Board of Education Policy Committee Members Present:

Cheryl A. P. McClellan, Chair
Edward Ford, Jr.
Christopher Drake, Chair Board of Education (phone conference)

Also Present:

Dr. Michael Conner, Superintendent
Kathleen Bengtson, Administrative Assistant
Colleen Weiner, Principal-Middletown High School
Dr. Patricia Charles, Former Superintendent
Marco Gaylord, Director of Operations
Meg Susi, Community Member
Natalie Forbes, Director of Grant Services
Chris Sugar, Community Member

Meeting was called to order at 8:34 A.M.

The following policies and bylaws were reviewed:

#1250 – Visits to the Schools - History on this policy “This Policy is old April 13, 2004 and required updating. The Regulations for this policy had been updated on April 10, 2018, by the administration with the newest procedures for school visitors. Marco Gaylord had reviewed this policy and recommended we insert the proposed CABE wording to replace the original policy.”

This policy was tabled at the May 8, 2018, Board Meeting and returned to the Policy Committee for further review. Cheryl spoke to policy. The policy changes were not to restrict Board Members but to take measures to implement strict rules for all visitors. In changing times, this is necessary to protect our students and staff. This rule applies to all people. Chris Drake and Ed Ford agreed and are in favor of the proposed changes.

Visits to the Schools

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools.

The Superintendent shall establish regulations that will:

1. Encourage visitors to observe our schools.
2. Ensure that public visits will not hinder the educational program.
3. Require all visitors to register in the principal's office upon arrival at the school.

Board of Education members who visit schools of their own volition have no more authority than any other citizen. Board of Education members have authority only in regularly called meetings of the Board of Education, or when delegated specific tasks by specific Board of Education action.

The Board of Education encourages visits by citizens, residents, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations.

Upon arrival, all visitors must comply with Administration Regulation #1250a-c and any other applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors’ reception area/main office of the school office, prominently displaying visitors’ badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.

This revised Policy #1250 was again reviewed and the Policy Committee recommended it be brought forward as is to the next BOE meeting for its first reading.

#3280 – Gifts, Grants and Bequests -

#3280.1 – Grants -

#3290 – Funds Management/ Grants and Other Revenue

The above three policies were discussed. Dr. Conner had requested these policies be reviewed and updated. We need to be sure we have all our policies and procedures in place to accept grants and donations. There should be no conflicting policies. A full discussion took place.

Natalie Forbes, Director of Grant Services, will review these policies and regulations and bring her recommendations back to the Policy Committee at its next meeting.

#6146 – Graduation Requirements - This policy was tabled by the BOE at its last meeting. Dr. Conner was concerned that the option of providing a Connecticut Seal of Biliteracy was not shown on this revised policy. Kathy brought forth a policy containing the wording for the seal and also had a question on the Performance Expectations and how many requirements were required for graduation.

Colleen Weiner said there are numerous assessments.

Dr. Conner stated he has a blueprint from the State on Biliteracy. He has a model to emulate, but not adopt, just to guide us. Ultimately, many of our EL students are students in AP classes.
Colleen said, at this time, we do not have personnel in place to meet the Connecticut Seal of Biliteracy component. We need to work with Guidance and start talking about 6, 7, and 8 grades. Ultimately we need to go from one to two credits and need to adopt 2 or 3 more languages. Dr. Conner suggested the students take a survey to see what languages would interest them.

Meg questioned requirement of SAT, why not being able to opt out? Colleen said there is 95% participation in the SAT. Dr. Conner stated we need to follow the State requirements.

Christopher Sugar suggested this policy be brought forward with its proposed changes, and when we have the Connecticut Seal of Biliteracy component in place, we can then update it to include the new revisions.

The proposed changes are as follows:

**“Performance Expectations”**

In addition to earning course credits as outlined, Middletown High School students must demonstrate a level of proficiency for specific learner outcomes in English, mathematics, science, and social studies consistent with Common Core State Standards (CCSS).

Students must satisfy four **(five beginning with the class of 2023)** requirements for graduation:

- successfully obtain twenty-two (22) credits **(25 credits beginning with the class of 2023)** in required areas of study;
- perform twenty (20) hours of community service;
- attain proficiency participation in CAPT NGSS (Next Generation Science Standards);
- attain proficiency participation in SAT; and
- **(beginning with the class of 2023)** - create a senior demonstration project or its equivalent.

Students may also demonstrate this level of proficiency in the following ways:

1. If a student demonstrates proficiency on the CAPT science and SAT, he/she will automatically meet the graduation requirement for performance in the related academic area. (i.e., English, mathematics, science, and social studies)

1. Students **who fail to demonstrate the required proficiency in a particular discipline** may enroll in Middletown High School summer program to develop and demonstrate proficiency in that English, mathematics, social studies and PE discipline. The summer work reflecting proficiency standards will become part of their portfolios to be reviewed by a team of assessors.

2. The Board of Education may grant students high school credit for successful completion of coursework earned from an accredited institution of higher learning taken either during the school year or summer months.”
The Revised Policy #6146 was reviewed and the Policy Committee recommended it be brought forward to the next BOE meeting for its first and final reading.

#6146.2 – Statewide Proficiency / Mastery Examinations --  This policy was reviewed by the Committee last month, but after that meeting more CABE recommended changes were noted and Chair Cheryl McClellan decided to have it reviewed again at our next Policy meeting. Dr. Enza Marci had reviewed the CABE policy and recommended certain paragraphs be inserted. There were references to the CAPT testing which are no longer in effect. Said references were removed.

The recommended changes are as follows:

“Each student in grades three through eight inclusive and grade ten eleven shall take the statewide mastery examinations.

Students who meet or exceed the statewide mastery goal on all components of the tenth eleventh grade SAT and Next Generation Science Standards (NGSS) Connecticut Academic Performance Test (CAPT), shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for all components. Students who have not met goal are encouraged – but not required – to retake that portion of the CAPT the SAT, even those who have achieved proficiency.

Achieving a satisfactory score on the CAPT SAT test shall not be the sole criterion for graduation.

Special education students shall participate in mastery testing except when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of a checklist as specified by the State Board of Education.

All English learners (ELs) including recently arrived, defined as those students whose initial entry date in a U.S. school is less than two years (24 months) prior to test administration are required to participate in all content areas of the state summative assessment.

All students identified as English Learners (EL) regardless of how long they have been enrolled in school shall take the mastery examination in all content areas (reading/language arts, mathematics, science). Scores on each component of the mastery examination for English learners who have been enrolled in school in this state or another state for fewer than twenty (20) school months shall not be used for the purposes of calculating the school accountability index as defined in C.G.S. 10-223e.

The Board of Education recognizes that federal law requires full participation of all students on the state summative assessments, with a minimum standard for the participation rate of at least 95 percent of all students and all student groups for each subject. Further, the Board realizes there are consequences for districts and schools not meeting this participation role threshold on these state summative assessments.

The school district shall annually report to the State Board of Education indicators of (a) instructional improvement and, (b) student progress as a result of testing, remedial assistance and compensatory program in accordance with C.G.S. 10-14m et seq.”
As the Policy Committee had just recommended new changes in Policy #6146 – Graduation Requirements, it felt this policy #6146.2 should again be reviewed to make certain it conforms with the revised graduation requirement policy. The Committee refers this Policy back to Dr. Enza Macri for her further review.

This Policy #6146.2 will be brought back at the next Policy Committee meeting for further consideration.

#7551 – Naming School Facilities/Student Memorials - Dr. Patricia Charles requested the stage at Farm Hill be named after deceased teacher, Carol Crayton.

Dr. Conner noted, the procedure is: “Any person or group requesting to name or rename a school facility, “School Facility” is defined herein as a school or any other building under the authority of the Board of Education, and any area inside or outside of a school or building, including but not limited to, offices, media centers/libraries, classrooms, cafeterias, gymnasiums, athletic fields and amenities, concession stands, press boxes, garages, etc., will be required to submit a request in writing to the Superintendent of Schools who shall forward said request to the Board of Education.“

Dr. Charles will attend the next Board Meeting to voice her request.

The Policy Committee requested the following reference, be added to the policy.

Legal Reference: Middletown City Charter 23-22

Kathy will add the reference. This policy does not need to be brought forward to the Board.

#9221– Filling Vacancies – BYLAW – This bylaw was reviewed by the City attorneys and they said it was fine to stand as is.

The current Bylaw #9221 was reviewed and the Policy Committee recommended it be brought forward to the next BOE meeting for its READOPTION and first and final reading.

#9222– Resignation/Removal from Office – BYLAW – This revised CABE bylaw was sent to the Policy Committee members for their review before the meeting. After consultation with the City attorneys, the proposed changes to the bylaw are as follows:

State law provides that municipal officers seeking to resign from office must submit a written resignation to the municipal clerk. The resignation takes effect upon the date specified in the resignation or, if no date is specified, upon the date of its submission to the clerk.
The chairperson of the Board may be removed from office by a two-thirds/majority vote of the membership of the whole Board, and in case the office of chairperson shall become vacant, the Board shall, within 30 days thereafter fill the vacancy for the unexpired term.

Legal Reference: Connecticut General Statutes
7-103 Resignation of municipal officers

The revised Bylaw #9222 was reviewed and the Policy Committee recommended it be brought forward to the next BOE meeting for its first reading.

Meeting was adjourned at 10:05 A.M.

The next Policy Committee meeting is scheduled for Tuesday, June 12, 2018 at 8:30 A.M.

Respectfully submitted,
Kathy Bengtson
Administrative Assistant