

Board of Education Regular Meeting  
Tuesday, June 5, 2012 7:00 PM Eastern

Middletown Common Council Chambers  
245 DEKOVEN DRIVE, MIDDLETOWN, CT  
06457  
Middletown, CT 06457

- I. Call to Order
- II. Salute to the Flag
- III. Adoption of Agenda
- IV. District Highlights - Recognitions
  - IV.A. Middletown High School Girls Dance Team
  - IV.B. Middletown High School DECA Club
  - IV.C. Middletown High School Chemistry Club
  - IV.D. Introduction of New High School Assistant Principal and New High School Dean of Students
- V. Public Session
- VI. Communications
  - VI.A. Report of Student Representative
- VII. Consent Agenda
  - VII.A. Minutes of May 8, 2012 BOE Regular Meeting
  - VII.B. Personnel Action
  - VII.C. Professional Improvement Fund
  - VII.D. Carl D. Perkins Grant
  - VII.E. Extended Field Trip - DECA trip to California April, 2013
- VIII. Report of the Superintendent
  - VIII.A. District Data Team
  - VIII.B. Transportation Report
  - VIII.C. District News
- IX. Committees
  - IX.A. Budget Committee
    - IX.A.1. Financial Statement
  - IX.B. Communications Committee
  - IX.C. Curriculum Committee
  - IX.D. Feasibility Committee
  - IX.E. Policy Committee
  - IX.F. Representative Reports
- X. Action Items
  - X.A. DATTCO Contractor Renewal
  - X.B. 2012 - 2013 Budget Reallocation
  - X.C. 2011 - 2012 Budget Line Item Transfer Request
  - X.D. Proposed Central Office Reorganization Plan
  - X.E. Board of Education Meeting Schedule 2012 - 2013
  - X.F. Director of Athletics and Student Activities Position
  - X.G. Bylaw #9325 Meeting Conduct (revision) - First Reading
  - X.H. Policy #5131.911 Bullying Regulation (revision) - First and Final Reading

X.I. Policy #5141.21 Administering Medication (revision) - First Reading

X.J. Policy #6141.321 Acceptable Use of the Internet (revision) - First Reading

XI. Future Agenda Items

XI.A. New Items

XII. Adjournment

**Board of Education Regular Meeting**  
May 8, 2012, 7:00 PM  
Middletown Common Council Chambers

**I. CALL TO ORDER**

**Board Members Present:** Franca Biales, Sheila Daniels, Ava Hart, Ryan Kennedy, Cheryl McClellan, Ed McKeon, Gene Nocera, Ted Raczka (arrived at 7:35 PM), and Mitchell Wynn

**Others Present:** Interim Superintendent of Schools Dr. David Larson, Interim Associate Superintendent for Teaching and Learning Dr. John Sullivan, Business Manager Nancy Haynes, Director of Facilities Ken Jackson, Director of Adult Education Jim Misenti, Director of Grant Services Elizabeth Nocera, Director of Technology Jared Morin, Fine Arts Coordinator Marco Gaylord, Student Representative Michael Durso, Assistant to the Superintendent/Board Secretary Marcy Poppel, Hartford Courant Reporter Shawn Beals, and eighteen (18) visitors.

Chair Nocera called the meeting to order at 7:00 PM.

**II. SALUTE TO THE FLAG**

Student Rep Michael Durso led in the Pledge of Allegiance.

Dr. Nocera thanked the Common Council for all their efforts to improve the sound and video in the City Hall Common Council Chambers.

**III. ADOPTION OF AGENDA**

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

**IV. SUPERINTENDENT SEARCH CONSULTANT UPDATE**

Chair Nocera welcomed Dr. Jim Ritchie and Mr. Tom Jokubaitis, CES Search Consultants, who are assisting the district in its Superintendent of Schools search. They provided the Board with an update on the search. Dr. Ritchie stated that approximately 180 people participated in the Focus Groups and 166 participated in the online survey. Board members were given a folder of information which Dr. Ritchie briefly reviewed. The brochure is almost final. Mr. Jokubaitis noted the number of participants (Focus Group and online) was better than usual. He also complimented the administrative staff. He added that the report will be posted online. He asked Board members to review the brochure and get back to them soon. CES will be sending the final brochure an e-mail blast to superintendent organizations, superintendents in the tri state area, posting on websites, and their networks. Dr. Ritchie said the next steps are to match the applications with attributes. Dr. Ritchie and Mr. Jokubaitis responded to questions on Board members having access to all applications, the process, getting the public involved and the timeline.

**V. DISTRICT HIGHLIGHTS - MHS BLUE TUBE – STUDENT TELEVISION NETWORK 2012 CONFERENCE**

Chair Nocera introduced Middletown High School Teacher Lauren Pszczolkowski, and the MHS Blue Tube TV video Club. Each student introduced themselves, their grade, and how long they have participated. Students present were Kyle Breton (speaker), Nick Torres, Ally Rusowicz, Britney Ciesolka, Jon Rafala, Abbey D’Onofrio, and Alex Dykas. They spoke of their attendance at the 2012 National Conference. Middletown placed in the top three in the country in the Sweet 16 competition.

In response to a question about Board members being able to view the students' presentation, Ms. Pszczolkowski stated she will provide the link.

## **VI. PUBLIC SESSION**

Chair Nocera explained the rules of Public Session.

Cheryl Miller addressed the Board with regard to bullying and the administration.

Chair Nocera called for a five minute recess at 7:31 PM.

Chair Nocera called the meeting back to order at 7:36 PM and apologized for the interruption. He reminded the public to refrain from slanderous comments and naming individuals.

Donna Gagnon Smith spoke about deliberate indifference, her daughter's records, verified acts of bullying records and the protection of her daughter by administrators. She handed a request for records to Dr. Nocera.

Sal Caracoglia stated he is waiting for the answers to questions he asked the former superintendent and spoke about his teaching license.

Interim Superintendent of Schools David Larson made a point of personal privilege asked that the record reflect that after a series of hearings was recommended to the Board of Education at the time that he be dismissed. On December 18, 1995 the Middletown Board of Education dismissed this gentleman. This gentleman then appealed to the Supreme Court and the Superior Court judge said (and this is a matter of public record) "His behavior was clearly improper and should never have been allowed to continue." This man appealed to the State Appellate Court and they denied his claim and he appealed to the State Supreme Court, they also denied hearing this. It is also a matter of public record that this gentleman is a convicted felon and has done jail time. Dr. Larson said he would like this known by this Board of Education because he comes here and says certain things that are clearly untrue.

Cheryl Martone distributed a document entitled "The Constitutional Right to Be a Parent" and spoke about the document, bullying, censure, and first amendment freedoms.

Lee B. Smith addressed the Board about censure, student protection, his February 17, 2012 request for bullying statistics and the Superintendent's response.

Brian Kaskel, Bielefield parent, spoke about a healthy environment for his child at Bielefield School.

## **VII. COMMUNICATIONS**

### VII.A. Report of Student Representative

Student Rep Michael Durso spoke about Student Council activities.

## **VIII. CONSENT AGENDA**

**MOTION:** Move to accept the Consent Agenda was made by Mr. Kennedy and a second by Mr. McKeon.

**MOTION:** Move to amend the Minutes of April 17, 2012 BOE Regular Meeting (Agenda Item, VIII.A.) be corrected on Page 3, Agenda Item VI. Public Session, paragraph 4, change the second word from "Smith" to "Miller".

**VOTE:** Correction of the April 17, 2012 BOE Regular Meeting minutes passed unanimously.

**VOTE:** Approval of the Consent Agenda, with the amendment to Agenda Item VIII.A. April 17, 2012 BOE Regular Meeting Minutes, passed with a unanimous vote.

VIII.A. Minutes of April 17, 2012 BOE Regular Meeting

VIII.B. Personnel Action

VIII.C. Fresh Fruits and Vegetables Grant

VIII.D. 2012 - 2013 Adult Education Program Improvement Projects Grant

VIII.E. Policy #4111 Recruitment and Selection (Revision) - Second Reading

**IX. REPORT OF THE SUPERINTENDENT**

IX.A. District Data Team

Interim Associate Superintendent John Sullivan stated he participated in the morning session of the District Data Team (DDT) meeting and sensed a reinvigorated, renewed enthusiasm. He commended the leadership of Ms. Enza Macri and stated she is a great motivator. Ms. Daniels said Dr. Sullivan provided a very nice opening at the DDT meeting and attendees appreciated it. She spoke of Ms. Macri's key role and her experience at Lawrence School and being one of the first schools to meet improvement, she had all the advantages of State support before the district as a whole. She had that benefit and brought a lot to the table. Her manner is so enthusiastic and supportive. She set a wonderful atmosphere, along with Dr. Sullivan, for the day's DDT meeting. It was a very productive day and meeting. There was a lot of conversation of the role out of Common Core, people are excited. She noted Director of Technology Jared Morin's support with IT is very helpful. There was a discussion about professional development for the next school year. She noted that Ms. McClellan attended, as well.

IX.B. Feasibility Committee

Committee Chair Mr. McKeon stated the Committee met and had a report from the committee who were investigating alternatives to overcrowding at Macdonough School. Izzi Greenberg gave a report which he will make available to the Board. Overcrowding issues at Macdonough School have been discussed with the Interim Superintendent and Principal. Some of the immediate issues have been ameliorated. There are ongoing issues which they will keep an eye on. Any suggestions at this point have been tabled until a new Superintendent is on board.

Mr. Kennedy noted the construction underway on Newfield Street, 200 apartments approved for that area. He said he will look into it further, however, the Board should keep this in mind. Mr. McKeon said the Board needs to keep in mind equity in in terms of class size at all schools.

IX.C. Transportation Report

Mr. Jackson said it has been relatively quiet. There were a few behavior incidents on buses, probably due to the spring weather.

IX.D. District News

## **X. COMMITTEES**

### X.A. Budget Committee

#### X.A.1. Financial Statement

Budget Committee Chair Ted Raczka said the Committee met yesterday. In addition to review of the current budget, folks from the City came over and presented calculations on health insurance. It is very favorable for us to switch from our current carrier, Cigna to Aetna. It would result in approximately a \$200,000 savings to the City. After extensive discussion and Dr. Larson speaking to most of our bargaining groups, there seems to be no objection. Mr. Raczka said the Committee did vote to approve this and pass it on to the Board as a whole. The Committee recommends switching carriers to benefit the City as a whole. A vote will take place later in the agenda. Currently, we are approximately \$17,000 in the red. We are hopeful some reimbursements will come in, particularly, Special Education, will allow us to finish the year in total balance.

### X.B. Communications Committee

Communications Committee Chair Ryan Kennedy said there was a fairly lengthy discussion at the meeting with Donna Marino about a Board Extern and parents on committees. We have not had parent/community as a Board Extern member participation in the last few years.

He said there was discussion of starting up again the Board of Education's Spotlight on Education Comcast television show and a possible collaboration with Middletown High School TV students.

Mr. Kennedy, on behalf of the Transportation committee, he thanked Cheryl McClellan who stepped in and sat in on several important Transportation meetings when Bill Grady left.

Mr. McKeon asked about parents on committees. He thinks it is a great idea and urged getting the word out to get parents involved. The model currently is the Budget Committee. Phil Nettis and Kristi Huston are parents on the Budget Committee. The Board Extern position was very popular in its day. Parents only served as Board Extern for six months at a time. The last two years there has been nobody. The Board Extern serves with the Board, participates, but is a non-voting member.

Ms. Hart inquired if there is a description in writing of the Board Extern. Ms. Daniels said she thought at one point it was on the website. Mr. Raczka said it is not part of the policies, but the Board voted to create these to give members of the community as a whole, a meaningful way to participate in the district. The subcommittees are where the hard work is done. He reiterated there is no policy, but it is a Board vote. Mr. Kennedy will look into Mr. Durso's suggestion of a Board of Education/MHS Blue Tube collaboration.

### X.C. Curriculum Committee

Committee Chair Franca Biales said Dr. Sullivan and she met and Ms. Biales will be contacting Kristen Bradley and Hank Stockmal. Chair Nocera thanked her for agreeing to serve as Curriculum Chair.

X.D. Policy Committee

Policy Committee Chair Sheila Daniels said the Policy Committee met on April 17<sup>th</sup> and she reported at the Board meeting the evening of April 17<sup>th</sup>. She stated there are two policies under Action Items on tonight's agenda for the Board to vote on and the committee will be meeting next week.

X.E. Representative Reports

ACES Representative Gene Nocera reported that ACES will be meeting this coming Thursday.

TEMS Representative Cheryl McClellan reported that the TEMS meeting was cancelled so she has nothing to report.

**XI. ACTION ITEMS**

XI.A. Discussion and Possible Action Regarding the Elimination of the Position of Business Manager

**MOTION:** Move to discuss possible action regarding the elimination of the position of Business Manager was made by Ms. McClellan and a second by Ms. Daniels.

There was a lengthy discussion. Mr. Raczka stated he would be opposing this motion and felt it was premature. He urged the Board to table it until we it is better able to address the issues. Mr. Kennedy asked where the Board goes from here if the Business Manager position is eliminated. Chair Nocera responded that if the vote eliminates the position it would be prudent for the Board to have the Superintendent look into the matter and to report, based on the vote, a plan in June, for the Board to consider. Mr. Kennedy asked if the Board will have the final approval of any potential reorganization of the business side of Central Office and Chair Nocera said yes.

**MOTION:** Move to call the question was made by Ms. Daniels and passed with seven (7) in favor – Ms. Biales, Ms. Daniels, Ms. Hart, Ms. McClellan, Mr. McKeon, Mr. Nocera, and Mr. Wynn, and two (2) opposed – Mr. Kennedy and Mr. Raczka.

**VOTE ON ORIGINAL MOTION:** Vote to eliminate the Business Manager position passed with eight (8) in favor – Ms. Biales, Ms. Daniels, Ms. Hart, Mr. Kennedy, Ms. McClellan, Mr. McKeon, Mr. Nocera, and Mr. Wynn, and one (1) opposed – Mr. Raczka.

XI.B. Health Insurance

**MOTION:** Move that the district change its carrier from Cigna to Aetna in light of the premium quote we have received from our carrier was made by Mr. Raczka and a second by Mr. McKeon – unanimous vote.

Dr. Larson provided a point of information that the change will take place July 1<sup>st</sup> of this year.

XI.C. Educational Technology Plan July 1, 2012 - June 30, 2015

Director of Technology Jared Morin stated there is a summary highlighting the next three years in the Board packet. There are 22 members on the committee who met during the course of the year to draft this comprehensive plan, required by State Department of Education and Federal E-Rate program, and aligns with the DDT Objectives and District Improvement Plan. If approved, it will give the district \$261,000 in discounts for telecommunications & eligible network projects starting July 1st. It leverages our existing resources to the extent as possible. The Tech Plan is a living document and will be revisited every year. It centers around five major goals. Mr. Morin answered questions about Power School (used in 110 districts) its impact district-wide, families

who do not have computers, access to data, disciplinary, Pierson, State data, changes that will happen, the ability of students, parents, teachers, and administrators to access information with the new system, upgrading of district computers, transition to ThinkPads, and SharePoint. Dr. Larson thanked Mr. Morin.

**MOTION:** Move to approve the Educational Technology Plan for July 1, 2012 – June 30, 2015 was made by Ms. Daniels and seconded by Mr. McKeon – passed unanimously.

XI.D. Capital Preventive Maintenance Account Expenditure Request

Director of Facilities Ken Jackson provided a brief history for the benefit of new members. Several years ago the Board implemented a second Capital account, called Capital Preventive Maintenance Account and as needed he would approach the Board for request for authorization of expenditures against that account. Funds from this account were previously used for the Keigwin walk-in freezer and cooler replacement. This is the balance of the account. We are coming to the end of the two years and this request is for the projects he is recommending. Mr. Jackson responded to questions.

**MOTION:** Approval of the Capital Preventive Maintenance Account Expenditure Request per Memorandum dated May 1, 2012 from Mr. Jackson, passed with a motion by Mr. Raczka and a second by Mr. Kennedy – unanimous vote.

XI.E. Request for Bonding Projects Approval

Dr. Larson provided an overall explanation stating it was suggested by the Common Council Chair that we pull out the Capital Budget items from the 2012 – 2013 Budget and rather than have it in the budget, that we propose to the Council and to the Mayor, that this be handled in a bond.

XI.E.1. Keigwin Middle School Fire Alarm Replacement Project

Mr. Jackson said the Fire Marshall has mandated we replace the fire alarm system at Keigwin School. It is very antiquated and not the current code. The cost estimate is \$145,600. He added that this is a State-reimbursable project at the rate 66.97% reimbursement rate, if we get this approved.

**MOTION:** Moved by Mr. Raczka and seconded by Ms. Daniels to approve the educational specifications as outlined in Mr. Jackson's memorandum of May 1, 2012 and authorize the Superintendent to submit to the Common Council a resolution for the Council's approval: That the Common Council of the City of Middletown authorizes the Middletown Board of Education to file Form ED049, Grant Application and Executive Summary of Educational Specifications for a School Building Project, with the State of Connecticut Commissioner of Education for the proposed Fire Alarm Replacement Project at Keigwin Middle School; and that the applicable sections of Chapter 26 pertaining to Requirements for Building Committee of the Middletown Code Ordinances be waived so that the Mayor may appoint the Board of Education as the Building Committee for the proposed Fire Alarm Replacement Project at Keigwin Middle School; and that the Common Council of Middletown authorizes the preparation of plans and specifications for the Fire Alarm Replacement Project at Keigwin Middle School, passed with a unanimous vote.

XI.E.2. Keigwin Middle School Parking Lot Replacement

Director of Facilities Ken Jackson said this would be replacing it in its entirety. The estimate is \$406,500. Mr. Jackson said, unfortunately, this is not a reimbursable project. He noted that the City has a bond authorization and will be doing work on Spruce Street. He will be working with the Public Works Department and hopefully the two projects can be cued these two projects together and using some of the same firms. He is recommending that the Board of Education be appointed as the Building Committee. Per State Statute, a building committee does need to be appointed.

**MOTION:** Moved by Mr. Raczka and seconded by Mr. Wynn to formally request that the Keigwin Middle School Parking Lot Replacement project be brought before the Common Council for funding approval as outlined in Mr. Jackson's May 1, 2012 memorandum passed with a unanimous vote.

XI.E.3. Woodrow Wilson Middle School Asbestos Abatement Project

Director of Facilities Ken Jackson provided history and background on this project He stated that WWMS went through a renovation process in the 1990's. There were three referendums. As a result of that, they were not able to accomplish everything at the time. Instead of removing the asbestos floor tile they put carpet over it and now we are experiencing carpet deterioration. It is a reimbursable project at \$395,000 and is reimbursable at the 66.97% rate. Mr. Jackson responded to questions.

**MOTION:** Moved by Mr. Raczka and seconded by Mr. Kennedy to approve of the Educational Specifications and authorize the Superintendent to submit resolutions to the Common Council for approval as outlined in Mr. Jackson's May 1, 2012 memorandum for the Woodrow Wilson Middle School Asbestos Abatement and authorize the Superintendent to submit to the Common Council a resolution for the Council's approval: that the Common Council of the City of Middletown authorizes the Middletown Board of Education to file Form ED049, Grant Application and Executive Summary of Educational Specifications for the proposed Asbestos Abatement Project at Woodrow Wilson Middle School; and that the applicable sections of Chapter 26 pertaining to Requirements for Building Committee of the Middletown Code of Ordinances be waived so that the Mayor may appoint the Board of Education as the Building Committee for the proposed Asbestos Abatement Project at Woodrow Wilson Middle School; and that the Common Council of the City of Middletown authorizes the preparation of plans and specifications for the Asbestos Abatement Project at Woodrow Wilson Middle School passed with a unanimous vote.

XI.F. Policy #5131.911 Bullying (Revision) - First and Final Reading

Policy Committee Chair Sheila Daniels said revision is a first and final reading. This is State-mandated and CABE recommended.

**MOTION:** Move to adopt the first and final reading of Policy #5131.911 Bullying was made with a motion by Ms. Daniels and a second by Mr. McKeon.

There was a brief discussion. Dr. Larson responded to a question on rollout of policies.

**VOTE:** Adoption of first and final reading of Policy #5131.911 passed with a unanimous vote.

XI.G. Policy #5141.4 Reporting of Child Abuse (Revision) - First and Final Reading

Policy Committee Chair Sheila Daniels said this is State-mandated and CABE-recommended.

**MOTION:** Adoption of first and final reading of Policy #5141.4 Reporting of Child Abuse passed with a motion by Ms. Daniels and a second by Ms. Hart – unanimous vote.

**XII. FUTURE AGENDA ITEMS**

XII.A. New Items

**XIII. ADJOURNMENT**

**MOTION:** Move to adjourn at 9:01 PM passed with a motion by Ms. Daniels and a second by Mr. McKeon – unanimous vote.

Respectfully Submitted,

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Gene Nocera  
Chair

GN/mkp

## **PERSONNEL ACTION:**

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

Bialek, Tara G., Family & Consumer Science Teacher (Middletown High School) employed in Middletown since August 2006, has requested a maternity leave of absence until January 2, 2013. The effective date is October 16, 2012.

Caputo, Angela, Special Education Teacher (Keigwin Middle School) employed in Middletown since August 2005, has requested a maternity leave of absence until January 2, 2013. The effective date is August 9, 2012.

Matikowski, Cory, Elementary Teacher (Spencer School) employed in Middletown since August 2002, has requested a maternity leave of absence until approximately October 15, 2012. The effective date is August 28, 2012.

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

DiNatale, Joseph F., is nominated as an Assistant Principal (Middletown High School). His position on the salary scale is Step 2, Category IV, salary \$112,899.00. Mr. DiNatale earned his Baccalaureate at Central Connecticut State University, Master's at Dowling College in Oakdale, NY, and his 6<sup>th</sup> Year at State University of New York at Stony Brook.

Tabor, Reilly M., is nominated as a Special Education Teacher (District – replacement for retirement). Her position on the salary scale is Step 1 of the Bachelor's Salary Scale, salary \$44,748.00. Ms. Tabor earned her Baccalaureate at University of Delaware.

## **STATUS OF CERTIFIED EMPLOYMENT:**

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

Koff, Tracey S., Principal (Keigwin School) employed in Middletown since September 2004, has submitted her resignation for the purpose of retirement effective June 30, 2012.

### **Vacancies:**

- Associate Superintendent – BOE
- Physical Education & Health (.4) – Snow School
- Principal – Farm Hill School
- Principal – Woodrow Wilson Middle School
- Special Education – District (2 positions)
- Superintendent – BOE

**Executive Summary**  
**Professional Improvement Fund**  
**May 24, 2012**

On May 24, 2012, members of the Board of Education and the Middletown Federation of Teachers met to review twelve applications for Professional Improvement Fund grant awards. Of the twelve applications submitted, the committee recommends the approval, either whole or in part, of the following nine:

- |    |  |   |
|----|--|---|
| 1. | <i>"Responsive Classroom"</i><br>Teresa Morello, Grade 4, Macdonough School  | Requested: \$ 695.00<br>Approved: \$ 695.00   |
| 2. | <i>"Macdonough Teachers Professional Reading Initiative"</i><br>Mary Beth Brick, EIST, Macdonough School   | Requested: \$250.00<br>Approved: \$250.00     |
| 3. | <i>"American Speech &amp; Hearing Assoc. Professional Development Programs"</i><br>Michelle Carr, S/L Pathologist, MPS District  | Requested: \$ 82.00<br>Approved: \$ 82.00     |
| 4. | <i>"Getting on Board with Common Core"</i><br>Jennifer Cannata, EIST, Moody School   | Requested: \$ 1149.34<br>Approved: \$ 1149.00 |
| 5. | <i>"Chilean Study Tour: Enhancing Global Perspectives &amp; Appreciation of Cultural Diversity with Middletown Students"</i><br>Ron Arpin, Character Ed Teacher, Keigwin           | Requested: \$ 1620.00<br>Approved: \$ 1000.00 |
| 6. | <i>"Digital Photography Skills Advancement"</i><br>Nicole Iovanne, Art, MHS  | Requested: \$ 400.00<br>Approved: \$ 400.00   |
| 7. | <i>"Improve Critical Reading Skills in Language Arts"</i><br>Elisa James, Kate O'Keefe, Language Arts, WMS<br>(*additional \$160.00 for substitute coverage)                       | Requested: \$ 180.00<br>Approved: \$ 340.00*  |
| 8. | <i>"PATH (Professional Association of Therapeutic Horsemanship) International Registered Instructor on-site workshop &amp; certification program"</i><br>Amanda Thomson, VoAg, MHS | Requested: \$ 700.00<br>Approved: \$ 700.00   |

9. *"Enhancing Literacy Instruction at Bielefield School Through Reading Research"*  
Lynne Ramage, EIST, Bielefield School

Requested: \$ 375.00  
Approved: \$ 375.00

In all, \$4,991.00 was awarded; the amount budgeted by the Board.

Respectfully submitted,

John W. Sullivan, Ed.D.  
Interim Associate Superintendent

EXECUTIVE SUMMARY  
CARL D. PERKINS GRANT

Signed into law on August 12, 2006, the Carl D. Perkins Career and Technical Education Improvement Act (Perkins IV), sets out a vision of career and technical education for the 21st century. Perkins IV, now linked directly to the achievement standards legislated in No Child Left Behind, promotes reform, innovation, and continuous improvement in career and technical education to ensure that students acquire the skills and knowledge they need to meet challenging state academic standards and industry-recognized skill standards.

Districts receiving Perkins funds are required to offer a core curriculum taught by certified career and technical education teachers, in at least three of the following areas:

- |                             |                                |
|-----------------------------|--------------------------------|
| *Agriculture Education      | *Business & Finance Technology |
| *Cooperative Work Education | *Family and Consumer Sciences  |
| *Marketing Education        | Medical Careers                |
| *Technology Education       |                                |

Additionally, at least one of those programs must result in concentrators. All students who reach the threshold of concentrator are to be tested in the state Career and Technical Education Assessment. *A concentrator is a student who takes at least two credits of a career and technical education sequence in a given instructional program.* Middletown provides for concentration in the areas with an asterisk (\*).

Funding for the 2012-13 school year will provide for:

- Professional development for Perkins area staff;
- Upgraded sewing machines and laptops for Fashion concentrators and work-study students;
- Transportation to state and national competitions and field trips for DECA and business education students; and
- Student instructional materials and computer kits for the Robotics program.

The purpose of this grant program is to develop more fully the academic, career, and technical skills of students in Grades 9-12 who elect to enroll in career and technical education programs, and to strengthen post-secondary linkages.

*Funding Requested: \$57,700*

SUBMITTED BY ELIZABETH K. NOCERA, DIRECTOR OF GRANT SERVICES

## **Distributive Education Clubs of America**

Middletown DECA has competed in the International Career Development Conference for the past 31 years. This year the conference will be held in Anaheim, California from April 23 -April 28, 2013.

The purpose of this conference is to enable students to engage in competitive events that will extend their skills in marketing. DECA competitive events are rigorous learning activities designed to evaluate the student's achievement of these skills through performance indicators. Students will take lengthy, comprehensive written tests and perform multiple oral presentations in a marketing-related area. Not only have students spent dozens of hours preparing for their state competition but will spend hours preparing at the Internationals as well.

Over the past five years, Middletown DECA has had 134 state winners and multiple international winners. Last year, at the Connecticut State Conference, Middletown DECA was the recipient of 39 awards in the competitive events which is a new record. Moreover, Middletown DECA has been recognized by DECA as a top 1% chapter internationally, for achievement by Governor Rell, and many years by the Middletown Common Council. At last year's International Conference 10 marketing students from Middletown received International certificates of merit for placing in the top twenty percent and three students earned multiple gold medals. In fact, Middletown DECA earned half the total medal count for the entire state of CT.

The cost of the conference is approximately \$500.00 per student which includes transportation and lodging. All arrangements will be made in conjunction with Connecticut DECA which is affiliated with the State Department of Education. David Reynolds, Coordinator of Career and Technical Education and DECA advisor will chaperone this trip along with Samuel Falkenberry, the Engineering and Robotics teacher. It is mandated by National and Connecticut DECA that if 10 or more students attend the International Conference an additional chaperone will be needed because of liability issues.

DECA students who place in the top three in their specific categories, at our state conference, are invited to compete at the International Conference. Three years ago, approximately \$40,000.00 in scholarship money from prominent business colleges was awarded to MHS DECA students who attended the International Conference and each year scholarship money is available to be earned. Students will miss a total of four days of school while attending this trip. During the absence, Mike Awdziewicz, DECA teacher for 31 years, will ensure students continue to work hard in the classroom. A few weeks prior to the conference Mr. Reynolds and Mr. Awdziewicz meet with parents and students to discuss all rules and procedures to assure a safe conference. At this meeting, all students are instructed to make appointments with their teachers for all class and homework missed. This missed work will be due no later than the Monday prior to the trip. Many students have chosen to bring select work with them on the trip to complete during the flight or other times.

In conclusion, please approve this student conference. The experience is one of the most rewarding yet most rigorous learning experience a student can get.

**EXTENDED FIELD TRIP REQUEST FORM**

The Superintendent of Schools must approve all extended field trips. The following information must be forwarded electronically and in TRIPPLICATE (hard copies) 30 days prior to the September Board meeting. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. **This form must be type written and all items filled in or marked N/A.**

Name of School: **Middletown High School**

Date of Request: **7/25/12**

Name of Club or Activity: **Distributive Education Clubs of America**

Trip To: **Anaheim, California**

Purpose: **International Career Development Conference**

Number of Students Participating: **15**

Number of students eligible to go on the field trip: **160**

**Dates of Trip:** From: **4/23/13**

To: **4/28/13**

# of school days missed: **4**

Names of Teachers and Chaperones:

- 1. David Reynolds, Coordinator of Career and Technical Education and DECA Advisor**
- 2. Samuel Falkenberry, Engineering and Robotics**

Number of Non-Chaperone Adults going on trip: **0**

Transportation: Bus

Train

Plane

Car

Other

Are fund-raising activities planned: **Yes**

If so, describe: **Various**

Amount of money raised through fundraisers: **Variable, estimated \$1000-\$2000**

Lodging:

Hotel/Motel

Camp

Private Home

Insurance Arrangements for Staff & Students: **Personal Insurance Arrangements**

Cost per Student: **\$500.00**

Cost per Teacher and/or Chaperone: **\$500.00**

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form: **\*All travel arrangements are sponsored by CT DECA**

a.

c.

b.

d. Other

Teacher requesting this approval: **David Reynolds** \_\_\_\_\_

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

Approved by Principal: **Robert Fontaine/Colleen Weiner** \_\_\_\_\_

Authorized by Superintendent or Designee: \_\_\_\_\_

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

# District Data Team

## Ground Rules:

- Confidentiality-What we say at this meeting stays at this meeting refers to items of a personal nature. All that we do is public with the interest of keeping “your people” in the loop. In summary, general discussions are kept confidential, but specific decisions, facts, details are made public.
- Respect speaker order
- Staying on time
- Agree to disagree
- Stay focused on the topic
- Attendance (mental and physical)
- We all have an equal voice
- Consensus decision making-support whether you agree or not. If there is not consensus, we will decide at that time and set precedence for future decisions. Consensus building will emerge from the process utilizing research based strategies.
- Championing the work
- Last word round robin
- Please come prepared (with agenda, minutes, etc.)

**Date of Meeting:** [May 4, 2012](#)

**Time:** 9:00 – 3:30

## Roles:

Facilitator: John Sullivan, Wesley School, Kristen Bradley, Bryan Hand, Mindy Otis, Laurie Slade, Enza Macri

Time-Keeper: Joe Cassella

Note-Taker: Elizabeth Nocera

## Attendees:

**District Data Team  
Meeting Agenda**

Time Allotted	Agenda Item	Description	Expected Outcomes
9:00 – 9:15 John Sullivan & Enza Macri	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review DDT Minutes from March 26<sup>th</sup></li> <li>• Review Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Members will introduce themselves to guests</li> <li>• Members will review DDT minutes from March 26<sup>th</sup> meeting and provide clarification, if needed</li> <li>• Members will review agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Consensus</li> <li>• Approval and/or clarification</li> </ul>
<ul style="list-style-type: none"> <li>• <b>NOTES:</b> Welcome John Sullivan and Enza Macri! Minutes accepted.</li> </ul>			
9:15 – 9:45	<ul style="list-style-type: none"> <li>• Celebrations to be facilitated by Wesley School</li> </ul>	<ul style="list-style-type: none"> <li>• All schools and departments will share achievements based on data and will cite strategies based on student success</li> </ul>	<ul style="list-style-type: none"> <li>• District and school successes will be celebrated and successful strategies shared for possible replication</li> </ul>
<ul style="list-style-type: none"> <li>• <b>NOTES:</b> MHS – participated in regional Chemistry Olympiad, one MHS student place 29<sup>th</sup> out of 200! DECA recognized as top 1% program with 39 winners, 17 first place! MHS science teacher placed in new STEM program. Keigwin – four students recognized in PTA reflections, math department activity to design aquariums. Farm Hill – CAP program has enrolled 95 students. Bielefield – monthly conduct reports decreased from 30 in March to 9 in April, bus conducts from 19 to 2! Macdonough – Comcast Cares helped to create a community garden in memorial of a Macdonough student. Spencer – iCARE program working towards improved climate, align conduct reports, focus on empathy, Wesleyan providing sessions based on the book <u>Julia’s Star</u>, to raise awareness of tolerance. Moody – also had a wonderful experience with Wesleyan sessions, thank you to everyone who helped on the Bookmobile collection last Saturday, 95% parents attended conferences, 198 attended Conference Café, 68 winners for the PTA Reflections program, an administrative candidate from Quinnipiac selected Moody to research CMT scores. Lawrence – On language arts CFA teachers decreased % of students scoring at intervention, 91% Grade 1, 100% Grade 2, . Snow – Gr. 2 working on inferences “BK+ TC = I” (background knowledge, plus text clues = inference), working on reducing number of tardies in Kindergarten by setting student goals. Wesley – Goal form developed to track summer reading. Central Office – tech department brought WWMS students to Hartford, had highest participation in Silent Sounds, C. Salamone had highest student participation, new interventionist making an impact, Board member S. Daniels received well-developed thank you letters for reading to Moody students, thank you for the School Readiness tours for Kindergarten.</li> </ul>			
9:45-10:30	<ul style="list-style-type: none"> <li>• Language Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Review work of K-12 Language</li> </ul>	<ul style="list-style-type: none"> <li>• Team will gain awareness of progress with CCSS work &amp; SRBI</li> </ul>

Kristen Bradley & Laurie Slade	Committee <ul style="list-style-type: none"> <li>SRBI</li> </ul>	Arts Committee <ul style="list-style-type: none"> <li>Review AIMSweb plans: Review of end of year assessments, discuss guiding principles &amp; focus of interventions (reading, math or both)?</li> </ul>	<ul style="list-style-type: none"> <li>Consensus on focus of interventions</li> <li>Group members will be provided with AIMSweb information needed to conduct end of year assessment</li> </ul>
<ul style="list-style-type: none"> <li><b>NOTES:</b> Kristen Bradley, Chris Darby, and Ann Buchanan presented K-12 alignment of thematic curriculum for language arts. Timeline of CCSS ELA implementation share with DDT. Implementation addresses vertical and horizontal alignment. The high school and middle school members are proceeding with resolving some of the logistical difficulties that occur at the secondary level. LA group is working on flow chart, thematic matrix, rubrics, and planning for August PD. Kristen working with K-5/6 grade level groups. State has provided skeleton units but materials, tasks, etc. need to be added to it. September continued planning for reading for information units. November –January roll out for first thematic units K-6. Spring 2013 focus on literature units and report cards. 2013-14 full CCSS ELA implementation. Everything will be posted on website under K-12 ELA. Interactive rubric has been created for text complexity. ELA committee will make a brief presentation (at the end) to K-5 teachers on 5/7 AIMSweb workshop and helpful direction on “What can I do now?” to provide a starting. Expectation is that teachers are opening the 2012-13 school year fully functioning in AIMSweb. A position statement will be brought to June 1 DDT meeting with final draft resulting. Annotated Reading Standard 5 will be shared on website.</li> <li>AIMSweb/SRBI – three guiding principles – 1) Implement targeted instruction based on analysis of student assessment results; 2) monitor student progress to assess the impact of instruction on student progress; and 3) collaborate with school-based team about student achievement. AIMSweb final training for 2011-12 to be held on June 21-22.</li> <li>Spring Assessment – 5-8<sup>th</sup> have administered universal screen for math twice but a benchmark (probe) is needed for the end of the year. Each school attending was handed directions, answer key for math or language arts for administration last two weeks of May. Two math assessments and one language arts for end of May. Data should be entered by June 8<sup>th</sup> for math in AIMSweb, language arts hand-scored and returned to Laurie Slade. Encourage teachers to use AIMSweb math probes to progress monitor. Goal is to build common language around SRBI and tiered instruction. Enza will scan and email sections from <u>Response to Intervention</u> (Susan Hall) prior to June DDT (copies may also be available in the Central Office Lending Library).</li> <li><b>ALL assessment data entered and due by June 1!</b></li> </ul>			
10:30-11:20 Bryan Hand	<ul style="list-style-type: none"> <li>CCSS Mathematics Transition Plan</li> </ul>	<ul style="list-style-type: none"> <li>Presentation and discussion of teacher questionnaire results:             <ol style="list-style-type: none"> <li>Math Specialists</li> <li>PD for teachers</li> <li>State recommendations</li> <li>Transition Plan</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Team will arrive at a consensus on transitioning to the CCSS in Mathematics, Grades K-12</li> </ul>
<ul style="list-style-type: none"> <li><b>NOTES:</b> Transition Plan – Overall (whole district) only five IDT’s are not in favor with proceeding with full implementation of CCSS in</li> </ul>			

math. Among those who are not in favor of proceeding, more PD is requested. The results of the survey on the transition plan needs to be flushed out before the position paper is drafted. Options may include: implement on unites 3 and 4; begin with standards that are currently being taught; ensure Grades 2-5 are on the same page for either full or partial implementation. Data for K-2 is showing that most are in favor of full implementation. Grades 3-5 still has questions and some reservations about how it is aligning. Suggestion is that a higher grade teacher join lower grade IDT (e.g., Grade 5 rep joins Grade 4 team) to plan implementation. **DDT Consensus:** K-2 full implementation; 3-5 partial implementation, based on MPS guidelines that will be created; 6-8 partial, but may go further with units that are not part of partial plan; 9-11 partial.

- Should there be an elementary math specialist? What is the research? Survey results show significant majority not in favor. Some grades may be ready and eager to implement. Feedback shows that teachers like to teach mathematics, want to understand math better, and like to collaborate and grow together BUT, they need professional development to understand the standards and develop units and lessons. Teachers do understand that they will be responsible for ALL of the new standards, that there is work to do, there is not a lot of time, and that it won't be easy. Elementary teachers are prepared to teach everything but there are some teachers willing to pilot a math specialist initiative (some in Gr. 1, 3, 4).

11:20-11:30	<ul style="list-style-type: none"> <li>• BREAK</li> </ul>	<ul style="list-style-type: none"> <li>• Please be ready to begin promptly at 11:30 ☺</li> </ul>	
11:30-12:30 Mindy Otis	<ul style="list-style-type: none"> <li>• Report card standards plan</li> <li>• Plan for climate survey</li> <li>• Self-assessment handouts</li> <li>• Climate PD options</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss a plan for the development of a standards-based report card</li> <li>• Discuss the plan to develop a district wide climate survey</li> <li>• Distribute self-assessments</li> <li>• Discuss the possibility of allocating time for Climate PD during August PD days</li> </ul>	<ul style="list-style-type: none"> <li>• Team will begin the discussion and provide input regarding the development of a standards-based report card</li> <li>• Team will provide input regarding the development of a district-wide climate survey</li> <li>• Consensus will be made regarding if time can be allocated during August PD for Climate PD</li> </ul>

- **NOTES:** Data Showcase for Wesleyan Research Student Data on Wednesday, May 16, from 9-11 in Conference Room A. All are invited.
- National School Climate Standards Self-Assessment Rubric – handed out and will be sent out electronically. It is understood that there have been no definitions provided for some terms included in the rubric (e.g., educational leaders). Exercise should not take more than an hour. The self-assessment is only for Climate Standard 1.2.1 and 1.2.2. State Climate Task Force will meet on Monday and Jo Ann Freiberg will provide updates if available. **Mindy – please email electronic form to administrators.**
- Climate Surveys – Jo Ann provide some information regarding where the Task Force is at as of this point. The surveys will be administered to students, teachers/staff, and parents and will survey perceptions around school climate.
- Standards Based Report Cards –

- Creating the Indicator – Elementary – look at other report cards/state samples, other frameworks (strengths-based and resiliency), look at page 7 Common Core, analyze own language and tie-in overarching PBS goals, look at K-12 continuum (3 to 3 continuum model), one representative from every level, no release time done once per month after school (about 1.5 hours).  
Middle – include pupil services staff and guidance, ROCKS staff, committee work after school, smaller groups to build consensus.  
High – use current structure of IDT to report back to SDT (or use leadership team), use PRIDE matrix/indicators, first draft done by late fall (end of first elementary trimester)
- Vertical Alignment – through DDT process with subcommittee work
- Rubric/Self-Evaluation – Climate Committee work to create rubric, based on framework,
- Recognize difference between behavior and social-emotional indicators

12:30-1:15	<ul style="list-style-type: none"> <li>● LUNCH</li> </ul>	<ul style="list-style-type: none"> <li>● Lunch will be ON YOUR OWN 😊</li> </ul>	THANK YOU TRANSITION TO LIFE CENTER!!!!
1:30-3:00 John Sullivan & Enza Macri	<ul style="list-style-type: none"> <li>● Discussion for August 27<sup>th</sup>-29<sup>th</sup> Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>● Discuss tentative schedule in small groups and chart group consensus (30 minutes)</li> <li>● Share out small group consensus (15 minutes)</li> <li>● Develop a large group consensus for each of the day and activity (30 minutes)</li> <li>● Determine how to share information in buildings with a consistent message (15 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>● To develop a valuable District-Wide August Professional Development Days Schedule/Agenda</li> <li>● To outline roles and responsibilities in order to produce a successful PD</li> <li>● To develop a consensus and a unified position on the Tentative Schedule/Agenda</li> </ul>

- NOTES: Tentative schedule for district-wide August PD distributed, with multiple options
- Other Topics for Inclusion: Climate/New Bullying Policies, something for new teachers, Responsive Classroom follow up. Notes will be consolidated and redistributed at next DDT. TENTATIVE:
- August 27- Middletown High (a.m.) – Individual schools (p.m.)
  - 8-8:30 – Registration
  - 8:30 – 10 – Opening, Keynote
  - 10-10:15 – Break
  - 10:15-11:30 – Safe School Climate
  - 11:30 – 12:30 – Lunch/Travel to individual schools
  - 12:30-3:30 – Capstone or AIMSweb
- August 28 - Middletown High – K-5 by grade level; 6-12 interdisciplinary by grade level (p.m.)
  - Focus on Common Core

- Half day mathematics
- Half day language arts
- August 29 – Individual Schools
  - Faculty meetings, Safe School Climate

3:00-3:30 Elizabeth Nocera	<ul style="list-style-type: none"> <li>● Summarize decisions and assignments to be shared at SDTs</li> <li>● Set Agenda for June 1<sup>st</sup> DDT</li> <li>● Round Robin/ Debrief</li> </ul>	<ul style="list-style-type: none"> <li>● Recap decisions made by DDT</li> <li>● Provide input for June 1<sup>st</sup> Agenda</li> <li>● Open forum of DDT members and guests to share any final comments</li> </ul>	<ul style="list-style-type: none"> <li>● DDT will leave meeting with a common understanding of today’s decisions, discussions and assignments</li> <li>● A compiled list of suggestions for June 1<sup>st</sup> DDT meeting Agenda</li> <li>● Each member of DDT will have opportunity to share reflections or pose questions for later discussion</li> <li>● Reflection questions: Were the objectives met? What went well? What would you do differently? Did the meeting advance the work? How do you know? Are the next steps or what you will do next clear?</li> </ul>
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- NOTES:

June meeting – ELA position paper draft – Outcome will be final draft ready for distribution  
 June meeting – Pilot sites for Elementary Math Specialist  
 June 20 - National School Climate Self-Assessment due to Mindy  
 State Monitoring Meeting – June 12 at 9 a.m.  
 Administrative Council Meeting – May 21 – discussion on Monitoring Report

MIDDLETOWN PUBLIC SCHOOLS  
 STATEMENT AS OF 31-MAY-2012

FINANCIAL

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Obj Description	Actual Exp.	Appropriation		
Adjustment	Encumbered	Balance	Projection	%
Used				

**CERTIFIED SALARIES**

009 ADMINISTRATOR SALARIES	2,703,846.86	2,757,531.00		
.00 2,589,382.50	.00 168,148.50	-15,495.00	93.9022	
110 CERTIFIED SALARIES	26,319,045.46	28,792,753.00		
.00 22,343,195.22	.00 6,449,557.78	960,039.00	77.6001	
116 STIPENDS	359,231.59	672,399.00		
.00 580,953.12	.00 91,445.88	23,300.00	86.4001	
120 SUBSTITUTE TEACHERS SALARIES	1,198,017.38	550,000.00		
.00 922,061.16	.00 -372,061.16	-456,246.00	167.6475	
127 TUTOR SALARIES	67,148.69	95,000.00		
.00 102,084.00	.00 -7,084.00	-15,413.00	107.4568	
<b>TOTAL</b>	<b>30,647,289.98</b>	<b>32,867,683.00</b>		
<b>.00 26,537,676.00</b>	<b>.00 6,330,007.00</b>	<b>496,185.00</b>	<b>80.7409</b>	

**CLASSIFIED SALARIES**

111 CLASSIFIED SALARIES	5,426,565.24	5,781,839.00		
.00 4,899,028.95	.00 882,810.05	374,953.00	84.7313	
128 CLASSIFIED OVERTIME	270,459.77	198,136.00		
.00 259,199.03	.00 -61,063.03	-105,123.00	130.8187	
131 ADULT ED CLASSIFIED	34,004.94	39,252.00		
.00 38,400.46	.00 851.54	-3,019.00	97.8306	
<b>TOTAL</b>	<b>5,731,029.95</b>	<b>6,019,227.00</b>		
<b>.00 5,196,628.44</b>	<b>.00 822,598.56</b>	<b>266,811.00</b>	<b>86.3338</b>	

**PARAPROFESSIONALS**

112 PARAPROFESSIONAL SALARIES	1,695,005.20	1,916,454.00		
.00 1,685,941.13	.00 230,512.87	72,274.00	87.9719	
114 BUS MONITORS SALARIES	8,857.13	9,000.00		
.00 327.26	.00 8,672.74	8,672.00	3.6362	

115	LIBRARY PARAPROFESSIONALS		177,751.45	179,637.00		
.00	167,289.13	.00	12,347.87	-5,499.00	93.1262	
121	BREAKFAST/LUNCH AIDES SALARIES		172,158.77	87,120.00		
.00	100,678.52	.00	-13,558.52	-23,917.00	115.5630	
124	STUDENT VOCATIONAL SALARIES		28,947.33	49,800.00		
.00	36,518.00	5,300.50	7,981.50	2,907.00	83.9729	
	<b>TOTAL</b>		<b>2,082,719.88</b>	<b>2,242,011.00</b>		
.00	<b>1,990,754.04</b>	<b>5,300.50</b>	<b>245,956.46</b>	<b>54,437.00</b>	<b>89.0296</b>	

**EMPLOYEE BENEFITS**

210	UNEMPLOYMENT COMPENSATION		125,295.00	100,000.00		
.00	102,413.00	.00	-2,413.00	-5,916.00	102.4130	
220	HEALTH INSUR.CERTIFIED & PARAS		5,475,430.55	5,874,612.00		
.00	6,621,470.53	.00	-746,858.53	-437,439.00	112.7133	
230	HEALTH INSURANCE - CLASSIFIED		3,197,064.00	2,440,100.00		
.00	389,721.50	.00	2,050,378.50	.00	15.9715	

**MIDDLETOWN PUBLIC SCHOOLS**

**FINANCIAL**

**STATEMENT AS OF 31-MAY-2012**

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Obj Description	Actual Exp.	Appropriation			
Adjustment	Expended	Encumbered	Balance	Projection	%
Used					
240 DENTAL INSURANCE		1,255,800.00	1,444,170.00		
.00 1,444,170.00	.00	.00	.00	100.0000	
250 LIFE INSURANCE		324,162.00	372,786.00		
.00 372,786.00	.00	.00	.00	100.0000	
255 DISABILITY INSURANCE		22,406.05	16,345.00		
.00 15,008.66	.00	1,336.34	.00	91.8242	
260 F.I.C.A.		445,418.94	428,560.00		
.00 407,754.59	.00	20,805.41	-24,500.00	95.1453	
265 MEDICARE		591,161.88	571,964.00		
.00 503,463.31	.00	68,500.69	2,621.00	88.0236	
650 WORKERS' COMPENSATION		678,308.00	791,517.00		
.00 746,015.00	.00	45,502.00	45,502.00	94.2513	

	<b>TOTAL</b>		<b>12,115,046.42</b>	<b>12,040,054.00</b>	
.00	<b>10,602,802.59</b>		<b>1,437,251.41</b>	<b>-419,732.00</b>	<b>88.0627</b>

**PURCHASED SERVICES**

300	PURCH.PROFESSIONAL/TECH SERVIC		440,008.89	568,000.00	
.00	433,461.55	43,472.62	91,065.83	109,060.00	83.9673
310	PURCHASED SERVICES		727,459.47	784,723.00	
.00	756,718.81	60,215.29	-32,211.10	-35,928.00	104.1048
314	INSERVICE - PROF.MTGS.		14,357.69	.00	
.00	4,357.00	.00	-4,357.00	-4,357.00	.0000
317	ENERGY PERFORMANCE CONTRACT		324,475.14	312,725.00	
.00	312,725.00	.00	.00	.00	100.0000
320	SEWER & WATER		66,324.92	60,000.00	
.00	37,859.17	22,140.83	.00	5,000.00	100.0000
321	TELEPHONE		173,578.20	209,500.00	
.00	181,957.47	22,099.20	5,443.33	17,332.00	97.4018
330	OTHER PROFESSIONAL/TECH SERVIC		103,251.28	80,900.00	
.00	79,612.57	.00	1,287.43	-3,704.00	98.4086
331	PUPIL TRANSPORTATION		5,357,487.18	5,443,708.00	
.00	5,360,144.52	116,487.31	-32,923.83	35,387.00	100.6048
332	TRAVEL		62,864.96	77,438.00	
.00	59,780.39	2,166.17	15,491.44	14,580.00	79.9950
333	FIELD TRIPS		277.39	.00	
.00	615.25	.00	-615.25	-615.00	.0000
341	POSTAGE		67,205.46	77,204.00	
.00	54,614.48	15,209.94	7,379.58	7,381.00	90.4415
350	ADVERTISING		1,633.78	3,515.00	
.00	2,441.10	883.53	190.37	190.00	94.5841
360	PRINTING		43,341.94	54,017.00	
.00	30,964.65	4,568.59	18,483.76	18,483.00	65.7816
361	COPYING		334,413.09	325,784.00	
.00	306,958.28	42,616.47	-23,790.75	-17,090.00	107.3026
390	PARENT ACTIVITIES		.00	150.00	
.00	.00	.00	150.00	.00	.0000
392	LEGAL SERVICES		115,250.03	105,000.00	
.00	126,143.49	.00	-21,143.49	-46,373.00	120.1367

**MIDDLETOWN PUBLIC SCHOOLS**

FINANCIAL

STATEMENT AS OF 31-MAY-2012

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Obj Description	Actual Exp.	Appropriation			%
Adjustment	Expended	Encumbered	Balance	Projection	
Used					
393 WASTE REMOVAL	122,799.58	120,000.00			
.00 108,014.15	229.52	11,756.33	-2,500.00	90.2031	
395 21ST CENTURY AFTER SCH PROGRAM	30,000.00	30,000.00			
.00 19,175.66	3,650.08	7,174.26	.00	76.0858	
408 COMPUTER LICENSES	13,340.00	.00			
.00 12,430.00	.00	-12,430.00	-12,430.00	.0000	
651 LIABILITY INSURANCE	286,227.00	179,687.00			
.00 183,444.00	.00	-3,757.00	-3,757.00	102.0909	
652 ATHLETIC INSURANCE	16,480.00	17,304.00			
.00 21,878.00	.00	-4,574.00	-4,574.00	126.4332	
690 EDUCATIONAL SUPPORT	22,516.61	54,925.00			
.00 48,601.61	7,840.50	-1,517.11	-2,517.00	102.7621	
791 CULTURAL COUNCIL	16,000.00	16,000.00			
.00 16,000.00	.00	.00	.00	100.0000	
792 PROFESSIONAL DEVELOPMENT	6,572.96	5,000.00			
.00 11,659.34	.00	-6,659.34	-6,659.00	233.1868	
795 C.A.U.S.E.	3,000.00	3,000.00			
.00 3,000.00	.00	.00	.00	100.0000	
<b>TOTAL</b>	<b>8,348,865.57</b>	<b>8,528,580.00</b>			
<b>.00 8,172,556.49</b>	<b>341,580.05</b>	<b>14,443.46</b>	<b>66,909.00</b>	<b>99.8306</b>	

SUPPLIES & MATERIALS

318 ELECTRICITY	1,237,872.70	1,215,000.00			
.00 974,071.69	237,791.98	3,136.33	39,612.00	99.7419	
319 GAS	520,465.27	490,000.00			
.00 418,848.24	71,151.76	.00	-7,500.00	100.0000	
405 ADMINISTRATIVE SUPPLIES	10,120.31	30,300.00			
.00 7,813.73	2,937.49	19,548.78	17,766.00	35.4826	
410 INSTRUCTIONAL SUPPLIES	401,795.65	384,289.00			
.00 324,754.57	38,422.60	21,111.83	9,193.00	94.5063	

412	TRANSPORTATION SUPPLIES		533.24	2,000.00		
.00	1,250.00	1,375.00	-625.00	.00	131.2500	
413	MAINTENANCE SUPPLIES		495,900.79	533,522.00		
.00	511,227.85	21,345.47	948.68	.00	99.8222	
414	FUEL OIL		425,975.81	525,000.00		
.00	319,249.24	205,750.76	.00	109,489.00	100.0000	
416	DIESEL FUEL		.00	537,000.00		
.00	480,901.66	78,672.16	-22,573.82	12,000.00	104.2037	
420	TEXTBOOKS		80,668.05	111,888.00		
.00	68,783.47	4,438.14	38,666.39	1,888.00	65.4419	
430	LIBRARY MATERIALS		31,374.41	35,523.00		
.00	26,895.80	7,198.79	1,428.41	.00	95.9789	
450	MEDIA		9,276.59	8,548.00		
.00	4,626.61	247.30	3,674.09	1,048.00	57.0181	
460	ADMINISTRATIVE RESERVE		.00	95,315.00		
.00	1,116.68	6,633.20	87,565.12	.00	8.1308	
480	STUDENT ACTIVITIES		10,249.95	10,300.00		
.00	10,788.52	1,300.00	-1,788.52	.00	117.3643	

**MIDDLETOWN PUBLIC SCHOOLS**

**FINANCIAL**

**STATEMENT AS OF 31-MAY-2012**

...

Obj	Description	Actual Exp.	Appropriation		
Adjustment	Expended	Encumbered	Balance	Projection	%
Used					
490	OTHER SUPPLIES AND MATERIALS	94,383.08	110,794.00		
.00	91,008.60	14,401.77	5,383.63	2,883.00	95.1409
	<b>TOTAL</b>	<b>3,318,615.85</b>	<b>4,089,479.00</b>		
.00	<b>3,241,336.66</b>	<b>691,666.42</b>	<b>156,475.92</b>	<b>186,379.00</b>	<b>96.1737</b>

**PROPERTY**

541	NEW EQUIPMENT	48,015.44	68,121.00		
.00	61,635.79	2,958.96	3,526.25	1,744.00	94.8235
542	REPLACEMENT-MAINTENANCE	1,422,000.60	1,098,312.00		
.00	1,047,649.61	33,924.15	16,738.24	-10,000.00	98.4760

546	COMPUTER EQUIPMENT			71,349.02	92,744.00	
.00	83,703.99	4,684.33		4,355.68	4,356.00	95.3035
	<b>TOTAL</b>			<b>1,541,365.06</b>	<b>1,259,177.00</b>	
<b>.00</b>	<b>1,192,989.39</b>	<b>41,567.44</b>		<b>24,620.17</b>	<b>-3,900.00</b>	<b>98.0447</b>

**DUES & FEES**

391	AUDIT FEE			28,492.00	18,000.00	
.00	4,247.09	15,000.00		-1,247.09	-1,247.00	106.9283
640	MEMBERSHIPS & DUES			47,044.00	41,518.00	
.00	51,275.50	187.00		-9,944.50	-9,945.00	123.9523
	<b>TOTAL</b>			<b>75,536.00</b>	<b>59,518.00</b>	
<b>.00</b>	<b>55,522.59</b>	<b>15,187.00</b>		<b>-11,191.59</b>	<b>-11,192.00</b>	<b>118.8037</b>

**MAJOR PROJECTS**

543	CAPITAL FUND			120,000.00	120,000.00	
.00	120,000.00	.00		.00	.00	100.0000
548	RESERVE/PREVENTIVE MAINTENANCE			74,899.55	75,000.00	
.00	62,490.41	12,509.59		.00	.00	100.0000
	<b>TOTAL</b>			<b>194,899.55</b>	<b>195,000.00</b>	
<b>.00</b>	<b>182,490.41</b>	<b>12,509.59</b>		<b>.00</b>	<b>.00</b>	<b>100.0000</b>

**TUITION**

370	TUITION			3,118,918.74	3,449,271.00	
.00	3,567,944.44	229,923.05		-348,596.49	-635,897.00	110.1064
	<b>TOTAL</b>			<b>3,118,918.74</b>	<b>3,449,271.00</b>	
<b>.00</b>	<b>3,567,944.44</b>	<b>229,923.05</b>		<b>-348,596.49</b>	<b>-635,897.00</b>	<b>110.1064</b>

	<b>TOTAL BUDGET</b>			<b>67,174,287.00</b>	<b>70,750,000.00</b>	
<b>.00</b>	<b>60,740,701.05</b>	<b>1,337,734.05</b>		<b>8,671,564.90</b>	<b>.00</b>	<b>87.7434</b>

**Explanation of Financial Statement**  
**May 31, 2012**

**The Projection Column** is an estimate of the end of year balances in light of information that was available at the time this report was compiled.

The **Salary Lines** is showing some savings although there are variances within the various object codes. The Overtime Report is attached.

There is a projected deficit in **Employee Benefits**. The certified health insurance line is showing a projected shortfall as is the FICA line, although there is a projected savings in the Workers Compensation account.

There are slight savings in **Purchased Services** at this time. There are a few object codes in the negative at this time, offset by some anticipated savings.

A projected balance in **Supplies and Materials** is anticipated at this time. This is primarily due to utility savings.

The **Equipment and Replacement Maintenance Account** is showing a projected deficit at this time. Tree removals, facility modifications at Farm Hill and roof repairs resulting from last year's harsh winter have contributed to the anticipated deficit.

The **Dues and Fees** Account is showing a deficit at this time; the District has paid for actuarial services for employee related valuations needed for the annual City audit, higher CAFE dues than anticipated as well as other memberships not budgeted at the school level in the dues account.

The **Tuition Account** is showing a deficit at this time due to magnet tuitions and Special Education out of district placements. All of the Excess Cost Grant funds from the State will be needed to minimize the deficit. We had been projecting a 75% reimbursement rate and have been notified by the state that the reimbursement level will be 74.69%.

OVERTIME REPORT FOR MAY 2012

<b>This Reporting Period is for the Weeks Ending: 4/27, 5/4, 5/11 and 5/18/12</b>		<b>Hours</b>	<b>Cost</b>
<b><u>Overtime for the Custodial Department</u></b>			
<b>May 2011</b>		<b>292.00</b>	<b>8,779.63</b>
May 2012 - Sonitrol Security employee callback required 26 hrs. Union contracted coverage for employee absences due to illness, vacations, and personal time required 271.50 hrs. Student Activities/ Athletics required 4.5 hrs. Grounds required 10.75 hrs. Miscellaneous additional hours required 14.25 hrs.		<b>327.00</b>	<b>10,095.20</b>
<b><u>Overtime for the Maintenance Department</u></b>			
<b>May 2011</b>		<b>123.25</b>	<b>5,102.29</b>
May 2012 - Additional 44.25 hrs were required for: call-ins, delivering chairs and risers, freezer repair grounds maintenance, deliveries, field prep, walk-in cooler repair, roof drain leak.		<b>44.25</b>	<b>1,620.27</b>
<b><u>Overtime for Paraprofessionals</u></b>			
<b>May 2011</b>		<b>37.50</b>	<b>858.20</b>
May 2012 - Paraprofessionals that were required to cover teachers while out of the classroom, office coverage, late bus, field trips and after school activities required 38 hrs.		<b>38.00</b>	<b>877.00</b>
<b><u>Overtime for Clerical Support</u></b>			
<b>May 2011</b>		<b>92.25</b>	<b>3,565.33</b>
May 2012 - District secretaries required overtime for personnel work, transportation, insurance and position not filled.		<b>64.25</b>	<b>2,467.65</b>
<b><u>Overtime for Technology</u></b>			
<b>May 2011</b>		<b>2.00</b>	<b>90.78</b>
May 2012 -		<b>0.00</b>	<b>0.00</b>
<b><u>Overtime for Nurses</u></b>			
<b>May 2011</b>		<b>9.00</b>	<b>408.51</b>
May 2012 - Nurses required 31.5 hrs. for physicals, meetings, paperwork and field trips		<b>31.50</b>	<b>1,443.96</b>
<b><u>Overtime for Security Officers</u></b>			
<b>May 2011</b>		<b>6.00</b>	<b>183.88</b>
May 2012 - Security at school events required 7.5 hrs.		<b>7.50</b>	<b>253.97</b>
<b>Total Overtime - May 2011</b>		<b>4 weeks</b>	<b>562.00</b>
<b>Total Overtime - May 2012</b>		<b>4 weeks</b>	<b>512.50</b>
			<b>18,988.62</b>
			<b>16,758.05</b>

**Explanation of the Miscellaneous Additional Hours**

Hours	Description
2	Floors
8.25	Book Drive
4	Talent Show
14.25	

**MIDDLETOWN BOARD OF EDUCATION  
POLICY COMMITTEE**

**Tuesday, May 15, 2012  
Dr. Alfred B. Tychsen Administration Building  
8:00 a.m.**

**Board of Education Policy Committee Members Present:**

Sheila Daniels, Chair, and Ava Hart

**Also Present:**

Carole Passarelli, Nurse Consultant, Ann Perzan, Director of Special Education, Dr. Joseph Havilcek, School Medical Advisor and City of Middletown Health Director, and Kathleen F. Bengtson, Administrative Assistant.

**The following policies were discussed:**

**#5131.911 -Hazing-Bullying - REGULATION** - Note: Normally regulations are not reviewed by the Board of Education, but the law states this particular regulation along with the policy must be presented to the Board of Education for adoption. The key is all staff are required to report bullying and they need to be trained.

Note: the Safe School Climate Plan was posted on the district website.

The committee had looked this CABE regulation over and did not see anything that needed changing.

**The Policy Committee recommended this revised #5131.911 - Hazing-Bullying REGULATION be presented to the Board of Education at its June meeting and as this is a change in the law it will require only one reading - first and final reading. All members agreed.**

**#5141.21 - Administering Medication** - - Carole Passarelli spoke concerning this policy and the necessity to have it in place for the new school year. She had checked the Connecticut General Statutes and the information from the Health Department. Carole said the CABE policy included before and after school programs, which we do not have. Sheila Daniels believed we needed to include school readiness in this policy because there are state funded school readiness slots in the preschool program at Snow School and this grant funded program was referenced in the CABE policy. CABE started out their policy with definitions but it seemed to make more sense to put them into regulations. The Committee agreed. Carole will check with the State on the school readiness portion of this policy. Sheila will check with Middletown School Readiness Coordinator Christine Fahey. The policy will be emailed to the Committee Members for a final check.

**After reviewing the changes, the Policy Committee recommended this revised Policy #5141.21 - Administering Medication be presented to the Board of Education at its next meeting and will require two readings. All members agreed.**

**#9325 - Meeting Conduct** - It was brought to the attention of the Policy Committee that Policy #9325.2 - Order of Business was revised on March 13, 2012, wherein the two public sessions were switched back to only one public session. Because of this change, Policy #9325 - Meeting Conduct, will need changes to also refer to only one public session.

**After reviewing the proposed changes, the Policy Committee recommended the new Policy #5141.4 Reporting of Child Abuse and Neglect be presented to the Board of Education at its next meeting and will require two readings. All members agreed.**

Ann Perzan requested policy #5144.1 - Physical Restraint(s) Seclusion be put on the Policy Committee Agenda for its next meeting.

**The Policy Committee Meeting adjourned at 9:30 a.m. with thanks from Sheila for all in attendance.**

**The next Policy Committee meeting is scheduled for Tuesday, June 19, 2012, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.**

kfb

**MIDDLETOWN PUBLIC SCHOOLS CULTURAL COUNCIL**

**2012-2013 Anticipated Budget**

**ANTICIPATED INCOME**

Carry-over from 2011-12	\$ 5000.	
2012-2013 Anticipated Board of Education Allotment	<u>16000.</u>	
		Total \$21000.

**ANTICIPATED GRANTS**

Middlesex County Community Foundation (Received)	\$ 1000.	
Middletown Commission On The Arts ( Committed }	5000.	
Community and University Services for Education (Requested)	1000.	
Elizabeth Carse Foundation (Requested)	3000.	
Target (Requested)	2000.	
Bob's Discount Furniture Outreach (Received)	<u>1000.</u>	
		Total <u>\$13000.</u>

**Income Grand Total \$34000.**

**PROPOSED 2012-2013 PROGRAMMING AND COST**

1. Tours to the Wesleyan University Center for the Arts (grade 4, system-wide)	\$ 2000.
2. Office Supplies	1000.
3. Program Presentation for Woodrow Wilson Middle School (Grades7 and 8)	1700.
4. Keigwin Band (grade 6) performances at all elementary schools (grade8)	1700.
5. Program for Keigwin Middle School (grade 6)	1700.
6. Grade 5 (system-wide) museum tours (Wadsworth)	4500.
7. Silent Sounds (Literary Project) for grades 6-12)	3900.
8. Black History/Martin Luther King Observances (system-wide)	7500.
9. All-City Music Festival	3500.
10 All-City Art Show	3000.
11. All-City String Festival	1500.
12. Middletown High School Goes To The Symphony	1000.
13. Reserve	<u>1000.</u>

**Cost Grand Total \$ 34000.**

**Organization: MPS Cultural Council**  
**Annual Financial Report for 2011-2012**

INCOME	
Sources	Amount
Carry Over Balance 2010-2011	\$ 10,481.83
BOE Contribution	\$ 16,000.00
Bob's Stores Donation	\$ 1,000.00
Target Donation	\$ 2,000.00
SNOW SCHOOL DONATION	\$ 50.00
MOODY SCHOOL PTA DONATION	\$ 50.00
SPENCER SCHOOL DONATION	\$ 50.00
WWMS DONATION FOR HIP HOP PROGRAM	\$ 300.00
MACDONOUGH SCHOOL DONATION	\$ 50.00
LAWRENCE SCHOOL DONATION	\$ 50.00
KIEGWIN AND FARM HILL DONATION	\$ 250.00
BOB'S DISCOUNT FURNITURE DONATION	\$ 1,000.00
WESLEYAN DONATION	\$ 1,000.00
MIDDLESEX COMMUNITY FOUNDATION	\$ 1,000.00
<b>INCOME TOTALS</b>	<b>\$ 33,281.83</b>
EXPENDITURES (OUT-GO)	
	Amount
Fifth Third Bank ( Santo Calendar from Franklin Covey) - office supplies	\$ 16.96
<b>WADSWORTH ATHENIUM FUTURE FIELD TRIPS MAY 2012</b>	<b>\$ 4,367.24</b>
YOUNG AUDIENCES OF CONNECTICUT/ 1ST PMT CONTRACT #184	\$ 1,150.00
YOUNG AUDIENCES OF CONNECTICUT/ 1ST PMT CONTRACT #184	\$ 462.50
YOUNG AUDIENCES OF CONNECTICUT/1ST PMT CONTRACT #224	\$ 700.00
DATTCO, #'S 74418,74759,73631,73954,74210,74417	\$ 1,072.96
PMS PRINTING/ INVOICE #23279 ART SHOW NICOLE IOVANNE	\$ 501.29
YOUNG AUDIENCES OF CONNECTICUT/2ND PMT CONTRACT #224	\$ 700.00
YOUNG AUDIENCES OF CONNECTICUT/2ND PMT CONTRACT #177	\$ 462.50
YOUNG AUDIENCES OF CONNECTICUT/1ST PMT CONTRACT #355	\$ 457.50
YOUNG AUDIENCES OF CONNECTICUT/2ND PMT CONTRACT #356	\$ 707.50
MIKE KACHUBA CONTRACT #184	\$1,150.00
YOUNG AUDIENCES OF CONNECTICUT/ 1ST PMT CONTRACT #370	\$ 2,500.00
YOUNG AUDIENCES OF CONNECTICUT/2ND PMT CONTRACT #370	\$ 2,500.00
YOUNG AUDIENCES OF CONNECTICUT/2ND PMT CONTRACT #356	\$ 707.50
YOUNG AUDIENCES OF CONNECTICUT/2ND PMT CONTRACT #355	\$ 457.50
MINUTEMAN PRESS/ JOB 27016/ INVOICE #17725 CULTURAL COUNCIL BOOK	\$ 194.00
MINUTEMAN PRESS/JOB 27137, INVOICE #17805 K-12 ART SHOW MARCO	\$ 88.00
HOME TEAM SUPPLY/ 144.00 ART SHOW, 144.00 ALL CITY	\$ 288.00
WESLEYAN ART SHOW	\$ 4,402.23
dattco, Wesleyan art show transportation	\$ 996.30
BLICK ART MATERIALS FOR ART SHOW	\$ 661.20
DATTCO/ INVOICE#83031 & 83032	\$ 747.24
dattco/ INVOICE# 73954	\$ 153.28
NEW BRITAIN MUSEUM OF ART	\$ 585.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 26,028.70</b>
<b>BALANCE</b>	<b>\$ 7,253.13</b>

MIDDLETOWN PUBLIC SCHOOLS  
SUMMARY OF ACCOUNTS BY OBJECT CATEGORIES WITH INFORMATIONAL NOTES  
**RECOMMENDED BOE APPROVED** FY 2012-2013 BUDGET  
TUESDAY, JUNE 5, 2012

ACCOUNT NAME	OBJECT CODES	2010-2011	2011-2012	2012-2013	2012-2013	2012-2013	2012-2013	ACCOUNT INFORMATION
		ACTUAL EXPEND.	BUDGET APPROPR.	SUPT'S RECOMMEND	BOE PROPOSED	BOE APPROVED	INCREASE/ DECREASE	
<b>RECOMMENDED</b>								
<u>Administrator Salaries = 23.0 FTE*</u>	009	2,703,847	2,757,531	2,779,651	2,779,651	<b>2,813,887</b>	56,356	The contract between the Middletown School Administrators' Association (MSAA) and the Board of Education (BOE) contains a 2.75% plus step increase. This is the same for Central Office Administrators. There are no additional administrators proposed for FY 2012-2013.
<u>Certified Salaries = 394.3 FTE*</u>								
Teacher Salaries	110	26,319,045	28,792,753	28,938,214	28,938,214	<b>28,530,950</b>	-261,803	The contract between the Middletown Federation of Teachers (MFT) and the Board of Education (BOE) contains a step increase only for teachers with 9 yrs. or less experience and longevity increase \$1,000 for teachers at top step. <b>Eliminate 4 new teaching positions, move one to a grant.</b> The increase in the tutor line is a result of interventionists previously paid from stimulus funds, as well as being charged to the substitute line.
Stipends	116	359,232	672,399	672,399	672,399	672,399	0	
Substitute Salaries	120	1,198,017	550,000	615,400	615,400	615,400	65,400	
Tutor Salaries	127	67,149	95,000	335,560	335,560	335,560	240,560	
<u>Classified Salaries = 112.5 FTE*</u>								
Clerical, Cust., Maint., Nurses Salaries	111	5,426,565	5,781,839	5,628,477	5,628,477	<b>5,603,067</b>	-178,772	Classified Salaries contain 2.75% contractual increase for FY 2012-2013. Due to retirements, there are savings by hiring at lower step. Teamster contract expires 6/30/12. <b>Eliminated some student help and retirement pay.</b> Overtime is for custodial, maintenance, and student activity/athletic coverage.
Classified Overtime Salaries	128	270,460	198,136	285,000	285,000	285,000	86,864	
Adult Education Clerical Salaries	131	34,005	39,252	41,678	41,678	41,678	2,426	
<u>Paraprofessional Salaries = 112.00 FTE*</u>								
Classroom Paraprofessionals Salaries	112	1,695,005	1,916,454	2,001,317	2,001,317	<b>1,941,317</b>	24,863	Contract with the Middletown Paraprofessionals contains a 2.75% plus step increase. <b>Move 4 paras to grant.</b> Restored to 2010-2011 levels. Includes student stipends for vocational/career education, alternative education, and Transition to Life Center.
Bus Monitors Salaries	114	8,857	9,000	9,000	9,000	9,000	0	
Library Paraprofessionals Salaries	115	177,751	179,637	177,516	177,516	177,516	-2,121	
Breakfast/Lunch Aides Salaries	121	172,159	87,120	170,000	170,000	170,000	82,880	
Student Vocational Salaries	124	28,947	49,800	58,000	58,000	58,000	8,200	
<b>TOTAL SALARIES</b>		<b>38,461,040</b>	<b>41,128,921</b>	<b>41,712,212</b>	<b>41,712,212</b>	<b>41,253,774</b>	<b>124,853</b>	
<u>Employee Benefits</u>								
Unemployment Compensation	210	125,295	100,000	80,000	80,000	80,000	-20,000	Unemployment Compensation (210) reflects current trend and end of federal government extension of benefits.
Health Insur. - (Certified Staff & Paras)	220	5,475,431	5,874,612	6,932,042	6,932,042	6,932,042	1,057,430	
Health Insur. - (Classified Staff)	230	3,197,064	2,440,100	2,806,115	2,806,115	<b>2,214,900</b>	-225,200	The Health Insurance (220) increase for the Certified and Paraprofessional Staff is 18%. This takes into consideration employee contributions, grant subsidies, COBRA payments, etc. The figures for Health Insurance for Classified Staff, Dental Insurance, and Life Insurance for all eligible staff are provided to the BOE by the City's Risk Manager.
Dental Insurance	240	1,255,800	1,444,170	1,660,796	1,660,796	1,660,796	216,626	
Life Insurance	250	324,162	372,786	428,704	428,704	428,704	55,918	Based on 2010-2011 actuals.
Disability Insurance	255	22,406	16,345	25,098	25,098	25,098	8,753	
FICA	260	445,419	428,560	445,419	445,419	445,419	16,859	Based on 2010-2011 actuals.
Medicare	265	591,162	571,964	591,162	591,162	591,162	19,198	
Workers' Compensation	650	678,308	791,517	793,409	793,409	<b>815,748</b>	24,231	The Workers' Compensation increase is estimated from our carrier based on current experience.
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>12,115,046</b>	<b>12,040,054</b>	<b>13,762,745</b>	<b>13,762,745</b>	<b>13,193,869</b>	<b>1,153,815</b>	

\* The total number of positions is expressed in full time equivalents (FTE)

MIDDLETOWN PUBLIC SCHOOLS  
SUMMARY OF ACCOUNTS BY OBJECT CATEGORIES WITH INFORMATIONAL NOTES  
**RECOMMENDED BOE APPROVED** FY 2012-2013 BUDGET  
TUESDAY, JUNE 5, 2012

<u>ACCOUNT NAME</u>	<u>OBJECT CODES</u>	<u>2010-2011 ACTUAL EXPEND.</u>	<u>2011-2012 BUDGET APPROPR.</u>	<u>2012-2013 SUPT'S RECOMMEND</u>	<u>2012-2013 BOE PROPOSED</u>	<u>2012-2013 BOE APPROVED</u>	<u>2012-2013 INCREASE/ DECREASE</u>	<u>ACCOUNT INFORMATION</u>
<u>Purchased Services</u>								
Professional Services	300	440,009	568,000	453,000	453,000	453,000	-115,000	The Professional Services decrease is due to 2 students who required speech/language services moving out of district.
Purchased Services	310	727,459	784,723	889,961	889,961	889,961	105,238	Increase due to the following services: special education testing, scoring, occupational and physical therapy. Included in this line item are reg. education testing, scoring, as well as annual software license and maintenance renewals. 1st annual payment of \$82,049 for PowerSchool is included. PowerSchool is a student information and assessment system, replacing obsolete Rediker student data system, which has been used since 1997.
Inservice - Professional Meetings	314	14,358	0	11,800	11,800	1,800	1,800	Professional development activities to support District Improvement Plan (DIP).
Energy Performance Contract	317	324,475	312,725	322,775	322,775	322,775	10,050	Honeywell Energy Performance Contract took effect April, 2010 and this is year 3 of 15 year contract.
Sewer & Water	320	66,325	60,000	66,500	66,500	66,500	6,500	Increase reflects actual usage combined with higher rates.
Telephone	321	173,578	209,500	180,000	180,000	173,400	-36,100	Decrease reflects federal E-Rate discount. <b>Remove T- line.</b>
Other Professional Technical Services	330	103,251	80,900	82,316	82,316	82,316	1,416	The Other Professional Technical Services Line will fund theater maintenance, Student Activities/ Athletics Program for student clubs and activities including costs for security, officials, game personnel, and trainers at events.
Pupil Transportation	331	5,357,487	5,443,708	5,729,494	5,729,494	5,629,494	185,786	Pupil Transportation includes the DATTCO 5-Year Bus Contract which will be in the 5th year with a discount of \$85,000 for a single payment for the year. <b>Received \$100,000 discount from DATTCO for final year.</b>
Travel	332	62,865	77,438	75,136	75,136	75,136	-2,302	Mileage reimbursement rates are set by the Internal Revenue Department each January. The current rate is \$.55 per mile. Also included are contractual travel allowances.
Field Trips	333	277	0	0	0	0	0	Field trips will not be funded in 2012-2013.
Postage	341	67,205	77,204	77,004	77,004	77,004	-200	Postage line is based on the requirements to mail home test results, Strategic School Profile data, etc. The current rate is .44 cents.
Advertising	350	1,634	3,515	3,515	3,515	3,515	0	No change is anticipated.
Printing	360	43,342	54,017	50,542	50,542	50,542	-3,475	This decrease represents the elimination of brochure and student handbook printing.
Copying	361	334,413	325,784	345,449	345,449	345,449	19,665	This increase is due to lease agreements, maintenance contracts, and more detailed accounting of copying costs.
Parent Activities	390	0	150	150	150	150	0	No increase.
Legal Services	392	115,250	105,000	105,000	105,000	100,000	-5,000	No increase. <b>Reduced \$5,000 from SPED budget</b>

<u>ACCOUNT NAME</u>	<u>CODES</u>	<u>EXPEND.</u>	<u>APPROPR.</u>	<u>RECOMMEND</u>	<u>PROPOSED</u>	<u>APPROVED</u>	<u>DECREASE</u>	<u>ACCOUNT INFORMATION</u>
Waste Removal	393	122,800	120,000	123,600	123,600	123,600	3,600	The increase is due to MHS volume and price increase.
21st. Century After School Program	395	30,000	30,000	30,000	30,000	30,000	0	The 21st Century After School Program supports academic, recreation, & enrichment programs at Bielefield, Macdonough, & Snow Elementary Schools.
Computer Licenses	408	13,340	0	13,500	13,500	13,500	13,500	Previously budgeted in administrative supply account (405).
Rental of Land/Buildings	441	0	0	15,000	15,000	15,000	15,000	Rental of property for Transition to Life Center (Special Education indistrict program).
Communications	530	0	0	3,000	3,000	3,000	3,000	Cable modem charges for internet access for Transition to Life Center.
Liability Insurance	651	286,227	179,687	224,607	224,607	551,114	371,427	The liability insurance premium is provided to the BOE by the City's Risk Manager
Athletic Insurance	652	16,480	17,304	19,127	19,127	19,127	1,823	American Community Insurance is the athletic insurance carrier and it covers all Class 3 interscholastic sports in the high school and middle schools. Anticipated rate increase is based on a 3-year trend.
Educational Support	690	22,517	54,925	32,000	32,000	32,000	-22,925	This line covers Honors receptions and awards, refreshments, bereavement, plaques, retirements, etc. The decrease in this line is due to a one-time expense related to the MHS NEASC Accreditation in the Fall of 2011.
Cultural Council	791	16,000	16,000	16,000	16,000	16,000	0	Cultural Council is a district-organized and funded committee that selects and funds cultural enrichment programs at all eleven schools.
Professional Development	792	6,573	5,000	5,000	5,000	5,000	0	MFT contractual requirement to budget this amount to be used for professional improvement programs, curriculum projects, or sabbatical leave.
C.A.U.S.E.	795	3,000	3,000	3,000	3,000	3,000	0	C.A.U.S.E. (Community and University Services for Education) convenes semi-annually to review and fund innovative, educational proposals submitted by local educators and includes representatives from Wesleyan University and all of Middletown's public and private schools.
<b>TOTAL PURCHASED SERVICES</b>		<b>8,348,866</b>	<b>8,528,580</b>	<b>8,877,476</b>	<b>8,877,476</b>	<b>9,082,383</b>	<b>553,803</b>	

MIDDLETOWN PUBLIC SCHOOLS  
SUMMARY OF ACCOUNTS BY OBJECT CATEGORIES WITH INFORMATIONAL NOTES  
**RECOMMENDED BOE APPROVED** FY 2012-2013 BUDGET  
TUESDAY, JUNE 5, 2012

<u>ACCOUNT NAME</u>	<u>OBJECT CODES</u>	<u>2010-2011 ACTUAL EXPEND.</u>	<u>2011-2012 BUDGET APPROPR.</u>	<u>2012-2013 Supt's RECOMMEND</u>	<u>2012-2013 BOE PROPOSED</u>	<u>2012-2013 BOE APPROVED</u>	<u>2012-2013 INCREASE/ DECREASE</u>	<u>ACCOUNT INFORMATION</u>
<b>SUPPLIES &amp; MATERIALS</b>								
Electricity	318	1,237,873	1,215,000	1,241,000	1,241,000	1,218,000	3,000	District is locked into a fixed price contract for generation services until December 2014. Fixed rates plus energy improvements have helped to keep down increases. Added Transition to Life Center.
Gas	319	520,465	490,000	520,500	520,500	520,500	30,500	The increase is due to usage and increased gas rates.
Administrative Supplies	405	10,120	30,300	16,800	16,800	16,800	-13,500	The Administrative Supplies line covers office supplies, copy paper, computer paper, purchase order forms, check stock, copier supplies, computer supplies, W-2 forms, 1099 forms, etc.
Instructional Supplies	410	401,796	384,289	527,962	527,962	327,962	-56,327	Eliminates \$200,000 for non-fiction leveled reading books K-12 to support District Improvement Plan.
Transportation Supplies	412	533	2,000	2,000	2,000	2,000	0	The Transportation Supplies line purchases bus tickets for students that require public transportation and supplies for the 3 district vans.
Maintenance Supplies	413	495,901	533,522	555,198	555,198	555,198	21,676	The increase takes into consideration the additional maintenance costs incurred by expiration of high school maintenance warranties.
Fuel Oil	414	425,976	525,000	546,000	546,000	466,500	-58,500	The cost of Fuel Oil is based on an estimated consumption of 150,000 gallons at \$3.11 per gallon. District will continue to participate in Capital Region Purchasing Council consortium bid to obtain best price.
Diesel Fuel	416	0	537,000	568,750	568,750	481,270	-55,730	Bus fuel based on an estimated consumption of 149,000 gallons at \$3.23 per gallon District will continue to participate in Capitol Region Purchasing Council consortium bid to obtain best price.
Textbooks	420	80,668	111,888	79,770	79,770	79,770	-32,118	All schools have remained at level funding for supplies, materials and services.
Library Materials	430	31,374	35,523	43,485	43,485	43,485	7,962	All schools have remained at level funding for supplies, materials and services.
Media	450	9,277	8,548	7,760	7,760	7,760	-788	All schools have remained at level funding for supplies, materials and services.
Administrative Reserve	460	0	95,315	95,313	95,313	95,313	-2	Represents 10% of individual schools' budgets held in reserve until the funds are released by the Superintendent, usually in the Spring.
Student Activities	480	10,250	10,300	10,300	10,300	10,300	0	Student Activities are funds added to Keigwin School, Woodrow Wilson Middle School, and Middletown High School to provide additional support for student activities: (e.g., senior honors reception, graduation, student council, speaker programs, etc.) (Keigwin - \$1,000, Woodrow Wilson Middle School - \$3,500, and Middletown High School - \$5,500).
Other Supplies and Materials	490	94,383	110,794	152,112	152,112	152,112	41,318	All schools have remained at level funding for supplies, materials and services.
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>3,318,616</b>	<b>4,089,479</b>	<b>4,366,950</b>	<b>4,366,950</b>	<b>3,976,970</b>	<b>-112,509</b>	

MIDDLETOWN PUBLIC SCHOOLS  
SUMMARY OF ACCOUNTS BY OBJECT CATEGORIES WITH INFORMATIONAL NOTES  
**RECOMMENDED BOE APPROVED** FY 2012-2013 BUDGET  
TUESDAY, JUNE 5, 2012

<u>ACCOUNT NAME</u>	<u>OBJECT CODES</u>	<u>2010-2011 ACTUAL EXPEND.</u>	<u>2011-2012 BUDGET APPROPR.</u>	<u>2012-2013 Supt's RECOMMEND</u>	<u>2012-2013 BOE PROPOSED</u>	<u>2012-2013 BOE APPROVED</u>	<u>2012-2013 INCREASE/DECREASE</u>	<u>ACCOUNT INFORMATION</u>
<u>PROPERTY</u>								
New Equipment	541	48,015	68,121	66,145	66,145	66,145	-1,976	
Replacement-Maintenance	542	1,422,001	1,098,312	1,130,459	1,130,459	1,130,459	32,147	This line includes replacements for tractors, floor cleaning machinery, lawn mowers, grounds equipment, and replacement AV equipment at schools.
Computer Equipment	546	71,349	92,744	106,150	106,150	92,744	0	This line item includes leasing of 300 computers and 50 student virtual work stations. The increase in the line item is due to adding a new 3-year lease.
<b>TOTAL PROPERTY</b>		<b>1,541,365</b>	<b>1,259,177</b>	<b>1,302,754</b>	<b>1,302,754</b>	<b>1,289,348</b>	<b>30,171</b>	
<u>DUES &amp; FEES</u>								
Audit Fee	391	28,492	18,000	23,000	23,000	23,000	5,000	Cost of annual City audit and actuarial services for annual audit.
Memberships & Dues	640	47,044	41,518	43,218	43,218	43,218	1,700	Memberships/Dues: CT Assoc.of Boards of Ed., CT Assoc. of Schools, CT Assoc. of School Business Officials, CT Assoc. Urban Supts., Public Purchasing Assoc., CT Assoc. Schl. Personnel, etc.
<b>TOTAL DUES &amp; FEES</b>		<b>75,536</b>	<b>59,518</b>	<b>66,218</b>	<b>66,218</b>	<b>66,218</b>	<b>6,700</b>	
<u>MAJOR PROJECTS</u>								
Capital Funding	543	120,000	120,000	120,000	120,000	43,500	-76,500	Capital Funded Projects <b>flooring and fire alarm be purchased through City bonds and state aid</b>
Reserve/Preventive Maintenance	548	74,900	75,000	75,000	75,000	0	-75,000	<b>Eliminate all reserve</b>
<b>TOTAL MAJOR PROJECTS</b>		<b>194,900</b>	<b>195,000</b>	<b>195,000</b>	<b>195,000</b>	<b>43,500</b>	<b>-151,500</b>	
<u>TUITION</u>								
	370	3,118,919	3,449,271	3,877,800	3,877,800	3,643,938	194,667	The Tuition Line is made up of: Special Education Tuition, \$2,825,000 is based on out-of district placements; TEMS tuition <b>\$604,938</b> is based on a 120-student enrollment at an estimated <b>\$5,041</b> per pupil cost after the estimated State reimbursement, RESC Magnet Schools, and Upward Bound.
<b>TOTAL TUITION</b>		<b>3,118,919</b>	<b>3,449,271</b>	<b>3,877,800</b>	<b>3,877,800</b>	<b>3,643,938</b>	<b>194,667</b>	
<b>TOTAL BUDGET</b>		<b>67,174,287</b>	<b>70,750,000</b>	<b>74,161,155</b>	<b>74,161,155</b>	<b>72,550,000</b>	<b>1,800,000</b>	Represents a 2.54% increase.

2012-2013 Middletown Public Schools Proposed Budget Changes

<b>BOE REQUESTED BUDGET:</b>	<b>74,161,155</b>	<b>4.82%</b>
<b>COUNCIL APPROPRIATED BUDGET:</b>	<b>72,550,000</b>	<b>2.54%</b>
<b>DIFFERENCE:</b>	<b>1,611,155</b>	

<u>Object</u>	<u>Description</u>	<u>Amount</u>
009	Administrators	47,909
	MS Principal	33,284
	CMT analysis	6,408
	Associate Superintendent Savings	-22,543
	Interim Supt	11,600
	Interim Associate Supt coverage	10,160
	coverage	9,000
110	Teacher Salaries	
	4 new positions	-200,000
112	Classroom Paraprofessionals	
	Move 4 paras to IDEA grant, FTE 112.0	-60,000
230	Health Insurance, classified	-591,215
650	Worker's Compensation	22,339
651	Liability Insurance	326,507
314	Inservice	-10,000
	Outside training	
410	Instructional Supplies	-200,000
	leveled readers	
414	Heating Oil	-79,500
	150,000 gal at \$3.11	
416	Diesel Fuel	-87,480
	149,000 gal at \$3.23	
546	Computer Equipment (level funding)	-13,406
690	TEMS tuition based on legislative increase in state aid	-233,862
392	SPED legal	-5,000
321	T-1 line elimination	-6,600
548	Reserve/Preventive Maintenance	-75,000
543	Fire Alarm Keigwin	-60,000
543	Floor finish	-16,500
318	Electricity	-23,000
110	Psychologist to IDEA grant	-81,753
111	IT student work	-5,000
111	Classified retirement payout	-20,410
009	Administrator vacancies	-13,673
331	Transportation contract savings	-100,000
110	Attrition	-125,511
<b>TOTAL REDUCTIONS</b>		<b>-1,611,155</b>

**MIDDLETOWN PUBLIC SCHOOLS**  
**LINE ITEM TRANSFERS FOR JUNE 5, 2012 BOE MEETING**

	+	-	TOTALS BY CATEGORIES
<b>SALARIES:</b>			
ADMINISTRATOR SALARIES	15,495		
CERTIFIED SALARIES		960,039	
STIPENDS		23,300	
SUBSTITUTE SALARIES	456,246		
TUTOR SALARIES	15,413		
CLASSIFIED SALARIES		374,953	
CLASSIFIED OVERTIME	105,123		
ADULT ED CLASSIFIED	3,019		
PARAPROFESSIONAL SALARIES		72,274	
BUS MONITOR SALARIES		8,672	
LIBRARY PARAPROFESSIONALS	5,499		
BREAKFAST/LUNCH AIDE SALARIES	23,917		
STUDENT VOCATIONAL SALARIES		2,907	817,433
<b>EMPLOYEE BENEFITS</b>			
UNEMPLOYMENT COMPENSATION	5,916		
HEALTH INSURANCE CERTIFIED	437,439		
HEALTH INSURANCE CLASSIFIED			
DISABILITY INSURANCE			
FICA	24,500		
MEDICARE		2,621	
WORKERS COMPENSATION		45,502	-419,732
<b>PURCHASED SERVICES:</b>			
PROFESSIONAL SERVICES		109,060	
PURCHASED SERVICES	35,928		
INSERVICE - PROF. METGS	4,357		
ENERGY PERFORMANCE CONTRACT			
SEWER & WATER		5,000	
TELEPHONE		17,332	
OTHER PROFESSIONAL/TECHNICAL SERVICES	3,704		
PUPIL TRANSPORTATION		35,387	
TRAVEL		14,580	
FIELD TRIPS	615		
POSTAGE		7,381	
ADVERTISING		190	
PRINTING		18,483	
COPYING	17,090		
LEGAL SERVICES	46,373		
WASTE REMOVAL	2,500		
COMPUTER LICENSES	12,430		
LIABILITY INSURANCE	3,757		
ATHLETIC INSURANCE	4,574		
EDUCATIONAL SUPPORT	2,517		
PROFESSIONAL DEVELOPMENT	6,659		
			66,909





**M E M O R A N D U M**

**TO:** Board of Education Members  
**FROM:** Dr. David H. Larson, Interim Superintendent of Schools  
**DATE:** May 16, 2012  
**RE:** Proposed Central Office Organization

A handwritten signature in black ink that reads "Dave". The signature is written in a cursive style with a large, looping initial "D".

At the May 8, 2012 Board of Education meeting I was asked to propose an organization plan for the Central Office. Attached is my proposal.

What I am recommending is that we eliminate the Manager of Transportation, have the Director of Facilities provide oversight, and we hire a secretary to handle the day-to-day calls. (This is how the operation is currently being done.)

Next I am recommending that we create the position of Director of Human Resources. This person would handle all certified and classified personnel issues. Attached is a Job Description for this position.

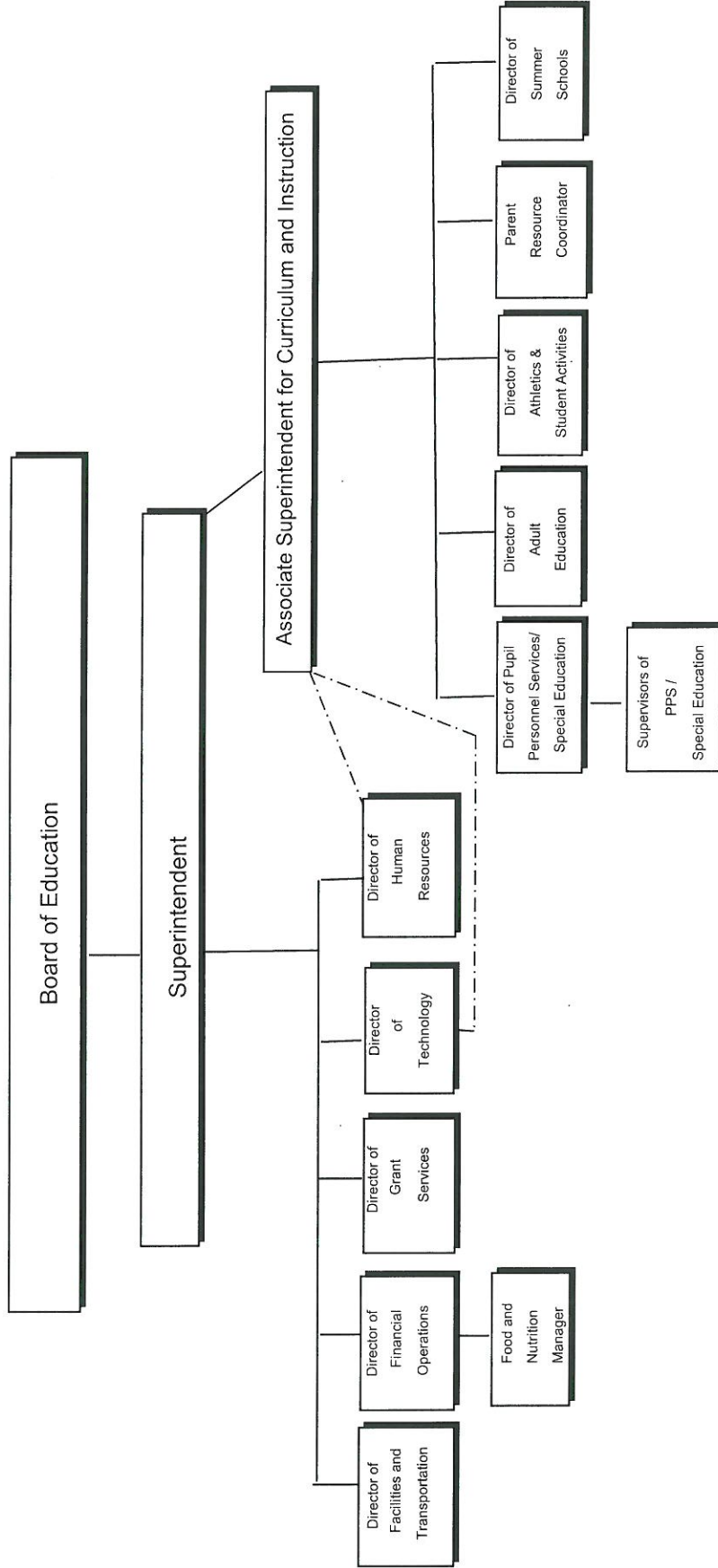
Also, as the Board knows, we will be hiring a Director of Financial Operations (as per the State Labor Board ruling). Attached is the City's Job Description for this position.

DHL/mp

Attachments

DRAFT

CENTRAL OFFICE  
ORGANIZATIONAL CHART  
May, 2012



- NOTES:
1. Hire secretary to support Transportation functions
  2. Eliminate Manager of Transportation position

**City of Middletown, Connecticut  
Position Description**

**Title:**                   **Manager of Financial Operations**

**Department:**       **Board of Education**

**Date:**                 **March, 2003**                               **Salary Grade 12A Maximus  
Title Change 6/2005  
through Memorandum of  
Understanding.  
Inclusion to MMPA, Salary  
Grade 12A Maximus,  
6/2005.**

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**Purpose of Position**

The purpose of this position is the daily coordination of the Middletown Board of Education Business Office and to oversee the Board of Education expenditures district-wide. Assist in the development of the Board of Education's annual budget. Monitor all State and Federal grants for the Board of Education. This work is performed under the direction of the Associate Superintendent of Schools.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or inclusive. Other duties may be required and assigned.**

- Assists the Associate Superintendent with all financial reporting. Assists in the preparation of the Board of Education budget.
- Maintains all accounting records; maintains files databases, spreadsheets, ledgers, journals and other documents. Maintains all expenditure reports.
- Oversees and monitors the Board of Education Budget; implements approved budget, directs and controls all expenditures, receives and processes all purchase orders, ensures fiscal compliance with Special Revenue funds and all state, federal and local ordinances and laws.
- Prepares a variety of reports, documents and correspondence; prepares administrative financial reports. Prepares year-end reports for outside auditors; prepares revenue and expenditure projection reports.
- Supervises and coordinates Business Office staff. Assists in selecting new employees; provide instruction and training; plans, coordinates, assigns and reviews work; maintains office standards and evaluates performance.

- Provides technical assistance and support to all Board of Education divisions, administrators, directors, teachers, vendors, parents and the public; prepares financial data for all divisions; acts as fiscal agent for outside agencies.
- Acts as liaison for the outside auditors; coordinates fiscal year opening and closing.
- Examines and adjusts all activity and Scholarship Activity accounts.
- Attends Board of Education meetings and sub-committee meetings as required.
- Performs other related functions as assigned or required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Bachelor's Degree in Accounting or closely related field with four years of progressively responsible accounting/supervisory experience or an Associates Degree in Accounting or closely related field with six years of progressively responsible accounting/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communications**

- Requires the ability to perform high-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line coordination. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, purchase orders, grants, fiscal summaries, audit reports, lists, projects, manuals, statements, journals, ledgers, procedures and non-routine correspondence.
- Requires the ability to communicate orally and writing with the Superintendent, Associate and Assistant Superintendents and all Business Office staff, Board of Education members, teachers, administrators, City Directors, vendors, parents and the public.

#### **Mathematical Ability**

- Requires the ability to perform high level addition, subtraction, multiplication and division; calculate percentages and decimals along with the ability to perform mathematical operations with fractions and to utilize statistics.

#### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The City of Middletown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**City of Middletown, Connecticut  
Position Description**

**Title:** Manager of Human Resources

**Department:** Board of Education

**Date:** March, 2012

**Salary Grade:** Teamsters Grade 12  
40 hours  
12 month position

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**Purpose of Position**

The purpose of this position is to administer the Board of Education's personnel and labor relations programs for Certified Staff. The work is performed under the direction of the Superintendent of Schools

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Coordinate and participate in the recruitment of certified staff.
- Coordinates annual job fairs as necessary.
- Maintain an up-to-date applicant file of prospective candidates for all positions.
- Develop recruitment strategies to encourage and maintain diverse candidate pool.
- Develop and maintain a system for personnel records for all school employees, in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment including but not limited to, transfer, tenure, retirement, leave and promotion.
- Maintain accurate databases on all employees including, but not limited to, education level, salary, assignments, tenure, seniority and longevity.
- Assists in administering collective bargaining agreements, including salary schedules for all personnel.
- Assist in the preparation of materials for all collective bargaining negotiations and budget development.
- Administers Drug/Alcohol testing, FMLA, ADA, FSLA, EEO, EAP and other mandatory state or federal employee programs for the school district.
- Assists in the coordination and support of all professional development activities under the direction of the Associate Superintendent by maintaining Continuing Education Unit (CEU) computer program for the district.
- Maintain up-to-date Job Descriptions for all positions.

- Assists the facilitator of the Beginning Educator Team Program for the district and place student teachers within the district.
- Facilitate placement of Student Teachers within the district.
- Organize and assign a corps of qualified substitute teachers, custodians, nurses and paraprofessionals.
- Maintain State of Connecticut Personnel files including, but not limited to, State of Connecticut Department of Education reports and Highly Qualified Data Reports
- Responds to and attends hearings involving unemployment compensation claims filed by employees and former employees.
- Attends Board of Education meetings as requested.
- Performs other related functions as assigned or required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in Human Resources, Public Administration or a related field or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires possession of a valid Connecticut driver's license. Applicants must pass a background investigation as part of the conditional offer of employment.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, applications, test results, lists, letters, reports, contracts, rules and regulations, policies, codes, ordinances, statutes, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Superintendent and all Middletown Board of Education Administrative staff, other City Department Heads and employees, examiners, panel members, vendors, the Board of Education, applicants, the media and the public.

#### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.

### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

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### **Status:**

**By Common Council, City of Middletown**

**At its meeting held on:**

**MIDDLETOWN BOARD OF EDUCATION**  
**JULY, 2012 – JANUARY, 2014**  
**SCHEDULE OF MEETING DATES**  
**7:00 PM**

<b>JULY, 2012</b>	<b>The BOE does not meet</b>		
<b>AUGUST</b>	<b>21</b>		
<b>SEPTEMBER</b>	<b>11</b>		
<b>OCTOBER</b>	<b>9</b>		
<b>NOVEMBER</b>	<b>13</b>		
<b>DECEMBER</b>	<b>4 (A)</b>	<b>11 (B)</b>	<b>18 (C)</b>
<b>JANUARY, 2013</b>	<b>8</b>		
<b>FEBRUARY</b>	<b>12</b>		
<b>MARCH</b>	<b>12</b>		
<b>APRIL</b>	<b>9</b>		
<b>MAY</b>	<b>14</b>		
<b>JUNE</b>	<b>11</b>	<b>25</b>	
<b>JULY</b>	<b>The BOE does not meet</b>		
<b>AUGUST</b>	<b>20</b>		
<b>SEPTEMBER</b>	<b>10</b>		
<b>OCTOBER</b>	<b>8</b>		
<b>NOVEMBER</b>	<b>12</b>		
<b>DECEMBER</b>	<b>3 (A)</b>	<b>10 (B)</b>	<b>17 (C)</b>
<b>JANUARY, 2014</b>	<b>14</b>		

**(A) Regular Meeting & Presentation of Superintendent's 2013 – 2014 Recommended Budget**

**(B) Budget Workshop**

**(C) Regular Meeting & Adoption of Board of Education's 2013 – 2014 Recommended Budget**

## Bylaws of the Board

### Meeting Conduct

Meetings of the Board of Education shall be conducted by the Chair in a manner consistent with the bylaws of the Board.

All Board meetings shall commence at the stated time and shall be guided by an agenda which has been prepared and delivered in advance to all Board members and other designated persons.

The conduct of the meetings shall enable members of the Board to make the best decisions possible.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. No boisterous conduct shall be permitted at any board of education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the chair, of that person's privilege of address. If necessary, the Chair may clear the room so that the board may continue the meeting.
2. The Chair will recognize members of the public who wish to address the Board during the "V. Public Session" portion of the agenda that reference agenda items only.
3. ~~Any other items that members of the public wish to address the Board will occur during the XIII. Public Session Non-Agenda Items.~~
4. ~~3.~~ A speaker must identify himself/herself by giving his/her name and address.
5. ~~4.~~ Each speaker is limited to three (3) minutes.
6. ~~5.~~ The Chair with the consent of the Board has the right to adjust the time for public discussion on a particular issue.

No action will be taken unless the subject acted upon was listed in the agenda published for that meeting, except that an item of business not included on the agenda of a regular meeting may be considered and acted upon after a two-thirds vote of the members present and voting to add such business to the agenda.

## **Bylaws of the Board**

### **Meeting Conduct**

#### Legal Reference:

- Connecticut General Statutes
- 18-a Definitions.
- 1-19 Access to public records.
- 1-21 Meetings of government agencies to be public.
- 1-21a Recording, broadcasting or photographing meetings.
- 1-21b Smoking prohibited in certain places.
- 1-21d Adjournment of meetings.
- 1-21g Executive sessions.
- 1-21h Conduct of meetings.
- 1-21i Denial of access of public records or meetings.
- 10-224 Duties of the secretary.

Bylaw adopted: November 1, 1994  
Bylaw revised: September 10, 2002  
Bylaw revised: April 29, 2003  
Bylaw revised: November 22, 2005  
Bylaw revised: June 2, 2009  
Bylaw revised: November 17, 2009  
Bylaw revised: May 10, 2011  
**Bylaw revised:**

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**New Regulation to replace Old Regulation**

*P.A. 11-232 requires boards of education to develop and implement a safe school climate plan to address the existence of bullying in its schools. This administrative regulation fulfills that requirement. It MUST be approved by the Board.*

**Students****Bullying****Model Safe School Climate Plan****Purpose/Priority Statement**

The Safe School Climate Plan is a comprehensive approach to addressing bullying and cyberbullying. The Middletown Public Schools is committed to working with students, staff, families, law enforcement agencies, and the community to establish the norms, values and expectations that make students and adults feel socially, emotionally, intellectually and physically safe. The goal is the establishment of an environment free of harassment, intimidation and bullying. In consultation with these constituencies, this Plan has been established for preventing and responding to incidents of bullying, cyberbullying, retaliation and discrimination. This commitment is an integral part of the District's comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process through an overall focus on school climate.

The following plan, "The Middletown Public Schools Safe School Climate Plan (Plan)," addresses the mandated areas of compliance which are required under C.G.S.10-222d as amended by P.A. 11-232. In addition to the following current efforts, the administration, faculty and staff of this District commit to continue to improve, enhance, and update both the Plan and its implementation biennially in order to best serve the students, parents, guardians and the community.

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

**I. Prohibition Against Bullying**

The Board of Education (Board) prohibits bullying (a) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (b) outside of the school setting if such bullying (i) creates a hostile environment at school for the victim, (ii) infringes on the rights of the victim at school, or (iii) substantially disrupts the education process or orderly operation of a school.

## Students

### Bullying

#### II. Definitions

**“Bullying”** means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

**“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 electronic communications.

**“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.

**“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, photoelectronic or photo-optical system.

**“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

## Students

### Bullying

#### II. Definitions (continued)

**“Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

**“School employee”** means (a) a teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; 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 elementary, middle or high school, pursuant to a contract with the local or regional Board of Education.

**“School climate”** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. *(It is based on people’s experiences of school and reflects norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.)*

#### III. Reporting and Responding to Bullying and Retaliation (Complaint Process)

##### A. Publication of the Prohibition against Bullying and Related Procedures

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

“Bullying behavior by any student in the Middletown Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

## Students

### Bullying

#### A. **Publication of the Prohibition against Bullying and Related Procedures** (continued)

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, gender identity, or physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation (Plan) #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

#### B. **Appropriate School Personnel**

All school employees are charged with the responsibility of taking reports of bullying or if witnessing acts of bullying to notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available. Reports shall be appropriately investigated by the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available.

## **Students**

### **Bullying**

#### **B. Appropriate School Personnel (continued)**

##### **District Safe School Climate Coordinator**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the district and make recommended changes to the District's safe school climate plan.

##### **Safe School Climate Specialist**

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

## Students

### Bullying (continued)

#### **C. Annual Notification of the Complaint Process**

The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually in the student handbook of each of the District schools. In addition, this Safe School Climate Plan shall be placed on the District website and the website of each school.

#### **D. Formal Written Complaints**

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the Safe School Climate Specialist or another school administrator, if the Safe School specialist is unavailable, for review and action in accordance with Section IV below.

#### **E. Informal/Verbal Complaints by Students**

Students may make an informal complaint of conduct that they consider to be bullying by verbal report to the Safe School Climate Specialist, or to any school employee, as defined, or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A school employee, or administrator or the Safe School Climate Specialist who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school employee, administrator, if not the Safe School Climate Specialist, shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

## Students

### Bullying (continued)

#### F. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school employee who receives the complaint. Should anonymity be requested, the Safe School Climate Specialist, if not the Principal or his/her designee, shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

#### IV. Staff Responsibilities and Intervention Strategies

##### A. Teachers and Other School Staff

School employees who witness acts of bullying, as defined above, or who receive reports of bullying shall promptly notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such employee witnesses or receives a report of bullying. A written report must be filed not later than two school days after making such an oral report concerning the events witnessed or reported.

School employees who receive student or parent reports of suspected bullying shall promptly notify the Safe School Climate Specialist of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, this employee shall verbally report the matter to the Safe School Climate Specialist not later than the next school day.

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies (continued)

##### A. Teachers and Other School Staff (continued)

In addition to addressing both informal and formal complaints, school employees and other are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. All school employees including teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

##### B. Responsibilities of the Safe School Climate Specialist

###### 1. Investigation

The Safe School Climate Specialist shall be promptly notified of any formal or informal complaint of suspected bullying received by any school employee. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District’s Safe School Climate Plan. All such complaints shall be investigated promptly. The investigation must be completed promptly after the receipt by the Safe School Climate Specialist of any written report. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied must complete a consent form that allows their District to release that student’s name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of informal complaints, the parent of the student suspected of being bullied must complete the above-referenced consent form so long as that student has not requested anonymity.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies (continued)

##### B. Responsibilities of the Safe School Climate Specialist (continued)

###### 1. Investigation

The school shall notify parents or guardians of all students involved in a verified act of bullying not later than forty-eight (48) hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and in the case of a divorced/split situation, to the other parent/guardian if requested. The notice must describe the school's response, measures being taken by the school to ensure the safety of the students against whom such act was directed, and any consequences that may result from further acts of bullying.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

###### 2. Remedial Actions

Verified acts of bullying shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in-school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal (or responsible program administrator or his/her designee.) The following sets forth possible interventions for building principals to enforce the Board's prohibition against bullying. No disciplinary action may be taken solely on the basis of an anonymous complaint.

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies (continued)

##### B. Responsibilities of the Safe School Climate Specialist (continued)

##### 2. Remedial Actions

The following sets forth permissible interventions for building principals (or other responsible program administrators) to enforce the Board's prohibition against bullying.

##### a. Non-disciplinary Interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

In any instance in which bullying is verified, the building Principal (or other responsible program administrator) shall invite the parents or guardians of the student against whom such act was directed, and the parents or guardians of a student who commits any verified act of bullying, to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying. In the discretion of the building Principal or other responsible program administrator, the meeting(s) described in this section may be held jointly or separately. (The SDE recommends such meetings to be separate)

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies (continued)

##### B. Responsibilities of the Safe School Climate Specialist (continued)

###### 2. Remedial Actions

###### b. Disciplinary Interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

###### c. Interventions for Bullied Students

The Safe School Climate Specialist/Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- Counseling;
- Increased supervision and monitoring of student to observe and intervene in bullying situations;
- Encouragement of student to seek help when victimized or witnessing victimization;
- Peer mediation where appropriate.

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies (continued)

##### B. Responsibilities of the Safe School Climate Specialist (continued)

##### 3. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other District actions may ameliorate any potential problem with bullying in school or at school-sponsored activities. A focus will be placed on district and school efforts to improve school climate based upon the National School Climate Standards.

While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- b. A safe school climate assessment on or after July 1, 2012 and biennially thereafter to determine the prevalence of bullying. Such assessments may include, in addition to those approved and disseminated by the State Department of Education, in collaboration with CAS, the National School climate Standards Self-Assessment Tool' and the Connecticut State Department of Education's "Improving School climate Team Rubric;"
- c. Establishment by the school Principal of a Safe School Climate Committee in each District school or the designation of an existing committee that is responsible for fostering a safe school climate and addressing issues related to bullying in the school.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies (continued)

##### B. Responsibilities of the Safe School Climate Specialist (continued)

##### 3. General Prevention and Intervention Strategies (continued)

4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying;
6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying; and
7. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying for the school.

Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

- d. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- e. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school;
- f. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- g. School-wide training related to safe school climate;
- h. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing bully/victim problems;
- k. Student peer training, education and support. Use of peers to help ameliorate the plight of victims and include them in group activities;

## Students

### Bullying

#### IV. Staff Responsibilities and Intervention Strategies (continued)

##### B. Responsibilities of the Safe School Climate Specialist (continued)

##### 3. General Prevention and Intervention Strategies (continued)

- l. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- m. Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
- n. Modeling by all school employees of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

#### V. Reporting Obligations

##### A. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of bullying by a specific student are verified, not later than forty-eight (48) hours after the completion of the investigation, the Building Principal/Safe School Climate Specialist or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification. In addition, the school shall invite the parent/guardian of a student who commits any verified act of bullying (after the completion of the investigation) to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the student's safety and to prevent further acts of bullying. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying reports, subsequent investigations and parental/guardian meetings.

## Students

### Bullying

#### V. Reporting Obligations (continued)

##### B. Reports to the Targeted Student and his/her Parent or Guardian

If after investigation, acts of bullying against a specific student are verified, the Building Principal/Safe Climate Specialist or his/her designee shall notify the parent or guardian of the victim of such finding, not later than forty-eight (48) hours after the completion of the investigation. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law (e.g., court order/subpoena). In addition, the school shall invite the parent/guardian of the student against whom the verified act of bullying was directed, after the completion of the investigation, to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the targeted student's safety and to prevent further acts of bullying. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying reports, subsequent investigations and parental/guardian meetings.

Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.

##### C. List of Verified Acts of Bullying

The Principal/Safe School Climate Specialist of each school shall establish a procedure to document and maintain records relating to reports and investigations of bullying in such school and maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III (1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

## Students

### Bullying (continued)

#### VI. Prohibition against Discrimination and Retaliation

##### A. Safety

Discrimination and/or retaliation against any person who reports bullying, provides information during an investigation of an act of bullying, or witnesses or has reliable information about bullying is prohibited.

The continuation and perpetuation of bullying of a student through the dissemination of hurtful or demeaning material by any other student is prohibited.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, discrimination or retaliation in our school buildings, on school grounds, or in school related activities. All reports and complaints of bullying, cyberbullying, discrimination and retaliation will be investigated promptly and prompt action will be taken to end that behavior and restore the student's against whom such bullying was directed (target's) sense of safety. This commitment is to be supported in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement.

Before formally investigating the allegations of bullying, discrimination or retaliation, the Principal/Safe School Climate Specialist or designee will take steps to assess the need to restore a sense of safety to the alleged student against whom such bullying was directed (target) and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the alleged victim (target) and/or the alleged perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the alleged student against whom such bullying was directed (target); and altering the alleged perpetrator's schedule and access to the alleged target. The Principal/Safe School Climate Specialist will take additional steps to promote safety during the course of and after the investigation, as necessary.

## Students

### Bullying

#### VI. Prohibition against Discrimination and Retaliation (continued)

##### A. Safety (continued)

The Principal/Safe School Climate Specialist will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal/Safe School climate Specialist or designee will contact the victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If determined necessary, the Principal/Safe School Climate Specialist will work with appropriate school staff to implement them immediately.

##### B. Law Enforcement Notification

The School Principal or his/her designee shall notify the appropriate local law enforcement agency when such Principal or the Principal's designee believes any acts of bullying constitute criminal conduct.

#### VII. Training Requirements for School Staff

- A. Certified staff of the District shall be provided in-service training on the prevention, identification and response to school bullying and the prevention of and response to youth suicide. *(The Board, subject to the approval of the State Department of Education, is not required to offer an in-service program regarding bullying or youth suicide prevention and intervention if it instead implements an evidence-based model approach to this issue.)*
- B. Beginning teachers shall satisfactorily complete instructional modules as required by C.G.S. 10-145a which shall include a module in classroom management and climate, which shall include training regarding the prevention, identification, and response to school bullying and the prevention of and response to youth suicide.

## Students

### Bullying

#### VII. Training Requirements for School Staff (continued)

- C. Non-certified staff of the District will participate in annual training to be provided, within available appropriations, by the Connecticut State Department of Education. The training may be presented in person by mentors, offered in state-wide workshops, or through on-line courses. Such training may include, but is not limited to:
1. Developmentally appropriate strategies to prevent bullying among students in school and outside the school setting,
  2. Developmentally appropriate strategies for immediate and effective interventions to stop bullying,
  3. Information regarding the interaction and relationship between students committing acts of bullying, students against whom such acts of bullying are directed and witnesses of such acts of bullying,
1. Research findings on bullying, such as information about the types of students who have been shown to be at-risk for bullying in the school setting,
  2. Information about the incidence and nature of cyberbullying as defined in C.G.S. 10-222d, or
  3. Internet safety issues as they relate to cyberbullying.

#### VIII. Notification Requirements

- A. A copy of this District's Safe School Climate Plan shall be provided in written or electronic format to all District employees annually at the beginning of each school year.
- B. The District's Safe School Climate Plan shall be made available on the Board's website and on the website of each individual school with the District. Such posting shall occur within thirty (30) days of the approval of such plan by the Board. *(Note: The Safe School Climate Plan must be approved by the Board of Education not later than January 1, 2012 and submitted to the State Department of Education.)*
- C. The District's Safe School Climate Plan shall be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

## Students

### Bullying (continued)

#### IX. School Climate Assessments

- A. On or after July 1, 2012, and biennially thereafter, the Board requires each school within the District to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education.
- B. Completed assessments shall be shared with the Board and then submitted by the Board to the State Department of Education.

#### X. Bullying Through the Use of Technology (Cyberbullying)

An emerging form of bullying is the use of technology to threaten, intimidate, ridicule, humiliate, insult, or harass. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, e-mails, or instant messages.

There are a number of social networking sites (MySpace, Facebook, Twitter, etc.) available to our students that can be misused and/or abused for bullying purposes. Any alleged misuse or abuse must be reported to any staff member or the Safe School Climate Specialist.

The District's discipline policy states that misuse, on or off campus, of electronic devices, for threatening/bullying/hazing or harassment is a violation and can be the basis for discipline on or off campus. When information is received that a student or students are involved in bullying through the use of technology either as the actor or a member of a group, or the victim, the following will be considered:

- If it takes place on campus or at a school sponsored event, disciplinary action will be taken.
- If it takes place off campus a school may take disciplinary action if the incident poses a likelihood of substantial disruption to the educational process or the orderly day to day operations of the school.

## Students

### Bullying (continued)

#### XI. Relationship to Other Laws

- A. Consistent with state and federal laws, and the policies of the district and school rules, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color gender, religion, national origin, or sexual orientation. Nothing in the “Plan” prevents the school or district from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected category under local, state, or federal law, or district policies.
- B. In addition, nothing in the “Plan” is designed or intended to limit the authority of the school or district to take disciplinary action under applicable laws, or local school or District policies in response to violent, harmful, or disruptive behavior, regardless of whether the “Plan” covers the behavior.

#### XII. Immunity for Board of Education, School Employees, Others

Members of the Board of Education and school employees are protected by statute against damage claims in the implementation of a safe school climate plan and, in accordance with a school district safe school climate plan, report, investigate, or respond to bullying. PA 11-232 also extends this immunity to reports of bullying incidents by parents, students, and others to a school employee according to a safe school climate plan.

To be immune, these parties must act in good faith and, in the case of a school employee or Board of Education, within the scope of their duties. The immunity does not cover gross, wanton, reckless, or willful misconduct.

Regulation adopted: January 14, 2003  
 Regulation reviewed June 7, 2005  
 Regulation revised December 6, 2007  
**Regulation revised:**

MIDDLETOWN PUBLIC SCHOOLS  
 Middletown, Connecticut

**MODEL ANNUAL BULLYING NOTICE**

**[State Law requires that boards of education notify students annually of the process by which they may anonymously report acts of bullying to school employees. We suggest that this notice be included in a student handbook.]**

Bullying behavior by any student in the Middletown Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. Causes physical or emotional harm to such student or damage to such student’s property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such student,
- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

## Connecticut General Statutes 10-220a - In-service Training

### A. Required In-service Topics for Certified Personnel

1. Nature and the relationships of drugs and alcohol to health and personality development and procedures for discouraging their abuse.
2. Health and mental health risk reduction education including, but not limited to the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, teen dating, domestic violence, child abuse and youth suicide.
3. Growth and development of exceptional children, including handicapped and gifted and talented children including but not limited to, children with attention deficit hyperactivity disorder or learning disabilities who may require special education, and methods for identifying, planning and working effectively with special needs children in a regular classroom
4. School violence prevention and conflict resolution and the prevention of and response to youth suicide.
5. Identification and prevention of bullying and response to bullying as defined in 10-222d, subsection (a) as amended. (Boards that implement an evidence-based model approach approved by the SDE are not required to provide in-service training on prevention of bullying.)
6. Cardiopulmonary resuscitation and other emergency life saving procedures.
7. Computer and other information technology as applied to student learning and classroom instruction, communications and data management.
8. Teaching of the language arts, reading and reading readiness and assessment of reading performance including methods of teaching language skills necessary for reading, comprehension skills, phonics and the structure of the English language for teachers in grades kindergarten to three, inclusive. (15 hours every 5 years)
9. Second language acquisition in districts required to provide a program of bilingual education pursuant to C.G.S. 10-17f.
10. Elementary, middle, and high school teachers must include 15 hours of training in the use of computers in the classroom every five years. Teachers, regardless of grade level, who can demonstrate technology competency, in a manner determined by the Board of Education, based on statewide standards for teacher competency in the use of instructional technology, shall be exempted from this requirement.
11. Training in the evaluation of teachers for superintendents and those employees employed in positions requiring an intermediate administrator or supervisory certificate whose duties equal at least 50% of the assigned time. (15 hours every 5 years)

## **Connecticut General Statutes 10-220a - In-service Training**

### **B. Optional In-Service Topics for Certified Personnel**

- Holocaust and genocide education and awareness
- African-American History
- Puerto-Rican History
- Native American History
- Personal Financial Management
- The historical events surrounding the Great Famine in Ireland
- Domestic Violence and Teen Dating Violence

## STUDENTS

### Administering Medication

The Board of Education prohibits the administration of medication to students by any school personnel except as provided in this policy and accompanying regulations. For purposes of this policy, medication means any prescription or non-prescription medicinal preparation, including controlled drugs, as defined by Conn. Gen. Statute, Section 21a-240. Medication includes aspirin, ibuprofen or aspirin substitutes containing acetaminophen and any other over the counter medicinal preparations.

In accordance with Connecticut General Statutes and Regulations of the State Department of Public Health medication may be administered only by licensed nursing personnel in order to meet the health needs of an individual student with emergency, chronic or short term health problems so that the student can attend an educational program, including school readiness. A school nurse, or in the absence of the school nurse, medication may be administered to a student by a principal, teacher, licensed physical or occupational therapist employed full time by the school district, licensed athletic trainer or coach of intramural and interscholastic athletics of a school, all of whom have been properly trained by the school nurse to administer such medications to students. Additionally, in the absence of the school nurse, a nurse providing services under the direction of a local board of education at a school based health clinic, may administer medication **only** to students enrolled in such school based health clinic.

In compliance with all applicable state statutes and regulations, parents or guardians may administer medications to their own children on school grounds.

No medication may be administered by any school personnel without a written order from an authorized prescriber, written authorization of the student's parent or legal guardian of such child or eligible student and the written permission of the parent or legal guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication. For purposes of this policy, an authorized prescriber means a physician licensed to practice medicine in this or another state, or a dentist licensed to practice dental medicine in this or another state, or an optometrist licensed to practice optometry in this state under Chapter 380, or an advanced practice registered nurse licensed to prescribe in accordance with C.G.S. 20-94a or a physician assistant licensed to prescribe in accordance with C.G.S. 20-12d or a podiatrist (for intramural and interscholastic athletic events only) licensed to practice podiatry in this state in accordance with C.G.S. Chapter 375.

## STUDENTS

### Administering Medication (continued)

The administration of medication by a licensed nurse, principal, teacher, licensed physical or occupational therapist employed full time by the school district, licensed athletic trainer or coach of intramural and interscholastic athletics shall be under the general supervision of the school nurse.

In the absence of the school nurse, the principal, teacher, licensed physical or occupational therapist employed full time by the school district, may administer oral, topical, intranasal or inhalant medications. Such persons may administer injectable medications (cartridge injector) **only** to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death. These school personnel must be trained by the school nurse prior to administering any medication to a student.

Investigational drugs or research or study medications may **only** be administered by licensed nursing personnel.

A coach or licensed athletic trainer, during intramural and interscholastic athletic events, may administer medication, to specific students, for whom self administration plans are not viable options as determined by the school nurse, for inhalant medications prescribed to treat respiratory conditions and medication administered with a cartridge injector for students with a medically diagnosed condition which may require prompt treatment to protect the student against serious harm or death. A coach or licensed athletic trainer must be trained to administer medication by the school nurse prior to administering any medication to a student.

Self administration of medication by a student with a verified chronic medical condition and deemed capable to self administer prescribed emergency medication (including rescue asthma inhalers and cartridge injectors for medically diagnosed allergies) shall be allowed when prescribed in writing by an authorized prescriber to self administer and with the written authorization to self administer from a student's parent or legal guardian or eligible student, after evaluation and development of a plan for self administration by the school nurse for safety and appropriateness. The school nurse's review of a student's competency to self administer asthma inhalers and cartridge injectors for medically diagnosed allergies shall not be used to prevent a student from retaining and self administering asthma inhalers and cartridge injectors.

Self administration of other medications, excluding controlled drugs, **may** be allowed by students, provided there is a written medication order to self administer from an authorized prescriber, written authorization to self administer from a student's parent or legal guardian or eligible student, evaluation by the school nurse for safety and appropriateness and individualized written medication plans are developed prior to implementation of such.

## STUDENTS

### Administering Medication (continued)

A school nurse and school medical advisor may jointly approve, in conjunction with the school nurse supervisor consultant, an identified school paraprofessional, in the absence of the school nurse, to **only** administer medication, including but not limited to a cartridge injector, to a specific student who may require prompt treatment, in order to protect that student from serious harm or death due to a medically diagnosed allergic condition. The approved plan requires a written medication order from the authorized prescriber and written authorization of the student's parent or legal guardian. The paraprofessional shall receive appropriate training (prior to administering any medication) and supervision from the school nurse.

A student with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and capacity of such student to conduct self-testing, along with the written authorization of the parent or legal guardian and approval of the school nurse. The school nurse will determine an appropriate plan for the frequency and location of such test according to the student's individual medication plan.

In accordance with Connecticut General Statutes and Regulations of the State Department of Public Health, the Board of Education, along with the school medical advisor and the school nurse consultant, shall review and/or revise this policy and regulation annually. Any proposed revisions to this policy must be approved in writing by the school medical advisor.

School personnel shall refer to the procedures set forth in the accompanying administrative regulations.

Legal Reference: Connecticut General Statutes  
 10-206 Health Assessment  
 10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.  
 10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252 and PA 09-155)  
 19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.  
 21a-240 Definitions  
 29-17a Criminal history checks. Procedure. Fees.

**STUDENTS**

**Administering Medication** (continued)

Legal Reference (continued):

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive

Code of Federal Regulations: Title 21 Part 1307.2

20-12d Medical functions performed by physician assistants. Prescription authority.

20-94a Licensure as advanced practice registered nurse.

PA 07-241 An Act Concerning Minor Changes to the Education Statutes

29-17a Criminal history checks. Procedure. Fees.

Policy adopted: May 11, 2004  
Policy revised: June 7, 2005  
Policy revised: January 26, 2010  
**Policy revised:**

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut

**Instruction****Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety**

The Middletown Public School District provides students access to networked computer systems within the District, the Internet, and the World Wide Web in order to provide a diverse means of accessing educational materials.

In order for the school district to provide computer network and Internet access, students must take responsibility for appropriate and lawful use. Such access is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems. While the district will directly or indirectly supervise student use of network and Internet access, the district must have student cooperation in exercising and promoting responsible use.

The district's computer systems are expensive to purchase, install and maintain. As the property of the district, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer systems is a privilege, and not a right*. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations of this policy may lead to withdrawal of the access privilege as well as disciplinary action in accordance with the Board's student discipline policy.

The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

If students, parents, or guardians have any questions about these provisions, they should contact either the building level Educational Technology Specialist or Educational Technology Coordinator. the School Administration.

**Acceptable Uses**

1. ***Educational Purposes Only.*** The school district is providing access to its computer networks and the Internet solely for educational purposes.
2. ***Netiquette.*** All users must abide by rules of network etiquette, which include the following:
  - A. Be polite.
  - B. Use appropriate language.
  - C. Refrain from distributing jokes, stories, or other inappropriate material.
  - D. Acquire a sender's permission prior to forwarding or distributing the message to third parties.

**Commented [MJ1]:** Added this language to comply with new E-Rate requirement

**Commented [MCS2]:** Missing the word "the"

**Commented [MJ3]:** Simplified paragraph since parents may not know who the ETS or IT Dept staff are. School admin can always refer matters to us when needed.

**Instruction**

**Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety**

**Internet Safety**

1. **General Warning: Individual Responsibility of Parents and Users.** Although the Internet is filtered on each Middletown Public School Computer in compliance with the Children’s Internet Protection Act (CIPA), all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet. Parents of minors are the best guides of materials to avoid. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the Administration of the school.
2. **Personal Safety.** Be safe. In using the computer network and Internet, students should never reveal personal information such as full name, home address or telephone number. They should never arrange a face-to-face meeting with someone “met” on the computer network or Internet.

**Definitions**

*Obscene* – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sex act and c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

*Child pornography* –means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where -

- (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (b) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Instruction**

**Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety**

**Definitions (continued)**

*Harmful to minors* – any picture, image, graphic image file, or other visual depiction that:

- (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Unacceptable Uses**

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of the district's computer system is expressly prohibited. Conduct which constitutes inappropriate and unacceptable use in violation of this policy includes, but is not limited to:

- Transmitting offensive, defaming, or harassing messages (such communications may also be a crime)
- Offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy
- Viewing, attempting to view, transmitting or downloading any material that is obscene, contains child pornography or is harmful to minors, as defined above
- Viewing, attempting to view, transmitting or downloading materials that encourage others to violate the law
- Intruding into, trespassing in or tampering with any other person's folders, work, files, networks or computers
- Downloading or transmitting confidential, trade secret information, or copyrighted materials

*Note: Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.*

6141.321(d)

## Instruction

### Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety

#### Unacceptable Uses (continued)

- Using another's password or user identifier
- Uploading or downloading a worm, virus, "Trojan horse," "spyware/malware," or other harmful form of programming
- Damaging computers, computer files, computer systems or computer networks
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator
- Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems
- Selling or buying anything over the Internet
- Sending private information about you or others, including credit card numbers and social security numbers.
- Distributing advertisements, junk mail, or any email that could be considered "Spam" or unsolicited email.

**Active Restriction Measures.** The school will utilize filtering software, in accordance with CIPA, prevent students from accessing visual depictions that are (1) obscene or (2) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

The Internet changes rapidly making it impossible to filter all objectionable sites. Therefore, the staff's role in supervising and monitoring student access to the Internet is critical. In addition, each individual has the responsibility to monitor their own navigation on the Internet to avoid undesirable sites and report to an appropriate staff member if they end up on a site that is inappropriate.

**Commented [MCS4]:** Or the role of the staff

**Commented [MCS5]:** Give the students some responsibility for their actions / inactions

**Commented [MJ6]:** This paragraph is important to add since no filter is 100% perfect. Adequate supervision is key.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

**Commented [MJ7]:** This language is not required by law. Filtering is already automatic based on role (i.e. Student, Staff, Teacher, Administrator)

## Privacy

It is important that students and parents understand that the district, *as the owner of the computer systems*, reserves the right to monitor, the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes. All information shall be and remain the property of the school district and no user should have any expectation of privacy regarding such materials.

6141.321(e)

## Instruction

### Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety

#### Privacy (continued)

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes.* The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes oversight of Internet site access and of document downloading and printing.

#### Updates

Users, and if appropriate, the users' parents/guardians, may be asked from time to time to provide new or additional registration and account information or to reflect developments in the law or technology.

Legal Reference: Connecticut General Statutes

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)  
Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250  
Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520  
No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Public Law 106-554 Fiscal 2001 Appropriations Law containing the "Children's Internet Protection Act"

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21<sup>st</sup> Century Act

**Commented [MJ8]:** Added more legal references based on modifications made.

Policy adopted: March 14, 2006

MIDDLETOWN PUBLIC SCHOOLS  
Middletown, Connecticut