1010-960-2213-172-55010-00000	CURR: INSTRU TRAINIG*AP SCI*OTH PURCH SRVCS To reappropriate funding for Science/stem and steam for new department chair/head. The new department head is opting to provide professional development with CREC for her team.	10,000.00		10,000.00		11,396.00

Journal#: 38156 Date: 16-Feb-2022

From 1010-062-3200-350-56900-00000	CURR: MHS*PERF ARTS*OTHER SUPPLIES	38,000.00	-2,000.00	36,000.00	25,000.00	
To 1010-100-1000-350-51901-00000	CURRIC_MUS: STRINGS INSTRUCTOR Funds for strings payroll for the remaining year	40,000.00		40,000.00		25,000.00

Journal#: 38157 Date: 16-Feb-2022

From 1010-940-2600-000-56104-02000	OPER/MAINT PLANT: SUPPL*MAINT*HVAC		71,366.61	71,366.61	15,000.00	
To 1010-940-2600-000-54300-02000	OPER/MAINT PLANT: REPAIRS/MAINT: HVAC TRANSFER TO ACCOMODATE POSSIBLE ADDITIONAL EXPENDITURES THROUGH THE END OF THE FY	264,250.00	-101,366.61	162,883.39		15,000.00

Journal#: 38158 Date: 16-Feb-2022

From 1010-940-2610-000-54900-00000	OPER/BLDGS: ENERGY PERF CONTRACT	95,915.00		95,915.00	26,150.33	
To 1010-940-2610-000-55300-00000	OPER/BLDGS: COMM/PHONE TRANSFER TO COVER NEGATIVE EXPENDITURE	299,600.00		299,600.00		26,150.33

Journal#: 38159 Date: 16-Feb-2022

From 1010-940-2610-000-56220-00000	OPER/BLDGS: ELECTRICITY	528,353.00	-140,097.35	388,255.65	30,000.00	
To 1010-940-2610-000-56270-00000	OPER/BLDGS: PROPANE TRANSFER TO ACCOMODATE PROJECTED EXPENDITURE FOR FYE	4,120.00		4,120.00		30,000.00

Journal#: 38160 Date: 16-Feb-2022

From 1010-940-2610-000-54900-00000	OPER/BLDGS: ENERGY PERF CONTRACT	95,915.00		95,915.00	8,000.00	
To 1010-940-2600-000-55010-02004	OPER/MAINT PLANT: PURCH SVCS: CARPENTRY	25,000.00	-4,145.00	20,855.00		8,000.00
From 1010-940-2610-000-54900-00000	OPER/BLDGS: ENERGY PERF CONTRACT	95,915.00		95,915.00	15,000.00	
To 1010-940-2600-000-54300-02004	OPER/MAINT PLANT: REPAIRS/MAINT: CARPENTRY	119,500.00	8,145.00	127,645.00		15,000.00

Date Range: 04-Feb-2022 to 04-Mar-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
TRANSFER TO ACCOMODATE PROJECTED EXPENDITURES UNDER CARPENTRY						
Journal#: 38171 Date: 22-Feb-2022						
From 1010-960-2570-000-55011-00000	PERS SVCS: VACCINES	3,000.00		3,000.00	700.00	
To 1010-960-2570-000-53205-00000	PERS SVCS: EMPLOYEE TRNG/DEV SVCS	2,135.00		2,135.00		200.00
To 1010-960-2570-000-55400-00000	PERS SVCS: ADVERTISING	5,350.00		5,350.00		500.00
Transfer to cover deficits in professional development and online job advertising.						
Journal#: 38173 Date: 24-Feb-2022						
From 1010-012-1000-425-51309-00000	MOODY: SEL*INTERVENTIONIST	56,160.00	-2,930.00	53,230.00	41,310.00	
To 1010-011-5001-000-53300-00000	CAPITAL: SNOW: PURCH PROF SVCS: TECH					41,310.00
To appropriate inelligible costs for the PV Panels at Snow School. This is mandatory with the State funding Grant process with Matching Local Funds.						
Journal#: 38174 Date: 25-Feb-2022						
From 1010-960-2213-190-53220-00000	CURR: SOC STU/HIST*IN SERVICE/PD	500.00		500.00	209.00	
To 1010-009-2213-171-53220-00000	CURR: MACD*STEM*IN SERVICE/PD	8,000.00		8,000.00		209.00
To reappropriate funding for Science Virtual training. New Director hired and shifting of funds expected.						
Journal#: 38175 Date: 25-Feb-2022						
From 1010-960-2320-000-55010-00000	EXEC ADMIN: PURCH SVCS	30,800.00	-8,140.00	22,660.00	6,300.00	
From 1010-960-2541-000-58903-00000	EXEC ADMIN: PROF DEV IMPROVE	15,000.00	-4,000.00	11,000.00	6,300.00	
To 1010-960-2213-172-55010-00000	CURR: INSTRU TRAINIG*AP SCI*OTH PURCH SRVCS	10,000.00		10,000.00		12,600.00
To purchase Elementary Catalyst NGSS Science Curriculum K-5. Science Director is new so the redistribution/reappropriation of funding is expected.						
Journal#: 38176 Date: 25-Feb-2022						
From 1010-054-2230-171-53220-00000	TECH ED: BMS*STEM*INSERVICE/PROF DEV	3,000.00		3,000.00	1,604.00	
From 1010-960-2320-000-55010-00000	EXEC ADMIN: PURCH SVCS	30,800.00	-8,140.00	22,660.00	823.21	
To 1010-100-1000-170-56110-00000	CURR: NAT/PHYS SCIENCE*INSTR SUPPL	5,000.00		5,000.00		2,427.21
To purchase ipads for the science, stem and steam BMS teachers. New Science Director, therefore, reappropriation of funds expected.						
Journal#: 38177 Date: 25-Feb-2022						
From 1010-960-2541-000-58903-00000	EXEC ADMIN: PROF DEV IMPROVE	15,000.00	-4,000.00	11,000.00	1,418.24	
To 1010-960-2320-000-55800-00000	EXEC ADMIN: TRAVEL/CONF	13,500.00	1,900.00	15,400.00		1,418.24

Date Range: 04-Feb-2022 to 04-Mar-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
	To cover deficit in the district stipend pay for Travel.					

Journal#: 38178 Date: 28-Feb-2022

From 1010-100-1000-350-56110-00000	CURR: PERF ARTS*INSTRUCTIONAL SUPPLIES	2,000.00		2,000.00	452.36	
From 1010-100-1000-350-56400-00000	CURR: PERF ARTS*BOOKS & PERIODICALS	6,500.00		6,500.00	3,500.00	
From 1010-100-1000-350-56500-00000	CURR: PERF ARTS*SUPPLIES TECH RELATED	8,000.00	-1,000.00	7,000.00	520.03	
From 1010-100-1000-350-58100-00000	CURR: PERF ARTS*DUES & FEES	8,600.00	-1,000.00	7,600.00	510.00	
From 1010-960-2212-350-55800-00000	CURR: PERF ARTS*TRAVEL REIMB.	1,400.00		1,400.00	1,400.00	
From 1010-100-2704-350-55100-00000	CURR: PERFORM ARTS*PUPIL TRANSP	7,000.00		7,000.00	3,623.90	
From 1010-100-3200-350-54300-00000	CURR: PERF ARTS*REPAIRS & MAINT	20,350.00	-1,000.00	19,350.00	9,000.00	
To 1010-100-1000-350-56900-00000	CURR: PERF ARTS*OTHER SUPPLIES	31,287.00		31,287.00		19,006.29
	Transfer of funds to purchase instruments and misc items for district, and furniture for Beman stage					

Journal#: 38180 Date: 01-Mar-2022

From 1010-940-2610-000-56220-00000	OPER/BLDGS: ELECTRICITY	528,353.00	-140,097.35	388,255.65	6,000.00	
To 1010-091-2610-200-56210-00000	MDT TRANS CTR: NATURAL GAS	3,310.00		3,310.00		6,000.00
	TRANSFER TO ACCOMODATE PROJECTED NEGATIVE SPED EXPENDITURE UNDER NATURAL GAS					

Journal#: 38182 Date: 01-Mar-2022

From 1010-100-1000-105-54300-00000	CURR: ART*REPAIRS & MAINTENANCE	7,800.00	-1,000.00	6,800.00	4,646.00	
To 1010-100-3200-105-55010-00000	CURR: ART*PURCH SVCS	14,418.00	-2,000.00	12,418.00		4,646.00
	Transfer of funds to pay for Silent Sounds					

Journal#: 38185 Date: 04-Mar-2022

From 1010-091-2150-200-51110-00000	TRANS TO LIFE: SPEECH/HEAR/LANG*CERT*REG	94,741.00		94,741.00	94,741.00	
To 1010-960-2150-200-53300-00000	SPEECH/HEAR/LANG: PURCH SVCS: TECH	54,000.00		54,000.00		94,741.00
	Transfer of funds needed to cover contracted speech therapy.					

Total Transfer for Central Office				431,671.06	431,671.06	
-----------------------------------	--	--	--	------------	------------	--

Journal#: 38166 Date: 18-Feb-2022

From 1010-005-2490-000-55010-00000	FARM HILL-PURCHASED SERVICES	1,500.00		1,500.00	735.30	
From 1010-005-1000-105-56110-00000	FARM HILL: ART*INSTR SUPPL	2,000.00		2,000.00	1.94	
From 1010-005-1000-160-56110-00000	FARM HILL: MATH*INSTR SUPPL	500.00		500.00	500.00	
From 1010-005-1000-160-56110-02125	FH: MATH*INST SUP*SPD/ICM	545.00		545.00	338.43	
From 1010-005-1000-170-56110-00000	FARM HILL: NAT/PHYS SCIENCE*INSTR SUPPL	2,995.00		2,995.00	2,200.00	
From 1010-005-1000-190-56110-00000	FARM HILL: SOC STUDIES*INSTR SUPPL	500.00		500.00	500.00	

Middletown Board of Education
BOE Transfer of Funds

Date Range: 04-Feb-2022 to 04-Mar-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
From 1010-005-2410-000-56120-00000	FARM HILL: ADMIN SUPPL	6,300.00	2,850.85	9,150.85	538.76	
From 1010-005-2410-000-54300-00000	FARM HILL: REPAIRS/MAINT	950.00		950.00	25.55	
To 1010-005-1000-150-56110-00000	FARM HILL: LIT & READ*INSTR SUPPL transfer for language arts/reading instructional supplies	1,220.00		1,220.00		4,839.98
Total Transfer for Farm Hill School					4,839.98	4,839.98

Journal#: 38137 Date: 11-Feb-2022

From 1010-009-1000-110-56110-00000	MACDONOUGH: ELA*INSTR SUPPL	1,800.00		1,800.00	294.21	
To 1010-009-2410-000-56120-00000	MACDONOUGH: ADMIN SUPPL transferring from ELA instruction budget into the admin supplies budget to complete blanket purchase orders for end of year ordering	6,000.00	-300.00	5,700.00		294.21

Journal#: 38138 Date: 11-Feb-2022

From 1010-009-1000-160-56110-00000	MACDONOUGH: MATH*INSTR SUPPL	1,000.00		1,000.00	25.29	
To 1010-009-2220-440-56410-00000	MACDONOUGH: LIBR/MEDIA*TEXTBOOKS transferring remaining of math budget into the library budget for additional book ordering	2,000.00		2,000.00		25.29

Journal#: 38139 Date: 11-Feb-2022

From 1010-009-1000-160-56110-00000	MACDONOUGH: MATH*INSTR SUPPL	1,000.00		1,000.00	600.00	
To 1010-009-3200-460-58906-00000	MACDONOUGH: AFTER SCHOOL PGM transferring from the math budget to the girls on the run budget to process the necessary purchase order towards the program	1,650.00		1,650.00		600.00

Journal#: 38146 Date: 14-Feb-2022

From 1010-009-1000-000-56500-00000	MACDONOUGH: SUPPLIES TECH RELATED	2,000.00	2.63	2,002.63	1,281.76	
To 1010-009-2410-000-56120-00000	MACDONOUGH: ADMIN SUPPL balance from technology transferring into the admin budget for end of year ordering to complete blanket purchase orders	6,000.00	-300.00	5,700.00		1,281.76

Journal#: 38147 Date: 14-Feb-2022

From 1010-009-2410-000-55301-00000	MACDONOUGH: POSTAGE	250.00		250.00	127.64	
To 1010-009-2410-000-56120-00000	MACDONOUGH: ADMIN SUPPL balance from postage transferring into the admin budget for end of year ordering to complete blanket purchase orders	6,000.00	-300.00	5,700.00		127.64

Middletown Board of Education
BOE Transfer of Funds

Date Range: 04-Feb-2022 to 04-Mar-2022 For FY 2022

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
From 1010-054-2410-000-53010-00000	BMS: PURCHASED PROF SVCS	350.00		350.00	50.00	
From 1010-054-1000-000-56110-00000	BMS: INSTR SUPPLIES	14,047.00	-1,000.00	13,047.00	8,183.38	
	Transfer money to Admin Supplies for final purchases.					

Journal#: 38169 Date: 18-Feb-2022

From 1010-054-2410-000-55301-00000	BMS: POSTAGE	3,600.00		3,600.00	3,000.00	
To 1010-054-1000-000-56500-00000	BMS: SUPPL*TECH REL	7,000.00		7,000.00		3,000.00
	To purchase technology/cameras.					

Journal#: 38170 Date: 18-Feb-2022

From 1010-054-1000-000-56110-00000	BMS: INSTR SUPPLIES	14,047.00	-1,000.00	13,047.00	187.80	
To 1010-054-2410-000-54440-00000	BMS: RENTALS	700.00		700.00		187.80
	To pay final postage machine rental.					

Total Transfer for WWMS 17,104.56 17,104.56

*** Grand Total To Transfer 457,216.60 457,216.60



Human Resources
“Unlocking the Potential in ALL Students”

Human Resource Manager Geen Thazhampallath
311 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1404
Email: thazg@mpsct.org, Web: www.middletownschoools.org

BOARD OF EDUCATION MONTHLY UPDATE
March 8, 2022

To: Acting Superintendent Dr. Vazquaz-Matos and BOE Members
From: Geen Thazhampallath, Talent Office/HR Office
Re: Monthly Report-March 2022

The month of **February 2022** was marked by the following key events in the Talent/HR office:

- As of **3/1/22** there are **45** Current Active recruitments. Highlights are:
 - 1 of the 45 is for an administrative level position- Strategy and Innovation Coordinator
 - 6 of the 45 are for City positions that serve at the BOE (see bullet below for details)
 - 19 of the 45 are for varied certified positions resulting from leaves or other circumstances
 - 19 are for support roles, temp positions, summer positions or after school positions and programs

- A second round of City positions were posted through our partners at the City HR Office. We appreciate their support. We continue to refine the process so we are prepared to take over in July 2022 to post and recruit BOE current City positions. The following 466 positions were posted this week:
 - PUBLIC POSTING: Account Clerk II – PT – BOE Facilities
 - INTERNAL POSTING: Administrative Secretary II – Pupil Services
 - INTERNAL POSTING: Building Superintendent I – Lawrence
 - INTERNAL POSTING: Cafeteria Worker I - Lawrence
 - PUBLIC POSTING: Educational Technologist
 - PUBLIC POSTING: School Secretary III – Eligibility List

- Katie Ehlers and I both attended a day long FMLA Training. It was informative and useful as we learned some important aspects of the FMLA law. We are planning a meeting for the week of March 7 with our Payroll Office to talk through the learnings.



Human Resources

“Unlocking the Potential in ALL Students”

Human Resource Manager Geen Thazhampallath
311 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1404
Email: thazg@mpsct.org, Web: www.middletownschools.org

- Working with Workers Compensation Vendor (United Heartland) to increase training for staff to reduce loss days and claims. On site review and assessment of facilities being planned for May
- Summer program hiring has started with initial postings now up for a variety of programs.
- After School programs such as the 21st Century grant programs saw dramatic and purposeful increase in hiring in February and are largely staffed
- The new notification letters and process for CV19 cases is going well. We are working closely with the schools, the school nurses, the school secretaries and building principals to properly track and notify all CV19 cases. We can happily report a significant decline in cases as reported by the Operations Office daily.
- Efforts are underway to plan a Virtual Career Fair for March 30 for certified positions. This will be our inaugural effort in such a virtual venue. The planning team has contacted universities (Uconn, Eastern, Southern, Central etc) to further attendance and publicize teaching opportunities. Based on this experience we plan to roll out similar opportunities in the future for Virtual Fairs
- Submitted HR needs into the budget and presented a proposal for HR Office Staffing (1 Added Position in HR and the need to upgrade a current position to a HR Generalist role to align HR services) in anticipation of City July 2022 transfer



MIDDLETOWN PUBLIC SCHOOLS

“Unlocking the Potential in ALL Students”

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

TRANSPORTATION REPORT

FEBRUARY 2022

School Year 2021-2022

2021 – 2022 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DE C	JAN	FEB	MAR	AP R	MA Y	JU N
NEW STUDENTS	22	31	54	21	42	22				
SCHOOL TRANSPORTATION CHANGES	78	22	21	20	27	19				
LEFT DISTRICT / SCHOOL	6	24	22	12	17	17				
BUS DRIVER COMPLAINTS	3	2	0	1	0	0				
BUS CONDUCT REPORTS	48	43	45	32	26	37				
BUS ACCIDENTS	1	1	1	1*	1*	1*				

*2/7/22: Due to icy road conditions in the morning, the driver had to turn around on East Ridge Road to avoid going down the hill. When backing up he clipped a mailbox. Middletown PD and BOE Transportation Manager responded. No injuries were reported

2020 – 2021 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DE C	JAN	FEB	MAR	AP R	MA Y	JU N
NEW STUDENTS	18	12	3	2	4	0	8			
TRANSPORTATION CHANGES	118	8	4	1	2	2	4			
LEFT DISTRICT / SCHOOL	1	4	2	5	5	3	3			
DRIVER COMPLAINTS	0	0	1*	0	0	0	0			
BUS CONDUCT REPORTS	2	10	9*	1	1	3	12			
BUS ACCIDENTS	2*	0	0	0	1*	0	1*			

Budget Committee Minutes

February 07, 2022

6:30 PM

Virtual: ZOOM

Budget Committee Chair:	Charles Wiltsie
Board of Education & Budget Committee Member:	Emily Jackson
Board of Education Member:	Debra Guss
Finance and Resource Management Specialist:	Cheryl Ann Walcott
Director of Technology:	Michael Skott, CETL
Acting Superintendent of Schools	Alberto Vázquez Matos, Ed.D., Ph.D.
Food Services Director	Randal Mel Jr.
Lead Budget Analyst Board of Education	Cassie Steinhilber

1. Call to order: Budget Chair Charles Wiltsie 6:32 PM
2. Introductions of those in attendance. These were Charles Wiltsie, Chair, Emily Jackson, BOE Member and Member of the Budget Committee, Cheryl Ann Walcott, Finance and Resource Management Specialist, Michael Skott, Director of Technology, Dr. Alberto Vázquez Matos, Acting Superintendent, Randal Mel Jr., Food Services Director and Cassie Steinhilber, Lead Budget Analyst Board of Education
3. Charles Wiltsie read the Minutes for the Board of Education Budget Committee meeting from January 10, 2022. Motion was made to accept the minutes and seconded by Emily Jackson.
4. Food Services Update – Introduction of new Food Services Director- A presentation (Power Point) introducing the new Food Services Director what the citizens of Middletown can expect from his department. During Q&A, Member Emily Jackson asked about employee benefits and had additional questions around Pre-K expenses, etc. Her questions were addressed by Cheryl Walcott and Dr. Vázquez Matos.
5. Line-Item Transfers and Financial Statement: Both Line Item Transfers and Financial Statement were presented by Cheryl Walcott
6. Personnel/Staffing Updates: Costs associated with providing Behavior Techs (Hall Monitors at MHS) and opening Keigwin for solving discipline problem students: Dr. Vázquez Matos talked about strategies around handling students who are having difficulty socializing. Special attention was given to the installation of Behavior Techs and some repurposing for Keigwin School for the creation of a “Student Success Center”. He and his team will provide a plan within the next two weeks that will include a budget to create this system. There were questions from several members to help understand what the plan might be.
7. Review of Legal Costs: Legal costs were provided by Cheryl Walcott with explanation regarding outstanding billing from law firms
8. Review of costs associated with onboarding to the BOE all 466 and UPSEU employees working for the City at the BOE.
9. Has the BOE received “America Cares” – Pandemic Assistance funding? Cassie Steinhilber, Lead Budget Analyst for the BOE addressed this, with Cheryl Walcott. The Committee learned that there were about \$7.3 million dollars received. Cheryl Walcott will send better numbers on what was received and what is left. There was considerable discussion around this
10. Other Business: None
11. Motion to Adjourn at 8:12 PM, Second by Emily Jackson

**MIDDLETOWN BOARD OF EDUCATION
CURRICULUM COMMITTEE**

February 3, 2022

Zoom

5:30 PM

<u>Board of Education Committee Members Present</u> DeLita Rose-Daniels, Chair Dina Ford, Board of Education (BOE) Member Debra Guss, BOE Member	<u>Also Present</u> Dr. Alberto Vázquez Matos, Acting Superintendent Vacianna Farquharson-Spaulding, Director of Special Education and Pupil Dr. Michael Neiman, Futures Education Leah Malloy (Community representative) Laura Morello (Community representative)
--	--

1. **Call to order and Introductions:** Committee Chair DeLita Rose-Daniels moved to call the meeting to order, which was seconded by BOE Member Debra Guss. The meeting commenced at 5:32 p.m. and introductions were made.
2. **Approval of Minutes:** Committee Chair DeLita Rose-Daniels directed everyone to the minutes of the January 6, 2022 Curriculum Committee meeting and made a motion to approve the minutes, which was seconded by BOE Member Debra Guss. The January 6, 2022 minutes were approved.
3. **Support Services Study Audit:** Dr. Neiman from Futures Education provided an update on the third-party audit of the Middletown Public School Special Education program, which had previously been authorized by the BOE. He highlighted that there had been 52 interviews of various stakeholders, including school principals, teachers, paraprofessionals and out of district liaisons, and four site visits conducted to date. Dr. Neiman then provided preliminary recommendations, including adding an additional Program Supervisor with a focus on behavioral health, a review of support staff for the program and the shifting of the current intensive cohort model to one that is designed to better group students by specific needs. Committee members and community representatives were given an opportunity to ask questions throughout the presentation. Following a motion by Committee Chair Delita Rose-Daniels, which was seconded by BOE Member Dina Ford, the Committee agreed to review the final audit report at the next Committee meeting and provide recommendations to the full Board thereafter.
4. **Adjournment:** Committee Chair DeLita Rose-Daniels then moved to adjourn the meeting, which was seconded by BOE Member Dina Ford, and the meeting was adjourned at 6:46 p.m.

Middletown Public Schools -Board of Education

BOE Facilities Committee Meeting Minutes

Wednesday, February 16, 2022 at 5:32 PM (Virtual)

The meeting was called to order at 5:34 PM by Chairperson Deborah Cain, was held virtually on Zoom and streamed on YouTube.

Present: Deborah Cain (Chairperson), Kevin Dion (Facilities Director), John Giuliano (Snow School Building Superintendent), Vinnie Loffredo (City Council & Community Member), Dan Penney (Community Member), Dr. Alberto Vazquez-Matos- Acting Superintendent, Jen Cannata – Director of Performance Manager, Charles Wiltsie – Board of Education Member, Leslie Spatola, BOE Facilities Department & Committee Secretary and Ray Linehan from BOE IT department.

I. **Introductions**

II. **Review of the January 19, 2022 Meeting Minutes**

Chairperson Cain made a motion to accept the minutes and was seconded by Mr. Wiltsie.

III. **Update on Macdonough Feasibility Study – K. Dion**

Mr. Dion stated that there was no update as of yet and they would be meeting with the Mayor within the next few weeks and will hopefully have an update at the next meeting.

IV. **Status of the Beman Middle School Construction Project – K. Dion**

The punch list continues and the roof leak needs to be taken care of but will be repaired along with the skylights. Additional turf is needed for the drainage in the rear of the building and the new field will be done in the spring 2022.

V. **Update of Snow and Farm Hill Roofing Projects – Roof, PV, AC & State Approval**

Mr. Dion stated a building committee needs to be established and a calendar created so the building committee can move forward with the project and formal steps. Mr. Lofreddo stated the City has approval for PV's but presently there is no funding in place.

VI. **Discussion on 5-Year Plan for Capital Projects for 2021/2022 – K. Dion**

There are some items along with the Bielefield roof that were not on the list otherwise the 5-year plan seems to be working out fine at this point. Ms. Cain asked to find ages on the roofs.

VII. **Update on Facilities Department Staffing Vacancies – K. Dion**

There were no further updates.

(Continued)

- Page 2 -

VIII. Middletown High School Translucent Panel Replacement Project

The contractor that did the Farm Hill School went through a formal bid process and had the lowest bid for the translucent panels. Hoping to see if they have the capacity to do all the work necessary there.

IX. Lawrence, Wesley and Bielefield Schools HVAC RTU Replacement (Summer 2022)

These are presently on the schedule for this coming summer. Awaiting delivery of new roof top units so installation scheduling can be started.

X. Miscellaneous

The Middletown High School track and field replacement appropriations were approved and a special Facilities Committee meeting with a presentation from the Keystone Company will be held via Zoom on Wednesday, February 23, 2022.

Chairperson Cain made a motion to adjourn the meeting at 5:50 PM and it was seconded by Ms. Dempsey-White.

There will be a BOE Facilities Committee Special Meeting will be held on Wednesday, February 23, 2022 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, February 15, 2022

Virtual Meeting 5:30 P.M.

Board of Education Policy Committee Members participating:

Justin Taylor

Charles Wiltsie

Also participating:

Dr. Vazquez Matos, Acting Superintendent

Jen Cannata, Director of Performance Management

Colleen Weiner, Principal of MHS

Cody Altieri, Administrative Assistant

The Virtual Meeting was called to order by Justin Taylor at 5:31 P.M.

Justin Taylor turned the meeting over to Dr. Vazquez Matos.

Policy #6000 - DELETE - Concept and Roles in Instruction

Attorney Notes: This policy is not mandatory and we recommend repeal.

No questions

The Policy Committee were all in favor and requested Policy #6000 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Policy #6000.1 - DELETE - Provisions of Negotiated Agreements/Contracts

Attorney Notes: This policy is unnecessary and we recommend repeal.

No questions

The Policy Committee were all in favor and requested Policy #6000.1 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Policy #6111 - DELETE - School Calendar

Attorney Notes: This policy is not mandatory and we recommend repeal.

No questions

The Policy Committee were all in favor and requested Policy #6111 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Policy #6114 - DELETE - Emergencies and Disaster Preparedness

Attorney Notes: Recommend deleting this policy because it is duplicative of new policy 1402

Mr. Taylor asks when the policy 1402 was adopted. The policy is researched and it is discovered it was adopted last academic year.

The Policy Committee were all in favor and requested Policy #6114 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Policy #6121 - DELETE - Equal Educational Opportunity

Attorney Notes: This policy is unnecessary and may be repealed

Mr. Taylor asks about the equal equity policy and where it stands. Dr. Vazquez Matos states that it has not been completed but that Dr. Waters has been working on it.

The Policy Committee were all in favor and requested Policy #6121 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Policy #6130 - DELETE - Organizational Plan

Attorney Notes: This policy may be repealed because it is unnecessary and outdated

No questions

The Policy Committee were all in favor and requested Policy #6130 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Policy #6141.311 - DELETE - English Language Learner Program

Attorney Notes: This policy is not mandatory and may be repealed.

No questions

The Policy Committee were all in favor and requested Policy #6141.311 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Policy #6141.8 - DELETE - School Readiness/Day-Care

Attorney Notes: Recommend repeal of this policy.

Dr. Vazquez Matos reminds the committee that there is an early childhood strategic operating plan that the board approved last year.

The Policy Committee were all in favor and requested Policy #6141.8 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Policy #6145.21 - DELETE - Interscholastic Competition-Night Athletic Contests

Attorney Notes: This policy is not mandatory and we recommend repeal.

No questions

The Policy Committee were all in favor and requested Policy #6145.21 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Policy #6145.7 - DELETE - Social Events/Meetings

Attorney Notes: This policy is not mandatory and we recommend repeal because it is unnecessary.

No questions

The Policy Committee were all in favor and requested Policy #6145.7 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Other

Further discussion around the Equity policy, with a suggestion of presenting an update at the next policy committee meeting. Additionally, perhaps Dr. Waters can come to a policy committee in the future.

Dr. Vazquez states that we might have to bring a new policy forward concerning the requirement of vaccination records in school districts.

Mr. Taylor asks if there will be a policy for health and mental wellness days. Dr. Vazquez Matos states that since it is a state statute, we do not need to have a policy. All public school districts are required to follow it. Mr. Taylor asks if the regs are only on the admin side. Dr. Vazquez Matos answers that is correct but they will send out guidance to parents on how the mental wellness days will work for the students.

ADJOURNMENT

The meeting was adjourned at 5:38 P.M.

The next virtual Policy Committee meeting is scheduled for March 15, 2021 with a time of 5:30 P.M.

Respectfully submitted,
Cody Altieri
Administrative Assistant



“Unlocking the Potential in ALL Students”

Food Services Department

Randall Mel Jr.

Food Services Manager/Wellness Committee Co-Chair

311 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 704-4518

Email: melr@mpsct.org, Web: www.middletownschoools.org

To: Deborah Cain, Chair of the Middletown Board of Education and the Middletown Board of Education Members

From: Randall Mel, Food Services Manager

Cc: Dr. Vazquez Matos, Joyce Carey

Subject: Healthy Food Certification

Dear Madam Chair and Board of Education Members,

As sponsors of the National School Lunch Program, we are required each year to certify to the Connecticut State Department of Education on our participation in the Healthy Food Certification (HFC) Initiative. This process allows districts to certify their agreement to serving compliant food and beverages that meet all HFC guidelines to students in and out of school, this includes all foods sold in the cafeteria, fundraisers, school stores and after school events. Certifying our agreement to uphold these standards brings in significant additional funds to the school meals program to continually improve the quality of our services.

With this letter you will find this year’s memorandum from the Connecticut State Department of Education for the language that should be read and the BOE procedures to be taken in certifying the vote and then presenting this information to CSDE via the online Child Nutrition Program portal. Should you have any questions or would like further information on our HFC compliance, please do not hesitate to contact me at melr@mpsct.org or by phone at (860)704-4518.

Respectfully,

Randall Mel Jr.

Food Services Manager

Wellness Committee Co-Chair


Middletown Public Schools



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Division Director
School Health, Nutrition, Family Services and Adult Education 

DATE: February 15, 2022

SUBJECT: Operational Memorandum No. 05-22
Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2022-23

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that **each** local board of education or governing authority (BOE) for public schools¹ participating in the National School Lunch Program (NSLP) **each year must certify** whether all food items sold to students (separately from reimbursable meals) **will or will not** meet the [Connecticut Nutrition Standards \(CNS\)](#). This memo provides the **required BOE motion language** and instructions for the HFC application process for school year (SY) 2022-23.

HFC Eligibility Requirements for BOEs opting to implement HFC

The BOE must complete a vote on the required motion language in this memo by **July 1, 2022**, or the BOE will not be eligible for HFC during SY 2022-23 (July 1, 2022, through June 30, 2023). Each BOE must choose one of the two options below to satisfy this requirement and be eligible for HFC.

- **Option 1:** Using the **exact language** included in this memo, the BOE conducts three votes: 1) whether the district will **participate** in the healthy food option; 2) whether the district will allow **food exemptions**; and 3) whether the district will allow **beverage exemptions**.
- **Option 2:** Using the **exact language** included in this memo, the BOE conducts two votes: 1) whether the district will **participate** in the healthy food option; and 2) whether the district will allow **food and beverage exemptions**.

Required healthy food option vote for all BOEs

The BOE must vote “yes” or “no” for implementing the healthy food option of C.G.S. Section 10-215f. The motion and board-approved meeting minutes **must include the exact language below**:

Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022, through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school

¹ Public schools include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Required vote for food exemptions for BOEs opting to implement HFC

If the BOE votes “yes” for implementing the healthy food option, the board-approved meeting minutes and motion must reflect a “yes” or “no” vote on the *exact language below*.

Motion language for food exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.

Note: If the BOE votes “no” for the healthy food option, a vote on whether to allow food exemptions is **not** required.

Optional vote for beverage exemptions for all BOEs

The state beverage requirements ([C.G.S. Section 10-221q](#)) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. If the BOE does not have a beverage exemption in place, the BOE’s schools can **never** sell noncompliant beverages to students. **If the BOE chooses to allow beverage exemptions**, the motion and board-approved meeting minutes **must include the exact language** below:

Motion language for beverage exemptions: The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

Option to combine food and beverage exemptions

Instead of two separate food and beverage motions, the district may choose to combine food and beverage exemptions into one motion by using the exact language below:

Motion language for combined food and beverage exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with

Appendix A

This appendix accompanies the Connecticut State Department of Education’s (CSDE) [Operational Memorandum No. 05-22: Requirements for Submitting the Healthy Food Certification \(HFC\) Statement for School Year 2022-23](#). It includes CSDE resources and websites that provide guidance on meeting the federal and state requirements for foods and beverages in HFC public schools. For a comprehensive list of resources, refer to the CSDE’s document, [Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools](#).

- [Allowable Beverages in Connecticut Public Schools](#)
- [Beverage Requirements \(CSDE webpage\)](#)
- [Connecticut Nutrition Standards \(CSDE webpage\)](#)
- [Ensuring District Compliance with HFC](#)
- [Evaluating Foods for Compliance with the Connecticut Nutrition Standards \(“How To” section of CSDE’s Connecticut Nutrition Standards webpage\)](#)
- [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#)
- [Guide to Competitive Foods in HFC Public Schools](#)
- [Healthy Food Certification \(CSDE webpage\)](#)
- [How to Evaluate Foods Made from Scratch for Compliance with the CNS](#)
- [How to Evaluate Purchased Foods for Compliance with the CNS](#)
- [List of Acceptable Foods and Beverages \(CSDE webpage\)](#)
- [Overview of Connecticut Competitive Foods Regulations](#)
- [Presentation: Beverage Requirements for Connecticut Public Schools](#)
- [Presentation: Complying with Healthy Food Certification](#)
- [Presentation: Connecticut Nutrition Standards](#)
- [Presentation: Healthy Food Certification Fundraiser Requirements](#)
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#)
- [Requirements for Competitive Foods in HFC Public Schools](#)
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools](#)
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#)
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#)
- [Summary of Connecticut Nutrition Standards](#)

an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food and beverage sales.

HFC Application Process for SY 2022-23

All public school sponsors of the NSLP applying for HFC for SY 2022-23 must complete the three steps below to meet the HFC application deadline of **July 1, 2022**.

1. Schedule the two required votes (healthy food option and food exemptions) at a BOE meeting **before June 30, 2022**. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conduct the vote on beverage exemptions at the **same time** as the HFC votes.
2. Maintain a copy of the board-approved meeting minutes indicating the results of the HFC votes. Do not submit these minutes until requested (see step 3).
3. **May 2022:** Complete the online HFC application module in the CSDE’s Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the board-approved meeting minutes indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). **Note:** The CSDE will notify sponsors when the HFC application module and instructions are available. Do **not** access the CNP System prior to receiving this notification.

For additional guidance on the HFC application process, review the CSDE’s presentation, [Application Procedures for HFC](#), and visit the “[Apply](#)” section of the CSDE’s HFC webpage.

Refer to Appendix A for a list of resources with the requirements that schools must follow to ensure HFC compliance. For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.

Middletown Public Schools District Calendar

2022-2023

August 2022 (1)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26 NT
29 PD	30 PD	31 FD		

September 2022 (21)				
M	T	W	T	F
			1	2
5 LD	6	7	8	9
12	13 PD	14	15	16
19	20	21	22 HCO	23 HCO
26	27	28	29	30

October 2022 (19)				
M	T	W	T	F
3	4	5	6	7
10 ID	11	12	13	14
17	18	19	20	21
24	25 PD	26	27	28

November 2022 (18)				
M	T	W	T	F
	1	2	3	4
7	8 EL/PD	9	10	11 VD
14	15	16	17	18
21	22	23 *	24 TR	25 TR
28	29	30 ECO		

December 2022 (17)				
M	T	W	T	F
			1 ECO	2 ECO
5 MCO	6 MCO	7 MCO	8	9
12	13 PD	14	15	16
19	20	21	22	23 *
26 HR	27 HR	28 HR	29 HR	30 HR

January 2023 (20)				
M	T	W	T	F
2 HR	3	4	5	6
9	10	11	12	13
16 MK	17	18	19	20
23	24 PD	25	26	27
30	31			

February 2023 (17)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 PR	21 WR	22 WR/PD	23	24
27	28			

March 2023 (23)				
M	T	W	T	F
		1	2	3
6	7	8 ECO	9 ECO	10 ECO
13 MCO	14 MCO	15 MCO	16	17
20	21	22	23	24
27	28 PD	29	30	31

April 2023 (14)				
M	T	W	T	F
3	4	5	6	7 GF
10 SB	11 SB	12 SB	13 SB	14 SB
17	18	19	20 HCO	21 HCO
24	25 PD	26	27	28

May 2023 (22)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23 PD	24	25	26
29 MD	30	31		

June 2023 (8)				
M	T	W	T	F
			1	2
5	6 EX	7 EX	8 EX	9 EX
12 LD/EX	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- Student & Staff Holidays/Vacation**
No School for Students & Staff
- Student Holidays/Full PD Days**
No School for Students; Staff Reports
- Early Release PD Days**
Early Release for Students; Staff Reports
- Early Release Day**
Early Release for Students & Staff
- Special Schedule Day**
See Details Below

Important Dates and Information

August 26	NT: New Teacher Orientation
August 29-30	PD: Convocation and Prof. Dev.
August 31	FD: First Day
September 5	LD: Labor Day
September 13	PD: Early Release for Prof. Dev.
September 22-23	HCO: High School Open House/Conferences
October 10	ID: Indigenous Peoples' Day
October 25	PD: Early Release for Prof. Dev.
November 8	EL/PD: Election Day/Full Day for Prof. Dev.
November 11	VD: Veterans' Day
November 23	Early Release
November 24-25	TR: Thanksgiving Recess
November 30-December 2	ECO: Elementary Conferences
December 5-7	MCO: Middle School Conferences
December 13	PD: Early Release for Prof. Dev.
December 23	Early Release
December 26-January 2	HR: Holiday Recess
January 16	MK: Martin Luther King, Jr. Day
January 24	PD: Early Release for Prof. Dev.
February 20	PR: Presidents' Day
February 21	WR: Winter Recess
February 22	WR/PD: Winter Recess/Full Day for Prof. Dev.
March 8-10	ECO: Elementary Conferences
March 13-15	MCO: Middle School Conferences
March 28	PD: Early Release for Prof. Dev.
April 7	GF: Good Friday
April 10-14	SB: Spring Break
April 20-21	HCO: High School Conferences
April 25	PD: Early Release for Prof. Dev.
May 23	PD: Early Release for Prof. Dev.
May 29	MD: Memorial Day
June 6-12	EX: High School Final Exams
June 12	LD/EX: Last Day/High School Final Exams/ Tentative MHS Graduation
June 17	MHS Graduation

Special Schedule Days

NT: New Teacher Orientation- only new teachers report

HCO: High School Open House/Conferences

- Sept. 22, Apr. 20- Full School Day, Evening Conferences
- Sept. 23, Apr. 21- School begins 10:00 AM, Morning Conferences

ECO: Elementary Conferences- Early Release at 1:00 PM

MCO: Middle Conferences- Early Release at 12:00 PM

EX: Final Exams (MHS Only)- Early Release at 11:00 AM

Academic Dates

Marking Term
End Dates

MHS: Nov. 4, Jan. 23, Mar. 30, June 12
Elem. + BMS: Dec. 5, Mar. 13, June 12

Progress
Report
Distribution

MHS: Sept. 30, Dec. 12, Feb. 27, May 9
BMS: Oct. 11, Mar. 3, May 12

Report Card
Distribution

MHS: Nov. 14, Jan. 30, Apr. 5, June 12
Elem.: Nov. 30-Dec. 2, Mar. 8-10, June 9
BMS: Dec. 5-7, Mar. 13-15, June 9

Early Release Schedule

MHS: Early Release at 11:00 AM (no lunch served)

BMS: Early Release at 12:00 PM

Elem: Early Release at 1:00 PM

Early Dismissals and Emergency Closings

Early Dismissal: An unscheduled Early Dismissal is usually because of weather or other unexpected circumstances. Time will be announced the day of dismissal and can be found at www.middletownschools.org.

Emergency Closing Make-up Days will be taken in the following order:

1. June 13-23, excluding June 19 (8 days)
2. Spring Break, Apr. 11-14, in order from first to last (4 days)
3. June 26-30 (5 days)

Instruction

Instruction - General

The Board of Education believes the instructional program of the public schools to be among its highest priorities, and it is therefore important for the Board and the professional staff to work cooperatively in determining educational goals and objectives which meet the needs of students and state expectations.

Within limitations of budgets made available to it by the town, the Board of Education will provide personnel, equipment, instructional supplies and materials, and other support required to meet professional staff needs and community goals. The Board, understanding that education requires continuing change, also supports continuing in-service education for certified and non-certified staff.

The Superintendent of Schools shall present regular evidence of student progress and of program modifications based on evaluations which are consistent with district goals and objectives. Evidence of educational productivity is important in evaluating the educational system, for guiding improvement efforts, and in developing public support for the schools.

Policy adopted: September 3, 1996
Policy readopted: June 20, 2006
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

DELETE 6000.1

Instruction

Provisions of Negotiated Agreements/Contracts

All articles included in negotiated agreements/contracts with teachers' and administrators' bargaining representatives shall have the effect of Board of Education policy. In cases of conflict between negotiated agreements/contracts and Board of Education policies or administrative regulations, agreements/contracts take precedence.

Legal Reference: Connecticut General Statutes
 10-153a through 10-153j

Policy adopted: September 3, 1996
Policy readopted: June 20, 2006
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

DELETE POLICY 6111

Instruction

School Calendar

The Superintendent of Schools shall recommend school calendars meeting all statutory requirements to the Board of Education for its review and modified as it believes appropriate, for its approval.

The calendars recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January.

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, vacation periods, and other pertinent dates, including graduation for students in grade twelve.

After April first in any school year, the Board may establish a firm graduation date which, at the time of such establishment, provides for at least 180 days of school.

To benefit children, families, and school staff in their planning, multiple year school calendars are preferable to single year school calendars.

(cf. 6146 – Graduation Requirements)

Legal Reference: Connecticut General Statutes
 1-4 Days designated as legal holidays
 10-15 Towns to maintain schools
 10-16 Length of school day.
 10-16L Establishment of graduation date
 10-29a Certain days to be proclaimed by governor. Distribution and
 number of proclamations.
 10-261 Definitions
 PA 95-182 An Act Concerning Reduction of Education Mandates
 PA 96-108 An Act Concerning Student Use of Telecommunication
 Devices and the Establishment of Graduation Dates.

Policy adopted: September 3, 1996
Policy readopted: June 20, 2006
Policy revised: June 24, 2014
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Instruction

Emergencies and Disaster Preparedness

The Board of Education recognizes that the health, welfare and safety of its students and employees are dependent upon sound emergency preparedness planning. All employees of the school system are responsible for doing everything in their power to promote the safety of all of the students at all times. District staff shall be prepared to respond immediately and responsibly to any combination of events which threaten to result in a disaster as well as to a disaster when it occurs.

The Superintendent or his/her designee shall use state-approved School Security and Safety Plan Standards and the accompanying School Security and Safety Plan Template to be compliant with the National Incident Management System (NIMS), and incorporate the National Incident Command System when updating District and site-level emergency and disaster preparedness plans. Each school in the District, each school year, will develop and implement a school security and safety plan. Such plan shall be based upon the standards issued by the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) and the accompanying School Security and Safety Plan Template. In addition to preparedness and response, the plan shall provide guidance on recovery from any emergency incident.

Each school shall establish a school security and safety committee which will assist in developing and administering the school’s security and safety plan. The members of the Committee shall include a local police officer, local first responder, teacher and administrator from the school, a mental health professional, a parent or guardian of a student at the school and any other person deemed necessary; (school nurse, custodian, local health director, transportation coordinator, etc.)

Legal Reference: Connecticut General Statutes
10-221 Boards of education to prescribe rules
10-231 Fire drills
52-557b “Good Samaritan Law.” Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.
P.A. 13-3 An Act Concerning Gun Violence Prevention and Children’s Safety (Section 86, 87, 88)10-222m – School security and safety plans.
School security and safety committees
10-222n – School security and safety plan standards

Policy adopted: September 3, 1996
Policy revised: June 6, 2006
Policy revised: June 12, 2018

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Policy deleted:

DELETE POLICY 6121

Instruction

Equal Education Opportunity

Nondiscrimination: Instructional Program

The school system avoids discriminatory actions and seeks to foster good human and educational relations which will help to attain

- equal rights and opportunities for all students and employees in the school community;
- equal opportunity for all students to participate in the total program of the schools;
- continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences;
- training opportunities for improving staff ability and responsiveness to educational and social needs;
- opportunities in educational programs which are broadly available to all students; and
- Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools
10-15c Discrimination in public schools prohibited
10-226a Pupils of racial minorities
10-145a(b) Certificate of qualifications for teachers; Intergroup relations programs
10-220 Duties of boards of education, as amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities.
Title IX of the Education Amendments of 1972, 20 U.S.C., 1681 et seq.
Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791
10-18a Contents of textbooks and other general instructional materials

Policy adopted: September 3, 1996
Policy revised: November 22, 2005
Policy readopted: August 22, 2017
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Instruction

Organizational Plan

The Board of Education is responsible for public education in Middletown. Prekindergarten will be offered at the discretion of the Board of Education and the Superintendent of Schools.

The Board has approved the following plan for the organization of instruction in the district's public schools:

Middletown Public Schools and Grades Housed

Bielefield	K-5
Farm Hill	K-5
Lawrence	K-5
MacDonough	K-5
Moody	K-5
Snow	K-5
Spencer	K-5
Wesley	K-5
Keigwin	6
Woodrow Wilson Middle	7-8
Middletown High School	9-12

Policy approved: September 3, 1996
Policy revised: September 11, 2007
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Instruction

English Language Learner Program

In accordance with the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. An English Language Learner (ELL) will be identified, assessed and provided appropriate services.

The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include English as a Second Language instruction.

The Superintendent or his/her designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the ELL program, including

1. Program goals
2. Student enrollment procedures
3. Assessment procedures for program entrance, measurement of progress, and program exit
4. Classroom accommodations
5. Grading policies
6. List of resources, including support agencies and interpreters

The District shall establish procedures for identifying students whose language is not English. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.

Students participating in ELL programs shall be required, with accommodations if necessary, to meet established academic standards and graduation requirements adopted by the Board.

The ELL program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing.

At the beginning of each school year, the District shall notify parents of students qualifying for ELL programs regarding the instructional program and parental options, as required by law. Parents will be regularly apprised of their child's progress.

Instruction

English Language Learner Program (continued)

Legal Reference: Connecticut General Statutes
1017 English language to be medium of instruction. Exception.
1017a Establishment of bilingual and bicultural program.
1017d Application for and receipt of federal funds.
1017e Definitions.
1017f Required bilingual education. (as amended by PA 98-168 & PA 01-205)
1017g Application for grant. Annual evaluation report.
10-76e Definitions.
10146f Waiver of certification requirements for bilingual teachers.
P.A. 99-211 An Act Improving Bilingual Education.
State Board of Education Regulations
1017h1 to 1017h15. Programs of bilingual education.
42 U.S.C. 2000d Title VI, Civil Rights Act of 1964
Equal Education Opportunities Act as an amendment to the Education Amendments of 1974
Bilingual Education Act. 20 U.S.C. §§7401 *et seq.* as amended by the English Language Acquisition, Language Enhancement, and Academic Achievement Act. Title III, Sections 3001-3304 of HR1, No Child Left Behind Act of 2001, P.L. 107-110. 20 U.S.C. 3000 *et. seq.*
35 C.F.R. 11595 (home language questionnaire)

Policy adopted: October 10, 2006
Policy delete:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Instruction

School Readiness/Day-Care

The Board directs the Superintendent, in cooperation with the chief elected official of the town, to develop and submit a plan to the State Department of Education which fulfills the requirement of C.G.S. 17b-749a and all other applicable state statutes pertaining to school readiness programs for ages three and four and which enables the district to seek funding on a competitive grant basis established for this purpose.

In addition, recognizing the need to fulfill the statutory program requirements for school readiness programs, detailed in C.G.S. 10-169, the Board directs that an emphasis shall be placed on a plan for the incorporation of appropriate pre-literacy practices and teacher training in such practices and professional development for staff which includes, but is not limited to, training in pre-literacy skills development and designed to assure respect for racial and ethnic diversity.

The Board regards parental involvement and community cooperation as an integral part of this program. A local school readiness council, its composition and duties specified by statute, shall be formed and convened by the Superintendent.

Legal Reference: Connecticut General Statutes

17b-749a Establishment of school readiness program. Council as amended by PA 97-259 An Act Concerning School Readiness and Child Day Care.

Policy adopted: March 12, 2002
Policy revised: June 6, 2006
Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Instruction

Interscholastic Competition

Night Athletic Contests

Night athletic contests should be scheduled with the consideration of the welfare, the comfort, and the convenience of the contestants as well as the spectators. Preferably these activities should occur on weekends, but if they are scheduled on weekdays, they should start early enough so that they will end at a reasonable hour.

Night athletic contests require consistent supervision and complete crowd control procedures so that they remain an asset to the overall athletic program.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools.

10-15c Discrimination in public schools prohibited (as amended by P.A. 80-405)

Title IX of the Education Amendments of 1972

Section 504, U.S. Rehabilitation Act, 1973

Policy adopted: September 3, 1996

Policy revised: June 20, 2006

Policy deleted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Instruction

Social Events/Meetings

The Board believes that social activities in school life assist students in learning how to enjoy worthwhile group events, how to conduct them, and how to contribute to the enjoyment of others. Therefore school groups and classes may hold social events for their membership under administrative authorization and staff supervision, using school facilities.

Proper chaperoning shall be provided under direction of the Principal or designee.

School organizations holding dances and other social functions will provide for adequate police and fire protection to control traffic, to protect assigned areas during the function, and to be on call as necessary for guarding the welfare of the guests.

Policy adopted: September 3, 1996
Policy revised: October 10, 2006
Policy delete:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut