

Board of Education Regular Meeting

Tuesday, June 17, 2025 6:30 PM

Beman Middle School, 1 Wilderman's Way, Middletown, CT 06457

I. Call to Order	Speaker (s) : Sheila Daniels
II. Salute to the Flag	Speaker (s) : Sheila Daniels
III. Adoption of Agenda	Speaker (s) : Sheila Daniels
IV. District Highlights	Speaker (s) : Dr. Vazquez Matos
IV.A. Presentation of CABE Bonnie B. Carney Award of Excellence for Educational Communications	Speaker (s) : Dr. Vazquez Matos
IV.B. MHS Boys Golf State Champion	Speaker (s) : Dr. Vazquez Matos
IV.C. Recognition of TEAM Program Completers	Speaker (s) : Dr. Vazquez Matos
IV.D. 2025 Retiree Recognition	Speaker (s) : Dr. Vazquez Matos
V. Public Session	Speaker (s) : Sheila Daniels
VI. Communications	Speaker (s) : Sheila Daniels
VI.A. Report of Student Representative	Speaker (s) : Dania Rabah
VII. Consent Agenda	Speaker (s) : Sheila Daniels
VII.A. BOE Meeting Minutes of May 13, 2025	Speaker (s) : Sheila Daniels
VII.B. Grants Status Report	Speaker (s) : Natalie Forbes
VII.C. Policy # 5131.911 Climate Policy - First and Final Reading	Speaker (s) : Deborah Kleckowski
VII.D. Policy # 3320 Purchasing Policy First and Final Reading	Speaker (s) : Deborah Kleckowski
VII.E. Budget Committee	Speaker (s) : Harold Panciera
VII.F. Curriculum Committee	Speaker (s) : Debra Guss
VII.G. Facilities Committee	Speaker (s) : Susan Owens
VII.H. Policy Committee	Speaker (s) : Deborah Kleckowski
VIII. Department Reports	Speaker (s) : Sheila Daniels
VIII.A. Financial Report	Speaker (s) : Natalie Forbes
VIII.A.1. Action on Line Item Transfer Report	Speaker (s) : Natalie Forbes
VIII.B. Facilities Department	Speaker (s) : Marco Gaylord
VIII.C. Personnel Report	Speaker (s) : Harry Snyder
VIII.C.1. Presentation of the New Personnel Policy	Speaker (s) : Harry

Manual		Snyder
VIII.D.	Transportation Report	Speaker (s) : Mark Langton
IX. Superintendent's Report		Speaker (s) : Dr. Vazquez Matos
IX.A.	Adult Ed Year in Review	Speaker (s) : Dr. Vazquez Matos
IX.B.	Climate Survey	Speaker (s) : Dr. Vazquez Matos
IX.C.	Wrap up and Look Forward	Speaker (s) : Dr. Vazquez Matos
IX.D.	Budget Mitigation	Speaker (s) : Dr. Vazquez Matos
X. Action Items		Speaker (s) : Sheila Daniels
X.A.	Approval of Budget Mitigation	Speaker (s) : Sheila Daniels
X.B.	Discrete Math	Speaker (s) : Sheila Daniels
X.C.	Policy #0301 Equity Policy - First Reading	Speaker (s) : Deborah Kleckowski
X.D.	Policy # 0301 Equity Policy	Speaker (s) : Deborah Kleckowski
XI. Future Agenda Items		Speaker (s) : Sheila Daniels
XII. Proposed Executive Session		Speaker (s) : Sheila Daniels
XII.A.	Superintendent Year End Evaluation (Proposed for Executive Session)	Speaker (s) : Sheila Daniels
XII.B.	Board of Education Evaluation (Proposed for Executive Session)	Speaker (s) : Sheila Daniels
XIII.	Possible Action Superintendent's Contract	Speaker (s) : Sheila Daniels
XIV. Adjournment		Speaker (s) : Sheila Daniels

Board of Education Regular Meeting
Tuesday, May 13, 2025 6:30 PM Eastern
<https://www.youtube.com/@MiddletownStream>

Beman Middle School
1 Wilderman's Way
Middletown, CT 06457

Liz Crooks: Present
Sheila Daniels: Present
Rakim Grant: Present
Callie Grippo: Absent
Debra Guss: Present
Adam Hayn: Present
Deborah Kleckowski: Present
Susan Owens: Present
Harold Panciera: Present
Present: 8, Absent: 1.

I. Call to Order

Chair Daniels called the meeting to order at 6:34 PM.

II. Salute to the Flag

Mr. Grant led the Pledge of Allegiance. Ms. Daniels led a moment of silence for Dr. McCann.

III. Adoption of Agenda

A motion was made to adopt the agenda. This motion, made by Debra Guss and seconded by Deborah Kleckowski, Carried.

Callie Grippo: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea
Yea: 8, Nay: 0, Absent: 1

IV. District Highlights

IV.A. Yvonne Daniels 2025 Recipient of ATOMIC Mari Muri Award

Dr. Vazquez Matos introduced Ms. Yvonne Daniels, Supervisor of Math 6-12. Ms. Daniels was the 2025 recipient of the ATOMIC Mari Muri Award. Ms. Daniels thanked the Board for the recognition and thanked the teachers for their work. Ms. Sheila Daniels thanked Ms. Yvonne Daniels for her work with South Fire Department in getting students to the firehouse to incorporate the STEM lessons. Ms. Daniels thanked her math coaches for their work on the trip.

IV.B. Introduction of Executive Chef, Kashia Diaz

Mr. Randall Mel introduced Ms. Kashia Diaz to the Board Members. He shared that the district was awarded the Chefs to Schools Grant. The focus is scratch cooking, local ingredients and to develop nutritious, culturally diverse recipes. Chef Diaz shared that she is excited about her work in Middletown Public Schools.

IV.C. School Lunch Hero Day

May 2 was School Lunch Hero Day. Middletown Public Schools employees serve over 1 million meals in a year. The team leads after school cooking, nutrition and wellness clubs,

farm-to-school relationships, classroom lessons and field trips, cafeteria nutrition education and student engagement all on top of serving breakfast and lunch daily.

IV.D. IB PYP Exhibition

Ms. Denise Kraft and the 5th grade team and students discussed The International Baccalaureate Primary Years Programme Exhibition that was held on May 1, 2025. The students each gave a statement about their work and the experiences they had.

IV.E. Upcoming District Events

Dr. Vazquez Matos recognized that the MHS Ultimate Frisbee Team won the State Championship over the weekend.

V. Public Session

Chair Daniels explained the rules of Public Session.

Dr. Marlon Millner, Bow Lane. Dr. Millner discussed the student proficiency scores. He requested his grievances be addressed.

VI. Communications

VI.A. Report of Student Representative

Ms. Rabah was not available to give her report.

VII. Consent Agenda

A motion was made to Approve the Consent Agenda. This motion, made by Deborah Kleckowski and seconded by Harold Panciera, Carried.

Callie Grippo: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea
Yea: 8, Nay: 0, Absent: 1

VII.A. Minutes of Board of Education Meeting April 8, 2025

VII.B. Minutes of BOE Special Meeting / Budget Workshop April 2, 2025

VII.C. Minutes of BOE Special Meeting April 30th, 2025

VII.D. 2nd year Funding Program Enhancement Project

VII.E. Grants Status Report

VII.F. Policy #4112.5 Employment and Student Teacher Checks - Second Reading

VII.G. Budget Committee

VII.H. Curriculum Committee

VII.I. Facilities Committee

VII.J. Policy Committee

VIII. Department Reports

VIII.A. Financial Report

Ms. Forbes shared that there is a slight surplus projected. She further explained the encumbrances. Deficits include Special Education transportation, tuition and substitute professionals.

VIII.A.1. Action on Line Item Transfer Report

Ms. Forbes reported that transfers include support matching funds for the Keigwin handrails grant, facilities, teacher and administrator needs and the athletics department invoices.

A motion was made to approve the Line Item Transfer Report. This motion, made by Debra Guss and seconded by Adam Hayn, Carried.

Callie Grippo: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea

Yea: 8, Nay: 0, Absent: 1

VIII.B. Facilities Department

Mr. Gaylord shared that the Snow School roof and Farm Hill solar project will take place in June and July. Work is continuing at Keigwin for Macdonough students for the 25-26 school year. The MHS pool will undergo renovations over the summer.

Ms. Kleckowski shared that the mass casualty practice event was a successful learning event. She thanked the agencies, professionals, students and staff that participated in the event.

VIII.C. Personnel Report

Mr. Snyder shared that vacancies in the district are currently being filled. He explained the recruiting process for the Beman administrator positions. The job fair at Beman in April was successful with over 18 interviews. Retention and recruitment were discussed. Ms. Cannata discussed improving the onboarding process.

VIII.D. Transportation Report

Mr. Mark Langton reviewed the transportation report. May is the busiest month for transportation. Athletics and field trips are very busy. Mr. Langton shared the breakdown of conduct reports with the board members.

IX. Superintendent's Report

IX.A. KPA

Ms. Dawn Dubay and Ms. Colleen Fitzpatrick shared the year in review of the Kindergarten Preparatory Academy. KPA is for students with birthdays from September through December before going to Kindergarten. 86 students participated in 7 different locations. Ms. Fitzpatrick shared the abundance of learning opportunities that the students had throughout the year. Ms. Sosnovich explained purposeful play executive function skills. She discussed social skills, self-regulation and sensory awareness. Mr. Scai discussed literacy experiences and pre-writing skills. Ms. Newton discussed early numeracy skills. Ms. Lisa Annis, parent, spoke of the value of the KPA program she has experienced with her family. Ms. Daniels shared her excitement and happiness with the program and staff.

IX.B. Legislative Updates

Dr. Vazquez Matos shared that the IDEA Grant has not given a final number for allocations. The district is also still waiting for the entitlement grants, Title 1, II, III and IV. The school nutrition grant which provides free meals to students also has not released the final budget. Ms. Forbes explained the 21st century program which is grant-funded. It is a federally funded, state-allocated grant. Chair Daniels shared that the Common Council passed the budget with a reduction of \$2.2 million to the BOE approved budget.

X. Action Items

XI. Future Agenda Items

Ms. Kleckowski would like to review the 50% grading practice. Ms. Crooks would like the AP Precalculus and Physics classes to be discussed. Ms. Daniels would like to look at the school day structure, yonder pouches, choose love, summer home visits, summer literacy and math supports and the year at Adult Education. She also suggested having the Board Members take a tour of Keigwin to see its progress. Ms. Owens would like to review the student climate at MHS.

XII. Proposed Executive Session

A motion to enter Executive Session for the purpose of Discussion Concerning Tentative Agreement Reached with The Middletown Federation of Paraprofessionals (Proposed for Executive Session) and invite Dr. Vázquez Matos, Jen Cannata and Harry Snyder was made. This motion, made by Liz Crooks and seconded by Harold Panciera, Carried.

Callie Grippo: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea
Yea: 8, Nay: 0, Absent: 1

XII.A. Discussion Concerning Tentative Agreement Reached with The Middletown Federation of Paraprofessionals (Proposed for Executive Session)

XIII. Possible Action Concerning Tentative Agreement Reached with the Middletown Federation of Paraprofessionals

A motion to approve the Tentative Agreement Reached with the Middletown Federation of Paraprofessionals was made. This motion, made by Deborah Kleckowski and seconded by Liz Crooks, Carried.

Callie Grippo: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea
Yea: 8, Nay: 0, Absent: 1

XIV. Adjournment

Move at 9:18 PM to adjourn. This motion, made by Sheila Daniels and seconded by Debra Guss, Carried.

Callie Grippo: Absent, Liz Crooks: Yea, Sheila Daniels: Yea, Rakim Grant: Yea, Debra Guss: Yea, Adam Hayn: Yea, Deborah Kleckowski: Yea, Susan Owens: Yea, Harold Panciera: Yea
Yea: 8, Nay: 0, Absent: 1

This Connecticut School Climate Policy was developed by the Connecticut Association of Boards of Education (CABE) with technical and substantive guidance from the Commission on Women, Children, Seniors, Equity & Opportunity (CWCSEO) and other members of the statewide Social Emotional Learning and School Climate Collaborative.¹

The policy was developed to provide districts guidance on recent revisions to Connecticut's school climate law, Public Act 23-167. In accordance with [Public Act 23-167, An Act Concerning Transparency in Education](#), for the school years commencing July 1, 2023, and July 1, 2024, each local and regional board of education **may adopt** and implement the Connecticut School Climate Policy, in lieu of implementing the provisions of sections 10-222d, 10-222 g to 10-222i, inclusive, 10-222k and 10-222p of the general statutes.

For the school year commencing July 1, 2025, and each school year thereafter, **each local and regional board of education shall adopt** and implement the Connecticut School Climate Policy.

This policy **does not modify or eliminate** any rights or obligations under state and federal laws, including any constitutional and civil rights protections or any other applicable policies and procedures or collective bargaining agreements. ¹ [Chapter 170 - Boards of Education \(ct.gov\)](#)

Middletown Public Schools Climate Policy

Policy Statement

All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success.

Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals.

This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein.

The Board recognizes that improving school climate is contextual. Each school needs to consider its history, strengths, needs, and goals. Furthermore, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments.

The Middletown School District Board of Education adopts this policy.

Definitions:

- (1) "School climate" means the quality and character of the school life, with a particular focus on the quality of the relationships within the school community, and which is based on patterns of people's experiences of school life and that reflects the norms, goals, values, interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.
- (2) "Positive Sustained School Climate" is the foundation for learning and positive youth development and includes:
 - a. Norms, values, and expectations that support people feeling socially, emotionally, culturally, racially, intellectually, and physically safe.
 - b. People who treat one another with dignity and are engaged, respected and solve problems restoratively.
 - c. A school community that works collaboratively together to develop, live, and contribute to a shared school vision.
 - d. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
 - e. A school community that contributes to the operations of the school and the care of the physical environment.
- (3) "Social and emotional learning" means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.
- (4) "Emotional intelligence" means the ability to (A) perceive, recognize, and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.
- (4) "Bullying" means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
- (5) "School environment" means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.
- (6) "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other

electronic communication.

(7) "Teen dating violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

(8) "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk or equipment on which digital images are taken or transmitted.

(9) "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

(10) "School climate improvement plan" means a building-specific plan developed by the school climate committee, in collaboration with the school climate specialist, using school climate survey data and any other relevant information, through a process that engages all members of the school community and involves such members in a series of overlapping systemic improvements, school-wide instructional practices and relational practices that prevent, identify and respond to challenging behavior, including, but not limited to alleged bullying and harassment in the school environment.

(11) "Restorative practices" means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

(12) "School climate survey" means a research-based, validated and developmentally appropriate survey administered to students, school employees and families of students, in the predominant languages of the members of the school community, that measures and identifies school climate needs and tracks progress through a school climate improvement plan.

(13) "Connecticut school climate policy" means the school climate policy developed, updated and approved by an association in the state that represents boards of education and adopted by the Social and Emotional Learning and School Climate Advisory Collaborative, established pursuant to section 10-222q of the general statutes, as amended by this act, that provides a framework for an effective and democratically informed school climate improvement process that serves to implement Connecticut school climate standards, and includes a continuous cycle of (A) planning and preparation, (B) evaluation, (C) action planning, and (D) implementation.

(14) "School employee" means (A) a teacher, substitute teacher, administrator, school superintendent, school counselor, school psychologist, social worker, school nurse, physician, paraeducator or coach employed by a local or regional board of education, or (B) any other

individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public school, pursuant to a contract with a local or regional board of education.

(15) "School community" means any individuals, groups, businesses, public institutions and nonprofit organizations that are invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

(16) "Challenging behavior" means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

(17) "Evidence Based Practices" in education refers to instructional and school-wide improvement practices that systematic empirical research has provided evidence of statistically significant effectiveness.

(18) "Effective School Climate Improvement" is a restorative process that engages all stakeholders in the following six essential practices:

(A) Promoting decision-making that is collaborative and actively involves all stakeholders (e.g., school personnel, students, families, community members) with varied and meaningful roles and perspectives where all voices are heard;

(B) Utilizing psychometrically sound quantitative (e.g., school climate survey, discipline data) and qualitative (e.g., interviews, focus groups) data to drive action planning, preventive and intervention practices and implementation strategies that continuously improve all dimensions of school climate, including regularly collecting data to evaluate progress and inform the improvement process;

(C) Tailoring improvement goals to the unique needs of the students, educators, and broader school community. These goals shall be integrated into overall school improvement efforts thereby leveraging school strengths to address evidence-based areas of need, while sustaining the improvement process over time;

(D) Fostering adult learning in teams and/or professional learning communities to build capacity building among school personnel and develop common staff skills to educate the whole child;

(E) Basing curriculum, instruction, student supports, and interventions on scientific research and grounding in cognitive, social-emotional, and psychological theories of youth development. Interventions include strength-based programs and practices that together represent a comprehensive continuum of approaches to promote healthy student

development and positive learning environments as well as address individual student barriers to learning and adult barriers to teaching; and

(F) Strengthening policies and procedures related to:

- a. climate and restorative informed teaching and learning environments.
- b. infrastructure to facilitate data collection, analysis, and effective planning.
- c. implementation of school climate improvement plans with the goal of becoming restorative.
- d. evaluation of the school climate improvement process; and
- e. sustainability of school climate and restorative improvement efforts.

School Climate Coordinator Roles and Responsibilities

For the school year commencing July 1, 2025, and each school year thereafter, the superintendent of schools for each school district, or an administrator appointed by the superintendent, shall serve as the school climate coordinator for the school district.

The school climate coordinator shall be responsible for:

- (1) providing district-level leadership and support for the implementation of the school climate improvement plan for each school.
- (2) collaborating with the school climate specialist, for each school to (A) develop a continuum of strategies to prevent, identify and respond to challenging behavior, including, but not limited to, alleged bullying and harassment in the school environment, and (B) communicate such strategies to the school community, including, but not limited to, through publication in the district student handbook;
- (3) collecting and maintaining data regarding school climate improvement, including, but not limited to, school discipline records, school climate assessments, attendance rates, social and emotional learning assessments, academic growth data, types and numbers of alleged and verified bullying complaints submitted by members of the school community, types and numbers of challenging behaviors addressed using the restorative practices response policy, and data concerning the implementation and outcome of restorative practices, and
- (4) meeting with the school climate specialist for each school at least twice during the school year to (A) identify strategies to improve school climate, including, but not limited to, by responding

to challenging behavior and implementing evidence and research-based interventions, such as restorative practices, (B) propose recommendations for revisions to the school climate improvement plan, and (C) assist with the completion of the school climate survey.

School Climate Specialist

For the school year commencing July 1, 2025, and each school year thereafter, the principal of each school, or a school employee who holds professional certification pursuant to section 10-145 of the general statutes, is trained in school climate improvement or restorative practices and is designated as the school climate specialist by the school principal, shall serve as the school climate specialist for the school.

The school climate specialist shall be responsible for:

- (1) leading in the prevention, identification, and response to challenging behavior, including, but not limited to, reports of alleged bullying and harassment.
- (2) implementing evidence and research-based interventions, including, but not limited to, restorative practices.
- (3) scheduling meetings for and leading the school climate committee; and
- (4) leading the implementation of the school climate improvement plan.

School Climate Committee

For the school year commencing July 1, 2025, and each school year thereafter, each school climate specialist shall appoint members to the school climate committee who are diverse, including members who are racially, culturally, and linguistically representative of various roles in the school community.

The school climate committee shall consist of:

- (1) the school climate specialist.
- (2) a teacher selected by the exclusive bargaining representative for certified employees chosen pursuant to section 10-153b of the general statutes.
- (3) a demographically representative group of students enrolled at the school, as developmentally appropriate.
- (4) families of students enrolled at the school; and

(5) at least two members of the school community, as determined by the school climate specialist.

Membership of the school climate committee shall be annually reviewed and approved by the school climate specialist, in coordination with the school climate coordinator.

The school climate committee shall be responsible for:

(1) assisting in the development, annual scheduling, and administration of the school climate survey, and reviewing of the school climate survey data.

(2) using the school climate survey data to identify strengths and challenges to improve school climate, and to create or propose revisions to the school climate improvement plan.

(3) assisting in the implementation of the school climate improvement plan and recommending any improvements or revisions to the plan.

(4) advising on strategies to improve school climate and implementing evidence and research based interventions, including, but not limited to, restorative practices, in the school community.

(5) annually providing notice of the uniform challenging behavior and/or bullying complaint form, or similar complaint form used by the school, to the school community.

School Climate Survey

For the school year commencing July 1, 2025, and biennially thereafter, the school climate committee, for each school, shall administer a school climate survey to students, school employees and families of students, provided the parent or guardian of each student shall receive prior written notice of the content and administration of such school climate survey and shall have a reasonable opportunity to opt such student out of such school climate survey.

School Climate Improvement Plan

For the school year commencing July 1, 2025, and each school year thereafter, the school climate specialist, for each school, in collaboration with the school climate coordinator, shall develop, and update as necessary, a school climate improvement plan. Such plan shall be based on the results of the school climate survey, any recommendations from the school climate committee, including

the protocols, supports, and any other data the school climate specialist and school climate coordinator deem relevant. Such a plan shall be submitted to the school climate coordinator for review and approval on or before December thirty-first of each school year. Upon approval of such a plan, a written or electronic copy of such plan shall be made available to members of the

school community and such plan shall be used in the prevention of, identification of and response to all challenging behavior.

Additionally, districts may place the school climate improvement plans into their district and school improvement plans.

Training

For the school year commencing July 1, 2024, and each school year thereafter, each local and regional board of education shall provide resources and training to school employees regarding:

- (1) social and emotional learning.
- (2) school climate and culture and evidence and research-based interventions; and
- (3) restorative practices.

Such resources and training may be made available at each school under the jurisdiction of such a board and include technical assistance in the implementation of a school climate improvement plan. Any school employee may participate in any such training offered by the board under this section. The school climate coordinator, shall select, and approve, the individuals or organizations that will provide such training.

Funding

The school district shall in its discretion allocate sufficient funding to satisfy the requirements of this policy for all schools in the district. Such funding shall be distributed accordingly, with Superintendent approval, for assessments and professional development, as well as for school community outreach, training, and technical assistance.

Accountability

The Board shall adopt and allocate adequate resources to support the Connecticut School Climate Policy and adhere to state regulations set forth in Public Act 23-167.

Connecticut School Climate Standards

1. The school district community² has a shared vision and plan for promoting and sustaining a positive school climate³ that focuses on prevention, identification, and response to *all* challenging behavior⁴.
2. The school district community adopts policies that promote:
 - a) a sound school environment that the develops and sustains academic, social, emotional,

- ethical, civic, and intellectual skills; and
- b) a restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful school-wide relationships, and intentionally re-engaged any disengaged students, educators, and families of students in the school community.
3. The school community's practices are identified, prioritized, and supported to: a) promote learning and the positive academic, social, emotional, ethical, and civic development of students.
- b) enhance engagement in teaching, learning, and school-wide activities.
- c) address barriers to teaching and learning; and
- d) develop and sustain a restorative infrastructure that builds capacity, accountability, and sustainability.
4. The school community creates a school environment⁵ where *everyone* is safe, welcomed, supported, and included in all school-based activities.
5. The school community creates a restorative system that cultivates a sense of belonging through norms and activities that promote social and civic responsibility, and a dedication to cultural responsiveness, diversity, equity, and inclusion.

Policy adopted:

² School Community means any individuals, groups or businesses, public institutions and nonprofit organizations invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

³ School climate means the quality and character of the school life, with a particular focus on the quality of relationships within the school community, and which is based on patterns of people's experiences of school life, and that reflects the norms, goals, values and interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.

⁴ Challenging behavior means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

⁵ School environment means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs if bullying at or during such other activities, functions, or programs negatively impacts the school environment.

Business

Purchasing Procedures

PURCHASING

I. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

A. Definition

For the purposes of this policy:

1. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.
2. “General services” include all services which result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).
3. “Property” means real property or personal property.

B. Consultation with Municipality Regarding Contracts for Goods or Services, Including Insurance and Payroll Software

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Middletown Board of Education (the “Board”) shall consult with the legislative body of the municipality, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

Further, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis. When possible, the Board will consult with the local municipality’s legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and workers’ compensation insurance.

II. COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process (\$25,00 or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of \$25,000 or more must be made by sealed competitive bid.

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a draft contract whenever practical.

The Superintendent of Schools or his/her designee(s) shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent of Schools or his/her designee at least once in a daily newspaper in the local municipality and on the Board's website. At least five (5) calendar days must intervene between the date of the last newspaper or website publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent of Schools or his/her designee in sealed envelopes or electronic - 2 -

submissions and show on the face of the envelopes or electronic submissions the bid number, the title of the bid and the bidder's name. All envelopes and electronic submissions will be date stamped as received.

All bids shall be opened in public and read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent of Schools or his/her

designee will tabulate and analyze the bids. The Superintendent shall, subject to the right of rejection, award the bid to the Lowest Responsible Qualified Bidder, as defined below. A building committee takes over responsibility from the Superintendent for projects over an amount set by the City of Middletown's Code of Ordinances.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent of Schools or his/her designee, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the City of Middletown as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder"), and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

In determining the Lowest Responsible Qualified Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost.
- (6) Involvement in litigation.
- (7) The ability of a city-based bidder to match the lowest bidder in accordance with the city-based language included in the City of Middletown Code of Ordinances.

(8) The ability of a city-based vendor to match the lowest possible bidder of a state or cooperative competitive bidding process for the same goods or services.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Lowest Responsible Qualified Bidder, and one of the bidders has its principal place of business located within the City of Middletown, the award will be made to the local bidder.

G. Rejection Of Bids

The Superintendent of Schools or his/her designee has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids and unexplained erasures.

The Superintendent of Schools or his/her designee retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Superintendent of Schools or his/her designee to reject any and all bids.

H. Advisement Of Bid Award

Upon acceptance of the Lowest Responsible Qualified Bidder, a letter will be sent to the successful bidder(s) announcing the award of the bid. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

III. COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$5,001 but less than \$25,000. Purchases of goods or services which involve an expenditure of less than \$5,001 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

B. Process For Obtaining Quotations

Generally quotations, either oral or written, should be solicited by the Superintendent of Schools or his/her designee(s) from at least three (3) vendors or obtained from current catalogs or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent of Schools or his/her designee may send requests to a limited number of selected vendors. However, vendors must furnish all of the necessary information to the Superintendent of Schools or his/her designee by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

IV. COMPETITIVE PROPOSAL PROCESS FOR SPECIAL OR PROFESSIONAL SERVICES

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services may be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Special or Professional Services involve the furnishing of judgment, expertise, advice or effort by persons other than Board employees, and not involving the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services, special education evaluations, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical. Waivers from the proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section V.)

Funds must be available in the proper account in order to begin development of a Request for Proposals ("RFP").

Purchases of Special or Professional Services that are expected to be less than \$5,001 shall be made directly by the Superintendent of Schools or his/her designee, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process (\$5,001 to \$25,000)

Purchases of Special or Professional Services for at least \$5,001 but less than \$25,000 shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall award the contract to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

C. Formal Competitive Proposal Process (\$25,000 or More)

Request for Proposals for Purchases of Special or Professional Services for \$25,000 or more shall be prepared by the Superintendent or his/her designee. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a draft contract whenever practical. The award of any such contracts for \$25,000 or more shall be approved by the Superintendent.

The Superintendent of Schools or his/her designee will arrange to have a legal notice requesting proposals published in a local newspaper and on the Board's website at least five (5) business days prior to the deadline for submitting proposals. Whenever the Superintendent or his/her designee determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such newspaper and website notice. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent of Schools or his/her designee. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals will be made by the Superintendent of Schools or his/her designee. The contract shall be awarded to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent of Schools or his/her designee in accordance with State law.

V. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The formal processes may be waived for any of the following reasons:

(1) Only one (1) reasonable or qualified source can be identified. This will be determined in accordance with the City of Middletown's Purchasing Manual's definitions of Sole Source and Proprietary Purchases. This shall include situations such as the purchase of copyrighted materials and textbooks.

(2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the

school district.

(3) In the opinion of the Superintendent or his/her designee, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.

(4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.

(5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.

(6) Prices of goods or services are subject to specific federal or state competitive bidding requirements, including, but not limited to, "school building projects" as defined in the Connecticut General Statutes.

(7) Regional or cooperative purchases.

(8) Cooperative agreement with the local municipality.

(9) Cooperative purchasing outside of the local municipality

A. Employees will be allowed to utilize State, Federal, and/or other governmental cooperative purchasing agreements, if to do so is in the Board's best interest.

B. The Board shall have the authority to join with other units of government in cooperative purchasing plans and participation with other utilities on an equitable basis in large bulk purchasing, when the best interests of the Board would be served thereby.

C. The Board, as a matter of policy, makes purchases cooperatively with other governmental agencies whenever it is to the mutual benefit of both cooperating agencies.

D. Local vendors who meet state, or city bid pricing may be awarded a contract with approval of the Chief of Administration and Finance.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent of Schools or his/her designee. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent of Schools or his/her designee will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent of Schools or his/her designee, in his/her sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent of Schools or his/her designee must, in writing, state the reason(s) for granting such Waiver.

In permitting waivers, the Board of Education is required to comply with the purchasing requirements identified by local, state and federal funding sources.

VI. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

Compliance Requirements - Suspension and Debarment

Non-federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred. "Covered transactions" include contracts for goods and services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other criteria as specified in 2 CFR section 180.220. All non-procurement transactions entered into by a passthrough entity (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 CFR section 180.215.

When a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity, as defined in 2 CFR section 180.995 and agency adopting regulations, is not suspended or debarred or otherwise excluded from participating in the transaction. This verification may be accomplished by (1) checking the System for Award Management (SAM). Exclusions maintained by the General Services Administration (GSA) and available at SAM.gov (click on Search Record, then click on Advance Search-Exclusions) (Note: The OMB guidance at 2 CFR Part 180 and agency implementing regulations still refer to the SAM Exclusions as the Excluded Parties List System (EPLS)), (2) collecting a certification from the entity, or (3) adding a clause or condition to the covered transaction with that entity (2 CFR section 180.300).

Non-Federal entities receiving contracts from the federal government are required to comply with the contract clause at FAR 52.209-6 before entering into a subcontract that will exceed \$30,000, other than a subcontract for a commercially available off-the-shelf item.

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, as described in 2 C.F.R. § 200.318 through 2 C.F.R. § [200.327](#), as amended from time to time, to the extent it is required to do so. [See Appendix A.](#)

VII. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

Legal References:

State Law:

Conn. Gen. Stat. §10-241c Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance.

Conn. Gen. Stat. §10-241d Local board of education consultation with municipality re goods

and services. Cooperative
arrangements.

Conn. Gen. Stat. §10-241e Local board of education consultation with municipality prior to
purchase of payroll
processing or accounts payable software program.

Federal Law:

2 C.F.R. § 200.317 through 2 § C.F.R. [200.327](#).

2 C.F.R. § 200.81 (definition of property).

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Policy revised: February 8, 2022

Policy revised:

APPENDIX A

**Procurement Standards for the Acquisition of Property or Services
Under a Federal Award
2 C.F.R. §§ 200.317-300.327**

This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the “Board”), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.

<u>2 C.F.R. §</u>	<u>FULL TEXT OF C.F.R. SECTION</u>	<u>BRIEF SUMMARY</u>
<u>200.317</u>	<u>Procurements by States</u>	
<u>200.318</u> <u>200.318(a)</u>	<p><u>When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.</u></p> <p><u>General Procurement Standards</u></p> <p><u>The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations</u></p>	<p><u>A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.</u></p> <p><u>The Board must have and use documented procurement</u></p>

	<u>and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.</u>	<u>procedures consistent with State, local, and Federal requirements for procurements made under a Federal award.</u>
<u>200.318(b)</u>	<u>Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.</u>	<u>The Board must maintain oversight of its contractors.</u>
<u>200.318(c)</u> <u>(1)</u>	<u>The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.</u>	<u>The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. See Code of Conduct Governing Procurements Under a Federal Award.</u>
<u>200.318(c)</u> <u>(2)</u>	<u>If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct</u>	<u>The Board's conflict of interest policy must cover relationships with certain parent, affiliate, or</u>

	<u>covering organizational</u> conflicts of interest. Organizational conflicts of interest means that because	subsidiary organizations, if any.
	<u>of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.</u>	
<u>200.318(d)</u>	<u>The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.</u>	<u>The Board must avoid acquisition of unnecessary or duplicative items.</u>
<u>200.318(e)</u>	<u>To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.</u>	<u>The Board is encouraged to use intergovernmental agreements or inter-entity agreements.</u>
<u>200.318(f)</u>	<u>The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.</u>	<u>The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.</u>
<u>200.318(g)</u>	<u>The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.</u>	<u>The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.</u>

<u>200.318(h)</u>	<u>The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to</u>	<u>The Board must award contracts to responsible contractors, after considering contractor integrity, compliance with public policy, past</u>
	<u>such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.</u>	<u>performance, and financial and technical resources.</u>
<u>200.318(i)</u>	<u>The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.</u>	<u>The Board must maintain procurement records.</u>
<u>200.318(j)(1)</u>	<u>The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.</u>	<u>The Board may only use time-and-materials type contracts in limited circumstances.</u>
<u>200.318(j)(2)</u>	<u>Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.</u>	<u>The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.</u>

<u>200.318(k)</u>	<u>The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern.</u>	<u>The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.</u>
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	<u>Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.</u>	
<u>200.319</u>	<u>Competition</u>	
<u>200.319(a)</u>	<u>All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.</u>	<u>The Board must conduct procurement transactions in a manner providing full and open competition.</u>
<u>200.319(b)</u>	<u>In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.</u>	<u>Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board must avoid practices that are restrictive of competition.</u>

<u>200.319(c)</u>	<u>The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its</u>	<u>The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.</u>
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	<u>application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</u>	
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<u>200.319(d)</u>	<u>The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.</u>	<u>The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.</u>
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<u>200.319(e)</u>	<u>The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.</u>	<u>The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.</u>
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200.319(f)	Noncompetitive procurements can only be awarded in accordance with § 200.320(c).	Noncompetitive procurements must be awarded in accordance with § 200.320(c).
200.320	Methods of Procurement to be Followed	

200.320	The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.	The Board must have and use documented procurement procedures for procurements made under a Federal award or sub-award.
200.320(a)	Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:	For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).

<p><u>200.320(a)</u> <u>(1)</u></p>	<p><u>(1) Micro-purchases—</u> <u>(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.</u> <u>(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.</u> <u>(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local,</u></p>	<p><u>Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents its files accordingly.</u></p>
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	<p><u>or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</u></p> <p><u>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</u></p> <p><u>(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;</u></p> <p><u>(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,</u></p> <p><u>(C) For public institutions, a higher threshold consistent with State law.</u></p> <p><u>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</u></p>	
<p><u>200.320(a)</u> <u>(2)</u></p>	<p><u>(2) Small purchases—</u></p> <p><u>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</u></p>	<p><u>For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from</u></p>

	<p><u>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.</u></p>	<p><u>an adequate number of qualified sources.</u></p>
<p><u>200.320(b)</u></p>	<p><u>Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:</u></p>	<p><u>For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.</u></p>
<p><u>200.320(b)</u> <u>(1)</u></p>	<p><u>(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following</u></p>	<p><u>In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If</u></p>

	<p><u>requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</u></p>	<p><u>sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.</u></p>
<p><u>200.320(b) (2)</u></p>	<p><u>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the</u></p>	<p><u>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.</u></p>

	<u>most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.</u>	
<u>200.320(c)</u>	<u>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section); (2) The item is available only from a single source; (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or (5) After solicitation of a number of sources, competition is determined inadequate.</u>	<u>The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.</u>
<u>200.321</u>	<u>Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms</u>	
<u>200.321(a)</u>	<u>The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</u>	<u>The Board must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</u>
<u>200.321(b)</u>	<u>Affirmative steps must include: (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation</u>	<u>Affirmative steps include, among other things, placing qualified</u>

	lists; (2)	small
	<p><u>Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.</u></p>	<p><u>and minority businesses and women’s business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.</u></p>
<u>200.322</u>	<u>Domestic Preferences for Procurements</u>	
<u>200.322(a)</u>	<p><u>As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.</u></p>	<p><u>The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.</u></p>

<u>200.322(b)</u>	<p><u>For purposes of this section:</u></p> <p><u>(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.</u></p> <p><u>(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.</u></p>	
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<u>200.323</u>	<u>Procurement of Recovered Materials</u>	
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<u>200.323</u>	<p><u>A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</u></p>	<p><u>The Board must follow standards in procuring certain items over \$10,000 to ensure, among other things, the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</u></p>
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<u>200.324</u>	<u>Contract Cost and Price</u>	
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<u>200.324(a)</u>	<p><u>The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity</u></p>	<p><u>The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.</u></p>
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	<u>must make</u> independent estimates before receiving bids or proposals.	
<u>200.324(b)</u>	<u>The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past</u>	<u>The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.</u>
	<u>performance, and industry profit rates in the surrounding geographical area for similar work.</u>	
<u>200.324(c)</u>	<u>Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.</u>	<u>Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.</u>
<u>200.324(d)</u>	<u>The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.</u>	<u>The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.</u>
<u>200.325</u>	<u>Federal Awarding Agency or Pass-Through Entity Review</u>	

<p><u>200.325(a)</u></p>	<p><u>The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.</u></p>	<p><u>The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.</u></p>
<p><u>200.325(b)</u></p>	<p><u>The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's</u></p>	<p><u>Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or</u></p>
	<p><u>procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.</u></p>	<p><u>passthrough entity in a number of circumstances.</u></p>

<p>200.325(c)</p>	<p>The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency’s right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.</p>	<p>The Board is exempt from pre-procurement review if the Federal awarding agency or passthrough entity determines that its procurement systems comply with the standards of this part.</p>
<p>200.326</p>	<p>Bonding Requirements</p>	
<p>200.326</p>	<p>For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:</p>	<p>For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or passthrough entity may accept the Board’s bonding requirements if it determines that its interest is adequately protected.</p>

<u>200.326(a)</u>	<u>A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptable of the bid, execute such contractual documents as may be required within the time specified.</u>	<u>The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.</u>
<u>200.326(b)</u>	<u>A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.</u>	<u>The Board must require a performance bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.</u>
<u>200.326(c)</u>	<u>A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.</u>	<u>The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.</u>
<u>200.327</u>	<u>Contract Provisions</u>	
<u>200.327</u>	<u>The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.</u>	<u>The Board must include the Federal contract provisions in its contracts.</u>



Office of the Superintendent

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Alberto Vázquez Matos, Ed.D., Ph.D., Superintendent of Schools

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Middletown Board of Education

Budget Committee Meeting

May 12, 2025

Present: Dr. Vasquez - Matos, Superintendent
Natalie Forbes, Executive Director of Finance
Harold Panciera, Committee Chair
Sheila Daniels, Chair of the Board of Education
Callie Grippo, Board Member
Adam Hayn, Board Member
Mike Skott, IT Director

I. The meeting was called to order at 5:31.

II. The minutes from the March 10 meeting were approved.

III. Review of the Financials and Line-item Transfers:

- It is projected that we could have a budget surplus at the end of the fiscal year for as much as \$200, 000. However, it is too early to determine the exact amount. Much of this depends on how many encumbrances are not used.

- Review of the projected surpluses and deficits for a number of accounts. Of note were the surpluses for these two accounts: salaries for tutors, and for duty aides. In addition, Dattco bus company has given us about \$780,000 credit for extending our contract. As for deficits, charges for long-term building subs and replacement for people out on extended leave in the facilities department stood out.

IV. The Superintendent and Finance Director continue to look at ways to reduce our expenses. In light of the first reduction due to the Mayor's budget proposal, and the anticipation of additional cuts this week from the Council's allocation, the following areas will probably be impacted: summer programming, administrative staffing , and extracurricular offerings.

V. There is still nothing definitive about federal cuts in any of the grants connected to Title 1 (intended to help children from low income families) and Title 2 (intended to help train teachers to be better prepared to improve low- income students' achievement). We do know that the grant from the USDA was reduced so that funding to pay for universal coverage of breakfast and lunch will not come from Washington. Efforts from the state level have not been successful so far in this legislative session. Note: 61% of Middletown students are eligible for free or reduced meals. May have to go back to having only those who apply and are eligible get served.

VI. On the state level, we are concerned that the formula to determine funding for the Education Cost Sharing (ECS) grant will not be changed to reflect inflation. An effort during this legislative session has not been successful so far. In addition, the 21C grant for after school programs will be reduced, but not sure to what extent.

VII. Progress continues to be made to meet all deadlines in order to expedite the transition of the Macdonough staff and students to Keigwin by September 2025. Dr. Vazquez Matos and Natalie have been working with the DAS, and Rep. Lessor 's office to make sure all paperwork is accurate, and that all waivers are secure.

VIII. In addition, we have received a grant of about \$50,000 to expand the infrastructure of the VoAg program at Middletown High. This will occur at Keigwin School, as part of the Legacy Academy, across the street from the entrance. Additional programming and buildings are expected to be developed and put into place during the next year or two.

IX. There were no additional comments about unfunded mandates from the state at this time. There is some hope that new legislation will be passed during this legislative session in order to reduce the financial burden on the towns and cities.

X. No additional concerns were mentioned by any committee members.

XI. There were no suggested topics for the meeting next month: June 9.

XII. Meeting was adjourned at 6:21.

**MIDDLETOWN BOARD OF EDUCATION
POLICY COMMITTEE**

Meeting Minutes

Tuesday, May 20, 2025

In Person Meeting 5:30 P.M.

Board of Education Policy Committee Members participating:

Deb Kleckowski, Policy Committee Chair

Harold Panciera, Board Member

Stacy Porch, Parent

Also participation:

Dr. Alberto Vasquez Matos, Superintendent

Marco Gaylord, Executive Director of Operations

Elba Llantín-Cruz, DEIB Director

Jill Power, Operations Administrative Secretary

The Meeting was called to order by Deb Kleckowski at 5:34P.M.

1. Introductions

2. Policy #0301 Equity Policy

Deb stated that this policy was brought forth because of a letter that was sent to the Board from FIRE. FIRE is an organization that is threatening lawsuits with districts if they do not update or have certain policies. The Board is reviewing policy 0301 for that reason. This policy is not mandatory but the Board would like to review it for consideration of discussion so no lawsuit is filed. Dr. Vasquez Matos has sent a letter to FIRE stating we are in the process of updating the policy so they hopefully won't push back. Elba Llantín-Cruz stated that we will be removing the term Disruptive Equity Framework to SOP (Strategic Operating Plan). We are changing this because we use the SOP terminology not the other terms. Dr. V stated that we are going to remove paragraph 3 and the committee approved. Harold asked the question of are we doing anything now in our district for staff to know about this policy. Dr V. stated that in our Vector mandatory training for all staff members that one of the trainings is to read and state that you read this policy. Deb brought up to the committee that somewhere in the policy it should state who to go to for students and staff when they need to discuss something with someone they will know who to contact. Dr V. and the committee agreed. Elba discussed that we will be adding, The Middletown Public Schools (the "District") is committed, to using the Strategic Operating Plan (SOP) within the District. The SOP is designed to create learning communities that provide support and academic programs for every student by addressing and eliminating barriers to equity and inclusion that hinder the academic achievement, social emotional development, and physical well-being of a marginalized students (e.g., culturally, racially, & linguistically diverse students, students receiving special education services, students from economically disadvantaged backgrounds, and other marginalized identities), in replacement of the second paragraph. The committee agreed. A motion was brought forth to move this policy to its first and final reading at the next Board meeting on June 17th, 2025 with the changes. That motion was second.

3. Policy #5131.911 School Climate

Dr. Vazquez Matos explained that this is a statute mandated by the State. All districts are having to comply and have this school climate policy. The changes are that this policy states we have to have designated people from the district, and schools to be in charge of a climate committee and there is some wording changing. We are going to exchange this policy for the bullying policy we currently have. Dr. Vazquez Matos stated we will adopt the Connecticut school climate policy as our district policy with wording that fits our district. This policy needs to be implemented by July 1st. Dr. Vazquez Matos also stated that this policy goes in depth about restorative practices in the school. Dr. Vazquez Matos stated that we will be using restorative practices but that does not replace discipline. After discussion the committee motioned to move this policy for its first and final reading at the June 17th Board meeting. The committee second the motion.

4. Policy #3320 Purchasing Procedures

Dr. Vazquez Matos explained that this is a statute mandated by the State. Non-federal entities are now prohibited from contracting parties that are suspended or debarred. There will be a cover letter that goes out with suspension and debarment to follow through with the suspension. “Compliance Requirements - Suspension and Debarment Non-federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred. “Covered transactions” include contracts for goods and services awarded under a non-procurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other criteria as specified in 2 CFR section 180.220. All non-procurement transactions entered into by a passthrough entity (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 CFR section 180.215. When a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity, as defined in 2 CFR section 180.995 and agency adopting regulations, is not suspended or debarred or otherwise excluded from participating in the transaction. This verification may be accomplished by (1) checking the System for Award Management (SAM). Exclusions maintained by the General Services Administration (GSA) and available at [SAM.gov](https://sam.gov) (click on Search Record, then click on Advance Search-Exclusions) (Note: The OMB guidance at 2 CFR Part 180 and agency implementing regulations still refer to the SAM Exclusions as the Excluded Parties List System (EPLS)), (2) collecting a certification from the entity, or (3) adding a clause or condition to the covered transaction with that entity (2 CFR section 180.300). Non-Federal entities receiving contracts from the federal government are required to comply with the contract clause at FAR 52.209-6 before entering into a subcontract that will exceed \$30,000, other than a subcontract for a commercially available off-the-shelf item”, we be added under PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD. After discussion the board motioned to move this policy for its first and final reading at the June 17th Board meeting with the additional paragraph. The committee second the motion.

5. Policy #6146.1 Weighted Grading and Calculation of Grade Point Averages

Dr. Vazquez Matos stated that after the passing of Dr. Stacey McCann, a committee has been formed to continue the discussion of grading and all its policies. A meeting will be held in the upcoming days to hash out weighted grading, grading, and the homework policy. Dr. Vazquez Matos will give an update on these policies at the next policy committee meeting after the committee meets. A motion was moved to keep discussing this policy at the next policy meeting. The motion was seconded and all in favor.

6. Policy #5121 Examination/Grading/Rating/Extra Credit

Dr. Vazquez Matos stated that after the passing of Dr. Stacey McCann, a committee has been formed to continue the discussion of grading and all its policies. A meeting will be held in the upcoming days to hash out weighted grading, grading, and the homework policy. Dr. Vazquez Matos will give an update on these policies at the next policy committee meeting after the committee meets. A motion was moved to keep discussing this policy at the next policy meeting. The motion was seconded and all in favor.

7. Policy #6146.11 Grading/Changing Grade

Dr. Vazquez Matos stated that after the passing of Dr. Stacey McCann, a committee has been formed to continue the discussion of grading and all its policies. A meeting will be held in the upcoming days to hash out weighted grading, grading, and the homework policy. Dr. Vazquez Matos will give an update on these policies at the next policy committee meeting after the committee meets. A motion was moved to keep discussing this policy at the next policy meeting. The motion was seconded and all in favor.

8. Policy #6154 Homework

Dr. Vazquez Matos stated that after the passing of Dr. Stacey McCann, a committee has been formed to continue the discussion of grading and all its policies. A meeting will be held in the upcoming days to hash out weighted grading, grading, and the homework policy. Dr. Vazquez Matos will give an update on these policies at the next policy committee meeting after the committee meets. A motion was moved to keep discussing this policy at the next policy meeting. The motion was seconded and all in favor.

9. Policy #4010 Hiring of Certified Staff - Continued Discussion

A motion was moved to keep discussing this policy at the next policy meeting. The motion was seconded and all in favor.

10. Policy #5112 Student Attendance, Truancy, and Chronic Absenteeism - Discussion

A motion was moved to keep discussing this policy at the next policy meeting. The motion was seconded and all in favor.

11. Charter Discussion

Dr. Vazquez Matos discussed that there is an MOU in the contract book for non-certified staff. The common council can only have a say in pension and insurance. The common council does not have to say yes to all non-certified staff that are being hired. The committee understood once Dr. Vazquez Matos explained the charter and MOU.

12. Policy #9316 Length of Board Meeting - Continued Discussion

A motion was moved to keep discussing this policy at the next policy meeting. The motion was seconded and all in favor.

The next policy committee meeting is TBD.

ADJOURNMENT

The meeting was adjourned at 7:12 P.M.

Respectfully submitted,

Marco Gaylord

Executive Director of Operations

<u>Object Code - Summary</u>	<u>Expenditure 2023-2024</u>	<u>Appropriation 2024-2025</u>	<u>Appropriation Adjustment</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Current Balance</u>	<u>Projected Surplus/Deficit</u>	<u>Projected Expenditure</u>
CERTIFIED SALARIES								
51109 CERTIFIED*CURR WRITING	43,294.50	81,820.00	(410.00)	-	57,055.50	24,354.50	20,000.00	61,410.00
51110 CERTIFIED*REG	35,591,312.69	37,071,168.00	-	-	30,662,163.05	6,409,004.95	600,000.00	36,471,168.00
51112 UNKNOWN ATTRITION CERTIFIED	-	(946,085.00)	-	-	-	(946,085.00)	-	(946,085.00)
51115 CERTIFIED*OTH ADDL/STIPEND	5,193.45	6,992.00	-	-	3,095.45	3,896.55	3,896.55	3,095.45
51309 SALARIES: INTERVENTIONISTS	1,851.80	-	-	-	-	-	-	-
51310 SALARIES: SUBS-DAILY*REG	55,524.26	-	-	-	-	-	-	-
51315 SALARIES: SUBS-LT*REG	249,959.71	100,000.00	-	-	181,304.30	(81,304.30)	(90,000.00)	190,000.00
51316 SALARIES: SUBS-BLDG*REG	191,625.78	299,208.00	-	-	223,192.47	76,015.53	70,000.00	229,208.00
51410 SALARIES: ADMINISTRATOR*REG	5,326,476.12	5,659,271.00	-	-	5,593,724.64	65,546.36	55,769.00	5,603,502.00
51501 LONGEVITY: CERTIFIED	395,200.00	383,200.00	-	-	352,200.00	31,000.00	31,000.00	352,200.00
51716 SALARIES: MENTOR	10,172.28	21,222.00	-	-	4,521.00	16,701.00	16,701.00	4,521.00
51718 SALARIES: TUTOR	150,220.50	198,850.00	-	-	55,539.50	143,310.50	139,000.00	59,850.00
51721 SALARIES: STIPENDS-NON TRB	637,483.25	689,474.00	(29,420.00)	-	663,534.78	(3,480.78)	(3,480.78)	663,534.78
51900 OTHER SALARIES	137,917.00	-	-	-	-	-	-	-
51901 NON-CONTRACTED CERTIFIED	71,962.39	60,000.00	-	-	97,485.21	(37,485.21)	(37,485.21)	97,485.21
51921 SALARIES: CLASS COVERAGE	209,012.43	100,000.00	-	-	219,674.06	(119,674.06)	(125,000.00)	225,000.00
TOTAL CERTIFIED SALARIES	43,077,206.16	43,725,120.00	(29,830.00)	-	38,113,489.96	5,581,800.04	680,400.56	43,014,889.44
CLASSIFIED SALARIES								
51116 CLASSIFIED*REG	8,700,708.51	9,478,540.00	-	-	9,019,201.36	459,338.64	(325,000.00)	9,803,540.00
51112 UNKNOWN ATTRITION CLASSIFIED	-	(238,835.00)	-	-	-	(238,835.00)	-	(238,835.00)
51117 CLASSIFIED*TEMP	10,673.26	-	-	-	675.16	(675.16)	(675.00)	675.00
51118 CLASSIFIED*OT	270,196.88	253,000.00	-	-	197,426.05	55,573.95	50,000.00	203,000.00
51200 SALARIES OF SEASONAL TEMP	124,250.31	50,000.00	-	-	93,984.34	(43,984.34)	(56,000.00)	106,000.00
51416 ATHLETIC EVENT WORKERS	61,830.23	53,000.00	6,000.00	-	68,525.78	(9,525.78)	(10,000.00)	69,000.00
51418 SUBS-SECRETARIES	33,589.87	10,000.00	-	-	20,474.07	(10,474.07)	(12,000.00)	22,000.00
51903 FAMILY ENGAGEMENT	220,935.20	29,367.00	-	-	-	29,367.00	29,367.00	-
51920 SALARIES: STUDENT VOCATION	3,640.00	6,000.00	-	-	3,990.00	2,010.00	2,010.00	3,990.00
TOTAL CLASSIFIED SALARIES	9,425,824.26	9,641,072.00	6,000.00	-	9,404,276.76	242,795.24	(322,298.00)	9,969,370.00
PARAPROFESSIONALS/AIDES								
51210 SALARIES: AIDES/PARAS*REG	4,544,842.30	5,162,752.00	-	-	4,623,385.98	539,366.02	260,000.00	4,902,752.00

<u>Object Code - Summary</u>	<u>Expenditure 2023-2024</u>	<u>Appropriation 2024-2025</u>	<u>Appropriation Adjustment</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Current Balance</u>	<u>Projected Surplus/Deficit</u>	<u>Projected Expenditure</u>
51112 UNKNOWN ATTRITION PARAS	-	(154,883.00)	-	-	-	(154,883.00)	-	(154,883.00)
51217 SAL: STUDENT ENGAGEMENT S	177,975.33	-	-	-	-	-	-	-
51503 LONGEVITY: PARAS	16,100.00	17,100.00	-	-	14,700.00	2,400.00	2,400.00	14,700.00
51713 SALARIES: LUNCH/DUTY AIDES	286,704.24	431,742.00	-	-	308,661.30	123,080.70	92,000.00	339,742.00
51112 UNKNOWN ATTRITION DUTY AID	-	(21,587.00)	-	-	-	(21,587.00)	-	(21,587.00)
51714 SALARIES: FOOD SVC CLERICAL	55,394.51	-	-	-	-	-	-	-
51717 SALARIES: BUS MONITOR	3,286.25	10,000.00	-	-	2,810.55	7,189.45	7,000.00	3,000.00
TOTAL PARAPROFESSIONALS/AIDES	5,084,302.63	5,445,124.00	-	-	4,949,557.83	495,566.17	361,400.00	5,083,724.00
EMPLOYEE BENEFITS								
52010 EMPLOYEE BENEFITS	12,324.04	-	-	-	-	-	-	-
52100 GROUP LIFE INSURANCE	213,667.00	220,000.00	-	-	242,646.00	(22,646.00)	(22,646.00)	242,646.00
52205 FICA	728,655.10	684,570.00	-	-	691,029.62	(6,459.62)	(40,000.00)	724,570.00
52210 MEDICARE	902,675.89	909,573.00	-	-	833,693.46	75,879.54	(5,000.00)	914,573.00
52300 RETIREMENT CONTRIB	85,921.14	91,145.00	-	-	80,194.18	10,950.82	10,950.82	80,194.18
52500 TUITION REIMB	-	3,000.00	-	-	-	3,000.00	3,000.00	-
52600 UNEMPLOY COMPENSATION	52,239.00	50,000.00	-	-	58,468.00	(8,468.00)	(20,000.00)	70,000.00
52700 WORKERS COMPENSATION	509,870.01	692,021.00	-	3,429.26	699,876.17	(11,284.43)	(11,284.43)	703,305.43
52831 HEALTH INS*CERTIFIED/PARAS	9,355,471.00	9,183,370.00	-	-	9,183,370.00	-	-	9,183,370.00
52832 HEALTH INS*CLASSIFIED	5,482,858.00	6,044,035.00	-	-	6,044,035.00	-	-	6,044,035.00
52840 DENTAL INSURANCE	958,518.43	1,033,278.00	-	-	965,135.33	68,142.67	68,142.67	965,135.33
52950 DISABILITY INSURANCE	30,920.59	30,500.00	-	-	31,159.95	(659.95)	(659.95)	31,159.95
52960 UNUSED SICK BENEFIT	24,877.76	25,000.00	-	-	21,640.48	3,359.52	3,359.52	21,640.48
52961 UNUSED VACATION PAYOUT	-	25,000.00	-	-	3,221.01	21,778.99	21,778.99	3,221.01
52990 OTHER POST EMPLOYEE BENEF	417,501.00	420,092.00	-	-	420,092.00	-	-	420,092.00
52991 ACA HEALTH INSURANCE	30,449.70	30,000.00	-	-	-	30,000.00	30,000.00	-
TOTAL EMPLOYEE BENEFITS	18,805,948.66	19,441,584.00	-	3,429.26	19,274,561.20	163,593.54	37,641.62	19,403,942.38
PURCHASED SERVICES								
53010 PURCHASED PROF SVCS	189,631.51	16,350.00	-	222.00	16,077.96	50.04	50.00	16,300.00
53020 LEGAL SERVICES	150,693.65	175,000.00	-	17,038.10	152,824.55	5,137.35	5,137.00	169,863.00
53040 NURSING SERVICES	40,112.50	50,000.00	-	13,205.00	47,795.00	(11,000.00)	(11,000.00)	61,000.00
53070 TESTING / SCORING	19,164.00	21,700.00	-	-	21,700.00	-	-	21,700.00

<u>Object Code - Summary</u>	<u>Expenditure 2023-2024</u>	<u>Appropriation 2024-2025</u>	<u>Appropriation Adjustment</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Current Balance</u>	<u>Projected Surplus/Deficit</u>	<u>Projected Expenditure</u>
53200 PROF EDUC SERVICES	449,049.13	142,000.00	-	89,439.07	471,831.15	(419,270.22)	(419,355.00)	561,355.00
53205 EMPLOYEE TRNG/DEV SVCS	1,000.00	550.00	-	-	300.00	250.00	(50.00)	600.00
53220 INSERVICE - PROF MTGS/DEVEL	59,967.45	52,790.00	2,004.68	5,350.00	41,311.30	8,133.38	8,013.88	46,780.80
53240 FIELD TRIPS	22,385.59	22,200.00	5,263.93	1,066.53	24,932.42	1,464.98	1,464.98	25,998.95
53251 STUDENT ACTIVITIES	8,306.84	12,000.00	-	-	6,450.65	5,549.35	5,549.35	6,450.65
53300 PURCH PROF SVCS: TECH	159,480.33	86,785.00	3,332.93	17,790.00	107,318.71	(34,990.78)	(35,594.00)	125,711.93
53310 PURCH PROF SVCS: AUDIT	30.00	30,000.00	-	30,000.00	3,000.00	(3,000.00)	(3,000.00)	33,000.00
53400 PURCH PROF SVCS: OTHER	533,115.70	203,384.00	-	31,894.40	459,428.34	(287,938.74)	(294,689.00)	498,073.00
53500 PURCH PROF/TECH SERVICES	32,384.95	35,239.00	(2,470.00)	-	30,039.46	2,729.54	2,730.00	30,039.00
53530 PURCH PROF SVCS: POLICE	25,251.04	13,000.00	3,658.00	-	14,933.33	1,724.67	1,725.00	14,933.00
53540 PURCH PROF SVCS: SPORTS OF	44,936.52	70,700.00	-	-	43,770.26	26,929.74	26,000.00	44,700.00
54010 PURCH PROPERTY SVCS	66,734.44	123,248.00	16,271.09	39,651.18	117,956.28	(18,088.37)	(18,100.00)	157,619.09
54103 SNOW PLOWING/SANDING	16,100.00	25,000.00	(3,500.00)	-	21,500.00	-	-	21,500.00
54300 REPAIRS & MAINTENANCE	735,773.14	891,780.00	10,312.58	137,300.13	751,690.62	13,101.83	10,000.00	892,092.58
54303 MAINT: GROUNDS	21,517.97	46,500.00	-	5,756.09	40,730.10	13.81	13.81	46,486.19
54304 ELEVATOR MAINTENANCE	55,477.75	50,000.00	-	9,000.68	40,999.29	0.03	0.03	49,999.97
54411 WATER/SEWER	99,500.82	114,662.00	-	38,591.45	87,823.83	(11,753.28)	(11,753.00)	126,415.00
54420 RENTAL OF EQUIPMENT&VEHIC	1,131.83	5,000.00	-	-	6,579.81	(1,579.81)	(1,580.00)	6,580.00
54421 DISPOSAL	156,347.79	155,800.00	-	3,726.09	152,073.91	-	-	155,800.00
54424 LAWN CARE	10,110.00	15,000.00	(628.28)	-	7,371.72	7,000.00	7,000.00	7,371.72
54440 RENTALS	673.68	700.00	-	-	336.84	363.16	363.00	337.00
55010 PURCHASED SERVICES	711,296.48	934,751.00	1,132.58	75,260.15	846,074.05	14,549.38	30,000.00	905,883.58
55100 PUPIL TRANSPORTATION	4,014,310.98	6,532,299.00	-	31,171.17	5,723,484.72	777,643.11	777,000.00	5,755,299.00
55105 TRANSPORTATION*SUMMER	126,997.12	157,690.00	-	-	120,621.18	37,068.82	37,068.82	120,621.18
55109 TRANSPORT*SPED OUT OF TOW	1,301,342.19	1,380,000.00	-	150,555.82	1,465,313.38	(235,869.20)	(236,000.00)	1,616,000.00
55190 TRANSPORT*HOMELESS	256,466.71	250,000.00	-	13,369.48	116,436.58	120,193.94	120,000.00	130,000.00
55191 TRANSPORT*DCF	47,785.00	-	-	-	-	-	-	-
55205 PROPERTY/CASUALTY INSURAN	341,821.00	341,821.00	-	-	341,821.00	-	-	341,821.00
55206 ATHLETIC INSURANCE	28,281.00	28,281.00	-	-	28,281.00	-	-	28,281.00
55300 COMMUNICATIONS/TELEPHONE	237,679.70	264,900.00	-	25,634.39	238,184.19	1,081.42	1,081.42	263,818.58
55301 POSTAGE	30,013.60	27,400.00	-	232.71	15,800.45	11,366.84	-	27,400.00
55303 SECURITY MONITORING	90,716.55	90,000.00	-	-	96,087.37	(6,087.37)	(6,087.37)	96,087.37
55304 SUBSCRIPTIONS/LICENSES	74,602.73	90,720.00	4,683.86	-	95,489.18	(85.32)	(85.32)	95,489.18

<u>Object Code - Summary</u>	<u>Expenditure 2023-2024</u>	<u>Appropriation 2024-2025</u>	<u>Appropriation Adjustment</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Current Balance</u>	<u>Projected Surplus/Deficit</u>	<u>Projected Expenditure</u>
55400 ADVERTISING	281.38	800.00	-	-	1,275.81	(475.81)	(475.81)	1,275.81
55500 PRINTING	21,134.69	17,800.00	1,750.00	693.61	17,615.57	1,240.82	1,240.82	18,309.18
55510 COPYING	88,618.60	114,000.00	-	-	108,442.29	5,557.71	5,557.71	108,442.29
55800 TRAVEL/CONFERENCES	89,872.04	111,550.00	(4,083.40)	1,763.45	50,587.31	55,115.84	55,115.84	52,350.76
TOTAL PURCHASED SERVICES	10,360,096.40	12,701,400.00	37,727.97	738,711.50	11,934,289.61	66,126.86	57,342.16	12,681,785.81
SUPPLIES & MATERIALS								
56100 SUPPLIES*GENERAL	20,596.86	10,000.00	-	505.75	5,577.53	3,916.72	3,916.72	6,083.28
56104 SUPPLIES*MAINTENANCE	155,630.27	209,000.00	6,500.00	37,493.75	157,943.29	20,062.96	15,000.00	200,500.00
56106 SUPPLIES*FOOD	260.00	390.00	-	15.44	274.56	100.00	100.00	290.00
56110 INSTRUCTIONAL SUPPLIES	356,714.62	428,004.00	(12,367.39)	1,380.53	366,840.38	47,415.70	47,415.70	368,220.91
56115 COMMON CORE MATERIALS	18,132.28	20,503.00	(698.87)	-	19,177.66	626.47	626.47	19,177.66
56120 ADMINISTRATIVE SUPPLIES	67,883.16	70,677.00	3,851.61	59.00	64,744.92	9,724.69	9,500.00	65,028.61
56121 COPY PAPER	50,502.46	51,625.00	1,822.23	-	49,456.87	3,990.36	3,990.36	49,456.87
56210 NATURAL GAS	616,610.08	763,250.00	(63,000.00)	124,015.78	575,830.21	404.01	60,000.00	640,250.00
56220 ELECTRICITY	1,044,827.62	1,337,034.00	-	242,845.27	1,087,474.09	6,714.64	85,000.00	1,252,034.00
56230 BOTTLED GAS	12,276.73	11,950.00	-	1,693.78	7,556.22	2,700.00	2,700.00	9,250.00
56240 FUEL OIL	268,478.19	295,879.00	-	69,115.60	226,763.40	-	-	295,879.00
56260 DIESEL FUEL	229,004.19	240,000.00	-	52,186.36	187,813.64	-	-	240,000.00
56265 GASOLINE (VEHICLES)	131,355.14	104,490.00	15,000.00	13,559.44	105,930.56	-	-	119,490.00
56270 PROPANE	29,065.54	50,000.00	83.40	10,304.15	39,779.25	-	-	50,083.40
56300 FOOD SUPPLIES	1,410.92	3,280.00	(1,000.00)	-	865.00	1,415.00	1,415.00	865.00
56400 BOOKS AND PERIODICALS	7,358.30	7,700.00	-	-	5,995.90	1,704.10	1,704.00	5,996.00
56410 TEXTBOOKS	24,314.61	14,310.00	-	-	12,470.82	1,839.18	1,839.00	12,471.00
56420 LIBRARY MATERIALS	31,103.74	20,090.00	(4,250.00)	-	13,682.05	2,157.95	2,158.00	13,682.00
56500 SUPPLIES*TECHNOLOGY RELAT	218,781.24	206,094.00	(46.63)	541.39	190,499.27	15,006.71	15,000.00	191,047.37
56900 SUPPLIES*OTHER	179,863.75	186,035.00	3,553.49	16,594.06	163,779.64	9,214.79	8,100.00	181,488.49
56910 CUSTODIAL SUPPLIES	203,050.83	211,500.00	-	46,164.81	162,979.38	2,355.81	-	211,500.00
TOTAL SUPPLIES & MATERIALS	3,667,220.53	4,241,811.00	(50,552.16)	616,475.11	3,445,434.64	129,349.09	258,465.25	3,932,793.59
PROPERTY								
57010 PROPERTY	-	-	20,697.00	15,100.00	-	5,597.00	5,597.00	15,100.00
57300 NEW EQUIPMENT	24,721.25	28,000.00	(2,722.39)	808.80	8,797.37	15,671.44	15,363.44	9,914.17

<u>Object Code - Summary</u>	<u>Expenditure 2023-2024</u>	<u>Appropriation 2024-2025</u>	<u>Appropriation Adjustment</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Current Balance</u>	<u>Projected Surplus/Deficit</u>	<u>Projected Expenditure</u>
57330 FURNITURE AND FIXTURES	14,992.08	4,500.00	11,979.58	6,150.00	13,114.23	(2,784.65)	(2,785.00)	19,264.58
57340 TECH REL HW/EQUIP	1,606.33	2,129.00	-	-	1,943.44	185.56	185.56	1,943.44
57390 OTHER EQUIP/PROPERTY	3,091.98	3,100.00	4,000.00	-	7,050.80	49.20	49.00	7,051.00
TOTAL PROPERTY	44,411.64	37,729.00	33,954.19	6,958.80	30,905.84	13,121.55	12,813.00	38,173.19
MISCELLANEOUS								
58100 MEMBERSHIPS & DUES	90,319.36	115,420.00	2,700.00	1,150.00	102,155.56	14,814.44	14,594.44	103,525.56
58901 EDUCATIONAL SUPPORT	23,321.95	32,155.00	-	52.37	32,646.59	(543.96)	(544.00)	32,699.00
58903 PROF DEV IMPROVEMENT	25,101.38	29,000.00	-	-	17,851.44	11,148.56	11,149.00	17,851.00
58904 WESLEYAN PUB SCHL COLLAB	5,000.00	5,000.00	-	-	5,000.00	-	-	5,000.00
58906 AFTER SCHOOL PROGRAM	4,185.00	1,650.00	-	-	477.96	1,172.04	1,172.00	478.00
58908 RECRUITMENT	19,199.71	19,100.00	-	-	14,221.24	4,878.76	4,565.34	14,534.66
TOTAL MISCELLANEOUS	167,127.40	202,325.00	2,700.00	1,202.37	172,352.79	31,469.84	30,936.78	174,088.22
TUITION								
55600 TUITION MAGNET (REGULAR ED	935,967.00	600,174.00	-	-	547,801.02	52,372.98	52,372.98	547,801.02
55610 TUITION TO OTHER DISTR IN ST	231,834.48	168,000.00	-	7,045.00	241,979.69	(81,024.69)	(81,024.69)	249,024.69
55630 TUITION TO PRIVATE SOURCES	4,662,580.08	4,930,000.00	-	536,709.31	5,365,146.42	(971,855.73)	(971,855.73)	5,901,855.73
TOTAL TUITION	5,830,381.56	5,698,174.00	-	543,754.31	6,154,927.13	(1,000,507.44)	(1,000,507.44)	6,698,681.44
GRAND TOTAL	96,462,519.24	101,134,339.00	0.00	1,910,531.35	93,479,795.76	5,723,314.89	116,193.93	100,997,448.07

Definitions:

Expenditure	The amount of funds spent
Appropriation	City funds allocated for the fiscal year
Encumbrance	Commitment to spend funds for a particular item at some point in the future
Current Balance	The amount of funds remaining after accounting for expenditures and encumbrances
Projected Surplus	Expected excess of funds
Projected Deficit	Expected amount of additional funds needed
Projected Expenditure	The amount of funds expected to be spent by year end
Attrition	Anticipated savings due to position vacancies



BOE Monthly Human Resources Special Report

Tuesday, June 17, 2025



M

Monthly HR Update

- Staffing: Time Period – May 1 – May 31, 2025

New Hires – 4

- **Certified: 1**
- **ELA Teacher**

New Hires continued on next page

Monthly HR Update

- Staffing: Time Period – May 1 – May 31, 2025

New Hires – continued

- **Non-Certified: 3**
- BCBA -
- Paraeducator - (Bielefield)
- SEL Interventionist – (Moody)

Monthly HR Update

- Staffing: Time Period – May 1 – May 31, 2025

Separations –

- **Retirements: 8 –**

Elementary School Teacher – (Snow)

Cafeteria Lead I – (Bielefield)

PE/Health Teacher – (MHS)

Assistant Principal – (Beman)

Principal – (Wesley)

Elementary School Teacher – (Bielefield)

Elementary School Teacher – (Farm Hill)

Cafeteria Lead – (Farm Hill)

- **Resignations: 10**

- **Certified staff: 3**

Monthly HR Update

- Staffing: Time Period – May 1 – May 31, 2025

- **Resignations: continued**

- **Certified Staff:**

- Guidance Counselor – 2 – (MHS)
- Math Teacher – (Beman)

- **Non Certified: 7**

- BCBA – (Snow)
- Paraeducator – (Farm Hill)
- Instructional Aide -2 – (Bielefield)
- Paraeducator – (Snow)
- Family Engagement Liaison – (Macdonough/Spencer)
- SEL Interventionist – (Bielefield)

Monthly HR Update

- **Staffing: Time Period** – May 1 – May 31, 2025
- **Vacancies** – 64

- **Certified: openings** – 14

- Principal – (Beman) –Kate Thomas Acting Principal; Megan Hanly – Acting Assistant Principal.
- Assistant Principal – (MHS) – (Pending Hire for 25/26)
- School Psychologist – (Snow) – (Pending hire for 25/26)
- School Psychologist – (Lawrence) - (Pending hire for 25/26)
- School Psychologist – (Bielefield) – (Pending hire for 25/26)
- World Language Teacher – (Beman) – (Pending hire for 25/26)
- World Language Teacher – (Beman) - (Pending hire for 25/26)
- Special Ed Teacher (2 – ICM) – (MHS)
- Speech Language Pathologist – (Bielefield/Wesley) - (Pending hire for 25/26)

Vacancies continued on next slide

Monthly HR Updates

- **Staffing: Time Period** – May 1 – May 31, 2025

- **Vacancies** – (continued)
 - ML Department Head – (MHS/District)
 - Bilingual Teacher – (District)
 - Science Teacher - Chemistry – (MHS)
 - Science Teacher – Biology – (MHS)

- **Classified Vacancies** – 50
 - Board Certified Behavioral Analyst (2) – (Farm Hill & Spencer) – (Pending Hire for 25/26)
 - MTC Tutor – (MTC)
 - Expulsion Tutor – (District)

Vacancies continued on next slide

Monthly HR Updates

- Staffing: Time Period – May 1 – May 31, 2025

- Vacancies – (continued)
 - Paraeducator Vacancies – 47
 - MHS – 13
 - Beman – 9
 - Snow – 5
 - Wesley – 3
 - Bielefield – 2
 - Farm Hill – 4
 - Spencer – 4
 - Macdonough – 1
 - Moody – 4
 - Lawrence – 1
 - MTC - 1

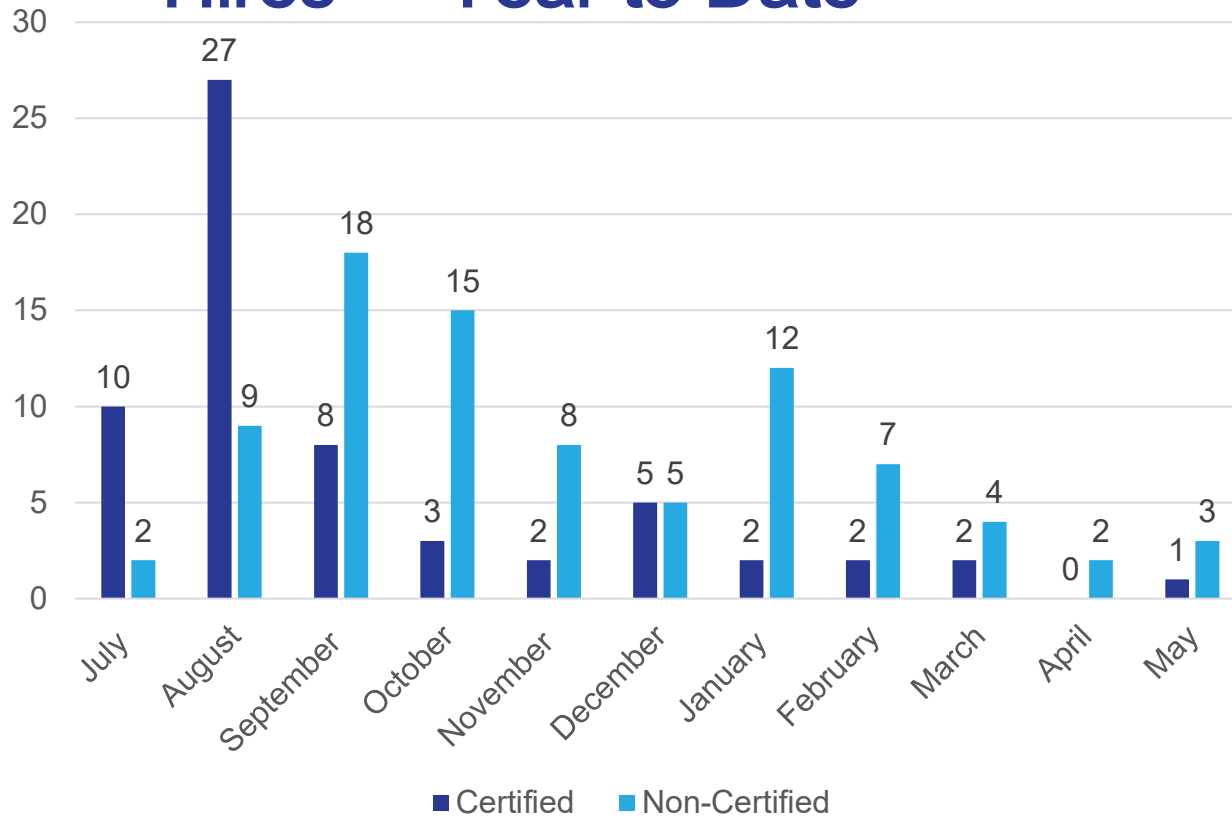
Recruitment Summary

Job Title	Date Opened	Applicants Total	Filled Y/N
Principal Beman	5/1/2025	22	N
Assistant Superintendent of Teaching and Learning	6/11/2025	7	N
Science Teacher (Beman)	4/23/2025	15	Y
School Psychologist (Snow)	4/30/2025	12	Y
BCBA (Macdonough/Farm Hill)	5/19/2025	1	N
Special Ed. Teacher (ICM-MHS)	6/5/2025	1	N
Chemistry Teacher (MHS)	5/1/2025	5	N
Biology Teacher (MHS)	5/1/2025	5	N
Speech Language Pathologist (District)	5/1/2025	1	N
BCBA	5/19/2025	1	N
School Psychologist	5/1/2025	12	Y (2)
Grants Coordinator	5/30/2025	1	N

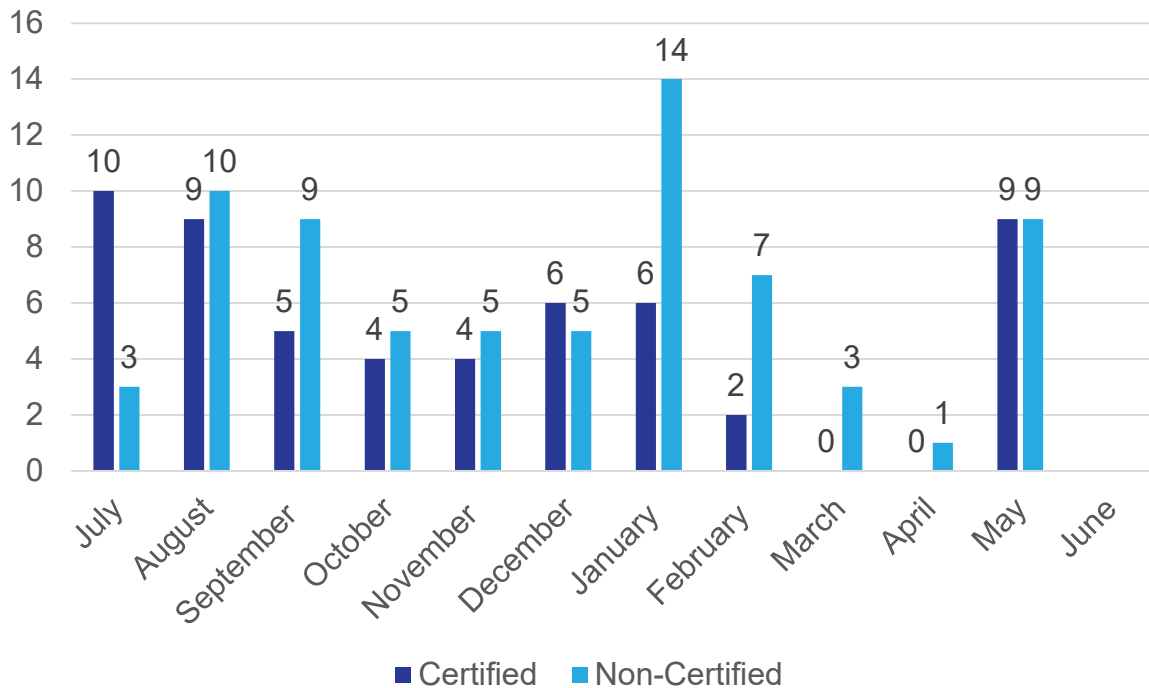
Recruitment Summary

Job Title	Date Opened	Applicants Total	Filled Y/N
School Counselor	5/30/2025	12	N
Assistant Principal (MHS)	3/7/2025	128	Y

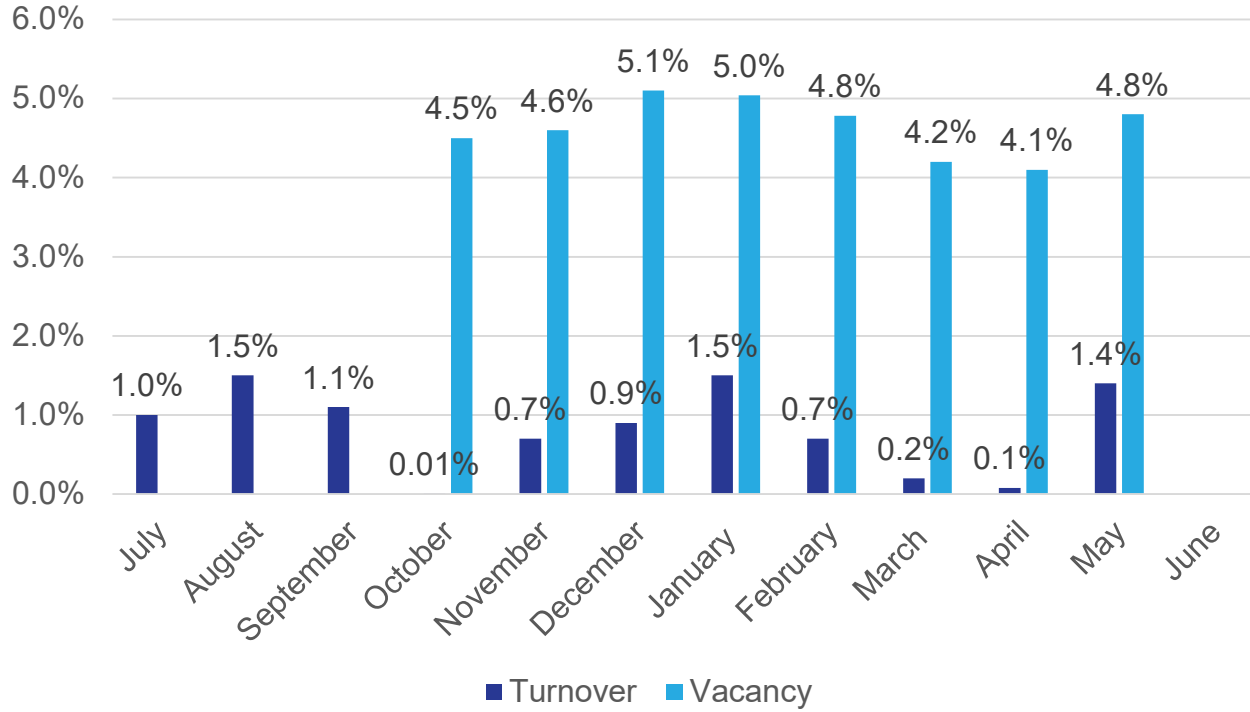
Hires – Year to Date



Separations Year to Date



Turnover and Vacancy Rate % Year to Date





[Middletown Public Schools](#)

Personnel Policy Manual

Revised July 1, 2025

311 Hunting Hill Road Middletown, CT 06457

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Section 1. Purpose and Policy

1.1. WELCOME

Welcome to the Middletown Board of Education (the “Board”) and Middletown Public Schools (the “District”), where we strive to ensure that all employees feel valued, heard, and respected and have an opportunity to develop and grow professionally. We work to promote an inclusive environment that meets every employee where they are, and that appreciates each employee for their unique set of skills and talents.

As you begin your journey with us in Middletown, we encourage you challenge yourself to be the best version of yourself. Embrace the values of the Board and embrace your duty to create the best environment possible for our students to learn. We all contribute to the education of our students.

We in Middletown welcome your feedback and look forward to your contributions to the District.

1.2. BOARD PHILOSOPHY

If Middletown believes that every student has the right to quality, student-centered education, THEN adults will cultivate creative, accessible, and innovative structures and opportunities with students, AND every student will demonstrate personalized growth and achieve at high levels to thrive in life. The Board believes that every employee shall be encouraged to be the best version of themselves possible at work, by creating a safe, welcoming workplace that values diversity of its staff and students.

1.3. PROGRAM PROCEDURES

Different programs with different regulatory requirements may require additional policies and procedures for a variety of operational reasons. District program administrators/managers, (with the approval of the Superintendent or designee) may develop their own program procedures for the administration of their programs. In the event of any ambiguity, disagreement or inconsistency with program policies and the Manual, the policies in this Manual shall govern. Copies of all program policies shall be sent to the Human Resources Manager. The Human Resources Manager shall provide interpretation as to whether Program Policies are considered consistent with Board personnel policies. Any questions growing out of this review will be addressed and resolved by the Superintendent or Superintendent’s designee.

1.4. SCOPE & APPLICABILITY

The Manual applies to all Board employees and volunteers. The Manual contains only general information and guidelines, and it is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described.

The Manual does not replace or supersede collective bargaining agreements of those employees in recognized unions. Unionized employees should review their collective bargaining agreements, as such agreements may cover terms and conditions of employment addressed below. Any provision of a collective bargaining agreement that addresses a term or condition of employment applicable to a bargaining unit member supersedes any contradictory provision of the Manual.

The Manual is designed to serve as a primary medium of communication for informing employees and volunteers of approved personnel policies, procedures, practices, working conditions, and employee benefit plans in effect. Employees and volunteers should read, understand, and comply with all provisions of the Manual. It also establishes a reference point for monitoring and improving existing policies, procedures, and practices.

The District's administration will use the Manual as a guide when applying policy in a given situation such as: recruiting and hiring new employees, training personnel, counseling employees, disciplining employees, terminating employees and supervising/managing volunteers. The purpose of written policies is to provide clarity on what employees and volunteers may expect from the District and what the District expects of employees and volunteers.

No manual can anticipate every circumstance or question about policy. This Manual is not an employment contract and is not intended to create contractual obligations of any kind, either with respect to the employment relationship itself, any relationship with a District volunteer, or to any policies or benefits described herein. Where there are differences between the provisions of the Manual and more specific statements contained in the District's files (such as insurance policies), those statements shall control.

1.5. COMPLIANCE WITH LAW

The Board is aware that laws change from time to time and that the educational system must adapt to changing needs. While it does not intend to change the policies and practices contained in this Manual without good reason, the Board reserves the right to modify any condition of employment, rule, policy or procedure in whatever manner the Board believes to be appropriate, consistent with legal requirements, government regulations, business conditions, or other relevant circumstances, with or without cause or notice.

The Manual is intended to be compliant with changes in the law. The District will strive to promptly communicate changes in the Manual to employees and volunteers prior to any such change going into effect. To the extent that there are changes in the law that impact any policies or the Manual, the District is committed to complying with the law and will not enforce any policy that has been superseded by law.

Our policies are not intended to limit individuals' rights under the Connecticut or United States Constitutions or other laws, or to limit employees or volunteers in their speaking, writing or otherwise communicating about their wages, hours, benefits, and other terms and conditions of employment or in acting for their individual or mutual benefit under the relevant federal or state law.

1.6 AT-WILL EMPLOYMENT

Except as set forth in applicable collective bargaining agreements or individual employment agreements, and/or as required by law, the District follows a policy of employment at will. This means that the employment relationship between the employee and the District may be terminated at any time by either the employee or the District. Under this relationship, neither the employee nor the District is bound to continue the relationship if either chooses, at its will, to end the relationship at any time, for any reason, with or without notice. The statement of policy within this Manual or statements in any other documents or papers connected with employment do not constitute an employment contract. Nothing contained in these policies or any other documents should be construed as a guarantee of employment or of benefits or that specific working conditions will always remain in effect.

Similarly, the relationship between a volunteer and the District may be terminated at any time by either the volunteer or the District. Neither the volunteer nor the District is bound to continue the relationship if either chooses, at its will, to end the relationship at any time, for any reason, with or without notice.

1.7 SEVERABILITY

In the event that any provisions of this Manual will be held by operation of law, or by a court or an administrative agency of competent and final jurisdiction, to be invalid or unenforceable, the remainder of the provisions of this Manual shall not be affected thereby but shall be continued in full force and effect.

1.8 PROCEDURE FOR CHANGE OR REVIEW

Proposed revisions to the current Manual and/or proposed policy developments may be initiated by any employee, or any committee thereof. Volunteers with suggestions for revision should direct any such suggestions to their supervisor and/or to the Human Resources Manager.

It is the acknowledged intent of the Human Resources Department to involve employees in the implementation of this Manual, as well as the process for revision of information and processes contained herein. Ultimately, the Superintendent has the final decision for interpreting policies and how they apply, or not, to each individual circumstance.

- a. Proposed changes shall be submitted in writing to the Human Resources Manager for review.
- b. The Human Resources Manager shall review the proposed changes and may offer written comment on the proposal.
- c. In the event of a proposed change to the Manual, the Human Resources Manager shall utilize a process that provides affected volunteers, employees, managers, and employee involvement committees with a reasonable opportunity to review and comment on all revised and/or developed policy proposals prior to approval, when possible.
- d. Personnel Policy revisions will be reviewed by the Superintendent and, when appropriate, approved by the Board.
- e. The Manual will be available online and updated electronically. While the District strives to provide notice to all affected volunteers and/or employees prior to the effective date of any change, in some circumstances such notice is not practicable. For that reason, if you have printed a copy of the Manual for your own use, please remember to check online to verify that the information in your printed copy is up to date.
- f. The Human Resources Manager will review and update the Manual on a periodic basis.
- g. The Board reserves the right in its discretion to adopt or revise policies without following the process in this section when deemed necessary for expediency, legal reasons, or business needs.

Section 2.
Equal Employment and Non-Discrimination

2.1 PHILOSOPHY

The Board is committed to establishing a harmonious workplace where all employees and volunteers can work to their fullest potential, in an atmosphere of mutual respect.

2.2 NON-DISCRIMINATION/HARASSMENT PROHIBITED

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited, whether by students, members of the public, Board employees, volunteers or third parties subject to the control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, as well as the district website. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of Protected Class.

Any individual wishing to file a complaint regarding alleged discrimination may obtain a copy of the Board’s complaint procedures and complaint form that are included in the Board’s Administrative Regulations Regarding Non-Discrimination. If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex, disability, or pregnancy, such complaints will be handled in accordance with other appropriate policies.

Individuals also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109- 3921
(617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203

(800-669-4000)

Individuals may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(800-477-5737)

Anyone who has questions or concerns about this policy, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination, may contact:

Harry Snyder
Human Resources Manager
311 Hunting Hill Avenue
Middletown, CT 06457
Telephone: 860-638-1446
Email: snyderh@mpsct.org
Community Board Operation
Non-Discrimination

Anyone who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex may contact the Board's Title IX Coordinator:

Harry Snyder
Human Resources Manager
311 Hunting Hill Avenue
Middletown, CT 06457
Telephone: 860-638-1469
Email: snyderh@mpsct.org

Any individual who has questions or concerns about the Board's policies regarding discrimination on the basis of disability may contact the Board's Section 504/ADA Coordinator:

Jennifer Cannata
Assistant Superintendent
311 Hunting Hill Avenue
Middletown, CT 06457
Telephone: 860-638-1438
Email: cannataj@mpsct.org

2.3 DISABILITY DISCRIMINATION PROHIBITED

The Board prohibits discrimination on the basis of disability, including pregnancy or related conditions. The Board has designated an Americans with Disabilities Act (“ADA”) Coordinator (the Assistant Superintendent of Administration) to assist individuals who are interested in requesting or discussing reasonable accommodations for a disability or to investigate internal employee grievances alleging discrimination on the basis of disability. The ADA Coordinator may be reached at telephone number (860) 638-1438. For more information about requesting disability accommodations and/or pursuing a grievance, employees may review also *Board Policy 4118.14 (Policy Regarding Employees and Section 504 of the Rehabilitation Act)* and the accompanying administrative regulations.

Individuals alleging disability discrimination may also file complaints with the Connecticut Commission on Human Rights and Opportunities at (800) 477-5737 and/or the U.S. Equal Employment Opportunity Commission EEOC Boston Area Office at (617) 565-3200 or for TTY service call (617) 565-3204.

2.4 ADA ACCESS TO SERVICES, FACILITIES AND/OR EMPLOYMENT OPPORTUNITIES

The Board complies with the ADA, the Americans with Disabilities Amendments Act, and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. It is the Board’s policy to, without limitation:

- Employ policies and procedures designed to ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions and privileges of employment;
- Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files;
- Provide applicants and employees with disabilities with reasonable accommodation to perform the essential functions of their job positions, except where such an accommodation would create an undue hardship on the District; and
- Notify individuals with disabilities that the District provides reasonable accommodation to qualified individuals with disabilities, by including this policy in the Manual.

If you have a disability that limits your ability to fully perform the essential functions of the position you hold or are applying for, you may request an accommodation by notifying the ADA Coordinator. Employees will not be retaliated against for requesting an accommodation. Upon receiving a request for accommodation, the District will work with you to determine if a reasonable accommodation can be made. You may be asked to provide a doctor’s certification of the disability as well as the need for an accommodation. The District will make decisions regarding an employee’s request for an accommodation on an individualized assessment of the facts for each employee.

2.5 SEXUAL HARASSMENT PROHIBITED

The Board has a “zero tolerance” policy that states that any form of discrimination, sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees, volunteers or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex.

It is the express policy of the Board to encourage victims of discrimination, sex discrimination, and/or sexual harassment to report such claims. Employees and volunteers are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the *Board Policy 4118.111(Prohibition of Sex Discrimination and Sexual Harassment in the Workplace)* and the accompanying administrative regulations and forms. The Board directs its employees to respond to such complaints in a prompt and equitable manner. Violations of this policy by employees and/or volunteers will not be permitted and may result in discipline up to and including termination of employment.

Retaliation against any employee or volunteer for filing a complaint, and/or participating in an investigation about discrimination and/or sex discrimination or sexual harassment is prohibited under this policy and illegal under state and federal law.

The Board’s Title IX Coordinator is Harry Snyder (related to adult conduct), and Elba Llantín-Cruz (related to student conduct). Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using anyone, or multiple, of the following points of contact:

Office Address: 311 Hunting Hill Avenue, Middletown, CT 06457
Email: snyderh@mpsct.org; llantincruze@mpsct.org respectively
Telephone: 860-638-1469

Any individual may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education:

Office for Civil Rights, Boston Office, U.S. Department of Education,
8th Floor, 5 Post Office Square,
Boston, MA 02109-3921
Telephone: 617-289-0111

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities,

450 Columbus Boulevard,
Hartford, CT 06103-1835
Telephone: 860-514-3400

If sexual harassment involves physical touching, coerced physical confinement, or coerced sexual acts, the conduct may constitute a crime. Contact the Middletown Police Department at 860 638-4000.

While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advance, requests for sexual favors or other verbal, or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexually harassing conduct includes, but is not limited to:

- Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
- Vulgar jokes, derogatory or pornographic posters, cartoons, drawings, text messages, behavior on social media including comments/messages, e-mails, screen savers, or other items;
- Verbal comments that are sexually oriented, both in person and through other mediums such as phone or voicemail, or sexual innuendos;
- The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
- Non-verbal conduct such as derogatory or pornographic displays, cartoons or drawings sexual gestures leers or stares; or
- Unwelcome physical conduct or sexual advances such as touching, hugging, kissing, patting, brushing up against someone, or assault.

If you believe that you have been harassed in any manner you should immediately contact the Board's Title IX Coordinator. Should your complaint be related to the Board's Title IX Coordinator, you may file a complaint with the Assistant Superintendent of Administration or the Human Resources Manager. All complaints of sexual and/or other harassment will be treated confidentiality, to the extent possible. The District will not tolerate any retaliation against any complaining employee, volunteer or witness who complains in good faith. Individuals found to have engaged in sexual and/or other harassment will receive appropriate disciplinary and corrective action, up to and including termination of employment.

2.6 RETALIATION PROHIBITED

The Board prohibits retaliation against any employee or volunteer for complaining about harassment, sexual harassment, and/or discrimination. This includes threatening an employee or volunteer or taking any adverse action against an employee or volunteer for: (1) reporting a possible violation of the non-discrimination or sexual harassment policy, or (2) participating in an investigation conducted under these policies. Any employee or volunteer who believes that they are experiencing retaliation or being treated unfairly in this regard should immediately report the matter to the Human Resources Manager or Title IX

Coordinator. Any employee or volunteer who is found to have engaged in conduct violating this provision will be subject to disciplinary action, up to and including termination from employment/volunteer status.

Section 3. Employment

3.1. EMPLOYMENT VACANCIES

- a. Vacancy procedures for employment positions within a collective bargaining unit shall adhere to procedures set forth in collective bargaining agreements. To the extent that a collective bargaining agreement does not specify a vacancy procedure, or the collective bargaining procedure is not specific, the procedures below shall apply.
- b. Whenever there is a vacancy in a regular position, the vacancy shall be advertised prior to the position being filled. Employees wishing to apply for a vacant position must apply for the position during the posting period in order to be eligible for consideration.
- c. Vacancy notices may be posted to allow for internal and external applicants to apply.
- d. All postings and general recruiting procedures shall follow the guidelines outlined in the Board's Non-discrimination Policy, applicable law, and any existing collective bargaining agreements.
- e. A vacancy being filled by a current District employee as a result of a department's reorganization needs is not subject to these posting procedures.
- f. The Board's employment practices reflect the philosophy that current employees are given priority consideration for vacant positions when competing with equally qualified external candidates. However, the Board reserves the right in its discretion to refrain from considering any internal candidate who, at the time of application for the posting, is not in good standing, (i.e. an employee under a warning or counseling, not meeting expectations in their current position, etc.), or in circumstances where the best interests of students and the educational program favor the appointment of an external candidate.
- g. Managers are responsible for all hiring decisions made within their department and for taking steps designed to ensure that all Board employment policies have been followed during the interview and hiring process. Although the Superintendent reserves the right to approve any hiring, the Human Resources Manager and/or an Assistant Superintendent may extend a job offer to a prospective employee, but only after the offer is reviewed and approved by the Superintendent or Superintendent's designee.

3.2. PROBATIONARY PERIOD

- a. Employees shall serve in a probationary period for the first ninety (90) days of employment, during which time the employee's suitability for long-term employment shall be evaluated.
- b. Consistent with the at-will employment doctrine, unless covered by an applicable collective bargaining agreement or an individual employment agreement, and/or required by law, each employee of the District is employed at the will of the Board and are subject to termination at any time (regardless of length of service), for any reason, with or without cause or notice.

c. At-will employees may terminate their employment at any time and for any reason.

3.3. ELIGIBILITY FOR EMPLOYMENT/VOLUNTEER OPPORTUNITIES

Employment History and Reference Checks

Each applicant for an employment position with the District shall be asked to provide in writing: (1) whether the applicant has ever been convicted of a crime; (2) whether there are any criminal charges pending against the applicant at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether the applicant is included on an equivalent database and/or abuse/neglect registry maintained in that other state.

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

In addition, the District shall conduct an employment history check for each applicant for an employment position, as set forth below.

The following definitions are applicable to employment checks:

“**Sexual misconduct**” means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“**Abuse or neglect**” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“**Former employer**” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

Employment History Check Procedures

- A. The District shall not offer employment to an applicant for an employment position if such applicant would have direct student contact, prior to the District:

1. Requiring the applicant:
 - a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” above, including the applicable twenty-year reporting period) during any of the previous twenty years, if:
 - (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
 - (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.
 - b. to submit a written authorization that
 - (i) consents to and authorizes disclosure by any current or former employer that is/was a local or regional board of education, council of a state or local charter school, inter-district magnet school operator, or a supervisory agent of a nonpublic school, or any employer where the applicant had contact with children, of the information requested below and the release of related records by such employers,
 - (ii) consents to and authorizes disclosure by the Connecticut State Department of Education (the “Department”) of the information requested below and the release of related records by the Department, and
 - (iii) releases those employers and the Department from liability that may arise from such disclosure or release of records; and
 - c. to submit a written statement of whether the applicant
 - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
 - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or

- (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
- 2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant as described above. Such review shall be conducted using a form developed by the Department, which shall request the following:
 - a. the dates of employment of the applicant, and
 - b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated, unless such substantiation was reversed as a result of an appeal to DCF;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct, unless such substantiation was reversed as a result of an appeal to DCF; or
 - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct, unless such substantiation was reversed as a result of an appeal to DCF. Such review may be conducted telephonically or through written communication. The District may request more information concerning any response made by a current or former employer for information about an applicant.
- 3. Requesting information from the Department concerning:
 - a. the eligibility status for employment of any applicant for an employment position requiring a certificate, authorization or permit,
 - b. whether the Department has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual

misconduct against the applicant and any information concerning such a finding, and

- c. whether the Department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. If the District receives information that an applicant for a position with or an employee of the District has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of such information.
- C. The District shall not employ an applicant for an employment position involving direct student contact who does not comply with the requirements described above regarding requesting information from current or former employers.
- D. The District may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the District's review of information received under this section, provided:
1. The applicant complied with requests to obtain information from current and/or former employers as described above;
 2. The District has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the District; and
 3. The applicant affirms that the applicant is not disqualified from employment with the District.
- H. Any applicant/employee who knowingly provides false information or knowingly fails to disclose information as described above shall be subject to discipline by the District that may include:
1. denial of employment, or
 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151, or
 3. termination of a non-certified employee in accordance with applicable law and/or any applicable collective bargaining agreement, employment contract or District policy.
- L. The District shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

DCF Registry Checks

A registry is maintained by the Connecticut Department of Children & Families (“DCF”). Prior to hiring any person for a position with the District, the District shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the District shall request that the applicant provide the District with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the District to access such information shall be considered grounds for rejecting any applicant for employment.

The District shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or the Superintendent’s designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent’s designee will either obtain the information from the Registry or, if the applicant’s consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or the Superintendent’s designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or the Superintendent’s designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or the Superintendent’s designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or the Superintendent’s designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or the Superintendent’s designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or the Superintendent’s designee shall revoke the offer of employment and/or terminate the applicant’s employment if the applicant has already commenced working for the District.

Criminal Records Check Procedure

- A. Each person hired by the District shall be required to submit to state and national criminal records checks within thirty (30) calendar days from the date of employment. Record checks will be processed according to the following procedure:
1. No later than five (5) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the _Middletown Public Schools Human Resources Department, and/or the Connecticut State Police. This packet shall also contain all documents and materials necessary for the Connecticut State Police for the processing of state and national criminal records checks. The Superintendent or the Superintendent's designee will also provide each applicant with the following notifications before the applicant obtains the applicant's fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
 2. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by Connecticut State Police. Failure of the applicant to have the applicant's fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal records checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.
 4. Upon receipt of a criminal records check indicating a previously undisclosed conviction, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal records check. The affected applicant/employee may notify the Superintendent or the Superintendent's designee in writing within five (5) calendar days that the affected applicant/employee will challenge such individual's criminal history records check. Upon written notification to the Superintendent or the Superintendent's designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or the Superintendent's designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or the Superintendent's designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.

5. Applicants, employees and/or volunteers who believe that activities (on or off the job) they engage in may lead to a notation on their criminal records shall make the Board aware of this immediately or as soon as reasonably possible by notifying the Human Resources Manager of the event. Failure to voluntarily notify the Board of an incident/indictment that leads to a notation on their record is grounds for discipline and/or discharge from employment/volunteer status. Decisions regarding the effect of a conviction upon an applicant/employee/volunteer, whether disclosed or undisclosed by the applicant/employee/volunteer, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job or volunteer application or in a job or volunteer interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment/volunteer status.
6. No decision to discipline an existing employee and/or deny employment to an applicant or withdraw an offer of employment from an applicant on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee written notice of the situation and the opportunity for the affected applicant/employee to respond to the criminal history information in question.
7. If, at any time, the District receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the Connecticut State Board of Education, the District shall send such notice to the Connecticut State Board of Education.

Sex Offender Registry Checks

District personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee or approving any new volunteer. Registration as a sexual offender constitutes grounds for denial of employment and/or volunteer opportunities in the District.

Motor Vehicle Record Checks

In the District, many positions require operation of a vehicle as an essential function of the position. For employees who are required to operate a vehicle and/or transport individuals, a motor vehicle record/driver's license background check will be made at the time of employment. Acceptance of employment or transfer to a new position that requires operation of a motor vehicle is contingent upon passing the motor vehicle background check. Applicants/employees who do not successfully pass the motor vehicle record/driver's license background check, even if having begun employment, will be discharged from employment and/or have their offer of employment revoked.

If an employee who is required to operate a vehicle and/or transport individuals as an essential function of their job is convicted of a motor vehicle violation (e.g. DUI, etc.) that results in loss (suspension/revocation) of license or otherwise loses the right to operate a motor vehicle, the employee is required to report said loss of driving privileges to their manager and to the Human Resources Manager immediately. Failure to report such a conviction and/or loss of license will be grounds for discharge. Loss of the right to operate a motor vehicle may result in the loss of employment if operating a vehicle is deemed an essential requirement of the job.

Annually, all employees who are required to operate vehicle as an essential function of their job, shall provide Human Resources with proof of a valid driver's license. In addition, employees who are required to operate a motor vehicle as an essential function of their job shall provide proof of current auto insurance to Human Resources as requested. All auto insurance must be through a company licensed in the State of Connecticut to offer such insurance.

Clinical / Professional Licensure

Prior to the first day of work, all new hires that require a teaching certificate or permit issued by the Connecticut State Department of Education and/or other form of State issued or professional accreditation or license (for example, teachers, administrators, nurses, therapists, BCBAs, social workers, coaches etc.) will provide the Human Resources Department with a current valid copy of their license/certificate/permit. The Human Resource Department will then take reasonable steps to verify the current validity and any deficiencies on said license/certificate/permit.

The falsification or omission of any information in connection with a job application or job interview, or during employment, including but not limited to providing false information about education credentials, past experience, licensure, certification or other professional credentials, criminal background, status as a sex offender and/or DCF related information shall be grounds for disqualification from consideration for employment and/or discharge from employment.

It is the responsibility of each employee to maintain their license/certificate/permit in valid, up-to-date order. When these professional licenses/certificates/permits are due for renewal, employees, not the District, are solely responsible for taking steps necessary to ensure that their licenses/certificates/permits are current and valid. It is the responsibility of the employee to provide the updated license/certificate/permit to the Human Resources Department in a timely manner. Failure to comply with this provision of the policy can result in termination of employment if the license/certificate/permit lapses or is revoked.

Credit Checks

The District may also ask an applicant for a credit report for employment for certain District positions, where the District's receipt of a credit report is substantially related to the applicant's potential job. "*Substantially related to the current or potential job*" is defined to mean "*the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated because of the position.*" Prior to asking for a credit report, the District will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the District; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the District, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or District debit or credit card; or (5) involve access to the District's nonfinancial assets valued at two thousand five dollars (\$2,005) or more.

When a credit report will be requested as part of the employment process, the District will provide written notification to the applicant regarding the use of credit checks. That notification will be provided in a document separate from the employment application. The notification will state that the District may use the information in the consumer credit report to make decisions related to the individual's employment. The District will obtain written, signed consent before performing the credit or other background checks.

If the District intends to take an action adverse to an applicant based on the results of a credit report, the District will provide the applicant with a copy of the report on which the District relied in making the adverse decision, as well as a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act,” which will be provided by the company that provides the results of the credit check. The District will give the applicant a reasonable amount of time, i.e., at least five (5) days, to dispute any of the information in the report prior to making any final employment decision.

If an adverse action is taken based on information from the report, the District will notify the applicant either orally, in writing or via electronic means, that the adverse action was taken based on the information in the consumer report. That notice will include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the District’s actions; and a notice of the person’s right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

Immigration Law Compliance

The Board is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. The Board does not unlawfully discriminate on the basis of citizenship, alienage and/or national origin.

In compliance with the Immigration Reform and Control Act of 1986 each new employee, as a condition of employment, must complete the Employment Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with the Board within the past three years or if their previous I-9 is no longer retained or valid. In certain cases, depending on the nature of the documentation the employee has presented to complete the I-9, it also may be necessary to re-verify their employment eligibility at a later time.

Section 4. Classes of Employees

4.1. REGULAR FULL TIME

“*Regular full-time*” is defined as salaried or hourly-paid employee working a standard work week of 30 - 40 hours with benefits.

4.2. REGULAR PART TIME

“*Regular part-time*” is defined as salaried or hourly-paid employee working a scheduled week of at least 20 hours, but less than a standard 30-40 hour work week.

4.3. FIXED TERM/TEMPORARY EMPLOYEES

“*Fixed term/Temporary Employees*” are defined as: unless otherwise covered in an existing collective bargaining agreement, salaried or hourly-paid employees working a scheduled week of up-to 40 hours for more than 6 months with a pre-determined termination of employment date.

4.3. PER DIEM

“*Per Diem employee*” is defined as an hourly-paid employee available to work as required by the Board. These employees do not work a scheduled week and are not eligible for benefit packages described in this Manual. Per Diem employees are not guaranteed a set number of hours for any pay period or duration of employment. Per Diem employees who do not work for the Board for a period of ninety (90) calendar days will be considered voluntarily resigned and/or separated and their employment is terminated as of the 91st calendar day following the most recent day of active service, without further notice to the employee.

4.6 SEASONAL EMPLOYEES

“*Seasonal employees*” are defined as employees hired for a pre-set timeframe for a project or other time-limited program/project. Seasonal employees are paid hourly and are not eligible for benefits outlined in the Manual.

4.4. VOLUNTEERS

“*Volunteers*” are defined as individuals who do not have an employment obligation to the Board. Volunteers are not eligible for benefits. Volunteers may serve in any area of the Board as needed. Existing staff members may also volunteer for the Board in appropriate circumstances (an example would be a school employee who volunteers to serve as a chaperone for their child’s field trip). Screening for school volunteers depends on their classification. Volunteers are classified in the following three categories:

Level I

Current Middletown Public Schools staff members and students will be classified as Level I Volunteers:

- Level I volunteers do not require formal screening or training.
- Level I volunteers must complete an online volunteer application on an annual basis.
- Level I volunteers are approved to engage in any activity approved for a Level II volunteer.

Level II

- Level II volunteers are other individuals who are approved to engage in volunteer activities in the presence of a Middletown Public Schools employee.
- Level II volunteers must complete the online volunteer application, sex offender registry check and DCF Release on an annual basis.
- Level II volunteers are approved to engage in the activities listed below, as directed by the administration:
 - assisting in a classroom, cafeteria, or library when a staff member is present.
 - accompanying a class on a field trip during the school day with a staff member.
 - helping in the school office during regular school hours when a staff member is present.
 - assisting in the cafeteria or library during regular school hours when a staff member is present.
 - school events, i.e., dances, fairs, etc. under the supervision of a staff member.

Level III

Volunteers will be classified in Level III when they provide services to students when not in the direct presence of a Middletown Public Schools employee.

Level III volunteers must complete an online volunteer application, submit information concerning any prior or pending criminal offenses through a 3rd party background screening company, will be required to submit a DCF Release, and will be subject to a sex offender registry check.

Level III volunteers are approved to engage in the activities listed below, as directed by the administration:

- all Level II activities
- accompanying a class on a field trip when students are divided into small groups supervised solely by the volunteer chaperone for any length of time.
- chaperoning an overnight field trip.
- working in direct contact with students without the direct presence of a Middletown Public Schools employee.

A list of all approved volunteers will be maintained by the Human Resources Department. Only volunteers on the approved list may be utilized by the District.

4.5. HOURS OF WORK

a. Work Day / Work Week

Generally, the Central Office hours of operation are between eight (8) AM and four (4) PM Monday through Friday. Individual schools and programs operate on schedules specific to those schools and programs.

b. Work Schedule

Employees are scheduled to meet the operational needs of the Board and to meet the service needs of our students and the community we serve. Board employees must be flexible as their schedules can change without notice. Central Office administrative staff generally are scheduled to work eight (8) AM to four (4) PM, Monday through Friday. Employees serving in individual schools and programs operate on schedules specific to those schools and programs and their work responsibilities.

No employee shall work outside of their regular working hours or during an unpaid leave. This policy includes checking emails or voice mails. Employees shall not work beyond their regular hours unless approved in advance by an administrator/manager.

4.6. HOURLY / NON-EXEMPT OVERTIME AND WORKING OVERTIME

Nonexempt employees are workers who are entitled to earn at least the federal [minimum wage](#) and qualify for overtime pay, which is calculated as one-and-a-half times their hourly rate for every hour they work above and beyond a standard 40-hour workweek. These regulations follow the federal [Fair Labor Standards Act \(FLSA\)](#).

The Board conforms to the requirements of the FLSA. In accordance with the FLSA, non-exempt (hourly) employees who perform their work in excess of forty (40) hours in a single work week are compensated at one and one-half (1 ½) times their regular base hourly rate for all hours worked in excess of forty (40) hours (unless an FLSA exception applies).

A condition of employment with the Board is to work overtime when requested. Employees are prohibited from working outside their regular scheduled hours without prior approval from their administrator/manager.

4.8 EXEMPT EMPLOYEES

The term “*exempt employee*” refers to a category of employees set out in the [Fair Labor Standards Act \(FLSA\)](#). Exempt employees do not receive overtime pay and do not qualify for [minimum wage](#).

The determination of whether an employee is classified as exempt is based on the type of work they perform and may also depend on their weekly salary. When an employee is exempt, it primarily means that they are exempt from receiving overtime pay.

It is the expectation of the Board that, in general, exempt employees will work a minimum of forty (40) hours per week. Exempt employees are expected to manage their time, and work as many hours per week necessary to meet the operational demands of their position. Exempt employees may routinely attend Board related meetings and events before and after standard working hours, and/or on weekends to meet the requirements of their jobs.

4.9 HOLIDAYS

The following is a list of the official days the District is closed. Not all employees are eligible for pay on holidays; please check your respective collective bargaining agreement (“CBA”) or hire letter or call the Human Resources Office to determine your paid holidays.

Non-exempt employees required to work on any of the holidays listed below shall be paid their hourly rate of pay for all hours worked.

The following days are recognized as Board holidays:

- New Year’s Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Dr. Martin Luther King Day
- Good Friday
- Juneteenth
- Independence Day
- Memorial Day
- Labor Day
- Presidents’ Day
- Indigenous Peoples’ Day
- Veterans’ Day

Section 5. Compensation and Time Keeping

5.1. INITIAL SALARY/WAGE DESIGNATION

The Board seeks to pay competitive salaries/wages. New employees are placed in their salary/wage range based on prior relevant experience, and/or existing salary/wage tables for the position the employee is hired into.

5.2. TIME KEEPING AND TIME RECORDS

All employees, both exempt and non-exempt, are required to accurately record their attendance on a daily basis and submit accurate documentation in a timely manner as required.

In addition, non-exempt employees must accurately record all the hours they work. This ensures accurate payment for time worked.

Unless otherwise specified in writing by the Human Resources Department employees using paper day sheets shall complete and submit their time worked to their administrators/managers/school secretary no later than close of business every Friday in the

week worked. Please check with your department/building administrator for the requirements for your department/school.

Administrators/Managers/Supervisors are responsible for signing off on the accuracy of the time records submitted by their non-exempt employees. All overtime must be approved in advance by a supervisor.

Time and attendance records are the property of the Board and the employee must maintain accurate hours worked, overtime hours, and absences.

All Employees:

- Are prohibited from allowing others to enter time or sign in/out for them.
- Are prohibited from entering time or signing in/out for others.
- Are expected to begin work immediately after logging in or signing in for the day or from lunch.
- Must notify their supervisor immediately if they forget to sign in or out, so that their time will be accurately recorded for payroll.
- Non-exempt employees are not permitted to work “off the clock” (working outside of one’s scheduled hours without receiving compensation).

A meal break should not be calculated as part of hours worked for an overtime eligible employee, unless the employee actually worked during the meal break upon the direction of a supervisor.

5.3. ANNUAL SALARY/WAGE ADJUSTMENTS

Annual Salary/Wage Adjustments:

Based on budgetary limitations, staff salary/wage ranges may be adjusted annually.

Section 6. Leaves

6.1. VACATION LEAVE

Unless otherwise covered in an employment contract, offer letter or collective bargaining agreement, the Board does not offer employees vacation time. The remainder of Section 6.1 does not apply to employees whose employment contract, offer letter or collective bargaining agreement addresses vacation leave.

a. Use of Vacation Time

Management of vacation time is the responsibility of each employee. Such time may only be used once it is accrued and may be used for scheduled absences such as vacations, as well as unscheduled absences such as lateness, family emergencies and transportation problems. Planned or foreseeable vacation time must be requested in advance and approved by the employee's administrator/manager.

Vacation schedules are subject to the approval of an employee's administrator/manager according to the following considerations in order of priority:

- Organizational Needs
- Employee Preference

Some weeks are more popular than others (i.e. holiday weeks, etc.). When a conflict between two or more employees seeking vacation leave at the same time cannot be resolved, the department manager will make the final decision. Vacation time may be taken as needed for non-exempt employees. Exempt employees must use vacation time in full-day increments.

Vacation time may not be used to provide for paid leave if an employee seeks to avoid an undesirable work assignment. If an employee refuses a work assignment and wishes to use vacation leave as a means of avoiding such assignment, a manager may not approve vacation time for such employee seeking to use vacation time in this manner. In cases when a manager approves vacation time use in order to aid an employee in refusing an undesirable assignment, both the manager's approval and the employee's refusal will be treated as a violation of this policy, which will subject both the manager and the employee to disciplinary action. In addition, any such vacation leave authorized in violation of this policy will be revoked.

Unexcused absence or tardiness from work does not become excused or approved by use of vacation time.

The Board shall require an employee to utilize any or all accrued sick, personal and vacation time during an approved FMLA and/or unpaid leave.

Requests for vacation time off should be made at least one month prior to the date to allow for coverage.

b. Overtime

Vacation time does not count toward hours worked for overtime purposes. Employees who work overtime shall not accrue vacation time for hours worked in excess of their regularly scheduled hours and/or for hours worked in excess of forty hours in one week.

c. Employment Status Change

Non-union employees who change to non-benefited status shall receive a payout of their accrued vacation time in the pay period following the pay period in which their accrued vacation time exceeds the maximum amount they would be eligible for in their new status (1 week) depending upon their new full-time equivalent (“FTE”) status. If the employee has hours that exceed their new vacation maximum, they will receive a payout equal to the total hours above that new maximum. This will also apply when a part-time employee reduces their part-time status. Employees whose status changes to per diem will be paid out ½ their vacation time as described below.

d. Termination

Upon termination, non-union employees who have completed at least three (3) months of continuous service are entitled to payment of their accrued vacation time at their time of separation.

Employees who are terminated for misconduct shall not receive payout of vacation time upon termination/separation.

6.2. BOARD PAID SICK LEAVE

Unless otherwise outlined in an employee’s employment contract, offer letter or collective bargaining agreement, sick leave is accrued and earned annually. Unused sick leave shall carry over from year to year, to a maximum of the work year applicable to the position in question. Employees are encouraged to manage their sick leave to maximize the opportunity to have accrued leave when needed.

6.3. STATE PAID SICK LEAVE

Connecticut General Statutes §§31-57r *et seq.* (the “Paid Sick Leave Law”) requires that the Board provide up to 40 hours of paid sick leave per benefit year to qualifying employees in accordance with statutory requirements (“State Paid Sick Leave”). As Middletown offers other paid leave (such as sick, personal, or vacation leave (“Board Paid Leave”). The Board’s benefit year for sick leave is July 1st through June 30th. In each benefit year, the Board permits employees to use their first 40 hours of Board Paid Leave in accordance with Paid Sick Leave Law requirements, regardless of any provision of any applicable collective bargaining, contract, or Board policy limitations on the use of Board Paid Leave. The use of such Board Paid Leave for the first 40 hours of the benefit year shall run concurrently with State Paid Sick Leave and satisfy the Board’s obligations under the Paid Sick Leave Law. ***Any Board Paid Leave accrued and used in excess of 40 hours in a benefit year shall be subject to applicable collective bargaining, contract, or Board policy requirements.***

6.4. WORK RELATED INJURY LEAVE (WORKERS COMPENSATION)

a. Injury Reporting, Documentation and Pay

An employee injured on the job, however slightly, must report the injury immediately to the school Nurse, and/or if not available, to the Human Resources Department and to the building principal. After this notification, the employee or, if the employee is seriously injured and not available, the employee’s manager must file a "First Report of Injury" form with the Insurance and Benefits Specialist in the Human Resources Department. If the employee is out for more than three (3) workdays, a "Wage Statement" and a "Certificate of Dependency" must also be completed.

Missed time attributable to a work-related injury shall be reported on an employee's timesheet, or the Board's time tracking program in accordance with Board coding.

In accordance with statutory requirements, the Board may make reasonable accommodations to return an employee to the employee's former position or placement within vacant similar position within employee's capabilities and qualifications. Alternate work arrangements such as temporary job reassignment or light duty restrictions may or may not be made available and required to be filled by the employee during this time.

6.5. MILITARY LEAVE

a. Routine Training, Drills and Temporary Duty

Employees who are members of the National Guard or on the Reserve List of any branch of the Federal Armed Forces, and who are requested to attend training camp, drills or temporary duty will annually be allowed up to thirty (30) days leave to attend to military duty. Additional military leave shall be without pay or may be taken as vacation time. Absence due to membership in the National Guard includes being called to duty of the Governor, and in such cases additional entitlements to maintain benefits may apply.

Employees on such leave shall be entitled to pay by the Board for the difference between their military earnings, and their base pay as a Board employee. This payment covers up to thirty days of military duty for "required field training" during a calendar year.

To be entitled to the benefits of this section, an employee is required present their administrator/manager with a copy of the orders calling for attendance at the training camp and said orders must be attached to the time sheet.

Military leave is calculated on a calendar year basis (January 1- December 31). Applicable laws shall control in the event of any conflict between those laws and these policies. A copy of the aforementioned laws is available at the Connecticut state website at www.leg.state.CT.us/statutes/statutues2.htm and at <http://uscode.house.gov>.

b. Active Duty for Other than Routine Training

Subject to specific items defined in this policy, it is the overall intent of the Board to offer protection to employees called to or volunteering for active military service, such that their employee rights will be the same, as if they had not left for such military service. If a collective bargaining agreement provides for military leave for a covered employee, the terms of the collective bargaining agreement shall control.

An employee who has not utilized military leave benefits for the calendar year (January 1 – December 31) in which the employee is called to active duty shall be eligible for benefits according to applicable federal or state law (including COBRA regulations). An employee also shall have the option to remain on vacation time status, until the employee's unused vacation time balance is exhausted, receiving all employee benefits during that time. After that time, the Board will compensate employees while in active service for the differential between the employee's military pay, which shall be computed on the military base pay received and other monetary compensation, and the amount designated as the straight-time weekly compensation for the position for the employee. A copy of the military pay voucher shall be submitted prior to authorization for payment to the employee for the period of leave. Unless required by law, the employee shall not receive benefits during this period, including the accrual of any sick or vacation time.

No employee shall suffer loss of seniority, where applicable, while on active military leave. In any case in which a person (or the person's dependents) has coverage under a health plan with the Board, including a group health plan and such person is absent from such position of employment by reason of service in the uniformed services, or such person becomes eligible for medical and dental care by law, the plan shall provide that the person may elect to continue such coverage as provided in this subsection.

In light of the fact that the military will provide full benefits for the employee and their immediate family while on active duty, the employee will be considered on military leave without pay. Beginning the first day of the month following the commencement of military benefits, the Board will cease to provide health and dental benefits for an employee subject to applicable federal and/or state law (including COBRA). If the employee elects to do so, the employee and the employee's dependents shall continue to be covered by the Board's health and dental insurance at no more than 102% of cost of said benefit. All other benefits shall be administered according to "no pay status". In addition, the Board shall reactivate an employee's health, dental, 401k and life benefits at the termination of active duty upon written notice to the Board of the employee's intention to claim restoration to the employee's former position.

An employee shall not accrue vacation time and/or disability leave benefits for the period on active duty and without pay, unless required by law.

An employee shall be responsible for any voluntary deductions and shall make payment arrangements with payroll prior to beginning the no pay status.

No employee shall suffer any loss in service credit to the Board while on full time active duty, provided that the employee returns to the Board employment within the days allowed by law depending on length of absence for active military duty.

Should this policy conflict with federal or state statutes regarding military leave, such federal or state statutes shall take precedence.

6.6. JURY LEAVE

An employee summoned to jury duty will be excused from the employee's normal work schedule for the period necessary to perform such duty. If the jury is excused from duty during working hours, the employee shall immediately report for work. It is expected that an employee shall disclose that their employer provides compensation for jury leave as described herein. Unless a jury duty benefit is specified in an employment contract, offer letter or collective bargaining agreement, an employee required to serve on a jury, and thus be absent from regular duty, shall be paid 100% of base pay by the Board for the first five days. In the event that a jury duty benefit is specified in an employment contract, offer letter or collective bargaining agreement, the terms of such agreement shall control.

In order to be excused from work for jury duty, an employee must present to their manager a copy of the letter from the court requiring the employee's appearance for jury duty and must attach it to their day sheet, and the letter from the court(s) requiring their presence.

6.7. BEREAVEMENT LEAVE

The purpose of bereavement leave is to enable an employee to take care of personal arrangements and needs caused by the death of a member of the immediate family [as defined in this section] and to relieve the employee of the concern over loss of earnings on the regularly scheduled workdays immediately following the death.

Death of Spouse, Child, Parent, Immediate Family Member

Upon the death of an employee's spouse, domestic partner, child, step-child, sibling, parent in law, and/or grandparent, the employee may request and the manager/administrator or designee may grant bereavement leave of up to three (3) working days immediately following such death without loss of pay.

In the event that a bereavement leave benefit is specified in an employment contract, offer letter or collective bargaining agreement, the terms of such agreement shall control.

6.8. LEAVE OF ABSENCE

Unless otherwise covered in an employment contract, offer letter or collective bargaining agreement, upon the affirmative recommendation of the employee's manager/administrator and the Human Resources Manager and with final approval from the Superintendent (or designee), an employee may be granted a leave of absence for up to thirty (30) days and, under rare circumstances, more than thirty (30) days. Once the employee has requested and has had approved a leave of absence, the employee may be required to use any or all accrued sick or vacation time during their leave of absence.

At the expiration of a leave of absence, the employee shall return to the same or similar position within employee's capabilities and qualifications and the needs of the Board. Failure of the employee to report promptly at the expiration of such leave shall be considered a resignation. Leaves of absence of up to thirty (30) days taken under this section shall not constitute a break in service.

An employee's medical and dental benefits will terminate on the first day of the month following the thirtieth day of leave, unless the employee elects to purchase coverage under COBRA guidelines through the Board's plans. The employee will thus be responsible for any appropriate health insurance contributions during their unpaid leave in excess of thirty (30) days.

Leaves of absence under this policy are generally not allowed in conjunction with or to add time to other leaves for which the employee is eligible and has been granted, such as leave taken pursuant to the Family and Medical Leave Act ("FMLA") or absence due to a work-related injury.

6.9. FAMILY MEDICAL LEAVE

Consistent with the provisions of Connecticut and federal Family and Medical Leave Act(s) ("FMLA"), the Board provides eligible employees up to 12 weeks of unpaid leave during a 12-month period relating to the birth or adoption of a child or relating to the serious health condition of the employee, or the care of a seriously family member.

In order to be eligible for leave under this policy, an employee must be an eligible employee. For purposes of this section, the 12-month period during which an eligible employee is entitled to 12 weeks' unpaid leave shall mean a rolling twelve-month period that begins on the first day of an approved Parental, Medical and/or Family leave. In order to be eligible, an employee must meet the eligibility requirements of either the Connecticut and federal Family and Medical Leave Act.

For additional information regarding FMLA leave, please review *Board Policy 4152.6 (Family and Medical Leave)*.

6.10 UNPAID LEAVE

No employee shall use unpaid leave without the written permission from the Superintendent of Superintendent's designee. Failure to comply with this policy shall be subject disciplinary action, including and up to termination of employment.

Section 7. Benefits

7.1. PHILOSOPHY

The Board recognizes the importance of providing a comprehensive benefit package for its eligible employees and their dependents. Components of the benefit package typically include: health insurance, dental insurance, and life insurance, as well as the services of an Employee Assistance (counseling) Program and dependent and child care assistance options.

7.2. ELIGIBILITY

Unless otherwise specifically stated herein, the benefits described in this section are provided only to regular full and part-time employees. Part-time employees approved to work at least 20 hours in an average workweek shall be entitled to such benefits on a prorated basis.

Employees on a leave of absence shall not be entitled to benefits under this section during the period of absence unless entitled by policy or law or unless they are eligible to purchase benefits through the Board under COBRA guidelines.

For the purposes of employee benefits, the Board defines dependents as a spouse or a dependent child. The individuals who are considered spouses and/or dependents are determined according to applicable federal and state laws, and benefit policy. In addition, certain insurance contracts may include dependent children riders.

In the event that benefits are specified in an employment contract, offer letter or collective bargaining agreement, the terms of such agreement shall control.

7.3. MEDICAL AND HOSPITAL INSURANCE

The Board maintains medical insurance policies for all eligible employees and their dependents. All employees are required to contribute to the cost of coverage. An eligible employee will be covered on the first day of work. The benefits shall be provided as a full plan or under a group insurance policy or policies issued by an insurance company (or companies) and/or administered by third parties selected by the Board. All benefits are subject to the provisions of the policies between the Board and the insurance company and/or third party administrator. An employee's medical coverage will expire on the first day of the next month following an employee's last day of employment. An employee whose employment with the Board ends may be eligible for continued health insurance in accord with COBRA's guidelines and regulations for a period not to exceed eighteen (18) months.

7.4. DENTAL INSURANCE

The Board maintains a group dental plan for eligible employees and their dependents. Employees are required to contribute to the cost of such plan. An eligible employee will be covered on the first day of work, and their dental coverage will expire on the last day of the next month following an employee's last day of employment. An employee whose employment with the Board ends may be eligible for continued health insurance in accord with COBRA's guidelines and regulations for a period not to exceed eighteen (18) months.

7.5. EMPLOYEE ASSISTANCE PROGRAM

The Board provides eligible employees with the services of an Employee Assistance Program (EAP). The program is designed to provide personal and/or family counseling in areas such as marital or dependent relationship difficulties, alcohol and drug abuse, stress, legal or financial concerns, problems with children, and emotional problems, at no cost to the employee or the employee's immediate family

members. Participation in the EAP is confidential. Participation in or a request for EAP cannot be used to avoid discipline or termination from employment.

7.6. HEALTH CARE FLEXIBLE SPENDING ACCOUNT

Flexible Spending Accounts (FSA) (and Limited Flexible Spending Accounts) or Health Care Reimbursement Accounts (HCRA) allow an employee to anticipate out-of-pocket medical expenses by depositing pre-tax earnings into a flexible spending account from which the employee is reimbursed for qualified health expenses not covered by insurance. Therefore, those expenses are exempt from federal, state, and FICA taxation.

The HCRA year runs from January 1 through December 31. The enrollment period for the following plan year is December of each year. Employees who wish to continue to participate must re-enroll each year. In accordance with federal IRS guidelines, the Board will set the maximum number of dollars per plan year/per family that may be deposited in the flexible spending account, on an annual basis.

The money in this account may be used only for un-reimbursed medical and dental expenses as outlined in the IRS Code. An employee is solely responsible for their FSA, including money not used for eligible expenses during a plan year that must be forfeited under IRS guidelines.

AN EMPLOYEE IS SOLELY RESPONSIBLE FOR THEIR FSA, INCLUDING MONEY NOT USED FOR ELIGIBLE EXPENSES DURING A PLAN YEAR THAT MUST BE FORFEITED UNDER IRS GUIDELINES.

7.7. CHILD / DEPENDENT CARE ASSISTANCE PLAN (DCAP)

a. Purpose

The Board recognizes the difficulty many parents face in locating and affording quality child/dependent care. To aid employees in this respect, the Board offers a child/dependent care benefits program. The program includes several options that coordinate with and complement each other. An employee will need to determine which option or combination of options best suits the employee's needs. It should be noted that these benefits may also be used for certain expenses incurred for the care of any incapacitated dependent of the employee.

b. Dependent Care Assistance Plan (DCAP)

The Dependent Care Assistance Plan commences on January 1st of every year. The DCAP is a salary reduction/reimbursement plan which allows employees to use tax-free dollars to pay their dependent care expenses. Dependent care includes childcare expenses as well as expenses incurred for the care of an employee's dependent (as defined by IRS regulations) who is mentally or physically incapable of self-care.

The DCAP establishes a tax-sheltered account for funds that reimburse employees for child or dependent care expenses. Employees must sign up for the plan by December, prior to the January beginning that plan year. At the start of each plan year, the employee determines how much the employee wants deducted from weekly wages (and thus, not taxed). This amount is taken out of the employee's paycheck and deposited in a DCAP account each week.

The employee must then submit receipts from the dependent care provider to the Human Resources Department no later than 9:00 A.M. the Friday of the week prior to pay dates, and the Board will reimburse the employee for their dependent care expenses through the employee's weekly payroll check. Employees may reduce their taxable income by as much as their total cost for dependent care, or the total of their earnings, but no more than the limit established by the Internal Revenue Service on an annual basis.

7.8. TRANSPORTATION

All employees who are required by the administration to drive during the course of their workday are entitled to mileage reimbursement as outlined below. Employees who drive during the workday are required to maintain adequate automobile and liability insurance coverage meeting state requirements. The District does not provide automobile insurance coverage for accidents or injuries that occur while employees are driving their own vehicles.

Mileage reimbursement will be paid at rates recommended annually by the Superintendent as part of the budget process. In general, the Board will reimburse at the IRS mileage reimbursement rate when fiscally feasible. No mileage or travel time is paid to your first official stop (office), or from an employee's last official stop (office) as these are considered an employee's commute.

Mileage and travel time will be paid to meetings when scheduled on a workday if the meeting is further away than travel to Board offices.

If an employee chooses to travel during their lunch break, which is the employee's choice, travel during that lunch break is not reimbursable.

7.9. TRANSPORTING STUDENTS

Employees are not permitted to transport students unless they have specifically received authorization to do so as part of their job duties and have appropriate licensure to do so. Students will be transported only in vehicles that have been specifically approved for student transport.

7.10. PERSONAL LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

a. Eligibility

Benefited employees are eligible to opt-in for Life and Accidental Death and Dismemberment (AD & D) insurance effective on date of hire. The terms of the Life and AD & D insurance policy govern eligibility and benefits. Union members, refer to your respective collective bargaining agreement.

Section 8. Employee Conduct

8.1. PHILOSOPHY

It is the expectation of the Board that all employees conduct themselves in a manner that brings credit to the organization. As a public school system, the Board's employees are expected to exemplify the highest levels of ethical behavior with each other and with our students, parents and other stakeholders in the community.

Employees are expected, at all times, to conduct themselves in a professional manner to promote the best interests of the Board.

8.2 CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY FOR STAFF

The Board requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, adhere to the requirements of law, and exhibit professional conduct and responsibility. Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board's policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.
11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee's official duties, that would tend to impair the employee's independent judgment or actions in the performance of the employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill their professional duties.
12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill the employee's professional duties.
13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of duties as a Board employee. It is recognized that instructional personnel may receive unsolicited

gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances.

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.
15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.
16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Violation of any of the conditions listed in this section may be the basis for disciplinary action including, and up to recommendation for termination of employment.

8.2. BEHAVIOR OF EMPLOYEES

The belief of the Board is that certain personal conduct rules are necessary to ensure efficient operation. For purposes of examples only, this may include conduct that interferes with Board operations, discredits the Board, or is offensive to members of the public, or co-workers shall not be tolerated. Employees are, at all times, expected to act in a manner that does not cause a disruption to the educational system and that serves the best interests of the Board.

In circumstances when a claim is brought against an employee involving theft, embezzlement, violence, drug or alcohol impairment, abuse and/or neglect of a student, violations of any Board policy or expectation, or other inappropriate or unlawful behavior, the matter may [but not always] be reviewed internally by the employee's manager in coordination with the Human Resources Manager in a timely manner, and in cooperation with any local, state and federal authorities to whom the matter was reported.

In circumstance when the Human Resources Manager is not available, the Assistant Superintendent of Administration or other administrative designee shall carry out the investigation. Unless required by contract, the Board does not have any specific or required disciplinary process or any policy of "progressive discipline" regardless of conduct, behavior, performance, attendance or policy violation involved.

The District administration in its sole discretion may remove an employee from work and/or place an employee on administrative leave with or without pay pending any review of a circumstance or claim, and/or recommend termination of an employee's employment based on the nature of the conduct in question. The scope of such action varies case-by-case depending on the nature of the behavior and the information received at the time of the action taken against the employee, and rests entirely in the discretion of the District administration.

8.3. PERSONAL APPEARANCE

a. Dress Code

The District administration has established guidelines for dress and hygiene to promote the safety and comfort of students and staff, while projecting a positive, professional image to the public we serve. Each employee and volunteer should be dressed in a professional manner that is appropriate for their work environment. Staff scheduled to work on-call and weekend hours, as well as to attend professional development and educational meetings, are expected to adhere to the dress code as they would during regular work hours.

Staff (generally) is expected to dress in a business casual manner. In the spirit of this policy, staff shall not wear shorts or other non-business attire while working at any time. Staff working in certain departments, (e.g. Facilities, Maintenance, Physical Education, etc.) may be required to wear specific uniforms, and/or clothing specific to the work being performed. On designated “dress-down days” or other special clothing days, jeans or other specified clothing will be permitted for staff. Athletic staff may wear shorts or other athletic wear at athletic events and practices. It is the responsibility of all administrators/managers to address staff attire issues in a timely manner as the need arises. Employees may be required to leave work and change clothes. Staff will not be allowed to use paid time off to cover work time missed as a result of being sent home to change.

While a non-exhaustive list, employees should adhere to the following standards, unless non-compliance is otherwise required to execute an employee’s duties and responsibilities while at work and/or on school property:

1. Personal hygiene includes coming to work clean, free from body odor.
2. Hats are not permitted in the workplace, unless required for safety purposes.
3. Hair shall be clean, neat and worn in a style that prevents it from interfering with work or coming in contact with students or coworkers.
4. Facial hair (moustaches and beards) must not interfere with work or personal protective equipment.
5. Employees, on their person or their clothing, shall not display political slogans, vulgarity, overly offensive or disruptive writing or pictures, profanity, or slogans/messages that are considered discriminatory on the basis of protected class status (including but not limited to racial epithets), all of which are likely to disrupt the work and/or educational environment.
6. Employees, on their person or their clothing, shall not display any message that denotes, suggests, displays or references alcohol, drugs or related paraphernalia or other illegal conduct or activities.
7. Employees, on their person or their clothing, shall not display any message that depicts or suggests violence so as to disrupt the educational and/or working environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute “*fighting words*,” including but not limited to attire or accessories depicting the Confederate flag, nooses and/or the Nazi swastika.
8. Fingernails shall be clean and must be maintained a length that does not interfere with an employee’s work duties.

9. Staff footwear shall be clean, in good repair and appropriate for your job. Footwear is required at all times. It is the responsibility of all staff who work in the field, in the cafeteria, and/or other such locales to wear safe footwear so as to minimize the risk of injury.
10. Flip-flops or sandals that resemble flip-flops are not permitted.
11. Clothing shall be clean, neat and in good repair. Clothing shall fit appropriately and be professional in appearance. Denim bottoms are restricted to designated “Dress down” days.
12. Nothing in this Manual shall be construed to prohibit protective hairstyles. “Protective hairstyles” includes, but is not limited to, wigs, head wraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

b. Waiver

The Board recognizes that there may be special circumstances that prohibit staff adherence to the dress code, including for instance religious reasons. It is the employee’s responsibility to discuss these circumstances with their immediate manager prior to a written waiver being issued. A copy of the waiver will be kept in Human Resources. It is the responsibility of the manager to inform new/float staff when a waiver will be necessary for environmental reasons.

c. Spirit/Special Clothing Days

Schools and/or Departments may, from time to time, designate a day/week, to be a Spirit or Special Clothing Day. In circumstances such as these, clothing requirements may be modified to adjust to the day/week theme.

8.4. WORKPLACE VIOLENCE

a. Prohibited Conduct

All employees, students, visitors, volunteers and third parties present on school property, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous to others. Conduct or communications that threaten, intimidate or coerce another employee, a student, a visitor, a volunteer and/or a third party present on school property or using school equipment will not be tolerated. This includes actions taken while using the Board’s resources like email or internet. Violence can be physical and non-physical and includes the possession of firearms or dangerous weapons. For more information on the possession of firearms and deadly weapons, individuals should review *Board Policy 1600 (Possession of Deadly Weapons and Firearms)*.

Indirect or direct threats of violence, incidents of violence and suspicious activities should be reported as soon as possible to a supervisor, Human Resources, an Assistant Superintendent or the Superintendent. When reporting a threat or incident of violence, the individual should be as specific and detailed as possible. Employees and volunteers are required to document the event or incident. Employees and/or volunteers should not place themselves in peril, nor should they attempt to intercede during an incident. Employees should also consider reporting an incident to police if the employee wishes.

Investigations and Enforcement

The Board will promptly investigate all reports of threats of violence or incidents of actual violence. The identity of the individual making the report will be protected as much as possible. Retaliation against employees making good-faith reports of violence, threats or suspicious individuals or activities is prohibited and could lead to discipline including immediate termination from employment. To maintain workplace safety and the integrity of its investigation, the Board may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for violence, threats of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including immediate termination of employment.

8.5. ALCOHOL, TOBACCO AND DRUG FREE WORKPLACE/CONVICTION OF CRIMES

a. Alcohol, Tobacco and Drug Free Workplace

The Board seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol and/or drug abuse. Employees and/or volunteers shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance, or alcohol and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee or volunteer who discovers illegal drugs or alcohol on school property shall notify the Superintendent or designee who shall investigate the matter or caused it to be investigated. For more information relating to this, employees should review *Board Policy 1311 (Tobacco Free Environment)*.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, and the use of tobacco products on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity. Violations of this Section may result in disciplinary action, up to and including possible termination of employment and/or volunteer opportunities.

b. Conviction of Crimes

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees and volunteers shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

c. Employee Assistance

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs. An employee who feels he or she has developed an addiction to, dependence upon, or other problem with alcohol or drugs is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan.

An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations. Any request for assistance with a drug or alcohol problem will be treated as confidential and only disclosed to those persons who have a legitimate employment purpose in learning the information.

8.6. EMPLOYEE AND BOARD IDENTIFICATION BADGE

All Board employees are required, while on duty, to wear their Board issued employee I.D. Badge. For safety and security purposes, it is expected that all employees will immediately report the loss of their badge to their supervisor human resources and the Director of IT.

Employees are expressly forbidden from loaning, or otherwise allowing anyone other than themselves to use their ID badge for any reason.

Volunteers will comply with applicable procedures established to identify them as authorized to be on campus and/or participating in a district activity as a volunteer (such as nametags, etc.).

8.7. ATTENDANCE POLICY

a. Members of collective bargaining units shall follow the CBA where applicable in relation to attendance.

b. Approved Time Off

Requests for vacation and/or personal time off should be made one month prior to the date to allow for coverage. In the case of an emergency situation, advanced approval may be waived on a case-by-case basis. Notification to one's manager is expected in all circumstances.

c. Unapproved Time Off

Time off that does not receive prior approval from a staff member's manager, is seen as unapproved time off and may be unpaid, and/or the basis for disciplinary action.

d. Call outs/Pattern absenteeism

Calling out of work is disruptive to the daily operations of the program. If an employee has more than three call outs within a six-month period, it will be seen as a violation of this policy and may be grounds for disciplinary action including and up to termination of employment.

Scheduling, especially before and after holidays, and vacations, is difficult; pattern absenteeism, particularly around weekends and holidays, creates an undue burden on co-worker workloads. Because of this, if there are patterns of absenteeism before or after the holidays and weekends, or if an employee displays a pattern of absenteeism related to any specific aspect of their work

schedule, they should expect a dialogue with their manager to address these patterns of absenteeism with a goal of eliminating the patterns.

e. No call/No show

With the exception of an emergency situation noted above, an employee who neither contacts their manager, nor shows up for work will be seen as a no call/no show and in violation of this policy. A no call/no show violation may result in disciplinary action. If an employee has two no call/no show episodes in any six-month period, it may result in disciplinary action including but not limited to loss of pay and/or termination of employment.

8.12 WORKPLACE EQUITY

The Board is committed to the success of every employee and to achieving its mission of ensuring that all students graduate ready for college, career, and life. The Board believes that the responsibility for student success is broadly shared by district staff, administrators, instructors, volunteers, communities, and families. The Middletown Public Schools is committed to using the Disruptive Equity Framework within the District. This framework will drive the District's work in closing gaps in opportunity, belief, quality, and preparation. It will create learning communities that provide support and professional academic enrichment programs for all students by disrupting and dismantling racism and other systems of oppression that prevent marginalized groups from achieving.

Additionally, the Board is committed to creating inclusive, responsive, and respectful learning environments for all students. These environments will provide all students access, opportunity, and support for high academic achievement and socioemotional wellbeing. It is the right of every student to have an equitable educational experience within the District. The Board is committed to empowering and building the capacity of all staff by providing them with equitable access to professional learning opportunities, resources, and support. This learning will help teachers and staff maximize students' physical, psychological, and socioemotional well-being and academic success.

Discrimination in any form will not be tolerated. The Board and District adopt proactive policies and practices that are designed to create a safe environment that provides students full access to all opportunities. This requires all MPS staff and volunteers to examine and redress implicit biases embedded within the intrapersonal and interpersonal relations and institutional and societal structures.

8.13 CIVILITY/RESPECTFUL COMMUNICATIONS AND ACTIONS

a. Purpose

The Board expects civility and respectful communications among district employees, students, parents, volunteers and the public. In the interest of presenting all adults as positive role models for students, the Board encourages positive communication and discourages harassing, defamatory, obscene, abusive, discriminatory or threatening communication or actions, some of which may be against the law. The intent of this policy is to maintain a civil, respectful environment for teachers, students, administrators, staff, parents, volunteers and other members of the school community. The following describes expected standards for staff, students, parents, volunteers and members of the public while at school, on school property or at a school function.

b. Standards for Communications

The Board expects staff, students, parents, volunteers and members of the public while at school, on school property or at a school function to communicate and act in a manner that promotes respect for the dignity and worth of all individuals, regardless of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, socio-economic status, veteran status or role within the school community. All adults participating in the school community are expected to communicate and act in a manner that consistently provides positive role models for students. The Board will regulate communications and actions by staff, students, parents, volunteers and members of the public while at school, on school property or at a school function, when such communications or actions are contrary to these fundamental principles.

Specifically, the Board will regulate disruptive communications and/or actions by members of the school community that:

- 1) interfere, disrupt or undermine the effective operation of the school district;
- 2) are used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
- 3) create a hostile environment;
- 4) breach confidentiality obligations of school district employees or volunteers; or
- 5) violate the law, board policies and/or other school rules and regulation.

Examples of Disruptive Communications/Actions

Disruptive Communications/Actions include, but are not limited to:

- Using loud and/or offensive language (for example, swearing or display of temper).
- Invading another person's space by moving close to the individual in an aggressive manner.
- Threatening to do physical harm to a teacher, school administrator, school employee, student, volunteer or member of the community.
- Damaging, destroying or threatening to destroy or damage school property.
- Harassing, defamatory, obscene, abusive, discriminatory or threatening verbal, written or electronic communications.
- Any other behavior which disrupts the orderly operation of the school, a school activity, or any other activity sponsored by the school district.

Notwithstanding the provisions of this policy, the Board acknowledges that individuals on school property and attending school events have rights under the First Amendment to engage in protected speech. Nothing in this policy is intended to abridge such rights. The Board will resolve any conflict between this policy and applicable law in favor of the law.

c. Student, Parent, Member of the Public Reports

Any member of the school community who believes they have been subject to communications and/or actions on the part of a staff member or volunteer in violation of this policy should bring such behavior to the attention of the building principal and/or the Superintendent's office. Any member of the school community who believes they have been subject to communications and/or actions on the part of a student in violation of this policy should bring such behavior to the attention of the building principal. Reports regarding other

individuals present on school property may be made to either the building principal and/or the Superintendent's office.

d. Disciplinary Consequences

Employees found to be in violation of this policy may be subject to disciplinary action. Students found to be in violation of this policy may be subject to disciplinary action in accordance with the Board's policy concerning Student Discipline. Employees found to be in violation of this policy may be subjected to disciplinary action, including and up to recommendation for termination of employment. Other members of the school community may be asked to refrain from such communications and/or asked to leave school property or a school function. Repeat violations may result in a long-term denial of access to school property, school buildings, or activities sponsored by the school district.

Section 9.

Separation

9.1. PHILOSOPHY

Non-union employees are “At-Will” employees, and the Board or the employee may end the employment at any time, for any reason.

9.2. VOLUNTARY TERMINATION

Employees are requested to give the Board written notice of their intent to resign. This should take the form of a letter/email written to an employee’s administrator/manager, the Human Resources Department, and/or the Superintendent. Unless otherwise addressed in a collective bargaining agreement, benefited employees who have completed three months of work are entitled to be paid for 100% of their unused vacation leave when they voluntarily resign. For the purposes of calculating vacation time accruals, and any other employee benefits, the employee's last day of actual work shall be considered the last day of employment and at that time the employee's active status ends. Vacation leave may not be used during the resignation notice period. The Board has the right in its sole discretion to pay an employee for any notice period in lieu of having the employee work.

Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily resigned without giving proper notice and their employment will be terminated at that time.

9.3. INVOLUNTARY TERMINATION

In the event that standards and/or procedures for termination are specified in an employment contract, offer letter or collective bargaining agreement, the terms of such agreement shall control. For all other employees:

a. Discharge/Dismissal

1. An employee may be discharged (dismissed) for reasons including but not limited to misconduct, insubordination, performance, behavior and/or policy violation. All employees shall comply with the Board’s standards of behavior and performance and any noncompliance with these standards must be remedied. The Board determines in its discretion whether employee misconduct, performance, behavior or other reason exists for ending employment.

The Board does not have any specific or required disciplinary process or any policy of “progressive discipline” regardless of conduct, behavior, performance, attendance or policy violation involved. The Board reserves the right, in its sole discretion, to offer coaching and/or counseling to attempt to provide employees with notice of deficiencies and an opportunity to improve however, each circumstance is handled on a case-by-case basis. The Board, at its sole discretion, may place an employee on administrative leave (paid or unpaid) if it feels that such leave is warranted.

A recommendation for dismissal, even without prior coaching or notice, may occur in certain circumstances. An employee dismissed under such circumstances will not be

eligible for wages in lieu of notice. A reason justifying this kind of circumstance, is determined solely by the Board on a case-by-case basis but for illustrative purposes only may include the following:

1. The commission of any act or omission that would constitute a felony or a misdemeanor involving: illegal possession, use, or distribution of a regulated drug; larceny; assault; fraud; theft or miss-use of other's property; lewd or lascivious conduct whether work related or not; involving minors; or any other conduct whether work related or not that impacts the effectiveness of the employee, disrupts the work/educational environment and/or undermines the school district's effectiveness.
2. The use or possession of firearms or other weapons on Board property, school-sponsored activity or work function.
3. The possession (external or internal) or consumption of alcohol, narcotics, or other regulated drugs (without express written permission) on Board property, school-sponsored activity or work function, or any other violation of the Board's drug and alcohol policy.
4. Theft, destruction, defacement, or misuse of property belonging to the Board, another employee of the Board, or any individual affiliated with the school community.
5. Falsifying or improperly altering a Board record or report, including but not limited to applications for employment, state or professionally issued licenses (or correspondence related to same), insurance documentation, medical reports, production records, time records, expense accounts, absentee reports, fund raising reports, parent correspondence, student records, grant documentation, shipping and receiving records or any other records required to be maintained as part of employment or your job.
6. Insubordination, the refusal to follow, or the disregard of management's instructions concerning job related matters or the failure to follow work related instructions or duties.
7. Threatening, intimidating or abusive conduct or speech directed at management, managers, coworkers, parents, students, volunteers, vendors, or other third parties affiliated with the school community.
8. Sexual harassment or other protected class harassment.
9. Willful misrepresentation or improper disclosure of documentation or information.
10. Use of Board time for personal use without specific permission from management.
11. Absence without prior notification.
12. Conduct that involves a conflict of interest.
13. Any other conduct or violation of the Board policy or protocol that, in the Board's sole discretion, is detrimental to management, managers, coworkers, parents, students, volunteers, vendors, or other third parties affiliated with the school community, or the policy[ies], mission or reputation of the Board.

b. General Provision

An administrator/manager may recommend immediate suspension of an employee, with or without pay, and/or recommend termination of the employee's employment. Employees suspended from work will not receive pay or accrue any employee benefits during the suspension, unless the Superintendent (or designee) grants an exception at their sole discretion.

The Human Resources Manager and/or the Assistant Superintendent of Administration shall review and approve all recommendations for termination from employment before any final action is taken.

All final wages will be paid in accordance with the applicable state and federal laws. It will be the responsibility of the employee's immediate manager for securing the return of identification badges, keys, Board equipment, access codes and passwords for electronic data and district records in the possession of the employee. If the employee owes the Board any money or is responsible for any lost or damaged property, such accounts are to be settled as originally agreed or by deduction from final wages, unless prohibited by law.

The Human Resource department is responsible for notifying employees whose employment has been terminated who are covered by the Board's group health plan of their right to continue coverage under that plan in accordance with COBRA (Consolidated Omnibus Budget Reconciliation Act).

In accordance with applicable law, the Board may report the circumstances of termination from employment to an appropriate licensing authority and/or state agency.

Section 10. Miscellaneous Policies

10.1. RECEIPT OF GIFTS AND / OR GRATUITIES

Board employees shall not accept any gift or gratuity from any person, client, company or organization with whom the Board transacts any business, or from any person within or outside the Board employment whose interests may be affected by an employee's performance or non-performance of Board duties. A “*gift or gratuity*” is defined as an item over twenty dollars (\$20) in value that would not be considered a business expense by the Board. An employee who receives an unsolicited gratuitous gift is encouraged to donate the item to a non-profit organization on behalf of the employees of the Board.

10.2. OUTSIDE EMPLOYMENT

- a. An employee's primary employment responsibility shall be to the Board. No employee shall engage in any outside business activities during normal working hours other than their regular duties.
- b. Outside employment that occurs during an employee’s non-working hours for the Board which interferes with the employee’s job performance with or results in a conflict of interest for the Board or the employee is prohibited and shall be grounds for action. If a manager or designee deems that such outside employment interferes with an employee’s job performance, affects the Board’s business operations or is a conflict of interest, the manager will notify the employee in writing stating the reasons for the conflict of interest and a date by which either the outside or the Board employment must cease. Outside activities covered by this policy may also include non-profit or volunteer matters.
- c. Board employees who work or provide services for individuals who presently are, or become, students of the Board or immediate family members of such students are required to notify the Board of this immediately. While an employee may be able to continue to provide services to a student or an immediate family member of a student outside of work hours, disclosure is required. This requirement and policy provision apply regardless if the employee is providing such services through another organization, privately or on a volunteer basis. Any work done for a student or an immediate family member of a student privately (unassigned by the Board), will be seen as non-work related, and the Board will not be responsible for work, acts or omissions done while engaged in the private work including but not limited to tracking time, for pay or benefits, or any aspect of the care being provided including liability, worker’s compensation, or other legal obligation.

10.3. ANTI-NEPOTISM

Purpose

It is the policy of the Board to recruit and hire qualified applicants for employment within the District while avoiding both nepotism and the appearance of nepotism.

No relative or immediate family member of the Superintendent of Schools (“Superintendent”) shall be hired to any position of employment. No immediate family member of a Board member or any other district-level administrator shall be hired to any position of employment. No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current

employee and a relative. No employee may be involved in the process of screening for advancement in the application process, interviewing or hiring of relatives.

Employees will not be hired, promoted, transferred or assigned to work in positions in the same school or work unit or department in which a relative is already employed, unless the Superintendent approves such an assignment in writing. No administrator or supervisor shall supervise any of relatives. Employees will not be hired, promoted, transferred or assigned to work in positions in which they will have access to confidential information regarding a relative, such as, but not limited to, information regarding benefits selections, confidential medical information or personnel records that are not subject to public disclosure. No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current employee and a relative.

For additional information regarding restrictions, disclosure and recusal requirements relating to the employment of Board employee's immediate family and relatives, please review *Board Policy 4112.8 (Nepotism)*.

10.4. CONFLICTS OF INTEREST

It is the policy of the Board to promote an ethical work environment. It is an expectation that staff and volunteers will avoid engaging in any activity, practice or conduct that conflicts with, or could be perceived to conflict with, the interests of the Board and/or the interests and education of our students.

No employee shall participate to any extent in any matter on behalf of the District if the employee, a business with which the employee is associated, an individual with whom the employee is associated, or a member of the employee's immediate family, has a financial interest in the transaction or contract, including but not limited to the sale of material, supplies or services to the District. If such participation is within the scope of the official responsibility of the employee, as soon as possible after the employee becomes aware of such conflict of interest, the employee shall submit written disclosure which sets forth in detail the nature and extent of such interest to the employee's supervisor.

No employee or volunteer shall disclose confidential information concerning District affairs, nor shall such employee or volunteer use such information for their own financial interests or the financial interests of others.

No employee or volunteer shall request or permit the use of District funds, services, District owned vehicles, equipment, facilities, materials or property for personal use, except when such are available to the public generally or are provided by written official Board policy or contract for the use of the District.

No employee or volunteer may use their position or office for their own financial interests, the financial interests of a business with which the employee associated, the financial interests of an individual with whom the employee is associated, or the financial interests of a member of the employee's immediate family.

10.5. USE OF BOARD PROPERTY

a. In General

As Board employees and volunteers, we are all entrusted with the care of any Board property that we may use in the course of our duties. For purposes of this policy, the term “*property*” is intended as an all-inclusive term to cover all items owned, rented, leased or otherwise under the control of the Board and to include all office and computer equipment and software, telephones, supplies, machinery, vehicles or any other items.

The defacement, vandalism, damage, loss, destruction or reckless use of Board property by an employee or volunteer is expressly prohibited. Violation of any provision of this policy, intentional or unintentional, may result in action up to and including recommendation of dismissal from employment, denial of further volunteer opportunities, denial of future access to the use of the equipment, restitution for any costs to the Board, and other civil liability.

b. Operation of Board Vehicle(s)

The Superintendent or designee is responsible for Board vehicles (assignments of use, maintenance and repairs). Employees must possess a valid driver’s license in order to operate a Board vehicle. Smoking is prohibited in Board vehicles. All employees are required to use seat belts when using Board vehicles and comply with all motor vehicle regulations while operating the vehicle. Use of wireless devices, phones or music is prohibited unless such use is hands free and does not distract the employee from safe operation of the vehicle. Employees who violate motor vehicle regulations while operating the Board vehicle are solely responsible for the outcome and, depending on the circumstances of the violation, may be ineligible for future use.

c. Computer System and Electronic Communications

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The Board has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, Smartwatches, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as “the computer systems” and are provided in order to enhance both the educational opportunities for our students and the business operations of the District.

These computer systems are business and educational tools. As such, they are made available to Board employees and volunteers for business and education-related uses. The District administration has developed regulations setting forth procedures designed to ensure that such computer systems are used for appropriate business and education-related purposes. These regulations can be accessed here: <https://sites.google.com/mpsct.org/middletownboe/4000-series-personnel-certifiednon-certified?authuser=0>.

In accordance with applicable laws and the regulations associated with this policy, the system administrator and others managing the computer systems may access electronic messaging systems (including email) or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users and can bypass such passwords. In addition, review of electronic messaging systems (including email), messages or information stored on the computer systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including but not limited to, Twitter/X, Facebook (Meta), LinkedIn, Instagram (Meta), YouTube and TikTok.

Incidental personal use of the computer systems may be permitted solely for the purpose of email transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an individual's acknowledgement that the individual has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.

10.6. SOCIAL NETWORKING POLICY

The Board recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee's right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees' use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from personal social media use that:

- 1) interferes, disrupts or undermines the effective operation of the school district or is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications (e.g., when such speech relates to a matter of public concern and its disruptive impact outweighs the importance of the speech);
- 2) creates a hostile work environment;
- 3) breaches confidentiality obligations of school district employees; or

- 4) violates the law, Board policies and/or other school rules and regulations.

Employees' official social media use will be addressed as speech pursuant to duty under applicable First Amendment principles.

The Superintendent has adopted administrative regulations to implement this policy. These regulations can be accessed here: <https://sites.google.com/mpsct.org/middletownboe/4000-series-personnel-certifiednon-certified?authuser=0>.

10.7. BUSINESS-RELATED TRAVEL

a. Travel Authorization

1. Prior to traveling on Board business requiring an overnight stay or expenditure of training funds, a Board Conference Workshop Request Form must be filled out and approval must be obtained from the Manager, Human Resources Department. All travel must be approved in advance by the employee's administrator/manager, their respective Assistant Superintendent, and, in some cases, the Superintendent. All approvals must be received prior to committing Board to any financial obligations including, but not limited to, airline tickets, hotel rooms, meal costs, and registration fees.
2. The Board will base its reimbursement limitations on the calculations set by the Federal GSA Per Diem Calculator. In order to better plan for out of town, business related travel, please visit the Federal GSA Per Diem website at <https://perdiemcalc.net/gsa/>. This will give employees a general frame of reference for reimbursement limits while traveling. Employees who spend more than outlined at this website, may only be reimbursed for the costs listed for the respective city/town visited. With the approval of the Superintendent or designee, exceptions may be granted from time to time based on the nature of the travel.

b. Travel Arrangements

1. All travel arrangements must be coordinated through an employee's department manager. In general, travel arrangements must result in the most economical use of Board resources. The Department Supervisor, in collaboration with the employee, shall coordinate all necessary arrangements, including registration fees, lodging, air travel, vehicle rental and any other travel arrangements prior to the departure date.
2. Employees requesting reimbursement for mileage while traveling for official business in their own vehicle will be reimbursed for that travel according to current Board mileage reimbursement rates.
3. Employees are welcome to work with the Superintendent's Office for unique arrangements. While the District will make significant effort to address all requests, special accommodations that result in an economic disadvantage to the Board may ultimately be denied.

c. Transportation

1. Airfare

The Board has the right to choose the most cost effective airlines and may require an employee to travel on a Saturday to take advantage of reduced airfare. If Saturday travel is necessary, the Board will pay the associated hotel and meal costs. Arrangements should be made early enough to take advantage of advance purchase discounts when possible. Coach/economy air fares are permitted. Upgrades (such as to first class or business class) will not be reimbursed.

Participation in a frequent flyer program is not ground for an employee to select a more expensive flight. Airport parking fees for vehicles arriving and departing will be reimbursed.

2. Ground Transportation

A rental vehicle may be considered if the type of trip or location of meeting is such that use of local transportation (taxis, airport shuttle, and buses) is not practical or is more expensive. Rental vehicles shall be reserved and rented at the lowest applicable rate available.

The Board will only reimburse for the use of compact or mid-size rental vehicles. The cost of a full size car will only be allowed if there are more than 3 passengers or a larger size vehicle is provided at no extra charge above the compact or mid-size rate.

d. Receipts

Original receipts must accompany all expenses.

Travelers wishing to be reimbursed for their expenses after the travel event will be reimbursed within thirty (30) business days of returning from their travel event provided required documentation is timely provided. Employees are to submit all receipts to the accounting office in a timely manner.

Employees are encouraged to take advantage of meals and other expenses that are included in the price of the event (e.g. conference registration fees) in order to avoid incurring additional expenses.

e. Two or More Employees

1. When two or more employees travel together, each employee must complete a Conference Workshop Request Form.
2. The Board may limit the number of employees attending the same conference, seminar, etc.

f. Compensation

Compensation for non-exempt employees for time spent on business related travel shall be in accordance with the Fair Labor Standards Act as it applies to the following situations:

1. Travel time during the work day. Time spent in travel as part of the department's business will be counted as time worked (including weekends).
2. One day out of town travel. Travel time that is at the Board's request (except for meal periods), occurring outside of an employee's normal working hours will be counted as time worked. This policy covers employees who are required to attend orientation or training at a location other than their regularly assigned work location. Travel time

between the employee's home and the point of departure is excluded from the time worked.

3. Overnight travel. If travel occurs during normal working hours on working or non-working days (i.e., Saturday or Sunday for an employee who works Monday to Friday) then the travel time will be counted as hours worked.

g. Lodging

1. Reasonable and necessary accommodations will be reimbursed (as noted above). Employees traveling with a spouse or other non-employee will be responsible for all expenses incurred above the single room rate.
2. If there is a significant financial advantage to the department for an employee to extend a business trip (stay an extra day) it is requested that an employee do so, unless such a situation would cause undue hardship to the employee.
3. The Board will not reimburse the employee for non-conventional lodging (staying with a friend or relative).
4. Corporate discount rates will be obtained by the Human Resources Department, whenever possible.

10.8. EMPLOYEE PERSONNEL RECORDS

- a. Personnel actions may be documented to ensure accurate maintenance of personnel records relative to an employee's employment history, personal status, and leave information.
- b. Personnel files shall be maintained for each Board employee and shall be considered confidential, to the extent provided by law. A current employee or the employee's designated representative (designation shall be in writing and signed by the employee) shall have access to all information contained within the employee's personnel file during normal business hours and by appointment. Additional access to an employee's personnel file may be provided by district officials in accordance with law. Normally, access is restricted to the following personnel: the employee's manager(s), the employee's department head, the Board's legal counsel, Superintendent and the Human Resources staff.
- c. Personnel files will be stored securely by the Human Resources Department. Access to the files must be through a member of the Human Resources Staff. Personnel records shall be kept by the Human Resources Department, which shall be responsible for designating the official version of such documents. As an aid in the performance planning and review process, copies of and/or access to such records may be retained by supervisors (in a secure location) as appropriate. Such records are subject to all of the same confidential access regulations contained in this section.
- d. All official records concerning former employees shall be sent to and stored by the Human Resources Department until disposition under the document retention policy. In the event that an employee changes jobs resulting in a change in the employee's manager, the initial manager shall forward all personnel and personnel related files to the Human Resources Department.
- e. Written record of any disciplinary action should generally not be placed in an employee's file without notification to the employee.
- f. No information shall be maintained in a personnel file or altered, removed or destroyed without the knowledge and permission of the Human Resources Manager.

- g. Information that is not relevant to the employee's job performance or otherwise not work-related should not be retained in any personnel file.
- h. Other employee information, including but not limited to medical files, grievances, DCF related information and records of employee investigations shall be stored separately by the Human Resources department and shall be considered confidential in compliance with applicable federal, state and local law.
- i. All personnel records are solely the property of the Board. Former employees have no right to copy or access personnel records of any kind except as permitted by law and Board policy, as administered by Human Resources staff under the direction of the Human Resource Manager.

10.9. POSTING OF NOTICES/ SOLICITATION

Board employees wishing to post notices, (for example, non-District events, sales, rentals, etc.) must submit the notice to the Superintendent's Office for approval prior to posting. Notices posted without proper approval will be removed. Notices will be posted designated locations only. No employee shall engage in any solicitation for any reason not work related with any person, co-worker, vendor, manager or client in/on Board property or during work hours unless approved in advance by the Superintendent or designee.

10.10. MEDIA CONTACT

The only personnel authorized to interact with the media and/or local, state and federal authorities are the Director of Communications, the Board Chair, the Superintendent or designee. When a Board employee is contacted by the media and/or local, state or federal authorities, the employee shall take the person's name and telephone number and report the contact to the Director of Communications and/or the Superintendent's office immediately.

10.11. WORKPLACE LACTATION POLICY

Choosing to breastfeed a child is an important personal decision a new mother makes. The Board supports employees' who choose to care for their child's nutrition in this manner.

Employees who are breastfeeding shall be allowed a flexible schedule for nursing or pumping. The time allowed will not exceed the normal time allowed for lunch and breaks. If additional time is needed (above and beyond the normal breaks/meal time allowed,) the manager and employee will collaborate to agree upon a plan that may an alternative schedule during the period of in which the employee is breastfeeding a child.

In addition, the Board has designated private spaces that are available for employees to breastfeed their children or express milk using a breast pump. These spaces have electrical outlets for the breast pumps as well as a table and chair. Breastfeeding employees may, in their discretion, also use any restroom. Board refrigerators located in kitchen areas may be used for temporary storage of the expressed breast milk. Breastfeeding employees shall provide their own containers and milk will be clearly labeled with name and date.

10.12. MEDIA CONSENT POLICY

In order to assist the Board in the areas of education, teaching, recruitment, public information, etc., it is necessary for the Board to occasionally use its employees, volunteers or agents (actual or likeness), to interview and/or record in any format (written, audio, video, still photography, web, multimedia and all future forms), the person named and/or their original work described below.

Employees and volunteers understand that by signing the Media consent form they are granting the Board exclusive rights in perpetuity to own and use, and to authorize others to use in any print and electronic media (present and future formats) its choice of interviews and images, voice and likeness and to use the individual's name in connection with these activities. Any such media in which the employee or volunteer is depicted will be and remain the exclusive property of the Board. Photos may be taken as needed.

Employees/volunteers have the right to withdraw their authorization, but that withdrawal must be submitted in writing to the Human Resources Department and the specific request must be outlined in the letter prior to any action being taken. If the letter is not written, the Board cannot control possible re-disclosure by others after original distribution.

Refusal to sign the agreement will not prevent an employee from employment with the Board or a volunteer from serving. Employees and volunteers hereby waive any rights to compensation in connection with the use of any information pursuant to this authorization.

This authorization is granted to the Board as well as its agents and employees.

The copy of this authorization form is provided to the person signing the authorization. The original is retained electronically.



Middletown Adult Education

Year in Review
2024 - 2025



Thank you to our GED, Credit Diploma, ESL & Even Start Alumni!



Thank You, Middletown Board of Education

We extend our heartfelt appreciation to the Middletown
Board of Education for their continued support of



Middletown Adult Education.



Your commitment empowers adult learners, strengthens
our community, and makes lifelong learning possible.

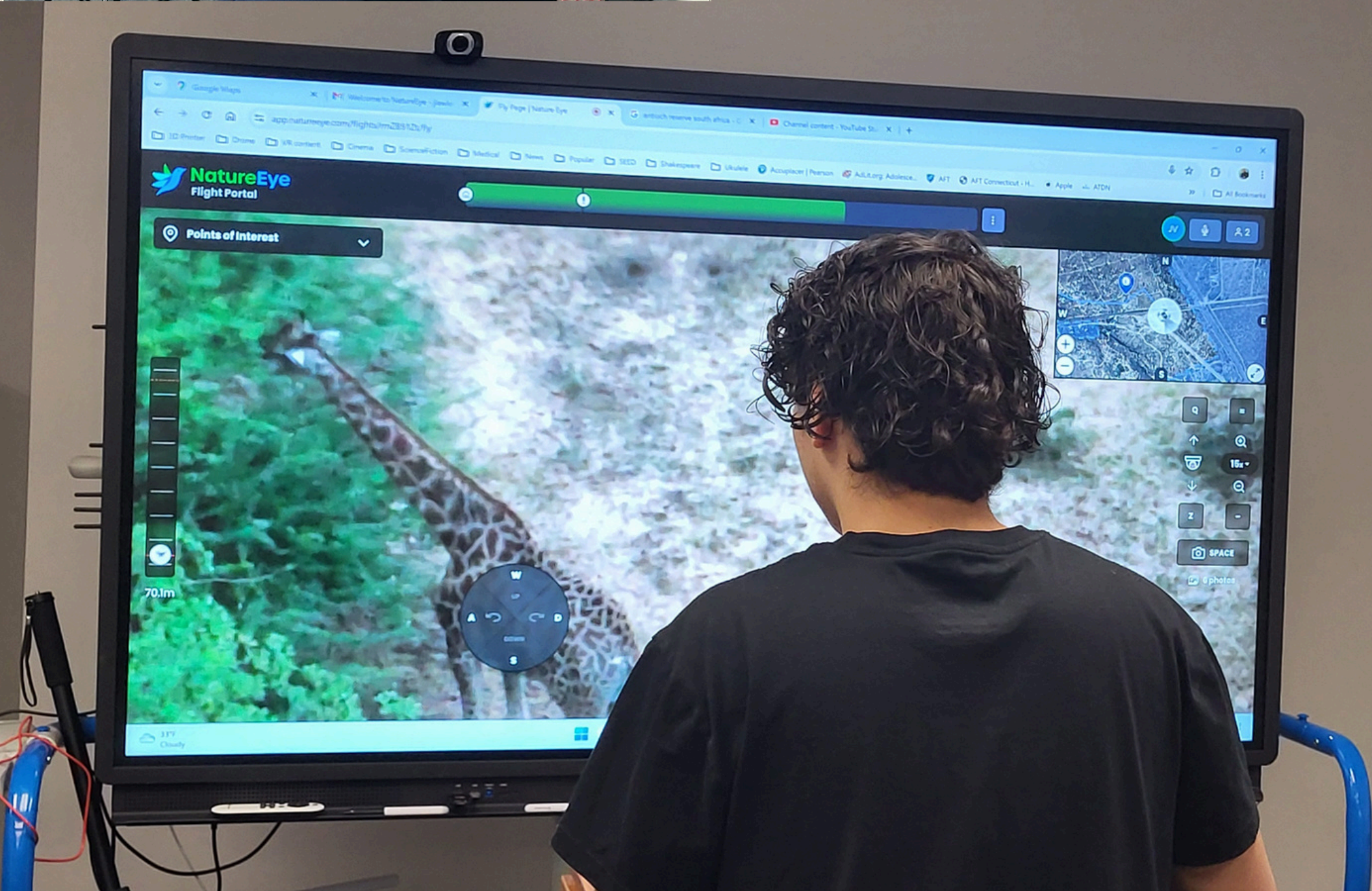
Together, we build brighter futures.



CDP & GED

Credit Diploma Program &
General Educational Development





ELL - English Language Learners





Middletown Adult Education's



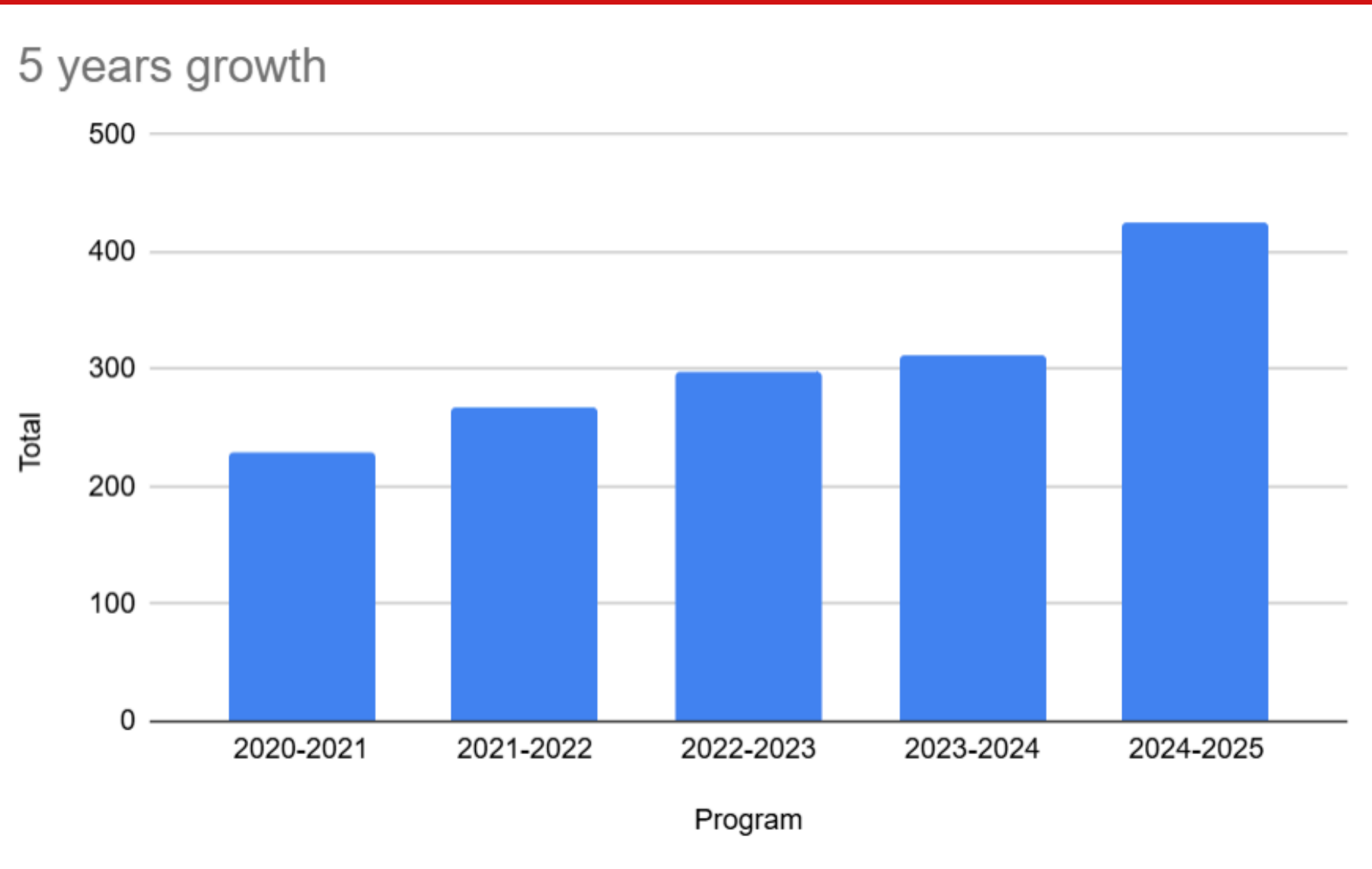
Even Start

Family Literacy Program





MAE Enrollment Rates



Sharp Increase in Enrollment

- Student population grew 25% in 2024 - 2025
- Reflects expanding community impact and rising demand for adult education.



Academic Achievement



MAE has exceeded the state academic performance Measurable Skill Gain targets set by the SDE.

Students achieved measurable progress in literacy, numeracy, and credential completion.

CASAS:

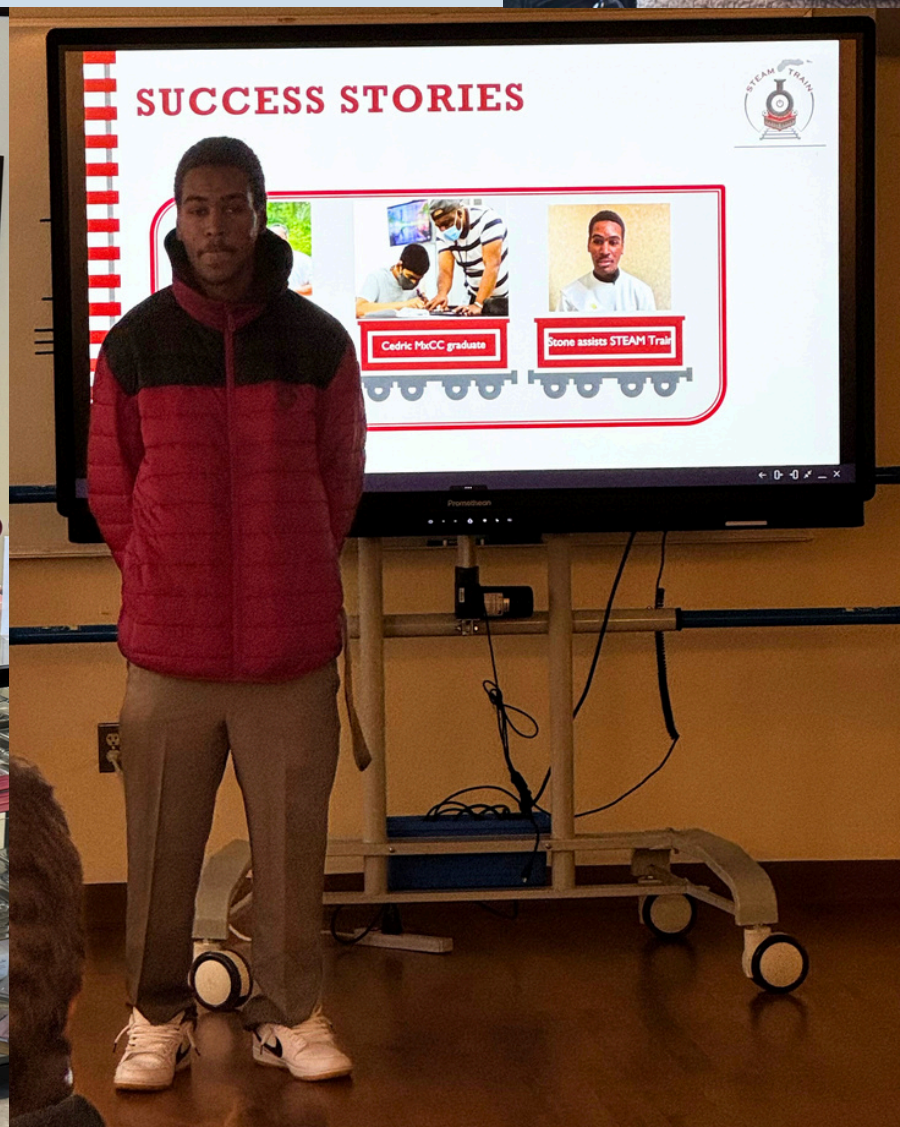
CASAS is a pre-post test model that identifies and measures essential academic skills, such as reading and math, as well as life and work readiness skills.



Alumni and Wokforce



Hear what one of our recent GED Student had to say after graduating...
"It's going to be exponential. Financial stability, support for my family, It's going to be wonderful."



Community Advocacy





MAE's Community Partnerships

Steam train

Skill up

Wesleyan

CT State Community College System

State of CT Department of Education

Middlesex Chamber of Commerce

Literacy Volunteers of Central Connecticut

Even Start Community Connections

Kid City Museum

Early Head Start

Diaper Bank

Family Resource Center

Family Wellness Center

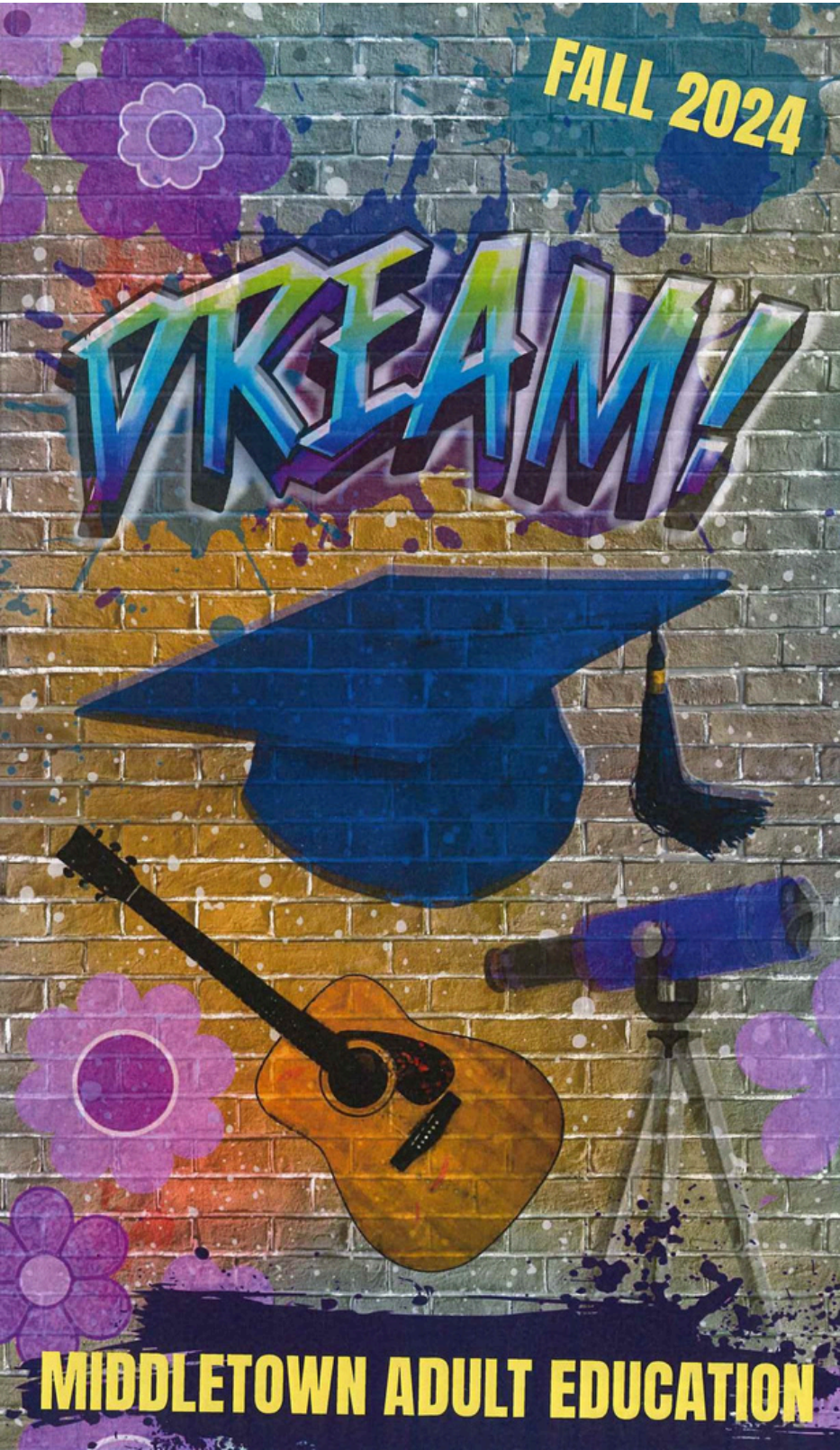
Cultural Connections

Russell Library

Park and Rec - Preschool evening programs held at Park and Rec

Community Health

Fall and Spring Enrichment





Enrichment for Life Long Learners



This year MAE offered over 150 classes, with over 1,500 participants enrolled.

Showing strong community interest and engagement with no limits!



MIDDLETOWN ADULT EDUCATION
398 MAIN STREET, MIDDLETOWN, CT 06457

MAKE ALL YOUR DREAMS COME TRUE

WWW.MAECT.ORG Find us on 



Middletown Adult Education

is proud to celebrate a year of growth, resilience and achievement.



We remain committed to expanding access, empowering learners and reaching new heights in the years to come.



Educate. Empower. Elevate.

Thank You!

To the Middletown Board of Education,
your partnership fuels the progress we celebrate today
— and the promise of tomorrow.



Culture and Climate Surveys Read Out

SY 2024-25

June 17, 2025



Middletown Public Schools
Cultivating the Brilliance in Each Student





The Process

- Continued use of **Qualtrics** as surveying tool
- Family surveys opened in March to align with conferences schedule
 - Accessed via website, email and text communications.
- Student surveys opened end of April through end of year
- Employee surveys opened May 20-June 6.
- Student (grades 3-12) surveys completed during class/advisory.
 - All surveys voluntary.
 - Family and Employee surveys are anonymous
 - Student surveys are confidential

Who was Surveyed?



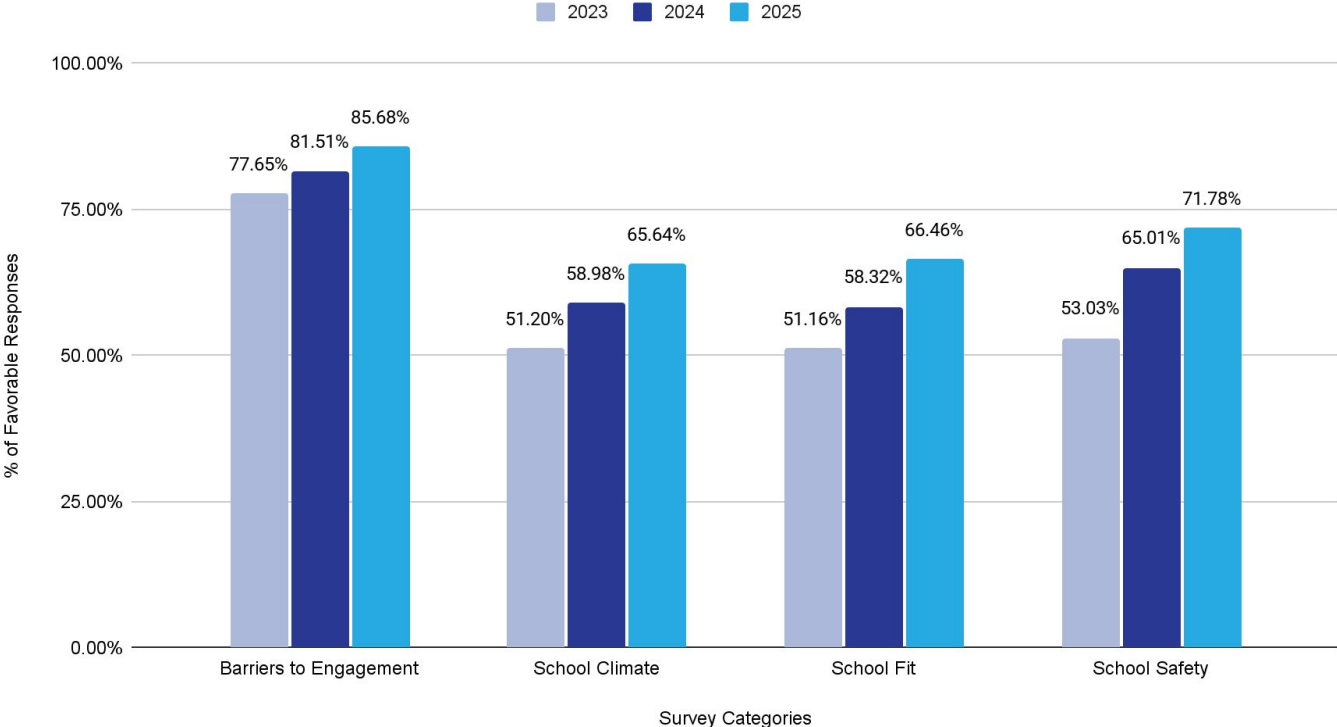
**833
Families**

**462
Employees**

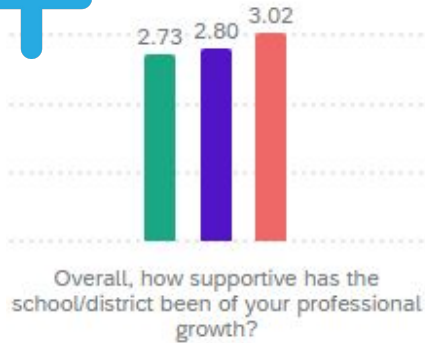
**1526
Students**

Family Surveys

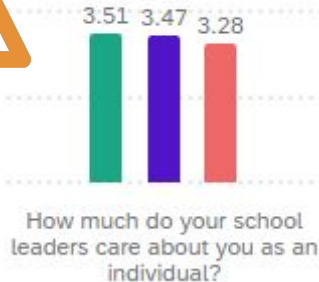
Category Favorability Over Time



Employee Surveys



Improvements related to **Pillar 1: Building a Culture of Growth** and **Evaluation and Support Plan**



Need for further work on **Pillar 3: Communicating with Clarity and Consistency**

Student Surveys



**Building a
Culture of Growth**




How well do people at your school understand you as a person?



How often do your teachers seem excited to be teaching your classes?

Employees- What are the most positive aspects of working at your school?



Supportive and collaborative colleagues

My colleagues. We support each other through the good and bad times.

The most positive aspects are the relationships I build with my students, and the support of my department members and leader.

Relationships with students and families

School culture and leadership support

I feel supported by the building leaders, my colleagues. I enjoy the relationships I have built with families and getting siblings from year to year.

Employees- If you could change anything about working at your school, what would you change?

Student behavior, accountability, and support

I would continue to encourage strategies that promote positive student behavior and respect from the students.

I would like to feel more supported by the district as a whole and [feel] that the district leadership worked in a way that was supportive of our students and their needs.

Leadership, communication, and trust

Workload, schedule, and morale

It would be helpful to have more dedicated time for planning and collaboration during the school day.

Families- What do you like best about your child's school?

Caring and supportive staff

The teachers have always been wonderful in supporting my child and helping him become a more confident learner. I'm proud of all the growth that he has made there.


The school community is incredible! There are many activities offered for students and families to build together and my children feel very connected to their school.

Community and belonging

Academic rigor and instructional quality

Academic rigor is lacking at the school. Would like to see the school build more ways to encourage stamina in reading, doing homework and study.

Families- What can be improved about your child's school?



Student behavior, discipline, and safety

Improve discipline so that behavior issues are not affecting the education of other students.

Communication from administrators when requested ...Kids in stressful situations without help.

Communication and leadership

Academic opportunities and enrichment

There are many opportunities for my child to get involved in activities across athletics, arts, and STEM.



Next Steps

- School leader analysis
 - To inform revisions of School Improvement Plans
- Public availability
 - Via website
- Analysis with Center for Public Research and Leadership (CPRL)
- Rollout of Employee “Pulse Checks” in Fall 2025

APPENDIX #3

PROPOSED NEW COURSE/PROGRAM OR MAJOR CURRICULUM REVISIONS

Please check the appropriate item:

School Middletown High **New Course/Program** MATH 1030Q Discrete Mathematics

Department Mathematics

Date 6/4/2025

1. **Proposed Change** – Please give a brief description of the course and/or program with an explanation of the content.

This course introduces fundamental concepts in discrete mathematics, which are essential for computer science and advanced mathematics. Topics include logic, set theory, functions, relations, combinatorics (counting techniques), graph theory, and discrete probability. Students will develop problem-solving skills, logical reasoning, and an understanding of mathematical structures through a variety of applications. Emphasis will be placed on proofs, algorithmic thinking, and connections to real-world scenarios.

2. **Rationale** – What is the purpose of the proposed new course or course change? To what extent will it benefit the students?

ECE (Early College Experience) courses offer a more integrated college experience, with credit based on course performance. This ECE is offered through UConn by one of our department's Mathematics teachers, who is also an adjunct professor at UConn.

3. **Target Population** – Which group of students will be directly affected (grade level, academic level)?

Students will be offered this course with a prerequisite of Algebra 2

4. **Evaluation** – How do you plan to assess the implementation of the a proposed new course or the course change?

Students' academic success is through college credit given. They will be using a college-based standards rubric grading system.

A+	4.0	100%
A	4.0	94%
B+	3.5	88%
B	3.0	82%
C	2.5	74%
D	2.0	66%
F	1.0	50%

APPENDIX #3
PROPOSED NEW COURSE PROGRAM
(continued)

5. **Cost** – What are the anticipated costs for staff, textbooks, materials, other?

No additional cost needed

Equity Policy

The Middletown Board of Education is committed to the success of every student and achieving its mission of ensuring that all students graduate ready for college, career, and life. The Board believes that the responsibility for student success is broadly shared by district staff, administrators, instructors, communities, and families.

The Middletown Public Schools (the "District") is committed, to using the Strategic Operating Plan (SOP) within the District. The SOP is designed to create learning communities that provide support and academic programs for every student by addressing and eliminating barriers to equity and inclusion that hinder the academic achievement, social emotional development, and physical well-being of a marginalized students (e.g., culturally, racially, & linguistically diverse students, students receiving special education services, students from economically disadvantaged backgrounds, and other marginalized identities).

Discrimination of any form will not be tolerated and is prohibited by law and Board policies. For purposes for this policy, “discrimination” occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual’s actual or perceived membership in a protected class (i.e., race, religion, color national origin, ancestry, alienege, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law).

The Board and District adopt proactive policies and practices that promote a safe environment that provides all students with equal access to the Districts educational programs and activities. This requires all District staff to examine and redress implicit biases embedded within the intrapersonal and interpersonal relations and institutional and societal structures.

For more information contact the District DEIB Director at:

Elba Llantín-Cruz, DEIB Director

311 Hunting Hill Ave Middletown, CT 06457

860-638-1422

llantincruze@mpset.org

Policy adopted: December 18, 2022

Policy revised: