

Board of Education Regular Meeting

Tuesday, March 14, 2023 6:30 PM

https://mpsct.zoom.us/webinar/register/WN_ZsZNeUfoQq2KtdC6KDn_Vw

I. Call to Order	Speaker (s) : Deborah Cain
II. Salute to the Flag	Speaker (s) : Deborah Cain
III. Adoption of Agenda	Speaker (s) : Deborah Cain
IV. District Highlights	Speaker (s) : Deborah Cain
IV.A. Presentation of Bonnie B. Carney Award of Excellence Award from CABA	Speaker (s) : Jessie Lavorgna
IV.B. BOE Member Appreciation Month	Speaker (s) : Jessie Lavorgna
IV.C. Wesley Elementary: 50th Anniversary and Portrait Reveal	Speaker (s) : Jessie Lavorgna
IV.D. Women's History Month	Speaker (s) : Jessie Lavorgna
V. Public Session	Speaker (s) : Deborah Cain
VI. Communications	Speaker (s) : Deborah Cain
VI.A. Report of Student Representative	Speaker (s) : Pilar Brooks
VII. Consent Agenda	Speaker (s) : Deborah Cain
VII.A. Minutes of February 14, 2023 BOE Regular Meeting	Speaker (s) : Deborah Cain
VII.B. MHS Ultimate Frisbee Competition Out of State Field Trip	Speaker (s) : Trevor Charles
VII.C. DECA to Boston Out of State Field Trip	Speaker (s) : David Reynolds
VII.D. Crochet Club Proposal	Speaker (s) : Julia Radko
VII.E. Grants Status Report	Speaker (s) : Natalie Forbes
VII.F. CBDG Grant Executive Summary	Speaker (s) : Natalie Forbes
VII.G. Policy #5141.21 -Revise - Administering Medication	Speaker (s) : Justin Taylor
VII.H. Policy #7100 - Readopt - Planning	Speaker (s) : Justin Taylor
VII.I. Policy #7113.1 - Revise - Evaluating Existing Buildings - Retirement of Buildings	Speaker (s) : Justin Taylor
VII.J. Policy #7115 - Revise - Developing Education Specifications	Speaker (s) : Justin Taylor
VII.K. Policy #7141 - Delete - Literature Distribution	Speaker (s) : Justin Taylor
VII.L. Policy #7211 - Revise - Architect Selection	Speaker (s) : Justin Taylor
VIII. Department Reports	Speaker (s) : Deborah Cain
VIII.A. Financial Report	Speaker (s) : Cassie Steinhilber

VIII.A.1. Action on Line Item Transfer Report	Speaker (s) : Cassie Steinhilber
VIII.B. Facilities Department	Speaker (s) : Kevin Dion
VIII.C. Personnel Report	Speaker (s) : Jennifer Cannata
VIII.D. Transportation Report	Speaker (s) : Mark Langton
IX. Superintendent's Report	Speaker (s) : Dr. Vazquez Matos
IX.A. School Counseling	Speaker (s) : Dr. Vazquez Matos
IX.B. Introduction of Human Resources Manager & Executive Director of Finance	Speaker (s) : Dr. Vazquez Matos
X. Committees	Speaker (s) : Deborah Cain
X.A. Budget Committee	Speaker (s) : Charles Wiltsie
X.B. Curriculum Committee	Speaker (s) : Debra Guss
X.C. Facilities Committee	Speaker (s) : Deborah Cain
X.D. Policy Committee	Speaker (s) : Justin Taylor
XI. Action Items	Speaker (s) : Deborah Cain
XI.A. 2023-2024 School Year Calendar	Speaker (s) : Stacey McCann
XI.B. Policy #7221 - Revise - Site Development - Selection of Site	Speaker (s) : Justin Taylor
XI.C. Policy #7230 - Revise - Building Design - Design and Process	Speaker (s) : Justin Taylor
XI.D. Policy #7300 - Revise - Financial Planning	Speaker (s) : Justin Taylor
XI.E. Policy #7500 - Delete - Certificate of Occupancy	Speaker (s) : Justin Taylor
XII. Future Agenda Items	Speaker (s) : Deborah Cain
XIII. Adjournment	Speaker (s) : Deborah Cain

Board of Education Regular Meeting
Tuesday, February 14, 2023 6:30 PM Eastern

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

Deborah Cain: Absent
Anita Dempsey-White: Present
Dina Ford: Present
Debra Guss: Present
Emily Jackson: Absent
Jon Pulino: Present
Delita Rose Daniels: Present
Justin Taylor: Present
Charles Wiltsie: Present
Present: 7, Absent: 2.

I. Call to Order

Vice Chair Mr. Taylor called the meeting to order at 6:31 PM.

II. Salute to the Flag

Mr. Pulino led the Pledge of Allegiance.

III. Adoption of Agenda

Adoption of Agenda as amended. This motion, made by Justin Taylor and seconded by Jon Pulino, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

Ms. Guss pulled Action Item XI. A. Math Pathways, seconded by Mr. Wiltsie - unanimous vote.

Mr. Taylor pulled Consent Items VII. J. Oil Tank Resolutions to be moved to Actions Items XI.

H. Seconded by Ms. Rose Daniels - unanimous vote.

IV. District Highlights

IV.A. Beman Robotics Team's First Season Celebrations

Beman Robotics Team is in their first season. It is a team that is excelling in the field of robotics. Ms. Scholes and her students shared the A, B, C and D teams have been invited to Regionals. The robotics team has won two judges' awards. F, G, H also had successful seasons.

IV.B. All Pro Dads Program Continues to Thrive

The All Pro Dads Program is a one-of-a-kind, community-built and community-sustained program. This is a program that continues to thrive and serve students and families of schools that have Community Mentors: Farm Hill, Macdonough, Spencer, and Bielefield. Ms. Waszkiewicz honored Mr. Watson, Mr. Collins, Mr. Perry and Mr. Cotten who are all mentors in the schools. Ms. Waszkiewicz shared the positive impact that these men make in the schools.

IV.C. Black History Month Proclamation and Celebrations

Ms. Lavorgna read the proclamation for Black History Month. Dr. Jada Waters shared the numerous events taking place across the district.

V. Public Session

Vice Chair Taylor explained the rules of Public Session.

Susan Owens, spoke with her great nephew. She would like the math program addressed. She would like more challenging curriculum options for students and communication improved.

Heather Shandore, 1 Scenic View Drive. Ms. Shandore is concerned about the lack of instructional time and teacher shortages at Beman Middle School. She would like the districts know the plans to address the issues.

VI. Communications

VI.A. Report of Student Representative

Nana Obeng was able to attend the meeting as our Student Representative. Ms. Obeng shared that MHS is closing their winter season. Many of the games can be streamed on Blue Tube. Spring Sports Team Meetings are beginning. Winter sports recognition will be March 14 and will recognize the accomplishments of the student athletes. Yearbook photos will be taken this week. The DECA State competition will be March 1. The choir and band trip is also this week. Course selection is ongoing in PRIDE classes and the Guidance Office. AP exams and SAT testing is quickly approaching. Ms. Obeng shared that teachers and staff have been supportive during the process.

VII. Consent Agenda

Approval of the Consent Agenda (or as amended). This motion, made by Justin Taylor and seconded by Delita Rose Daniels, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

Item VII.J. was moved to Action Items during the adoption of the agenda.

VII.A. Minutes of January 10, 2023 BOE Regular Meeting

VII.B. Minutes of January 30, 2023 5:45 PM Special Meeting Minutes

VII.C. Beman Robotics Field Trip

VII.D. MHS Advanced Choir NEMFA Festival

VII.E. MHS All Eastern Division Ensembles and Conference

VII.F. MHS FFA Agriculture Mechanics Career Development Fair

VII.G. Muslim Student Association Proposal

VII.H. Grants Status Report

VII.I. Stop and Shop Grant

VII.J. Oil Tank Resolutions

VII.K. Policy #5141.25 - Revise - Food Allergy/Asthma/Diabetes Management Plan

VIII. Department Reports

VIII.A. Financial Report

Ms. Steinhilber shared that currently they are projecting an overage, however it is a dynamic and fluid situation.

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

Move to approve the Line Item Transfer Report was made with a motion by Mr. Taylor and a second by Mr. Pulino. This motion, made by Justin Taylor and seconded by Jon Pulino, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

There were 6 line items transfers include Adult Education, Moody, Curriculum, Facilities, Middletown High School

VIII.B. Facilities Department

There were no questions for Mr. Dion.

VIII.C. Personnel Report

Ms. Rose Daniels asked about exit surveys, trends and adjustments the district is making based on those surveys. Ms. Cannata shared that the data would be analyzed in the Spring, however she does go over each one as they come in. Ms. Rose Daniels asked about substitute teachers. Ms. Cannata shared the different types of subs and how we are utilizing them. Mr. Taylor asked if Middletown is competitive in sub pay versus other districts. Ms. Cannata shared that we did raise the salary last year, however surrounding districts also raised the sub-pay.

VIII.D. Transportation Report

There were no questions for Mr. Langton.

IX. Superintendent's Report

IX.A. Safety and Climate Report

Dr. Vázquez Matos invited Mr. Griswold, Dr. Brooks and Mr. Byron to join in the presentation. Dr. Vázquez Matos shared the problem of practice. He shared the connection of behavior based on social development and well-being and emotional development and well-being. Dr. Vázquez Matos shared how enhanced and new practices, protocols and procedures promote engagement of students. The relationships and connections have a direct impact on their day to day lives.

Mr. Griswold shared discipline data including in-school, out-of-school and expulsions. Data was broken down by race and ethnicity, school, type of incident, race and gender. Mr. Griswold also shared the students with high needs data. He also shared incidents by month for the last 4 years and this current school year. The data was also shown by school and the specific incident.

Mr. Byron and Ms. Brooks shared the interventions and supports that are in place in each school. These include ESS, MSEL, SEL, School Based Health Center, School Support Staff. Many school supports were reviewed. Mr. Bryon and Dr. Brooks shared the community partnerships with the school and students. Ms. Brooks reviewed the practices in place for student discipline.

Dr. Vázquez Matos spoke of the district's next step. These include unpacking the data with an equity lens, additional staff and PD for staff. He also reviewed the many SEL supports at Middletown Public Schools.

Ms. Rose Daniels spoke regarding the student's story, challenges, relationships and concerns. She asked for everyone come together as a community as a team effort.

Mr. Wiltsie expressed his concern with the timeline and students leaving the district before the supports are in place. Ms. Ford agreed with Ms. Rose Daniels on the importance of the student story and would like to hear from them. Ms. Rose Daniels read a paragraph from the Board's Equity Policy. She reminded the Board that this policy begins with them.

Mr. Pulino addressed the data that was brought forward by a member of the public. He encouraged others to come forward.

Ms. Guss shared her concern about the trends at Beman and the elementary schools. She shared that student engagement decreases absenteeism. Ms. Dempsey White asked if students could be surveyed. Dr. Vázquez Matos shared that students began to be surveyed last year and that will continue this year. He discussed the need to have each school culturally proficient. The diversity of the district requires the district to create different pathways for students. He also addressed the diversity of the staff throughout the district. The district is working on a recruitment plan for a diverse workforce.

IX.B. Explanation of Regulations

Dr. Vázquez Matos explained that the regulations are based on statutory requirements.

X. Committees

X.A. Budget Committee

There were no questions for Mr. Wiltsie.

X.B. Curriculum Committee

There were no questions for Ms. Guss.

X.C. Facilities Committee

Chair Cain not present, the report was attached to agenda.

X.D. Policy Committee

There were no questions for Mr. Taylor.

XI. Action Items

XI.A. Math Pathways

This item was pulled under Adoption of the Agenda.

XI.B. Policy #5141.21 - Revise - Administering Medication

A motion to accept Policy #5141.21 Administering Medication was made by Mr. Taylor and a second by Ms. Rose Daniels - unanimous vote. This motion, made by Justin Taylor and seconded by Delita Rose Daniels, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

On October 1, 2022, the Connecticut State Department of Education ("CSDE") released guidelines regarding the storage and administration of opioid antagonists in schools, and we have revised Section E of the policy to reflect such guidelines. In addition, we revised this policy to provide additional clarity around the use of continuous blood glucose monitors in schools.

XI.C. Policy #7100 - Readopt - Planning

A motion to accept Policy # 7100 Planning was made by Mr. Taylor and a second by Ms. Dempsey White - unanimous vote. This motion, made by Justin Taylor and seconded by Anita Dempsey-White, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

This policy is not mandatory and may be repealed. The District can maintain this type of plan without a Board policy. If the Board wishes to maintain the policy, we recommend ensuring that this remains the process within the District. It is a recommendation of the board to readopt this policy and maintain it due to its use for capital planning.

XI.D. Policy #7113.1 - Revise - Evaluating Existing Buildings - Retirement of Buildings

A motion to repeal Policy#7113.1 - Evaluating Existing Buildings - Retirement of Buildings was made by Mr. Taylor and a second by Ms. Ford - unanimous vote. This motion, made by Justin Taylor and seconded by Dina Ford, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

If policy 7100 is repealed, we recommend repeal or revision of this policy. The policy is not mandatory and thus it may be repealed. If the policy is maintained, recommend revision to

clarify the definition of "retire" and provide clarity to what may and what must be determined by the building committee. The Board has decided to maintain this policy and has edited it accordingly.

XI.E. Policy #7115 - Revise - Developing Education Specifications

A motion to accept Policy#7115 - Revise - Developing Education Specifications was made by Mr. Taylor and a second by Ms. Ford - unanimous vote. This motion, made by Justin Taylor and seconded by Dina Ford, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

This policy is not mandatory and may be repealed. The District can develop Educational Specifications in accordance with the grant requirements identified in state statute without a Board policy.

XI.F. Policy #7141 - Delete - Literature Distribution

A motion to delete Policy#7141 - Delete - Literature Distribution was made by Mr. Taylor and a second by Ms. Rose Daniels - unanimous vote. This motion, made by Justin Taylor and seconded by Delita Rose Daniels, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

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

XI.G. Policy #7211 - Revise - Architect Selection

This item was not discussed.

XI.H - Oil Tank Resolutions

Ms. Natalie Forbes is requesting the Board's approval to submit the grant application for the replacement of the Macdonough and Moody Elementary Schools.

Resolved that the Board of Education approves the education specifications and the submission of the grant application for the replacement of the Macdonough Elementary and Moody Elementary Schools Oil Tanks.

Motion by Mr. Taylor and a second by Mr. Pulino - unanimous vote.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

XII. Future Agenda Items

Ms. Ford asked for an update on the School Governance Councils. Mr. Pulino would like to discuss cell phone usage in schools. Ms. Rose Daniels would like to have the middle and high school guidance offices present as well as the Transition Center. Mr. Wiltsie would like to have the students surveyed on the climate of the schools.

XIII. Proposed for Executive Session

A motion to enter Executive Session for the purpose of the Superintendent Mid-Year Review and invite Dr. Vázquez Matos was made by Mr. Taylor and a second by Mr. Pulino - unanimous vote. This motion, made by Justin Taylor and seconded by Jon Pulino, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

XIII.A. Superintendent Mid-Year Review

XIV. Adjournment

Move at 9:45 PM to adjourn. This motion, made by Justin Taylor and seconded by Jon Pulino, Carried.

Deborah Cain: Absent, Emily Jackson: Absent, Anita Dempsey-White: Yea, Dina Ford: Yea, Debra Guss: Yea, Jon Pulino: Yea, Delita Rose Daniels: Yea, Justin Taylor: Yea, Charles Wiltsie: Yea

Yea: 7, Nay: 0, Absent: 2

The Ultimate team wishes to travel to the Pioneer Valley Invitational to compete in the largest regional youth competition in the country. The team has done very well at this tournament in the past, and hopes to continue to find success competing against the best programs in the country. It is a two-day tournament and we will stay at a hotel in the local area.

Instruction
Field Trips and Community Service

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

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

Name of School: **MHS** Date of Request: **3/2/23**
 Name of Club or Activity: **DECA**
 Trip To: **Boston Quincy Market** Purpose: **Retailing and Marketing Exploration**
 Number of Students Participating: **75**
 Number of students eligible to go on the field trip: **201**
 Dates of Trip: From: **Sunday, May 28, 2023** To: **Sunday, May 28, 2023** # of school days missed: **0**

Names of Teachers and Chaperones:

1.Reynolds	5.
2.Sheen	6.
3.Schwartzman	7.
4.Wade	8.

Number of Non-Chaperone Adults going on trip:

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

Are fund-raising activities planned: **Perkins Grant** If so, describe: **NA**

Amount of money raised through fundraisers: **Perkins Grant**

Lodging: Hotel/Motel Camp Private Home

Insurance Arrangements for Staff and Students:

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

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

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

a. b. c. d. Other

Name of teacher making request: **David Reynolds**

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

Approved by Principal: **Dr. Dawn Brooks**

Authorized by Associate Superintendent: _____

Superintendent Approval: **[Signature]** Date: **3/7/23**

In DECA and more specifically, the Retailing and Marketing courses, students learn a variety of retailing, promotional, and entrepreneurial concepts. This co-curricular experience, at the end of the year, synergizes the learning by exposing students to the real-world applications of their learning.

10/10/10

10/10/10

Crochet Club Restart Proposal

Hi, I'm Doris Biney and I'm proposing to restart the crochet club at school.

I have been crocheting for 7 years now and have started my very own crochet business ,where I make custom apparel (blankets, hats, clothing pieces, hair accessories and many more) The Crochet/knitting club isn't new to our school, but hasn't been active in the past 3 years I've been here. Crochet is a fascinating activity and would really gain traction from students if started back up again.

How does Crochet benefit the Students here at Middletown High School. Is it worth their while?

A study by Yale Child Study Center found that nearly 75% of High School student's self-reported feelings related to school were negative ([Belli.B,2020/1/30 Yale.Study.edu](#)). This produces students who are very at risk of depression and anxiety, not only from academic stress but overall life situations. Which then leads to the accumulation of harmful behaviors to cope ([Ibcees.org.impact](#)). Instances like the increased vaping in the bathrooms and other harmful behaviors we have seen in some students in our school. By crocheting and allowing ourselves to be creative, we are taking our mind off from whatever has been troubling us.

By focusing on the repetitive motions of individual stitches and counting rows, our mind is able to be more relaxed and freer from anxious ideas and thoughts. Giving students more of a therapeutic safe space. It's a space for all kind of people to get together and enjoy an activity that benefits their mental health and also maybe would in turn make profit for them in the future. When students develop a sense of unity and teamwork ,learning how to work with others and reaching the same goals, they learn fundamental social skills that will stick with them through the workforce and for life.

It will stick with students for life, unlike sports , according to scholarship stats.org only 7% of people continue the sports they played in high school but skills like learning how to play an instrument, sewing, knitting and crocheting is forever .

How will this Essentially work, not only in Theory ?

I already have 10 people signed up and word is not even out yet ,but with word of mouth, flyers, and posters that I will make with the help of my crochet team. Through word of mouth, I already have 10 students signed up for this club. With this team, we would start the recruiting process which could include flyers, posters, announcements on Bluetube . Once people start to sign up, a group chat and google classroom would be made swiftly after and then utilizing those we would create an ideal meeting day and time where everyone can make it. Currently the crochet team is considering a weekly meeting Friday from 2:15-3:15

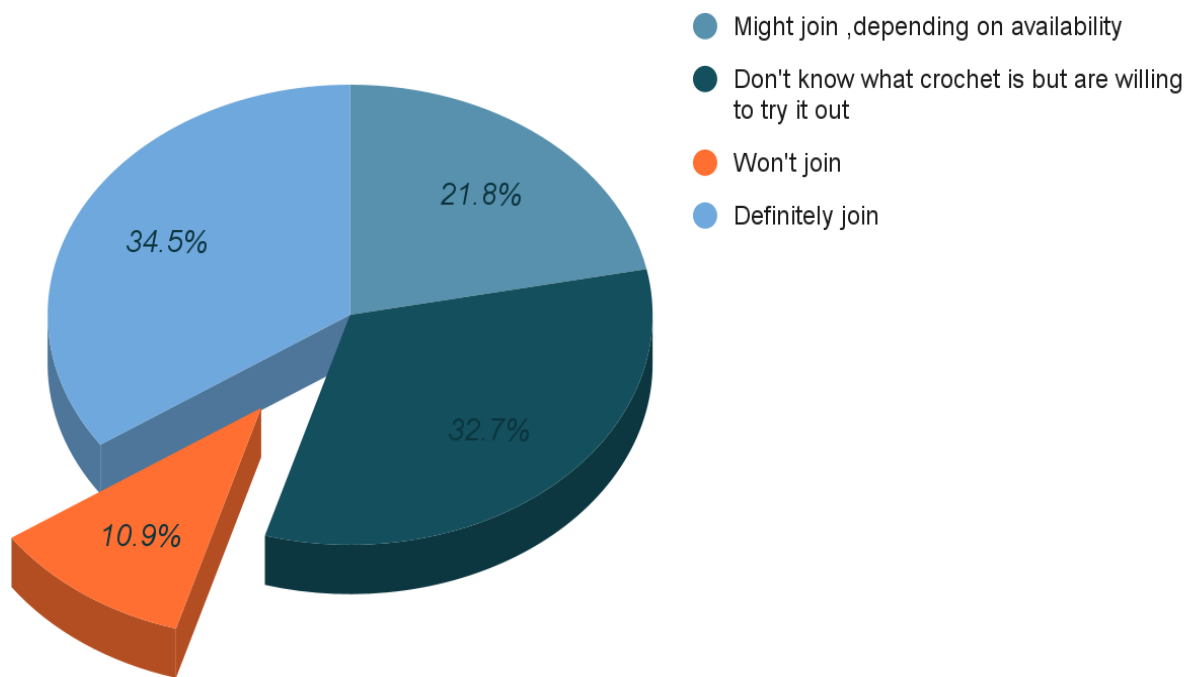
The meeting will take place in the Fashions room, Overseen and advised by Ms. Julia Radko. During weekly meetings, we would learn how to make pieces that could be sold at pop up shops as a fundraiser, and at the end of the school year give back to our community and donate our own very made blankets, hats, and socks.

What we need

We would need supplies of yarn, crochet hooks, and other notions that would be purchased from a craft store. As the club grows, we plan on organizing trips to local small businesses where we can share creations to possibly feature in their stores and spread the good word about Middletown High School and our message. For transportation on regular club basis, students will have their own personal means. But for organized trips, we would use school buses.

Mini Quantitative Analysis of 30 Middletown High School Students

30 students surveyed



- These students were chosen randomly (Some were in the hallways and some in my classes)
- These Students were not chosen on a specific basis or criteria, I chose different types of people to really analyze where we stand based on the voices of the people.
- Right now without the club even being out yet, There are 10 Fully committed students and it will only expand from here.

Additional Information

Advisor: Ms. Julia Radko

Facilities: Sewing Lab in LMC2

Number of students: Up to 30

Equipment: Provided by donation (already have equipment)

Budget requirements: Fundraising for materials

Transportation: N/A

In conclusion,I believe this would be a very good opportunity for students now and in years to come and I hope to take my ideas into consideration.I look forward to your feedback.

Sincerely,

Doris Biney



Office of Your Department
Unlocking the Potential in ALL Students

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Board of Education Report
3.10.2023
Grants Report March

The following grants were confirmed this month:

Grant Title	Funder	SY23	SY22
Title 4 (Public)	CSDE	57,660	55,841.29
Title 4 (Private)	CSDE	16,219	15,553.71
Students Get Out and About (Macdonough)	Rockfall Foundation	2,290	0
Student FFA Award (AgScience)	Mattabassett FFA	7,750	0

Respectfully submitted,

Natalie Forbes, Director of Innovation & Grants



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Board of Education Report
3.10.23
Executive Summary CDBG Grant

The Office of Food, Nutrition and Wellness Services submitted an application to the City of Middletown for their annual Block Grant.

Middletown has partnered with FoodCorps since 2017, and in the 2022-23 school year increased its partnership from one to two school nutrition educators. The Office of Food, Nutrition and Wellness is seeking funds to fund a third position that would serve as a community nutrition liaison, with the goal of this person providing nutrition education to our secondary students, opening and leading a community garden and managing our anticipated in-school Food Pantries.

This grant was submitted to the City of Middletown Department of Health on March 9th, 2023.

Respectfully submitted,
Randall Mel, Food and Nutrition Manager

Request: \$10,000.

STUDENTS

**ADMINISTRATION OF
STUDENT MEDICATIONS IN THE SCHOOLS**

A. Definitions

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

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

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

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

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

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

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

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

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

Error means:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Principal means the administrator in the school.

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

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

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

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

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

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

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

B. General Policies on Administration of Medications

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

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

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

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

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

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

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

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

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

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

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

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

C. Diabetic Students

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

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

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

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

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

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

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

E. Naloxone for Purposes of Emergency First Aid

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

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

F. Documentation and Record Keeping

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

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

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

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

G. Errors in Medication Administration

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

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

H. Medication Emergency Procedures

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

I. Supervision

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

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

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

J. Training of School Personnel

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

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

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

K. Handling, Storage and Disposal of Medications

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

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

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

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

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

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

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

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

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

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

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

M. Review and Revision of Policy

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

Legal References:

Connecticut General Statutes:
Section 10-206

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

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

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

Policy adopted: May 11, 2004
Policy revised: June 7, 2005
Policy revised: January 26, 2010
Policy revised: June 19, 2012
Policy revised: January 10, 2017
Policy replaced: February 8, 2022
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut



Middletown Public Schools
REFUSAL TO PERMIT ADMINISTRATION
OF EPINEPHRINE FOR EMERGENCY FIRST AID Name of Child: _____
 Date of Birth: _____

Address of Child: _____

Name of Parent(s): _____

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

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

Print name of parent/guardian Print name of student

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

 Signature of Parent/Guardian

 Date

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

10/2017

Construction

Planning

A ten year facilities master plan for the school district will be developed and kept up to date. The facilities master plan will reflect the needs of current instructional procedures and projected educational programming. The master plan will incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and determination of financial needs for providing the necessary school facilities.

Legal Reference: Connecticut General Statutes

10-220 Duties of Boards of Education

Policy adopted: March 19, 1996
Policy readopted: September 9, 2014
Policy readopted:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

New Construction

Retirement of Buildings

Because building closures are sensitive community issues, the Board of Education will appoint a committee representing a cross-section of the educational community and of school district points of view to study and recommend alternatives for Board consideration — including facilities retirement, continued school district educational use, possibilities for remodeling and refurbishing, alternative uses, and other recommendations the committee may choose to make.

Buildings owned by the school district may be retired from use when the Board of Education determines they are no longer educationally useful to the district and/or are unsuitable to current or projected school district needs. The master facilities plan for the district shall be the basis for consideration of facility closing, and the plan shall require examination of remodeling possibilities for other uses of the facilities.

Retirement is defined as a building that will no longer be used or maintained by the Middletown Public School system and will be formally turning the building over to the City of Middletown.

Because building closures are sensitive community issues, the Board of Education will appoint a committee representing a cross-section of the educational community and of school district points of view to study and recommend alternatives for Board consideration — including facilities retirement, continued school district educational use, possibilities for remodeling and refurbishing, alternative uses, and other recommendations the committee may choose to make.

Legal Reference: Connecticut General Statutes

10-240 Control of Schools

Policy adopted: March 19, 1996
Policy revised: September 9, 2014

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Policy revised:

School Construction

Educational Specifications

In applying for a school construction grant, the Middletown Board of Education (“Board”) and/or the City of Middletown, through the Superintendent of Schools, shall file an application for such grant with the Commissioner of Education on the form provided and in such manner as the Commissioner of Administrative Services may prescribe.

In accordance with Section 10-283 of the Connecticut General Statutes, such application shall include an affirmation that the school district considered the maximization of natural light; the use and feasibility of wireless connectivity technology; and the school safety infrastructure criteria, described in Section 10-292r of the Connecticut General Statutes, in projects for new construction or alteration or renovation of a school building.

In addition, the application shall include, among other things, a copy of the educational specifications for such project (“Educational Specifications”). The Educational Specifications shall describe the general nature and purpose of the proposed school building project. The Educational Specifications may include, but shall not be limited to:

- the Board's long range educational plan;
- the relationship of the proposed project to such plan;
- enrollment data and proposed project capacity;
- the nature and organization of the educational program;
- support facilities;
- space needs;
- accommodation for educational technology;
- specialized equipment;
- site needs; and
- any other supporting documents deemed necessary by the Commissioner of Education.

Legal Reference: Connecticut General Statutes
10-283 Applications for grants for school building projects
Regulations of Connecticut State Agencies
10-287c-1 Definitions
10-287c-11 Application for grants

Policy adopted: March 19, 1996
Policy revised: August 28, 2001
Policy revised: September 9, 2014

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Policy revised:

Construction

Literature Distribution

Any literature which is produced and/or distributed by Board of Education or its employees shall be limited to a description of the project and its need. All such literature shall be approved by the City Attorney and Common Counsel prior to distribution.

Policy adopted: March 19, 1996
Policy readopt: September 9, 2014

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

School Construction

Architects and Construction Management Services for School Construction

The Middletown Board of Education (the “Board”) shall work to construct appropriate modern facilities and/or timely renovations to provide appropriate educational environments for all students. To assist the Board, an architect and construction management services shall be commissioned when required by law, regulations or state guidelines or grant requirements concerning school construction, and for every major building or renovation project initiated by the Board.

The commission of architects and construction management services must be done in compliance with state law, regulations and requirements concerning school construction, including but not limited to Conn. Gen. Stat. § 10-287, and the Board’s Purchasing Policy.

The Building Committee and Superintendent will interview qualified applicants for the project and select an architect.

Legal Reference: Connecticut General Statutes

Conn. Gen. Stat. § 10-287

Middletown City Ordinances: Chapter 14, Article VI, Building Committees

Policy adopted: September 9, 2014
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

MIDDLETOWN BOARD OF EDUCATION
FINANCIAL STATEMENT

MARCH 2023

Object Code - Summary	Expenditure 2021-2022	Appropriation 2022-2023	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Overage/ Deficit	Projected Expenditure
CERTIFIED SALARIES								
51109 CERTIFIED*CURR WRITING	58,034.69	117,880.00	-	-	53,938.49	63,941.51	55,000.00	62,880.00
51110 CERTIFIED*REGULAR	33,596,801.00	36,074,709.00	40,625.00	-	19,178,042.83	16,937,291.17	580,000.00	35,635,334.00
51111 KNOWN ATTRITION	-	(184,000.00)	-	-	-	(184,000.00)	-	(184,000.00)
51112 UNKNOWN ATTRITION	-	(725,579.00)	-	-	-	(725,579.00)	-	(725,579.00)
51115 CERTIFIED*OTHER ADDL/STIPEND	-	5,400.00	-	-	-	5,400.00	-	5,400.00
51309 SALARIES: INTERVENTIONISTS	262,000.99	415,053.00	-	-	205,584.25	209,468.75	65,000.00	350,053.00
51310 SALARIES: SUBS-DAILY*REG	194,787.42	100,000.00	-	-	41,342.50	58,657.50	35,000.00	65,000.00
51315 SALARIES: SUBS-LONGTERM*REG	171,536.40	200,000.00	-	-	118,834.84	81,165.16	(50,000.00)	250,000.00
51316 SALARIES: SUBS-BLDG*REG	261,740.00	175,520.00	-	-	41,347.50	134,172.50	100,000.00	75,520.00
51410 SALARIES: ADMINISTRATOR*REG	4,997,818.27	5,312,225.00	-	-	3,444,100.68	1,868,124.32	70,000.00	5,242,225.00
51501 LONGEVITY: CERTIFIED	457,200.00	462,600.00	-	-	232,100.00	230,500.00	-	462,600.00
51510 ADDL COMPENSATION PAID TO TEACHERS	12,000.00	12,000.00	-	-	124.00	11,876.00	-	12,000.00
51550 EARLY RETIREMENT INCENTIVE	-	2.00	-	-	-	2.00	-	2.00
51716 SALARIES: MENTOR	9,042.00	18,130.00	-	-	6,781.50	11,348.50	5,000.00	13,130.00
51718 SALARIES: TUTOR	100,506.62	49,800.00	-	-	81,397.52	(31,597.52)	(92,000.00)	141,800.00
51721 SALARIES: STIPENDS-NON TRB	434,529.13	722,674.00	(4,500.00)	-	303,991.78	414,182.22	100,000.00	618,174.00
51722 SALARIES: MSELL MENTOR	37,840.00	-	-	-	-	-	-	-
51900 OTHER SALARIES	141,318.88	145,000.00	-	-	90,000.00	55,000.00	15,000.00	130,000.00
51901 NON-CONTRACTED CERTIFIED	81,420.33	56,344.00	-	-	34,318.75	22,025.25	-	56,344.00
51921 SALARIES: CLASS COVERAGE	204,324.21	45,000.00	-	-	108,522.04	(63,522.04)	(150,000.00)	195,000.00
51990 SALARIES: OTHER	452.72	-	-	-	-	-	-	-
TOTAL CERTIFIED SALARIES	41,021,352.66	43,002,758.00	36,125.00	-	23,940,426.68	19,098,456.32	733,000.00	42,305,883.00
CLASSIFIED SALARIES								
51116 CLASSIFIED*REG	7,747,174.78	8,907,008.00	(150,000.00)	-	5,158,382.34	3,598,625.66	300,000.00	8,457,008.00
51112 UNKNOWN ATTRITION	-	(405,148.00)	-	-	-	(405,148.00)	-	(405,148.00)
51118 CLASSIFIED*OT	199,933.94	234,501.00	-	-	145,618.11	88,882.89	-	234,501.00
51121 CLASSIFIED*OTHER ADDL/STIPEND	-	165,000.00	-	-	-	165,000.00	165,000.00	-
51200 SALARIES SEASONAL TEMP EMPLOYMENT	12,460.29	30,000.00	-	-	146,837.46	(116,837.46)	(150,000.00)	180,000.00
51416 ATHLETIC EVENT WORKERS	28,718.88	16,000.00	-	-	40,140.16	(24,140.16)	(40,000.00)	56,000.00
51418 SUBS-SECRETARIES	103,249.50	30,000.00	-	-	54,799.96	(24,799.96)	(60,000.00)	90,000.00
51419 OT-SNOW REMOVAL	32,453.87	-	-	-	-	-	-	-
51420 OT-CUSTODIAL COVERAGE	78,254.86	-	-	-	-	-	-	-
51502 LONGEVITY: CLASSIFIED	-	-	-	-	163.46	(163.46)	(163.46)	163.46
51903 HOME VISITORS	-	24,672.00	-	-	549.64	24,122.36	24,122.36	549.64
51920 SALARIES: STUDENT VOCATIONAL	3,990.00	6,000.00	-	-	2,625.00	1,415.00	2,000.00	4,000.00
TOTAL CLASSIFIED SALARIES	8,206,236.12	9,008,033.00	(150,000.00)	1,960.00	5,549,116.13	3,306,956.87	240,958.90	8,617,074.10

MIDDLETOWN BOARD OF EDUCATION
FINANCIAL STATEMENT

MARCH 2023

Object Code - Summary	Expenditure 2021-2022	Appropriation 2022-2023	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Overage/ Deficit	Projected Expenditure
PARAPROFESSIONALS/AIDES								
51210 SALARIES: AIDES/PARAS*REG	3,990,424.99	5,162,612.00	-	-	2,818,169.29	2,344,442.71	250,000.00	4,912,612.00
51112 UNKNOWN ATTRITION		(332,252.00)				(332,252.00)		(332,252.00)
51212 SALARIES: AIDES/PARAS*OT	-	1.00	-	-	-	1.00	-	1.00
51216 SALARIES: LIBRARY PARAS*REG	2,596.57	27,852.00	-	-	-	27,852.00	27,852.00	-
51217 SAL: SCHOOL BASED BEHAVIORAL TECH	6,569.32	-	150,000.00	-	84,292.99	65,707.01	(12,000.00)	162,000.00
51503 LONGEVITY: PARAS	12,300.00	19,700.00	-	-	17,600.00	2,100.00	2,100.00	17,600.00
51713 SALARIES: LUNCH/DUTY AIDES	287,296.65	362,979.00	-	-	160,102.50	202,876.50	80,000.00	282,979.00
51717 SALARIES: BUS MONITOR	4,862.00	-	5,000.00	-	2,635.75	2,364.25	-	5,000.00
TOTAL PARAPROFESSIONALS/AIDES	4,304,049.53	5,240,892.00	155,000.00	-	3,082,800.53	2,313,091.47	347,952.00	5,047,940.00
EMPLOYEE BENEFITS								
51970 SALARIES: CLOTHING ALLOCATION	19,600.00	36,200.00	-	-	17,150.00	19,050.00	19,050.00	17,150.00
52010 EMPLOYEE BENEFITS	1,802.69	-	-	-	-	-	-	-
52100 GROUP LIFE INSURANCE	204,255.00	201,143.00	-	-	201,143.00	-	-	201,143.00
52205 FICA	594,013.51	445,845.00	-	-	418,263.73	27,581.27	(205,000.00)	650,845.00
52210 MEDICARE	786,388.11	778,755.00	-	-	514,126.71	264,628.29	(40,000.00)	818,755.00
52300 RETIREMENT CONTRIBUTIONS	50,538.40	71,995.00	-	-	53,741.65	18,253.35	(6,500.00)	78,495.00
52500 TUITION REIMBURSEMENT	2,000.00	4,500.00	-	-	-	4,500.00	2,000.00	2,500.00
52600 UNEMPLOYMENT COMPENSATION	4,354.00	65,000.00	-	-	14,697.00	50,303.00	20,000.00	45,000.00
52700 WORKERS COMPENSATION	588,500.00	627,000.00	-	161,587.75	423,785.46	41,626.79	41,626.79	585,373.21
52831 HEALTH INSURANCE*CERTIFIED/PARAS	7,238,360.43	8,107,961.00	-	-	8,107,961.00	-	-	8,107,961.00
52832 HEALTH INSURANCE*CLASSIFIED	5,203,771.42	5,411,659.00	-	-	5,411,659.00	-	-	5,411,659.00
52840 DENTAL INSURANCE	1,043,495.00	1,016,682.00	-	175,956.51	840,725.49	-	-	1,016,682.00
52950 DISABILITY INSURANCE	26,722.66	28,500.00	-	7,035.00	21,465.00	-	-	28,500.00
52960 UNUSED SICK BENEFIT	27,064.06	25,002.00	-	-	15,670.49	9,331.51	-	25,002.00
52961 UNUSED VACATION PAYOUT	-	25,000.00	-	-	-	25,000.00	-	25,000.00
52990 OTHER POST EMPLOYEE BENEFITS	267,079.00	453,930.00	-	-	453,930.00	-	-	453,930.00
52991 ACA HEALTH INSURANCE	11,875.00	18,000.00	-	-	15,440.16	2,559.84	2,559.84	15,440.16
TOTAL EMPLOYEE BENEFITS	16,069,819.28	17,317,172.00	-	344,579.26	16,509,758.69	462,834.05	(166,263.37)	17,483,435.37
PURCHASED SERVICES								
53010 PURCHASED PROFESSIONAL SERVICES	16,233.96	16,350.00	-	5,555.36	10,744.64	50.00	-	16,350.00
53020 LEGAL SERVICES	291,771.31	150,000.00	-	22,907.49	127,092.51	-	-	150,000.00
53040 NURSING SERVICES	10,072.50	50,000.00	-	33,241.74	16,758.26	-	-	50,000.00
53070 TESTING / SCORING	18,002.60	18,350.00	-	-	4,703.37	13,646.63	-	18,350.00
53200 PROFESSIONAL EDUCATIONAL SERVICES	3,512.74	2,000.00	-	-	450.22	1,549.78	-	2,000.00

MIDDLETOWN BOARD OF EDUCATION
FINANCIAL STATEMENT

MARCH 2023

Object Code - Summary	Expenditure	Appropriation	Appropriation	Encumbrance	Current	Current Balance	Projected	Projected
	2021-2022	2022-2023	Adjustment		Expenditure			
53205 EMPLOYEE TRAINING/DEV SVCS	3,151.00	950.00	-	-	-	950.00	-	950.00
53220 INSERVICE - PROF MTGS/DEVELOP	61,460.00	74,644.00	4,120.00	5,685.00	15,123.13	57,955.87	-	78,764.00
53240 FIELD TRIPS	10,749.65	15,000.00	7,850.00	3,000.00	12,188.75	7,661.25	-	22,850.00
53251 STUDENT ACTIVITIES	5,994.53	12,000.00	-	2,888.95	159.04	8,952.01	-	12,000.00
53300 PURCHASED PROFESSIONAL SVCS: TECH	214,523.45	123,555.00	-	17,435.00	61,317.00	44,803.00	-	123,555.00
53310 PURCHASED PROFESSIONAL SVCS: AUDIT	-	30,000.00	-	30,000.00	-	-	-	30,000.00
53400 PURCHASED PROFESSIONAL SVCS: OTHER	620,067.29	514,493.00	(40,625.00)	311,961.20	261,946.80	(100,040.00)	(100,000.00)	573,868.00
53500 PURCHASED PROFESSIONAL/TECH SERVICE	50,000.00	47,650.00	-	-	24,075.00	23,575.00	-	47,650.00
53520 PURCHASED PROF SVCS: OTHER TECH	3,961.65	-	-	-	-	-	-	-
53530 PURCHASED PROFESSIONAL SVCS: POLICE	11,008.00	9,000.00	-	146.62	8,093.38	760.00	-	9,000.00
53540 PURCH PROF SVCS: SPORTS OFFICIALS	37,514.45	70,030.00	-	-	29,579.55	40,450.45	-	70,030.00
54010 PURCHASED PROPERTY SERVICES	14,398.88	28,500.00	(6,234.40)	7,405.00	2,105.00	12,755.60	-	22,265.60
54103 SNOW PLOWING/SANDING	10,740.00	25,000.00	-	18,830.00	6,170.00	-	-	25,000.00
54300 REPAIRS & MAINTENANCE	588,116.18	734,525.00	(32,591.97)	160,268.83	240,132.20	301,532.00	-	701,933.03
54303 GROUNDS MAINTENANCE	30,392.61	46,500.00	-	-	46,958.53	(458.53)	(1,000.00)	47,500.00
54304 ELEVATOR MAINTENANCE	25,965.48	60,000.00	-	11,957.51	31,110.64	16,931.85	10,000.00	50,000.00
54410 RENTAL OF LAND & BUILDINGS	77,058.00	77,058.00	-	-	77,058.00	-	-	77,058.00
54411 WATERSEWER	101,050.05	111,022.00	-	33,253.24	63,172.41	14,596.35	-	111,022.00
54420 RENTAL OF EQUIPMENT&VEHICLES	4,133.97	6,500.00	-	-	3,436.11	3,063.89	-	6,500.00
54421 DISPOSAL	148,139.06	140,800.00	-	59,847.18	77,314.68	3,638.14	-	140,800.00
54424 LAWN CARE	14,064.72	15,000.00	-	-	15,000.00	-	-	15,000.00
54430 RENTAL OF COMPUTER RELATED EQUIPMEN	-	400.00	-	-	-	400.00	-	400.00
54440 RENTALS	1,776.72	1,564.00	-	773.58	768.84	21.58	-	1,564.00
54900 ENERGY PERFORMANCE CONTRACT	355,998.37	-	-	-	-	-	-	-
55010 PURCHASED SERVICES	1,466,821.31	1,195,804.00	18,830.90	59,719.38	778,693.29	376,222.23	-	1,214,634.90
55011 VACCINES	-	3,000.00	-	-	-	3,000.00	2,000.00	1,000.00
55100 PUPIL TRANSPORTATION	4,079,142.78	5,147,729.00	77,133.14	52,983.00	5,123,201.35	48,677.79	30,000.00	5,194,862.14
55105 TRANSPORTATION*SUMMER	194,239.33	210,000.00	(67,183.14)	-	142,816.86	-	-	142,816.86
55109 TRANSPORT*SPED OUT OF TOWN	580,712.65	500,000.00	-	467,250.85	545,551.07	(512,801.92)	(500,000.00)	1,000,000.00
55190 TRANSPORT*HOMELESS	73,561.01	70,000.00	-	101,336.60	62,432.13	(93,768.73)	(95,000.00)	165,000.00
55191 TRANSPORT*DCF	22,465.00	100,000.00	(5,000.00)	25,698.00	5,913.00	63,389.00	50,000.00	45,000.00
55205 PROPERTY/CASUALTY INSURANCE	379,001.00	379,001.00	-	-	343,021.00	35,980.00	35,980.00	343,021.00
55206 ATHLETIC INSURANCE	24,486.00	24,000.00	-	-	25,710.00	(1,710.00)	(1,710.00)	25,710.00
55300 COMMUNICATIONS/TELEPHONE	355,236.56	323,400.00	-	58,617.15	318,793.29	(54,010.44)	(60,000.00)	383,400.00
55301 POSTAGE	31,756.43	34,835.00	-	-	22,125.35	12,709.65	-	34,835.00
55303 SECURITY MONITORING	69,156.24	110,000.00	-	-	70,235.64	39,764.36	-	110,000.00
55304 SUBSCRIPTIONS/LICENSES	147,907.46	125,668.00	(2,675.00)	0.03	100,403.74	22,589.23	-	122,993.00

MIDDLETOWN BOARD OF EDUCATION
FINANCIAL STATEMENT

MARCH 2023

Object Code - Summary	Expenditure 2021-2022	Appropriation 2022-2023	Appropriation Adjustment	Encumbrance	Current Expenditure	Current Balance	Projected Overage/ Deficit	Projected Expenditure
55400 ADVERTISING	10,779.95	13,800.00	950.00	-	4,701.76	10,048.24	-	14,750.00
55500 PRINTING	28,864.21	44,605.00	-	10,399.35	10,714.18	23,491.47	15,000.00	29,605.00
55510 COPYING	97,613.60	100,473.00	(1,125.00)	-	89,348.00	10,000.00	-	99,348.00
55800 TRAVEL/CONFERENCES	79,230.09	122,930.00	-	4,498.68	80,117.46	38,313.86	10,000.00	112,930.00
TOTAL PURCHASED SERVICES	10,370,830.79	10,886,136.00	(46,550.47)	1,505,659.74	8,859,236.18	474,689.61	(604,730.00)	11,444,315.53
SUPPLIES & MATERIALS								
56100 SUPPLIES*GENERAL	-	5,000.00	-	-	351.73	4,648.27	-	5,000.00
56104 SUPPLIES*MAINTENANCE	102,162.58	239,000.00	4,000.00	29,634.01	83,384.72	129,981.27	-	243,000.00
56106 SUPPLIES*FOOD	-	390.00	-	-	23.35	366.65	-	390.00
56110 INSTRUCTIONAL SUPPLIES	385,906.50	398,913.00	(3,261.09)	36,633.32	201,104.30	157,914.29	-	395,651.91
56115 COMMON CORE MATERIALS	14,844.74	20,753.00	-	2,583.90	16,298.83	1,870.27	-	20,753.00
56120 ADMINISTRATIVE SUPPLIES	89,881.08	85,476.00	-	16,944.56	41,240.01	27,291.43	-	85,476.00
56121 COPY PAPER	30,314.07	47,025.00	2,893.64	823.02	34,041.42	15,054.20	-	49,918.64
56210 NATURAL GAS	631,448.16	700,650.00	1,125.00	239,413.45	411,313.26	51,048.29	-	701,775.00
56220 ELECTRICITY	1,126,525.02	1,367,405.00	-	546,108.60	726,729.54	94,566.86	200,000.00	1,167,405.00
56230 BOTTLED GAS	10,264.94	11,950.00	-	5,162.41	2,505.46	4,282.13	-	11,950.00
56240 FUEL OIL	202,833.03	227,350.00	-	51,929.15	175,420.85	-	-	227,350.00
56260 DIESEL FUEL	119,827.97	317,500.00	(10,000.00)	130,381.29	169,288.31	7,830.40	10,000.00	297,500.00
56265 GASOLINE (VEHICLES)	88,990.95	109,540.00	-	71,142.66	62,167.99	(23,770.65)	(25,000.00)	134,540.00
56270 PROPANE	68,331.78	40,840.00	-	9,954.85	30,885.15	-	(50,000.00)	90,840.00
56300 FOOD SUPPLIES	525.19	6,741.00	-	-	956.00	5,785.00	2,000.00	4,741.00
56400 BOOKS AND PERIODICALS	5,161.05	9,000.00	-	-	6,495.28	2,504.72	2,000.00	7,000.00
56410 TEXTBOOKS	24,561.63	37,810.00	(6,596.50)	2,644.76	5,548.15	23,020.59	10,000.00	21,213.50
56420 LIBRARY MATERIALS	39,508.69	31,750.00	-	4,941.49	14,725.44	12,083.07	-	31,750.00
56500 SUPPLIES*TECHNOLOGY RELATED	182,934.67	282,670.00	(8,842.55)	73,059.82	68,066.30	132,701.33	-	273,827.45
56900 SUPPLIES*OTHER	172,504.31	221,832.00	(28,773.03)	50,050.93	90,737.77	52,270.27	-	193,058.97
56910 CUSTODIAL SUPPLIES	188,941.26	207,000.00	-	38,059.47	106,861.61	62,078.92	-	207,000.00
TOTAL SUPPLIES & MATERIALS	3,485,467.62	4,368,595.00	(49,454.53)	1,309,467.69	2,248,145.47	761,527.31	149,000.00	4,170,140.47
PROPERTY								
57300 NEW EQUIPMENT	93,703.91	47,350.00	-	6,664.35	3,828.41	36,857.24	-	47,350.00
57330 FURNITURE AND FIXTURES	8,192.90	25,000.00	-	11,969.00	700.00	12,331.00	10,000.00	15,000.00
57340 TECH RELATED HARDWARE/EQUIPMENT	98,551.31	3,129.00	-	-	2,790.94	338.06	-	3,129.00
57390 OTHER EQUIPMENT/PROPERTY	5,219.10	3,100.00	-	-	1,513.52	1,586.48	-	3,100.00
TOTAL PROPERTY	205,667.22	78,579.00	-	18,633.35	8,832.87	51,112.78	10,000.00	68,579.00

MIDDLETOWN BOARD OF EDUCATION
FINANCIAL STATEMENT

MARCH 2023

<u>Object Code - Summary</u>	<u>Expenditure 2021-2022</u>	<u>Appropriation 2022-2023</u>	<u>Appropriation Adjustment</u>	<u>Encumbrance</u>	<u>Current Expenditure</u>	<u>Current Balance</u>	<u>Projected Overage/ Deficit</u>	<u>Projected Expenditure</u>
MAJOR PROJECTS								
57400 INFRASTRUCTURE	-	-	55,095.00	-	-	55,095.00	-	55,095.00
TOTAL MAJOR PROJECTS	-	-	55,095.00	-	-	55,095.00	-	55,095.00
MISCELLANEOUS								
58100 MEMBERSHIPS & DUES	88,914.30	98,634.00	(215.00)	1,125.00	76,309.83	20,984.17	-	98,419.00
58901 EDUCATIONAL SUPPORT	22,951.95	17,440.00	-	198.00	6,463.67	10,778.33	-	17,440.00
58903 PROFESSIONAL DEVELOPMENT IMPROVEMENT	41,284.56	10,000.00	-	-	4,666.55	5,333.45	-	10,000.00
58904 WESLEYAN PUBLIC SCHOOL COLLAB	5,000.00	5,000.00	-	-	-	5,000.00	-	5,000.00
58906 AFTER SCHOOL PROGRAM	4,342.52	16,650.00	-	-	-	16,650.00	-	16,650.00
58908 RECRUITMENT	1,324.94	9,000.00	-	-	6,256.89	2,743.11	-	9,000.00
TOTAL MISCELLANEOUS	163,818.27	156,724.00	(215.00)	1,323.00	93,696.94	61,489.06	-	156,509.00
TUITION								
55600 TUITION MAGNET (REGULAR EDUCATION)	557,268.28	560,600.00	-	-	557,727.00	2,873.00	-	560,600.00
55610 TUITION TO OTHER DISTR IN STATE (SPEC. E	309,526.94	705,000.00	-	153,063.22	210,585.75	341,351.03	340,000.00	365,000.00
55630 TUITION TO PRIVATE SOURCES (SPEC. ED)	3,968,725.10	3,625,000.00	-	1,969,441.98	2,247,414.43	(591,856.41)	(460,000.00)	4,085,000.00
TOTAL TUITION	4,835,520.32	4,890,600.00	-	2,122,505.20	3,015,727.18	(247,632.38)	(120,000.00)	5,010,600.00
GRAND TOTAL	88,662,761.81	94,949,489.00	-	5,304,128.24	63,307,740.67	26,337,620.09	589,917.53	94,359,571.47

Middletown Board of Education
BOE Transfer of Funds

Date Range: 09-Feb-2023 to 08-Mar-2023 For FY 2023

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To
Journal#: 38667 Date: 10-Feb-2023						
From 1010-002-2410-000-56120-00000	BIELEFIELD: ADMIN SUPPL	7,545.00		7,545.00	5.99	
From 1010-002-1000-350-56110-02123	BIEL: PERF ARTS*INST SUP*FRL	285.00		285.00	.01	
To 1010-002-1000-160-56115-00000	BIELEFIELD: MATH*COMMON CORE MATL To cover cost of items purchased to assist in teaching/learning math	1,500.00		1,500.00		6.00
Total Transfer for Bielefield School					6.00	6.00
Journal#: 38684 Date: 02-Mar-2023						
From 1010-940-2660-000-53220-00000	SECURITY: INSERVICE - PROF MTGS/DEVELOP	15,100.00		15,100.00	12,000.00	
To 1010-940-2660-000-56900-00000	SECURITY: SUPPLIES OTHER Budget transfer to pay for OSCR360 capture kit	9,000.00		9,000.00		12,000.00
Total Transfer for Central Office					12,000.00	12,000.00
Journal#: 38688 Date: 08-Mar-2023						
From 1010-920-1000-550-55600-00000	CURR: MAGNET*TUITION [ALL SCHL]	560,600.00		560,600.00	2,873.00	
From 1010-960-2212-000-58901-00000	CURR: ADMIN INSTR*EDUC SUP	5,750.00		5,750.00	5,453.50	
From 1010-960-2213-000-53220-00000	CURR: IN SVC-PROF MTG/DEV [ALL SCHL]	4,500.00		4,500.00	1,796.50	
To 1010-100-1000-000-56110-00000	CURR: INSTR SUPPL [ALL SCHL] Moving remaining funds to instructional supply line to purchase culturally responsive text for elementary classrooms to support Public Act 1912	10,000.00		10,000.00		10,123.00
Total Transfer for CURRICULUM					10,123.00	10,123.00
Journal#: 38672 Date: 15-Feb-2023						
From 1010-054-3200-910-51721-00000	ATHLETICS: STIPENDS-NON TRB-COACHES	78,912.00		78,912.00	1,750.00	
To 1010-054-3200-910-55100-00000	ATHLETICS: BMS*PUPIL TRANSP	16,000.00	-4,000.00	12,000.00		1,750.00
From 1010-062-3200-910-51721-00000	ATHLETICS: STIPENDS-NON TRB-COACHES	459,249.00	-4,500.00	454,749.00	3,759.00	
To 1010-062-3200-910-55100-00000	ATHLETICS: MHS*PUPIL TRANSP Winter coaches stipend positions not filled, We are using these funds to pay tranportion expenses that could be negative by end of year.	78,000.00	8,500.00	86,500.00		3,759.00
Total Transfer for Student Activities/Athletics					5,509.00	5,509.00

Middletown Board of Education
BOE Transfer of Funds

Date Range: 09-Feb-2023 to 08-Mar-2023 For FY 2023

Account	Description	Original Budget	Budget Adjust	Total Budget	From	To	
Journal#: 38671 Date: 14-Feb-2023							
From 1010-054-1000-105-54300-00000	BMS: ART REPAIRS & MAINT	500.00		500.00	500.00		
To 1010-054-1000-105-56900-00000	BMS: ART*SUPPL*OTHER	6,400.00		6,400.00		500.00	
	Transfer money from Art machine repairs/maintenance to Art supplies for students.						
					Total Transfer for WWMS	500.00	500.00
					*** Grand Total To Transfer	28,138.00	28,138.00



Facilities Department
“Unlocking the Potential in ALL Students”

Director of Facilities - Kevin Dion.
372 Hunting Hill Avenue, Middletown, CT 06457 Telephone: (860) 638-1408
Email: Dionk@mpsct.org, Web: www.middletownschoools.org

Facilities Report for Board of Education Meeting (3/14/23)
Completed on 3/8/23

5-Year Plan for Capital Projects

The plan was presented on 1/18/23 to the BOE Facilities Committee. The plan will be discussed at the next Facilities Committee meeting on 3/15/23 and will be presented at the April BOE meeting if the committee agrees.

Beman Middle School Construction Project

The chair manufacturer repaired on 3/1/23 with a caster insert. Slider insert is not a viable option. 78 chairs were repaired.

The 2 back lit school marquee sign concrete bases are currently completed. Electronic sign meeting was held with TSKP on 3/9/23 to discuss 2 types of recommended electronic signs. TSKP is setting up an additional meeting with the manufacturers to discuss capabilities and options with the Beman Administration.

Snow and Farm Hill Roofing Projects – Roof, PV, AC & State Approval

PV architect /administrative services and state application was discussed at 3/16/23 meeting. Silver Petrucelli was awarded the contract to manage the PV projects at Farm Hill and Snow school. Next steps will be discussed at the 3/16/23 meeting.

RFP for MHS Track and Field design and recommendation services was completed. The committee awarded the contract to SLR. SLR was onsite at MHS the week of 3/6/23 to review existing conditions and will discuss needs and expectations with the building committee on a special meeting to be held on 3/9/23.

The next regular meeting is scheduled for 3/16/23 at 5:30 pm.

Moody and Macdonough Oil Tank Replacement -

We are awaiting the certified minutes of the Common Council Meeting and will submit the application to OSCGR when minutes are available.

Additional Items

N/A



Human Resources Department

Unlocking the Potential in ALL Students

talent@mpsct.org | (860) 638-1402
311 Hunting Hill Ave, Middletown, CT 06457
www.middletownschoools.org

Department of Human Resources BOE Report

March 14, 2023 HR Report:

STAFFING: Time Period: February 1, 2023 - February 28, 2023

Retirements: 0

Certified staff: 0

Non Certified staff: 0

Resignations: 7

Certified staff: 1

- Speech Language Pathologist - District

Non Certified: 6

- Sub para (2) - MHS
- Duty Aide - Macdonough
- Math Interventionist - Spencer
- Cafe Worker (2) - MHS & Moody

New Hires: 17

Certified: 0

Non Certified: 17

- Family Engagement Liaison - Snow
- Registered Behavior Tech (2) - Snow & Moody
- Duty Aide - Farm Hill
- Para Educator - Beman
- Sub Para Educator - Lawrence
- Family Engagement Liaison (2) - MHS & Beman
- Building Sub (3) - Beman (2) & Lawrence (1)
- SEL Interventionist (2) - Beman & Farm Hill
- Reading Interventionist - Spencer
- Executive Director of Finance - Central Office
- HR Manager - Central Office
- Sped Administrative Secretary - Central Office



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Vacancies: 44

Certified: 15

- Principal - MHS (Dr. Brooks serving as interim Principal)
- Elementary Long Term Substitutes (4) - Classroom, PE, Music, Special Ed
- K-12 Bilingual Teacher - District
- Spanish Teachers (2) Beman
- Special Education Teachers (2) Beman (1 filled in March)
- School Social Worker - Beman
- School Social Worker - MHS
- School Psychologist - District
- Speech Language Pathologist - District
- SEL Coordinator - District (filled in March)

Non Certified: 29

- Campus Safety Officer - MHS (in the process of hiring)
- Budget Analyst - Central Office (preparing interview process)
- Cafe Worker II - MHS
- School Custodian - Farm Hill
- School Custodian - Beman
- School Custodian - Lawrence
- School Custodian - Snow
- Math Interventionist - Spencer
- ELA Interventionist - MHS
- Registered Behavior Tech - MHS
- Para Educators (19) - District (hired 2 in March)

Other News:

Upcoming Job Fairs:

- 3/20/23 - MPS Job Fair
- 3/28/23 - UCONN Career Fair
- 4/4/23 - CCSU Career Fair
- 4/5/23- Middlesex Chamber Career Fair

International Alliance Group:

- Working with IAG to schedule interviews with international candidates to hire for the 2023-2024 SY



Human Resources Department

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Kelly Services:

- In the final stages of determining if the district will contract with Kelly Services for substituting purposes for the 2023-2024 SY. Reviewing the cost analysis data.



MIDDLETOWN PUBLIC SCHOOLS

“Unlocking the Potential in ALL Students”

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

TRANSPORTATION REPORT

FEBRUARY 2023

School Year 2022-2023

2022 – 2023 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	48	42	33	20	39	21				
SCHOOL TRANSPORTATION CHANGES	40	37	28	17	34	16				
BUS DRIVER COMPLAINTS	4	3	0	1	3	0				
BUS CONDUCT REPORTS	53	56	34	26	43	35				
BUS ACCIDENTS	1	0	0	1	0	0				

2021 – 2022 SCHOOL YEAR										
CATEGORY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
NEW STUDENTS	22	31	54	21	42	22	28	19	12	
TRANSPORTATION CHANGES	78	22	21	20	27	19	25	10	8	
LEFT DISTRICT / SCHOOL	6	24	22	12	17	17	27	24	11	
DRIVER COMPLAINTS	3	2	0	1	0	0	0	0	1	
BUS CONDUCT REPORTS	48	43	45	32	26	37	53	47	26	
BUS ACCIDENTS	1	1	1	1*	1*	1*	1*	0	0	

School Counseling

Middletown Public Schools

Bobbi-Jo Wathen
School Counseling Department Head



Mission & Vision

Mission Statement

The mission of the Middletown High School Counseling department is to provide a comprehensive, developmental program that includes academic, personal/social, and career development of all students in partnership with other educators, caregivers, and community stakeholders.

Vision Statement

The vision of the Middletown High School's comprehensive school counseling program is to facilitate equitable access to a comprehensive school counseling program for all students. The Middletown school counseling program will promote collaboration between school counselors, educators, caregivers, and other community stakeholders to broaden opportunities and to ensure that the needs and goals of all students are addressed and each student will be college and or career ready.



School Counselors Work in 3 Domains

Social & Emotional

Help students learn to manage emotions and apply healthy interpersonal skills.



Academic

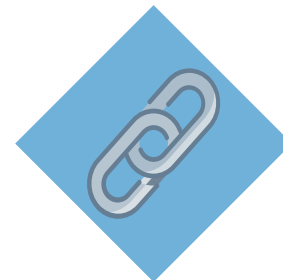
Help students to learn how to support and maximize their learning.



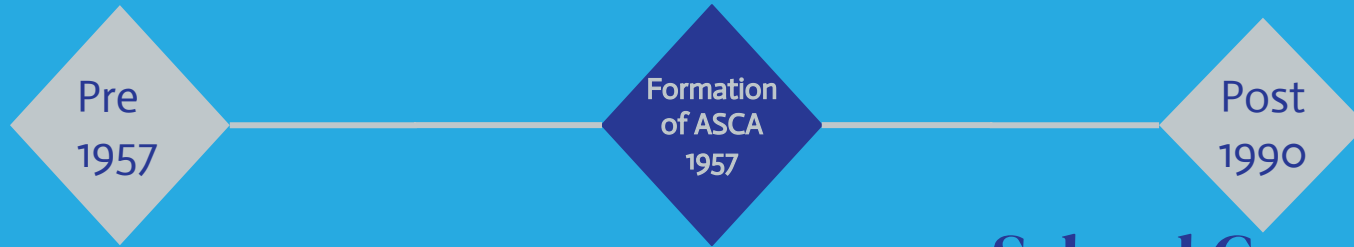
College & Career

Help students understand the connection between the workforce and school.

Plan and make a successful transition to individualized postsecondary plan



We are School Counselors



Guidance Counselor

- Reactive
- Services some
- Work in isolation
- Ancillary in school improvement process
- Impact measured by feelings/perceptions



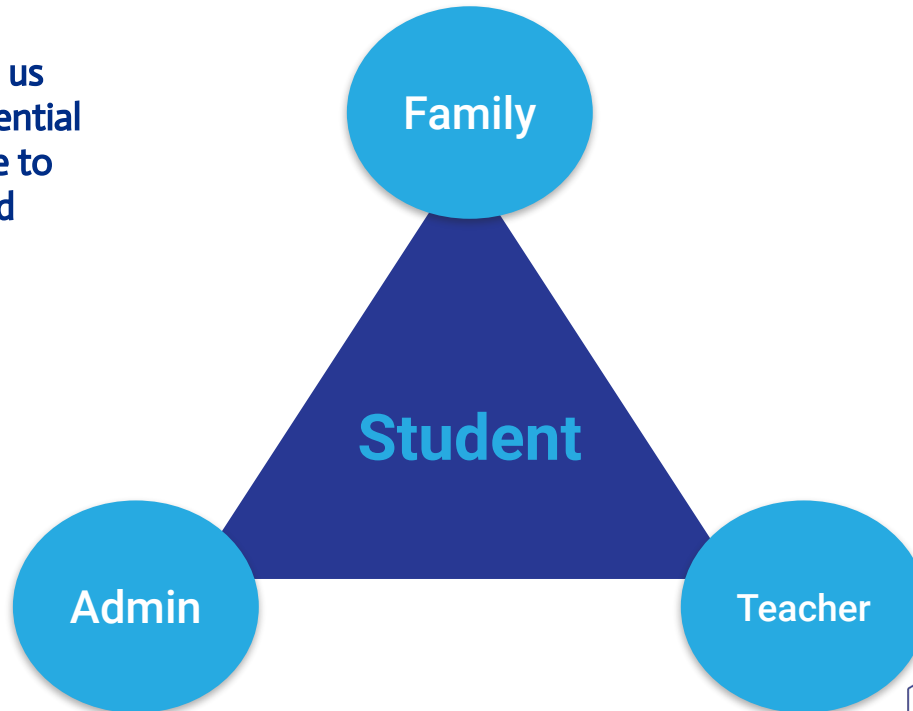
School Counselor

- Proactive/Data Driven
- Working with ALL students
- Essential role in school improvement process
- School leaders
- Develop, manage, and evaluate comprehensive programming
- Commitment to Innovation
- Culturally sustaining
- Advocates for high quality education for ALL

ASCA (2019) & Lambie & Williamson (2004)

Consultation Model for School Counselors

This approach keeps us centered on the potential all stakeholders have to increase capacity and reduce stressors.



Model is reinforced by recent research by Julis Bryan in her creation of School-Family-Community Model and body of research for family engagement, a model focused on serving minoritized students.

Dinkmeyer & Carlson (2016), Bryan (2005) & Bryan, et al (2020)



504 Case Managers

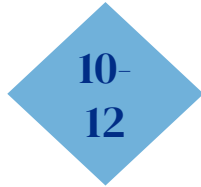


- **School Counselors are case managers AND service providers for all 504 students.**
- **Approx. 300 Students qualify for 504 grades 6-12**
- **Average caseload**
 - **Grade 9: 10-15**
 - **Grades 6-8 & 10-12: 33-40**
- **School Counselors are providing all out of class supports including counseling and executive functioning support under the 504.**

MHS School Counselors



School Counselor
Caseload: 211



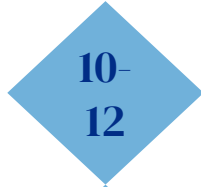
School Counselor
A-DE
Caseload: 236



School
counselor



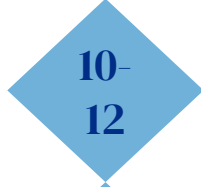
School counselor
CT Rise
Caseload: 48



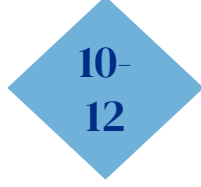
School Counselor
DI-LA
Caseload: 232



School Counselor
CT Rise
Caseload: 54



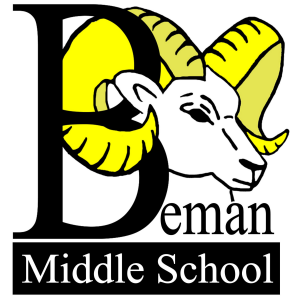
School Counselor
LE-RE
Caseload: 235



School Counselor
Grade 10-12 RI-Z
Caseload: 226



We expand capacity with 2-3 school counseling interns each year.



Beman School Counselors

6

School Counselor
Caseload: 324

7-8

School Counselor
Team R
Caseload: 205

7-8

School Counselor
Team A
Caseload: 202

7-8

School Counselor
Team M
Caseload: 190

ASCA recommended max
caseload for school
counselors = 225

CT Average caseload= 185
(Edtrust, 2019)

We expand capacity with one school
counseling interns each year.



Behind the scenes support





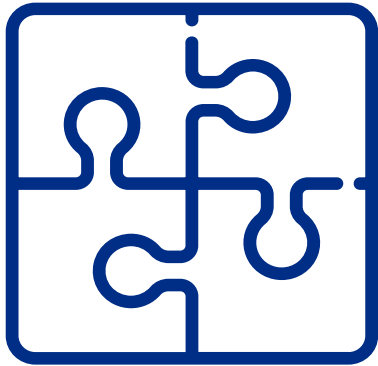
**“A good transition can
be the difference
between Floundering
and Flourishing.”**

5th Grade Transitions to Beman

- Dedicated 6th grade School Counselor
- School Counselor collaborates with ALL elementary schools to prepare for transition
 - Address 504 students and their transition
 - Meet with teachers and admin to understand any specific needs
 - Address those needs through interventions upon arrival to Beman
- Summer Open House for families and students
 - Tour of the school
 - Meet your counselor
 - Orientation to the Beman way



8th Grade Transitions to MHS



- Course Selection- February
- Open House- February
- Collaboration with Beman counselors-
January-September
- Small group meet 'n greet with
MHS counselors- May
- Summer Bridge Program
outreach- May-August

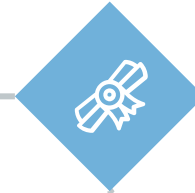


Concentrated Transition Supports at MHS



Freshman

- Low counselor caseloads
- Interdisciplinary data teams
- Data driven family engagement
- Student/Parent Orientation
- Counseling groups
- Summer Bridge
- CELEBRATIONS!



Postsecondary Planning

- M-Life
- Community Service Program
- Dedicated CCR Counselor
- 1 on 1 postsecondary planning meetings grades 10-12
- Data driven support
- FAFSA Task Force
- Summer Academies
- PSAT/SAT/ASVAB
- CELEBRATIONS!



Freshman Orientation

Designed to help freshmen get familiar with MHS

- Meet PRIDE Leaders
- Orientation
- Building Tours
- Activities Fair
- Make connections and relationships



PRIDE Leaders

- Junior and Senior MHS students
- Lead Orientation activities
- Push into 9th grade advisory to provide mentorship and academic support
- Meet monthly for mentorship and planning school wide activities (Spirit Week, Pep Rally, Community Day, etc.)





Summer Bridge

- Use data from grade 8 to determine most at risk freshmen
- 1 week program that addresses school adjustment
 - Relationship building
 - Pre-math skills
 - Pre-writing skills
 - Executive functioning
 - Orienting to MHS systems
- Staffing
 - 2-3 Teachers
 - 2 School Counselors

Freshman Success Data

	Q1	Q2
All Students	89% (268/300)	87% (264/303)
Female	92% (137/149)	89% (134/150)
Male	87% (130/150)	85% (129/152)
ELL	83% (15/18)	83% (15/18)
Not ELL	90% (253/282)	87% (249/285)
SpEd	73% (33/45)	67% (31/46)
Not SpEd	92% (235/255)	91% (233/257)
Asian	100% (17/17)	100% (17/17)
Black or African American	92% (60/65)	82% (55/67)
Hispanic or Latino	81% (48/59)	85% (50/59)
White	94% (101/108)	94% (102/108)
Two or More Races	73% (8/11)	82% (9/11)
Team A	94% (45/48)	98% (47/48)
Team B	98% (41/42)	90% (38/42)

We look at **Behavior Attendance** and **Grades** to determine if a student is “On Track”.

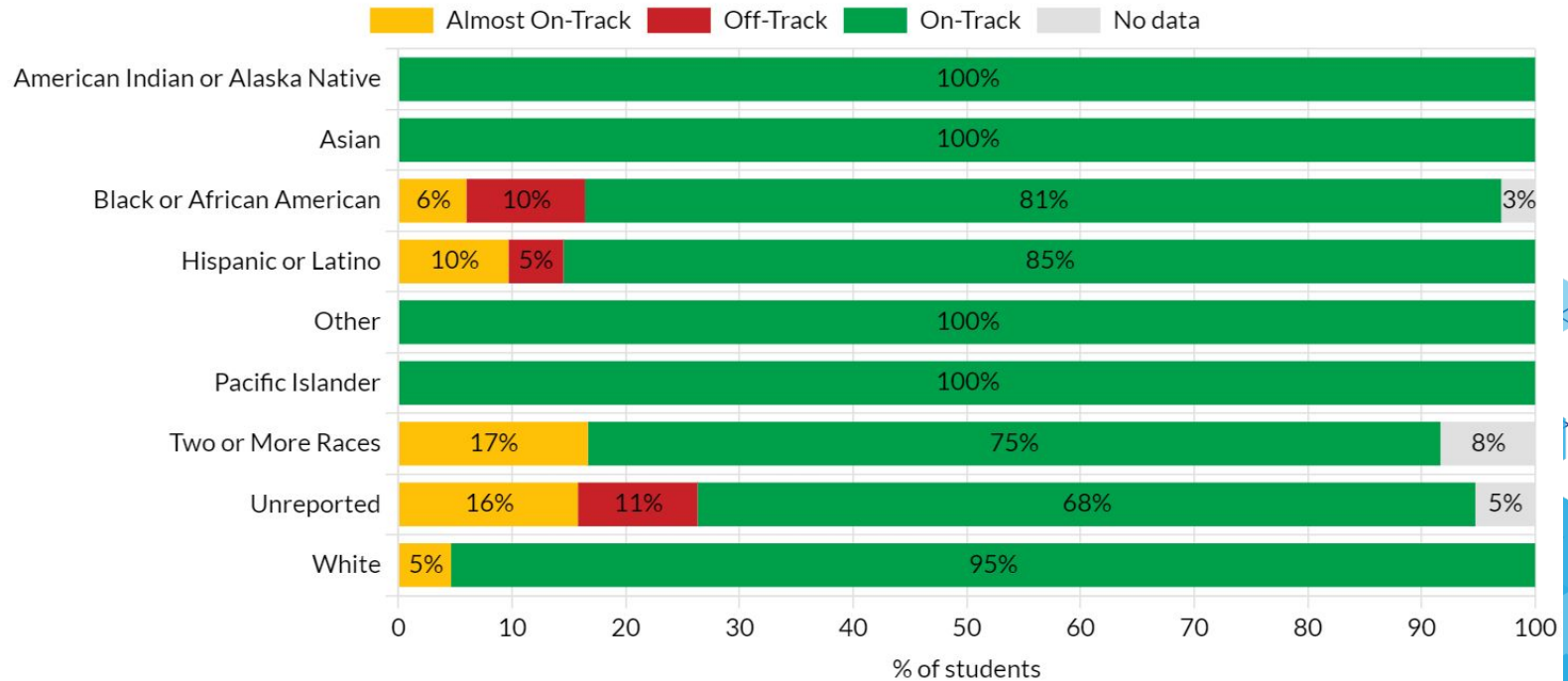
On Track Means

1. 90% Attendance rate
2. No suspensions
3. On track towards sophomore status



Grade 9 Q2 On Track rates by ethnicity

Race / Ethnicity and Q2 On-Track



Postsecondary Data

79.6% of Middletown High Seniors intend to attend a 2 or 4 year college

Post-Secondary Plan	# of Students	% of Students
4-year College	179	59.6%
2-year College	60	20%
Career/Trade/Technical School	25	8.4%
Military	8	2.6%
Workforce	16	5.3%
Transition Program	8	2.7%
Unsure	2	0.7%
No Plan	2	0.7%
Grand Total	300	100%

4-Year College			2-Year College		
Number of Applications	# of Students	% of Students	Number of Applications	# of Students	% of Students
0	2	1.1%	0	8	13.3%
1	14	7.8%	1	48	80.0%
2-5	34	18.9%	2-5	4	6.6%
6-10	78	43.6%	Grand Total	60	100%
11+	51	28.5%			
Grand Total	179	100%			

99.9% of 4-year students submitted

86.7% of 2-year students submitted




First Gen Students

Our 1st Generation students are applying at similar rates to other students



4-Year College Applications

	0	1	2-5	6-10	11+	Grand Total
First Generation	1 2.2%	2 4.3%	10 21.7%	16 34.8%	17 37.0%	46 100%
Not First Generation	5 4.0%	10 8.1%	18 14.5%	44 35.5%	47 37.9%	124 100%



82.9% of ALL seniors have submitted at least one application; ***248 seniors have submitted or made a commitment to a postsecondary pathway in the Class of 2023***

Includes all plans; 4 & 2 year college, trade/technical school, Military and Workforce

College App Bootcamp

100% of students who attended completed at least one application by 12/1/2022



“The thing I was the happiest we did was going through all the Common App questions. At first it was overwhelming and then they slowed it down and then I saw that it was not too hard, just a lot of information.”
- Hannah

“Take the program! Even if you think you know all the pieces, there is something to learn and it’s so nice to have someone help you through it.”- Hannah

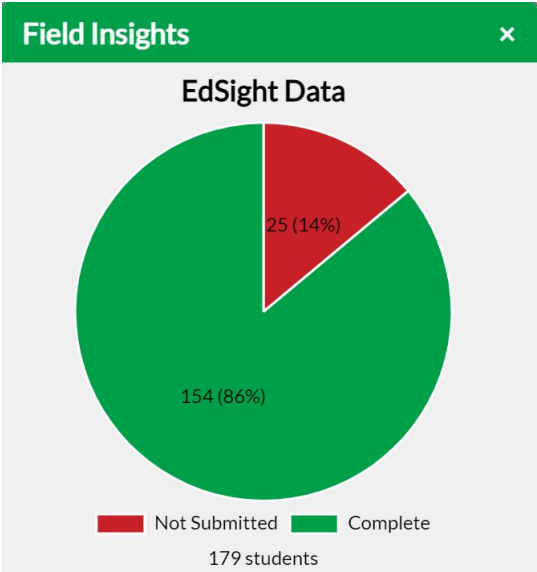
“They gave me advice on what to do, and also how to do it,” he said.
“They walked us through the steps and made sure we knew they were there to help us.”- Nick

“Your priority should be dialing down your college list, really thinking about where you apply, because fit is so important. Use your counselors – they will help you.” - Nick

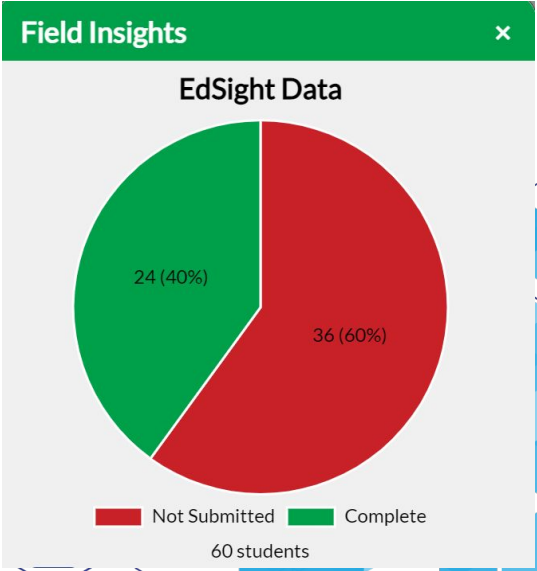
FAFSA Data

65.9% of ALL Seniors submitted a FAFSA

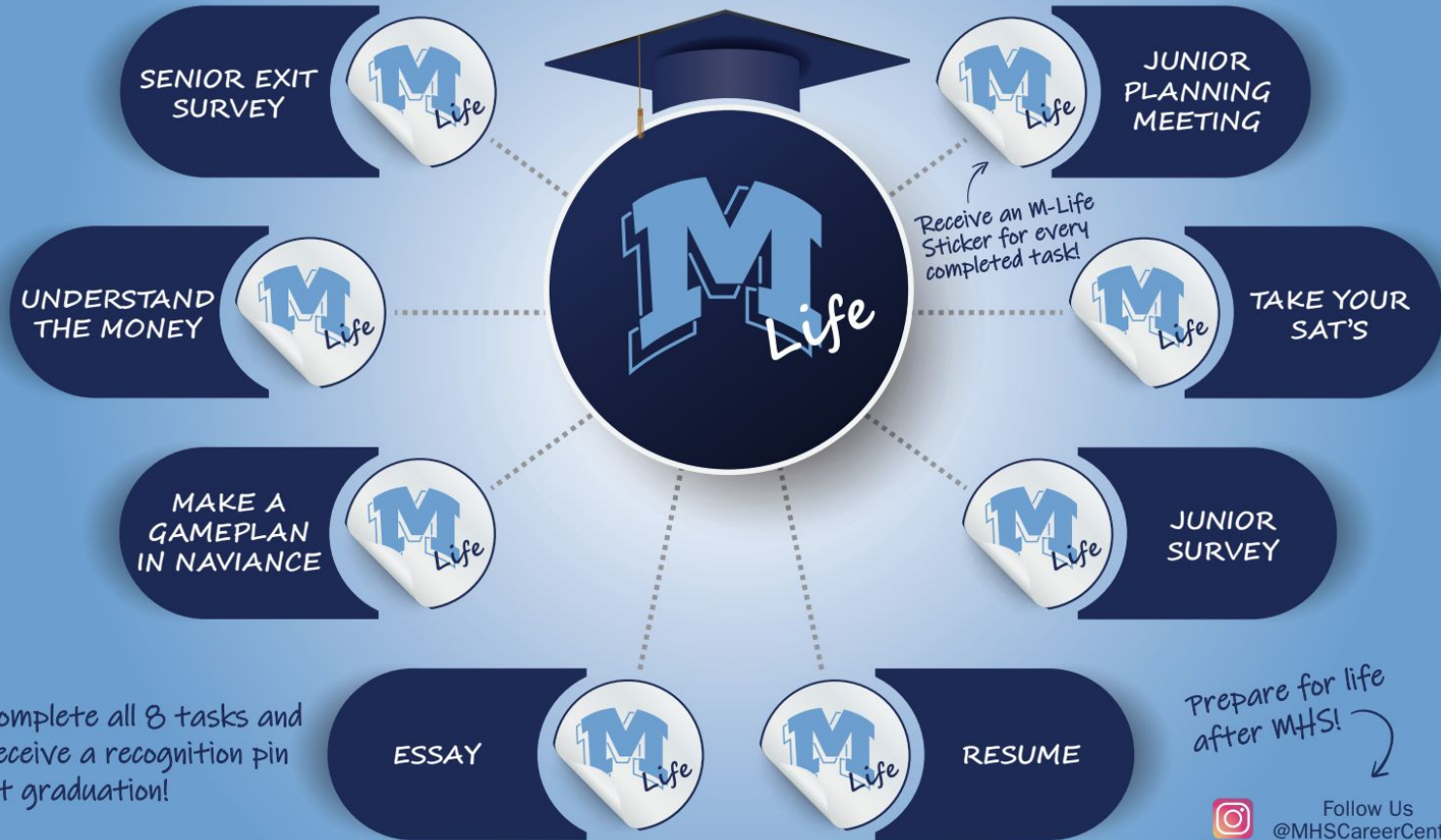
4- year




2- year



This is what it means to be **M**Life ready!



Supports Between Transitions

- **Counselor Meet n Greet (September-November)**
 - **1 on 1 course selection advising for EVERY STUDENT**
 - **Academic support- study groups, executive functioning**
 - **Small group counseling**
 - **Individual counseling**
 - **Consultation with stakeholders**
 - **The College and Career Center services ALL!**
 - **Expanded access for ALL career paths**
 - **1 on 1 in depth postsecondary planning meetings**
 - **Summer Melt texting campaign AND interventions**
 - **PSAT/SAT/ASVAB**
 - **Expansion of AP/ECE/MxCC CCP courses and access**
 - **Scholarship management and support**
- 

Community Partnerships



Wesleyan Upward Bound

Middlesex Chamber of Commerce

Middlesex YMCA

Middletown Youth Service Bureau

Community Health Center

Root Center

Rushford

New Horizons

Job Corps

Local Scholarship Partners

We know how to CELEBRATE!

Quarterly Grade Level Celebrations
Application Campaign Celebrations
Why Apply
I Applied
National Signing Day
Senior Scholarship & Awards Ceremony
Grade 9 Team Celebrations
Brain Break Meet and Greet
Community Day



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Minutes Budget Committee – February 13, 2023

Time: 6:30 PM - 7:30 PM Virtual: ZOOM AGENDA

Budget Committee Chairperson:	Charles Wiltsie
Board of Education Member:	Debra Guss
Superintendent of Schools:	Alberto Vázquez Matos, Ed.D., Ph.D.
Purchasing Agent:	Christopher Puorro
Director of Technology:	Michael Skott
Food & Nutrition Manager:	Randal Mel Jr.
Executive Director of Operations:	Marco Gaylord
Finance Resource and Management Specialist:	Cassie Steinhilber

1. Call to order: Chairperson Charles Wiltsie 6:32 PM
2. Reading of the Minutes from January 9th, 2023
3. Line-Item Transfers and Financial Statement were presented by Cassie Steinhilber

Charles Wiltsie asked for Definition of Equitable Opportunities. Dr. Vasquez-Matos responded by saying that many students could not afford to “participate” in activities based on income, so money was made available so all could participate. An additional question was about the current BOE surplus if it would carry into next year with additional comments on the private sector expenses, property tax, energy bills etc., that the citizens and businesses of Middletown would have to endure next year. This was addressed by Dr. Vasquez-Matos and Christopher Puorro, with the latter suggesting that this overage was lower than last year’s and Dr. Vasquez-Matos further added that the finance department and Superintendent are being tough to keep spending under control.

Debra Guss asked about the use of Temp Agencies and asked about budget projection over deficits into next year's budget regarding the town where the town is responsible for the special ed students. Circling back Debra Guss asked about the relationship between the surplus and staffing shortages. Dr. Vazquez-Matos addressed this.

4. Update on Track and Turf Project was addressed by Christopher Puorro and Dr. Vazquez Matos. The project is moving forward and there are some concerns about costs that may or may not go over the earlier estimates on the project with Charles Wiltsie asking, in light of costs dropping for materials in the construction business would that work in our favor. Mr. Puorro said that it would go out to bid and we’d have to wait and see.
5. Personnel/Staffing Updates were delivered by Dr. Vazquez-Matos. Debra Guss expressed some concern about the number of unfilled openings openings and strategies around hiring through universities etc. Dr. Vasquez Matos answered in the affirmative that creative solutions are ongoing. Charles Wiltsie asked Dr. Vazquez Matos if hiring an agency (Kelly Services) to cover shortages was more or less economical. He responded that he did not know until the final proposal comes in from them.
6. The Food Services Report was delivered by Randall Mel Jr. where he continued to report progress. Charles Wiltsie asked how the students were doing in accepting the healthy food choices he has been delivering. He suggested it was a work in progress but going well. Dr. Vazquez Matos added that Middletown has been ahead of the curve if offering free meals to students.
7. The Transportation Report was delivered by Dr. Vazquez Matos who reported that things are going relatively well with very few complaints.
8. Future Business: There was no future business proposed but Debra Guss asked about time frame for rolling out the new budget. Dr. Vazques Matos reported that the budget process is ongoing but the first BOE workshop will get something in March followed but the joint Board and Common Council Meeting then the City has set April 17th, 2023 to present.
9. Motion to Adjourn at 7:16 PM by Charles Wiltsie, seconded by Debra Guss

**MIDDLETOWN BOARD OF EDUCATION
CURRICULUM COMMITTEE**

March 2, 2023

Zoom

5:30 PM

<p><u>Board of Education (BOE)</u> <u>Committee Members Present</u> Debra Guss, Chair DeLita Rose-Daniels, BOE Member</p>	<p><u>Also Present</u> Stacey McCann, Assistant Superintendent of Teaching and Learning Andres Alphonso, World Languages Chair Raymond Byron, Principal Beman Middle School Colleen Fitzpatrick, Principal Snow Elementary School Megan Hanly, Director of K-12 STEAM Lillie Stuart, Director English and Language Arts (PreK-12) Rick Massel, Apex Learning Kate Van Horn, Apex Learning</p>
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1. **Call to order and Introductions:** Committee Chair Debra Guss called the meeting to order at 5:32 p.m. and introductions were made.
2. **Apex Learning:** Ms. McCann then introduced Kat Van Horn who provided an overview of Apex Learning, an online course platform that the Connecticut Department of Education has made available to Connecticut public schools through June 2024 and which supports original credit and credit or unit recovery for students. Mr. Massel then provided a demonstration of the program, including the teacher’s ability to adjust the curriculum as needed. A discussion followed during which it was reported that Middletown Public Schools started using the platform in February 2023 for two 7th Grade Spanish classes at Beman Middle School and is planning on using it to supplement 7th Grade Science classes at Beman. Ms. McCann also noted that the program is being used on a pilot basis at Middletown High School. A further discussion followed regarding how the school supports students with special needs using the program and how parents could reach out to the school to learn more about the program. Ms. McCann and Mr. Byron then reported that the certified teacher, who had been trained on the Apex Learning platform, had provided positive feedback and that the school was exploring further uses for the program.
3. **2022-2023/2023-2024 Calendar Review:** Ms. McCann then reviewed the proposed 2023-2024 school calendar, noting that the most significant change was an additional professional development day added to the beginning of the year and that August 31st would be the first day of school and June 10th would be last day of school. Ms. McCann also reviewed the proposed 2024-2025 School Calendar. The proposed 2023-2024 school calendar will be presented for approval at the next BOE meeting. The Committee did not raise any concerns with the proposed calendars.
4. **Future Topics and Adjournment:** The Committee next reviewed topics for future Committee meetings. Committee Chair Debra Guss adjourned the meeting at 6:26 p.m.

MIDDLETOWN PUBLIC SCHOOLS FACILITIES COMMITTEE MEETING
WEDNESDAY, FEBRUARY 15TH 2023 AT 311 HUNTING HILL AVENUE
BOARD OF EDUCATION CENTRAL OFFICE, CONFERENCE ROOM “B” AT 5:30 PM

INTRODUCTIONS:

Dan Penny-Community Member, John Pulino, Board of Education general member, John Giuliano-Committee Member, Joshua Burger-Facilities Support Specialist, Chairwoman Deborah Cain, Jennifer Cannata-Assistant Superintendent, Kevin Dion-Facilities Director, David P. Bauer- community member.

Meeting was brought to order by Chairwoman Deborah Cain at 5:37 pm

1. REVIEW OF DECEMBER 21ST 2022 AND THE JANUARY 18TH 2023 MEETING MINUTES

MOTION to approve minutes by Chairwoman Deborah Cain was made. **MOTION** was seconded by board member John Pulino. **MOTION** passed hearing no nays.

2. STATUS OF UPDATES OF BEMAN MIDDLE SCHOOL CONSTRUCTION PROJECT-KEVIN DION

Kevin Dion- Reported the build out is complete, the marquis sign however is still not completely installed, we have 82 broken chairs at the moment and are working with the manufacturer for an insert that involves a slider. He would like to test a few chairs first before going ahead with replacements. Kevin Dion wants to set up a locker meeting as he’s sent info to the manufacturer. He is also trying to confirm the repairs to the bleachers. Kevin indicated that J-Pro informed him they would be at Beman on February 22nd to fix the bleachers. Chairwoman Deborah Cain inquired about the status of the speakers. Facilities Director Kevin Dion will be getting the manufacturer to come to Beman to inspect them. Assistant Superintendent Jennifer Cannata asked about the possibility of physically lowering speaker, Kevin Dion indicated that has already been done. Community Member Dan Penny, would like to know if there is an OSHA standard for school speaker systems relating to the decibel levels. Facilities Director Kevin Dion indicated he will be looking into the city’s noise ordinance. Chairwoman Deborah Cain suggested the possibility of the committee writing a letter informing neighbors of OSHA limits etc., Community member David P Bauer indicated to the committee, that the ordinances are online on the city’s website. Board of Education member John Pulino offered that Mr. John Hazel with the City of Middletown as a source for any ordinances.

3. INSPECTIONS AND LIFE SAFETY SERVICE-KEVIN DION

Kevin Dion-reported he is conducting another round of inspections of our E lights and fire extinguishers, we also continue to do filter replacements. Chairwoman Deborah Cain would like to move this item reporting to quarterly.

4. 5 YEAR CAPITAL PLAN UPDATE-KEVIN DION

Kevin Dion, discovered our reimbursement rate has changed and that it's going to impact the capital plan. He will be adding playgrounds as city services as well as Keigwin School. Chairwoman Deborah Cain advised the committee to vote in the march meeting about the figures in the capital plan and then vote in April to present it to the board. Chairwoman Deborah Cain inquired about if there are plans on painting Beman every year? Facilities Director Kevin Dion would like to standardize the colors at Beman, or put a covering on the wall to protect them, and suggested the possibility of using subway tiles on the lower portion of the walls. Community member David P. Bauer inquired about the methodology to try to keep ahead of inflation. Facilities Direction Kevin Dion responded that we are using hard data, looking at current construction, CBRE is showing 15-20% as a standard increase. But indicated construction is up by about 20%. Kevin Dion continued on indicating we may have to re-prioritize our projects depending on inflation. Trane units are coming in higher, boilers are coming in higher as well. Facilities Director Kevin Dion, also added that we have a two-year lead time on some Trane HVAC units and reiterated, that we may have to make concessions.

5. OPEN DISCUSSION

Community member David P. Bauer volunteered that he's heard over the last couple of weeks, there may be future school competition and it may bring some bearing on facilities. He added that he believes Xavier High School may have been sold, and they may build a new charter school with up to 1000 students in attendance. Community member Dan Penny asked if the committee could have another tour of Beman, to get an updated look. He also inquired about touring other district schools on a regular basis. Chairwoman Deborah Cain would like to have the committee meeting at a different school each month and tour that school before each meeting, starting the April 2023 meeting. It was agreed that April's meeting will be at Bielefield School.

MOTION to adjourn meeting by Chairwoman Deborah Cain at 6:15 PM, Board of Education member John Pulino seconded the motion. The Motion carried hearing no nays.

MIDDLETOWN BOARD OF EDUCATION

POLICY COMMITTEE

Meeting Minutes

Tuesday, February 28, 2023

Virtual Meeting 5:30 P.M.

Board of Education Policy Committee Members participating:

Justin Taylor, Vice Chair of Board of Education

Also participating:

Jennifer Cannata, Assistant Superintendent

Marco Gaylord, Executive Director of Operations

Colleen Fitzpatrick, Principal

Cody Altieri, Administrative Assistant

The Virtual Meeting was called to order by Justin Taylor at 5:35 P.M.

Justin Taylor turned the meeting over to Mr. Gaylord.

Policy #7221 - Revise - Site Development - Selection of Site

Attorney Notes: Recommend revise to ensure legal compliance

No questions.

The Policy Committee were all in favor and requested REVISED Policy #7221 be brought forward at the next Board of Education meeting for its first reading.

Policy #7230 - Revise - Building Design - Design and Process

Attorney Notes: Recommend revise to ensure legal compliance

No questions.

The Policy Committee were all in favor and requested REVISED Policy #7230 be brought forward at the next Board of Education meeting for its first reading.

Policy #7230.1 - Readopt - Energy-Conserving Construction

Attorney Notes: This policy is unnecessary and may be repealed

Clarification that there hasn't been any changes, it is simply a readoption. By readopting it has a date stamp on it that it was reviewed for the records. No further questions.

The Policy Committee were all in favor and requested Policy #7230.1 be brought forward for READOPTION at the next Board of Education meeting for its first reading.

Policy #7230.2 - Delete - Indoor Air Quality - **TABLED**

Attorney Notes: This policy is unnecessary and may be repealed.

After additional discussion, the policy is tabled to be sent to legal for review as it was important back in 2014.

The Policy Committee were all in favor and requested Policy #7230.2 be TABLED and brought back to the policy committee next month.

Policy #7230.3 - Delete - Acoustics - TABLED

Attorney Notes: This policy is unnecessary and may be repealed.

There have been recent acoustics questions, so with further discussion from the committee, we will table this policy and send this back for legal review.

The Policy Committee were all in favor and requested Policy #7230.3 be TABLED and brought back to the policy committee next month.

Policy #7300 - Revise - Financial Planning

Attorney Notes: This policy is unnecessary and may be repealed.

Mr. Taylor asks whether or not we have maintained policy 7100. Mr. Gaylord clarified that we have sent it to the board for a first reading in February and it will go for a second reading in March. Another reason for keeping this policy is to help with communication with the board and the City of Middletown with our building projects. No further questions.

The Policy Committee were all in favor and requested REVISED Policy #7300 be brought forward at the next Board of Education meeting for its first reading.

Policy #7500 - Delete - Certificate of Occupancy

Attorney Notes: This policy is unnecessary and may be repealed.

No questions.

The Policy Committee were all in favor and requested Policy #7500 be brought forward for DELETION at the next Board of Education meeting for its first reading.

Other

None.

ADJOURNMENT

The meeting was adjourned at 5:48 P.M.

The next virtual Policy Committee meeting is scheduled for March 21, 2023 with a time of 5:30 P.M.

Respectfully submitted,
Cody Altieri
Administrative Assistant

Middletown Public Schools Academic Calendar

2023-24

August 2023 (1)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24 NT	25
28 PD	29 PD	30 PD	31 FD	

September 2023 (20)				
M	T	W	T	F
				1
4 LB	5	6	7	8
11	12	13	14	15
18	19 PD	20	21 HCO	22 HCO
25	26	27	28	29

October 2023 (21)				
M	T	W	T	F
2	3	4	5	6
9 ID	10	11	12	13
16	17 PD	18	19	20
23	24	25 MCO	26 MCO	27 MCO
30	31			

November 2023 (18)				
M	T	W	T	F
		1	2	3
6	7 EL/PD	8	9	10 VD
13	14	15	16	17
20	21	22 *	23 TR	24 TR
27	28	29	30	

December 2023 (16)				
M	T	W	T	F
				1
4	5	6 ECO	7 ECO	8 ECO
11	12 PD	13	14	15
18	19	20	21	22 *
25 HR	26 HR	27 HR	28 HR	29 HR

January 2024 (21)				
M	T	W	T	F
1 HR	2	3	4	5
8	9	10	11	12
15 MK	16	17	18	19
22	23 PD	24	25	26
29	30	31		

February 2024 (18)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19 PR	20 WR	21 WR	22	23
26	27 PD	28	29	

March 2024 (20)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13 ECO	14 ECO	15 ECO
18	19 PD	20	21	22
25	26	27	28	29 GF

April 2024 (17)				
M	T	W	T	F
1	2	3	4	5
8 SB	9 SB	10 SB	11 SB	12 SB
15	16	17	18 HCO	19 HCO
22	23 PD	24 MCO	25 MCO	26 MCO
29	30			

May 2024 (22)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21 PD	22	23	24
27 MD	28	29	30	31

June 2024 (6)				
M	T	W	T	F
3	4 EX	5 EX	6 EX	7 EX
10 LD/EX	11	12	13	14
17	18	19 JT	20	21
24	25	26	27	28

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

Important Dates and Information

August 25	NT: New Teacher Orientation
August 28-30	PD: Convocation and Prof. Dev.
August 31	FD: First Day
September 4	LB: Labor Day
September 19	PD: Early Release for Prof. Dev.
September 21-22	HCO: High School Open House/Conferences
October 9	ID: Indigenous Peoples' Day
October 17	PD: Early Release for Prof. Dev.
October 25-27	MCO: Middle School Conferences
November 7	EL/PD: Election Day/Full Day for Prof. Dev.
November 10	VD: Veterans' Day
November 22	Early Release
November 23-24	TR: Thanksgiving Recess
December 6-8	ECO: Elementary Conferences
December 12	PD: Early Release for Prof. Dev.
December 22	Early Release
December 25- January 1	HR: Holiday Recess
January 15	MK: Martin Luther King, Jr. Day
January 23	PD: Early Release for Prof. Dev.
February 19	PR: Presidents' Day
February 20-21	WR: Winter Recess
February 27	PD: Early Release for Prof. Dev.
March 13-15	ECO: Elementary Conferences
March 19	PD: Early Release for Prof. Dev.
March 29	GF: Good Friday
April 8-12	SB: Spring Break
April 18-19	HCO: High School Conferences
April 23	PD: Early Release for Prof. Dev.
April 24-26	MCO: Middle School Conferences
May 21	PD: Early Release for Prof. Dev.
May 27	MD: Memorial Day
June 4-10	EX: High School Final Exams
June 10	LD: Early Release for Last Day
June 15	MHS Graduation

Special Schedule Days

NT: New Teacher Orientation- only new teachers report

HCO: High School Open House/Conferences

- Sept. 21, Apr. 18- Full School Day, Evening Conferences
- Sept. 22, Apr. 19- School begins 10:00 AM, Morning Conferences

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

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

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

Academic Dates

Marking Term End Dates	MHS +BMS: Nov. 3, Jan. 19, Mar. 28, June 10 Elem.: Nov. 29, Mar. 6, June 10
Progress Report Distribution	MHS+BMS: Oct. 2, Dec. 11, Feb. 26, May 8
Report Card Distribution	MHS+BMS: Nov. 13, Jan. 29, Apr. 22, June 10 Elem.: Dec. 6-8, Mar. 13-15, June 10

Early Release Schedule

MHS: Early Release at 11:00 AM
BMS: Early Release at 12:00 PM
Elem: Early Release at 1:00 PM

Early Dismissals and Emergency Closings

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

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

1. June 11-21, excluding Juneteenth Holiday (JT) (8 days)
2. Spring Break, Apr. 8-12, in order from first to last (5 days)
3. June 24-28 (5 days)

New Construction

Plan and Selection of Site for School Construction

Selection of a location, and a plan, for school construction shall be done in accordance with Connecticut General Statutes and any applicable grant requirements. In accordance with applicable law, no school building project for which state assistance is sought shall be undertaken except according to a plan and on a site approved by the Connecticut Department of Administrative Services, the City of Middletown, and by the building committee of the City.

Schools should be located as close as possible to the center of the attendance areas the schools will serve, and located to facilitate joint use of school grounds and adjacent parks, playgrounds, and open space by the school and town recreation.

In recommending sites for school facilities, the following factors concerning the site should be considered, as appropriate:

1. Size
2. Location
3. Drainage and soil conditions
4. Topography and elevation
5. Accessibility
6. Cost (including development costs)
7. Compliance with Conn. Gen. Stat. § 10-291

Prior to the approval plan for any new construction, extension or replacement of a school facility, the City, Board of Education and the Building Committee, shall provide for a Phase I environmental site assessment in accordance with the American Society for Testing and Materials Standard #1527, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process, or similar subsequent standards.

Connecticut General Statutes Section 10-291(b) provides that a school building project plan or site, as applicable, may not be approved by the Department of Administrative Services under a list of enumerated circumstances. Any school building project plan or site developed or selected by the Middletown Public Schools shall comport with such requirements in order to lead to approval of the plan or site.

Legal Reference: Connecticut General Statutes

- 10-282 School building projects.
- 10-291 Approval of plans and site. Expense limit.
- 10-292 Review of final plans by Commissioner of Education. Exceptions; role of local officials.

Middletown City Ordinances: Chapter 14, Article VI, Building Committees

Policy adopted: March 19, 1996
Policy revised: September 9, 2014
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Construction

Design and Process

It is the responsibility of the School Building Committee to develop plans and specifications for school facilities based on the educational specifications they receive from the Middletown Board of Education (the “Board”). A designated school administrator shall attend all meetings of the School Building Committee, and provide liaison services between the School Building Committee and the Superintendent of Schools. Plans and specifications, after being approved by the School Building Committee, shall be presented to the Board of Education for approval.

The Middletown Public Schools (the “District”) shall apply for school building grants through the state for building projects, if available. The District shall comply with state law, including but not limited to Conn. Gen. Stat. § 10-283, in its completion of state grant applications.

No final payments will be released to contractors until all punch list items are complete and the Final Certificate of Occupancy is received by the Board.

Legal Reference: Connecticut General Statutes

10-283 applications for grants for school building projects

§ 10-292r. School safety infrastructure criteria

§ 10-292q. School Building Projects Advisory Council

Policy adopted: March 19, 1996
Policy revised: September 9, 2014
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Construction

Financial Planning

It is the policy of the Middletown Board of Education (the “Board”) to inform the Mayor and appropriate commissions of the Middletown City Council of the need for a school facility or school facility renovation when the Master Plan identifies that need. The Board will request that the City of Middletown incorporate the school construction project into the City’s Capital Improvement Budget. The Board shall provide the Mayor and appropriate commissions of the Middletown City Council with a preferred schedule and a cost estimate.

Policy adopted: March 19, 1996
Policy revised: September 9, 2014
Policy revised:

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut

Construction

Occupying: Certificate of Occupancy

Upon completion of the project, the school district shall not occupy any portion of the new or remodeled facility until a Certificate of Occupancy has been issued for the entire project or for the area of the project to be occupied.

Policy adopted: March 19, 1996
Policy readopted: September 9, 2014

MIDDLETOWN PUBLIC SCHOOLS
Middletown, Connecticut