

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
Monday, November 8, 2021
Lincoln Center - Hybrid: In-Person and Virtual Meeting
Please note that masks are required for those in attendance

Board of Education Meeting

7:00 P.M. - Lincoln Center

Public access to view meeting :

Live streaming on FaceBook: [Link to MPS Pride FaceBook Page](#)

Live at Silk City TV: [Link to Live at Silk City TV](#)

On demand after the meeting: [Link to on-demand after the meeting](#)

A. OPENING

- 1.) Call to order
- 2.) Pledge of Allegiance
- 3.) Introduction of New Board Members
- 4.) Election of New Board Chairperson and Secretary
- 5.) Reaffirmation of Board of Education Bylaws
- 6.) Board of Education Minutes - October 25, 2021

[A - 5](#)

A - 6

B. COMMITTEE REPORTS

C. CONSENT CALENDAR

- 1.) Personnel Actions

C - 1

D. REPORT FROM STUDENT REPRESENTATIVE

E. PUBLIC COMMENTS - [Request to Speak Form](#)

Residents that would like to speak during public comments session must complete the [Request to Speak Form](#)

Welcome to the Manchester Board of Education meeting. Observers are always welcome. The following instructions are to assist those who wish to speak during the Public Comment session(s):

- Print your name and address on the sign-in sheet at the podium for accurate record keeping.
- State your name and address for the record. Students state name only.
- Three minute time limit. Listen for the bell.
- Written statements may be substituted for Board members if time runs out for the speaker.
- Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent's discretion).
- Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language.

F. SUPERINTENDENT'S REPORT

- 1.) Overview of Manchester Public Schools, Matt Geary, Superintendent of Schools,

F - 1

G. UNFINISHED BUSINESS

- 1.) Policy Recommendation:

G - 1

The Policy Committee submits to the full Board its recommended policy changes for a first reading in accordance with its policy on policy changes. Please note that this is a second first reading.

1. Credit for Online Courses [Optional and Remote Learning] Policy # 5127.12
[Credit for Online Courses](#)
2. Meeting Conduct Policy # 9000 - Bylaws
[Meeting Conduct](#)
3. Community Use of School Facilities Policy # 1330
[Community Use of School Facilities](#)
4. Visitors and Observations in Schools Policy # 1300

[Visitors](#)

5. School Volunteers Policy #1401

[Volunteers](#)

6. Green Cleaning Policy # 1506

[Green Cleaning](#)

7. Transportation Policy # 3541

[Transportation](#)

H. NEW BUSINESS

I. PUBLIC COMMENTS - [Request to Speak Form](#)

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- Print your name and address on the sign-in sheet at the podium for accurate record keeping.
- State your name and address for the record. Students state name only.
- Three minute time limit for any item that may come before the Board. Listen for the bell.
- Comments must be limited to items on the Board's agenda for this meeting. The Board Chair has the discretion to limit comment time.
- Written statements may be substituted for Board members if time runs out for the speaker.
- Immediate replies to questions/concerns should not be expected (Board Chair/Superintendent's discretion).
- Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language.

J. COMMUNICATIONS - None

**K. ITEMS FOR FUTURE AGENDAS
Topics for Superintendent's Report**

Monday, November 22, 2021 Update on Humanities / STEM PK-4

Monday, December 6, 2021 Fall Data Update

Monday, December 20, 2021 Update on Humanities / STEM 5-12

L. ADJOURNMENT

BYLAWS**9000****Article I****ROLE OF THE BOARD OF EDUCATION AND ITS MEMBERS****Section 1 - General Duties**

- A. The Manchester Board of Education (the "Board") represents the residents of the Town in carrying out the mandates of the General Statutes pertaining to education.
- B. The Board shall establish policy to be employed in the conduct of the schools. Such policies shall be broad enough to indicate a plan of action to be taken by the Superintendent in meeting a variety of problems of a similar nature.
- C. The Board shall concern itself with questions of policy and not with administrative details.
- D. In determining school policy it shall:
 - (1) hear and consider facts and recommendations, (2) adopt a plan, policy or course of action, and (3) authorize the Superintendent of Schools, its chief executive officer, to carry out its policy.

Section 2 - Specific Powers and Duties

The Board shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and the Charter of the Town of Manchester, including but not limited to the following:

- A. Create, abolish, modify, and maintain such positions, schools, divisions, and classifications as may be necessary for the efficient administration of the educational enterprise.
- B. To elect and evaluate the Superintendent of Schools in accordance with state statutes.
- C. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
- D. To determine the number, classification, duties and remuneration of employees.
- E. To establish policies for employment, promotion and dismissal of personnel in accordance with the state statutes.
- F. To provide for the appraisal of the efficiency of personnel.
- G. To initiate and approve the acquisition and disposition of school sites, and to initiate and approve plans for school buildings.
- H. To consider any specific recommendations made by the Superintendent of Schools.
- I. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
- J. To consider, revise and adopt any changes in the curriculum.
- K. To take any other actions required or permitted by law.
- L. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - i. each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;

- ii. the school district shall finance at a reasonable level an educational program designed to achieve this end;
- iii. the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds; and
- iv. the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

Article II

ORGANIZATION AND MEETINGS OF THE BOARD OF EDUCATION

Section 1 - Membership of the Board of Education

The Board shall consist of nine (9) members elected for three (3) year terms, as provided in the Charter. Board members shall take office on the second Monday of November in the year in which their term begins.

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Section 2 - Annual Organizational Meeting of the Board

The Board annually shall organize in November at its first meeting after the start of the new terms of Board members commence. The Superintendent or his/her designee shall call the meeting to order and preside until a new Chair is chosen. At the annual meeting the Board of Education shall vote to reaffirm the Board mission, vision, and priorities.

Section 3 - Election of Officers

Not later than one month after the date on which the newly elected members take office, the Board shall elect a Chair and then shall elect a Secretary and may prescribe their duties. The votes of each Board member cast in such election shall be reduced to writing and made available for public inspection within 48 hours, excluding Saturday, Sunday or legal holidays, and shall also be recorded in the minutes of the meeting at which taken, which minutes shall be available for public inspection within a reasonable amount of time.

The Chair and the Secretary shall take office immediately upon election. All officers of the Board shall hold office for a term of one year and until their successors are duly elected.

Whenever there is a vacancy in the office of Chair or Secretary, at the next regular meeting the Board shall elect a new officer to fill the vacancy for the unexpired term of office.

Section 4 - Duties of Board Officers

The Chair is the presiding officer at all Board meetings and may exercise such additional powers as are

granted by the General Statutes, the Charter, and these bylaws. The Secretary shall maintain a record of all Board proceedings, and may attest to any action taken by the Board. The Secretary shall, in the absence of the Chair, preside at Board meetings.

Section 5 - Regular Meetings of the Board

Regular meetings of the Board shall be held in the Hearing Room, Lincoln Center, 494 Main Street at 7:00 p.m., on the second and fourth Monday of each month, except for July, August and December, when only one regular meeting shall be held. Regular meetings may be held in such other place and at such other time as the Board may determine after sufficient notice has been given to all members. Board meetings may be cancelled by majority vote provided there is at least one meeting in every month. The Board shall hold at least two professional learning sessions per year. In compliance with the General Statutes of the State of Connecticut, the Board shall file the calendar of its regular meeting with the Town Clerk on or before January 31.

Section 6 - Special Meetings of the Board

Special meetings of the Board shall be called by the Chair upon written request of three members or whenever deemed necessary by the Chair or the Superintendent. Notice of all special meetings shall be given to Board members and the Town Clerk at least twenty-four hours prior to the time the meeting is to convene. The notice shall indicate the purpose of the special meeting. No other business shall be transacted at such meeting, except upon the unanimous vote of the Board members present at such special meeting.

When a majority of the members agree that an emergency exists which has made a timely notice impossible, such a meeting may be called at a time or place which may be most convenient. In case of such emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such a meeting.

Section 7 - Executive Session Meetings of the Board

The public may be excluded from meetings of the Board of Education that are declared to be executive sessions.

Executive sessions may be held on a two-thirds vote of the members present and voting taken at a public meeting stating the reasons for such executive session. Executive sessions may be held for any reasons permissible under the provisions of the Freedom of Information Act, as it may be amended from time to time, including one or more of the following purposes:

- i. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
- ii. Strategy and negotiations with respect to pending claims and litigation to which the Board or a member of the Board, because of his or her conduct as a member of the Board, is a party until such claims or litigation have been finally adjudicated or otherwise settled.
- iii. Matters concerning security strategy or the deployment of security personnel,

- or devices affecting public security.
- iv. Discussion of the selection of a site or the lease, sale or purchase of real estate when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
- v. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in Conn. Gen. Stat. §1-210(b).

No votes shall be taken at an executive session meeting.

It is understood that all communications between and to Board members at executive sessions are considered to be confidential, and shall not be released to or discussed with any members of the public.

Section 8- Electronic Mail [Email Communications]

Board members shall not use email as a substitute for deliberations at public Board meetings, to discuss policy matters, or vote informally on any issues. Any e-mail communications by and among Board members shall be considered public documents subject to disclosure unless a specific exemption from disclosure applies (e.g., attorney-client communication).

Section 9 - Board Actions

The Board may exercise its authority only when acting as a Board. Individual Board members have no authority except at Board meetings or when discharging an assignment delegated to the Board or Board member. Unless otherwise provided, all Board actions shall be by a majority vote of the members present at a duly convened regular or special meeting of the Board.

Section 10 - Formulation, Adoption, Amendment, or Deletion of Bylaws

Bylaw proposals and suggested amendments to, revisions of, or deletions of existing bylaws shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed bylaws, amendments, revisions or deletions thereof shall be read and discussed.

Except for emergency situations, bylaws will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such matters.

When a bylaw is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed bylaw changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the bylaw prior to adoption.

Any bylaw of the Board may be adopted, amended or deleted at any regular meeting by a two-thirds vote of all members of the Board, provided that such proposal shall have been given to the Board at the previous regular meeting.

Section 11 - Quorum and Voting Procedures

1. A majority of the members of the Board shall constitute a quorum. A quorum is necessary for the transaction of business at any regular or special meeting of the Board.
2. Voting Procedures:
 - a. No member can vote on a question in which he/she has a direct personal or pecuniary interest.
 - b. Members may vote for themselves for any office or other position.
 - c. While it is the duty of every member who has an opinion on a question to express it by vote, he/she cannot be compelled to do so.
 - d. A member may abstain from voting (with the knowledge that the effect is the same as if he/she had voted on the prevailing side).
 - e. The votes of each member of the Board upon any issue before the Board shall be recorded in the minutes of the session at which taken.
 - f. Any Board member shall have the opportunity to explain his/her vote for recording in the minutes.
3. Procedures for Participation By Means of Electronic Equipment
 - A. Board members may participate in meetings by means of electronic equipment (*e.g.*, telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
 - I. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
 - II. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
 - III. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
 - B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

Section 12- Method of Filling Vacancies

Whenever a vacancy occurs in the office of any member of the Board of Education, it shall be filled by the remaining members of the Board until the next regular Town election, at which election a successor shall be elected for the unexpired portion of the term. Nominations to fill such vacancy shall be made by any Board member that is a registered member of the same political party as the departed member. If no remaining member is a member of such political party, then any member may make such nomination.

Section 13 - Committees

The Board shall act as a committee of the whole on all matters coming before it except that special committees for the consideration or investigation of certain problems, or for the performance of certain Board functions, may be created by vote of the Board. Any committee created by the Board shall be subject to the provisions of the Freedom of Information Act.

a. Standing Committees.

The Board may authorize committees to be convened and direct them to carry out purposes so designated by the Board.

Standing committees may include, but shall not be limited to, those listed below. At or promptly after the annual organizational meeting, the Chair shall appoint two (2) or four (4) members to the standing committees.

The appointments shall be made in a manner that assures equal minority party representation on each standing committee. The Chair will solicit Board member interest in serving on a standing committee before the Chair makes appointments.

The standing committees are:

- 1) Buildings and Sites
- 2) Community Relations
- 3) Curriculum and Instruction
- 4) Personnel and Finance
- 5) Policy
- 6) Transportation and Residency

Building and Sites Committee

This committee has responsibility for the oversight of the maintenance and operation of all school buildings and school building sites.

Specific responsibilities of this committee include:

- Develops and recommends to the Board a maintenance schedule for buildings and grounds;
- Reviews needed repairs and maintenance based on the administration's inspection of school facilities;
- Assists with the planning for new construction, major renovations, or major improvements of school buildings and grounds;
- Recommends to the full Board additions, deletions, or changes to school facilities needed to support school programs;
- Conducts periodic inspection of school facilities and reports to the Board at least annually; and
- Working through the administration, conducts studies and otherwise works with the administration on matters related to security, space, and community use of the school buildings and grounds.

Community Relations Committee

This committee works to ensure that the Board builds strong and strategic relationships with the community and maintain a positive image of the school district within the community.

Specific responsibilities of this committee include:

- Works with administration to develop a community relations plan that identifies formal and informal mechanism to engage in dialogue with the community;
- Works with administration to develop key messages articulated to the community;
- Assists the administration in creating marketing efforts that support school district's mission and goals; and
- Evaluates the Board's stakeholder relationships

Curriculum and Instruction Committee

This committee reviews major areas of curriculum development, regular and special education services and programs, student assessment, long term curriculum review and revisions.

Specific responsibilities of this committee include:

- Periodically reports to the Board on the status of curriculum implementation and monitors areas in need of study or improvement;
- Periodically reviews, evaluates and reports to the Board on student progress and results on standardized test results;
- Studies and recommends textbook usage; and
- Recommends budget changes required to support curriculum and instruction.

Personnel and Finance Committee

This committee has responsibility with the preparation of the budget and periodic reviews of expenditures and oversees the policies and practices associated with the employment of school district personnel.

Specific responsibilities of this committee include:

- Reviews and reports to the Board on accounting and purchasing procedures;

- Recommends the annual budget to the full Board;
- Represents the Board during various stages of budget development;
- Reviews and recommends to the Board evaluation system for school employees and the superintendent;
- Assists, as requested by the superintendent, in determining the creation and elimination district positions; and
- Provides the administration with feedback on new or revised job descriptions.

Policy Committee

This committee oversees district policies and regulations.

Specific responsibilities of this committee include:

- Works with the superintendent to review, update, create, or update district policies and required regulations;
- Evaluates suggestions for board policy that come from Board members, the public, and the administration; and
- Presents proposed policy changes to the full Board for discussion (First Reading) and tentative action (Second Reading).

Transportation and Residency Committee

This committee will conduct hearings at the request of the administration or parent/guardian regarding transport transportation requests and complaints, and residency and school attendance zone matters.

Standing committees will meet at the request of the Board. Each committee will report to the Board at the directive and discretion of the Board.

b. Special Committees. With the consent of the Board, the Chair may appoint a special committee of the Board to deal with any topic or matter not within the jurisdiction of a standing committee. The Chair will solicit Board member interest and appoint Board members to serve on negotiating committees for administrator and teacher contracts. Only Board members shall serve on a special committee.

c. Advisory Committees. With the consent of the Board, the Chair may appoint advisory committees to provide advice or recommendations to the Board on any matter within the jurisdiction of the Board. An advisory committee may include Board members, staff and community members, as deemed appropriate.

d. Committee Authority. Committees may advise the Board and do not determine or interpret policy. A standing or special committee may exercise the authority of the Board to the extent explicitly provided by these bylaws.

Section 14- Meeting Conduct

Meetings of the Board shall be conducted by the Chair in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board. All meetings of the Board of Education for the official transaction of business shall be open to the public except that the Board may, by the affirmative vote of two-thirds of the members present and voting, meet

in executive session for the purposes specified in Conn. Gen. Stat. §1-225, as described in Section 7 above.

All Board meetings shall commence at or as close as practicable to the stated time, provided there is a quorum.

All regular and special Board meetings shall be guided by an agenda which will have been prepared by the Chair in consultation with the Superintendent and delivered in advance to all Board members and other designated persons. By a two-thirds vote of those members present and voting, items may be added to the agenda of a regular meeting.

Construction and Posting of Agenda

1. Construction of Agenda

- a. The Superintendent in cooperation with the Chairperson of the Board of Education and Minority Leader shall prepare an agenda for each meeting.
- b. In addition to those items listed by the Chairperson of the Board, any member of the Board may contact the Chairperson or the Superintendent and request that an item be placed on the agenda.
 - i. This request must be made no later than seventy-two (72) hours prior to the legally required public posting of the agenda.
 - ii. At least 3 Board members must agree to the additional agenda item before it will be placed on the agenda.
- c. Town residents and/or taxpayers may request that the Board place an item on the agenda of a regular meeting. To do so they must:
 - i. Take their request in writing to the Secretary of the Board, with a copy of the request to the Superintendent of Schools.
 - ii. The Secretary of the Board will present the written request to the Board at its next regular meeting.
 - iii. If at least three Board of Education members agree to the additional agenda item, it will be placed on an agenda for a future regular meeting of the Board of Education.
 - iv. The Board of Education will decide at which future regular meeting date the item will appear on the agenda.

2. Posting of Agenda

- a. At least twenty-four (24) hours prior to the time of the regular [or special] meeting, an agenda will be constructed and posted by the Superintendent of Schools for the Board of Education.
- b. An agenda will be posted at [Town Hall and] the Administrative Offices of the Board of Education.
- c. The Board may add items to the agenda of any regular meeting by a two-thirds vote of those Board Members present and voting.

Robert's Rules of Order shall govern the proceedings of the Board except when those rules are in conflict with these bylaws or the Board's established customs and practices.

Smoking will not be permitted in any room in which a meeting of the Board of Education is being

conducted, or during the time immediately prior to the meeting. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

If at any point in the meeting the Board of Education should not maintain a quorum, the Board Chair shall adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

Section 15 - Minutes

A complete and accurate set of minutes of each meeting shall be recorded in the Minute Book of the Board. The Minute Book shall be maintained at the Board's Administrative Offices. A copy of the minutes of each meeting shall be sent by mail to each Board member not later than thirty days following each meeting.

The minutes shall constitute the official record of proceedings of the Board and shall be open to public inspection at all reasonable times.

The minutes shall include the following:

- The time, place and date of each meeting.
- The names of those members in attendance.
- The disposition of all matters on which action was recommended.
- All motions and resolutions and their disposition, listing all votes, abstentions and absentees.
- All decisions concerning future meetings and agendas.

By request, a brief statement of a Board member may be included.

A record of votes taken at each meeting shall be reduced to writing and made available for public inspection within forty-eight hours of the conclusion of the meeting at which the votes were taken. Votes taken shall also be reflected in the minutes of each meeting, and the minutes shall be made available for public inspection within seven days of the date of the meeting to which they refer.

Section 16 - Pledge of Allegiance

After the Call to Order, and prior to the Approval of Minutes at regular Board meetings, all in attendance will be invited to join the Board in reciting the Pledge of Allegiance, to be led by the Chair or the Chair's designee.

Section 17- Formulation. Adoption. Amendment or Deletion of Policies and Administrative Regulations

Formulation, Adoption, Amendment, or Deletion of Policies

In the absence of any written policy, administrative regulations will be used to guide and administer the effective operation of the school district.

Suggestions for either new policies or policy changes would normally come to the Board of Education from any of the following:

- Board of Education Members
- Superintendent
- Statute
- Matters of law
- Citizens
- Students

The Superintendent will prepare a draft policy statement for consideration and for the development by the Board of Education.

Policy proposals and suggested amendments to, revisions, or deletions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regular Board of Education meeting in which such proposed policies, amendments, revisions or deletions thereof shall be read and discussed.

Policies that deal with matters of an emergency nature may be introduced at any regular or special Board meeting.

Policies that affect students shall become effective at the beginning of the next school year following adoption unless the policy provides otherwise.

Except for emergency situations, policies will be adopted, amended, or deleted after consideration at two regular meetings of the Board of Education. The agenda shall be marked to indicate such policy matters.

When a policy is placed on the agenda for the second consecutive meeting, a motion either to adopt or not to adopt the policy or the proposed policy changes is necessary for discussion. If the discussion results in a suggestion for change, such changes will be included in the second reading of the policy prior to adoption.

The formal adoption or deletion of policies and the adoption of policy changes shall be by majority vote of all members of the Board, and the action shall be recorded in the minutes of the Board.

Only those written statements so adopted as policy and so recorded shall be regarded as official policy of the Board.

Formulation, Adoption, Amendment, or Deletion of Administrative Regulations

1. The Superintendent is responsible for the formulation, adoption, amendment and deletion of administrative regulations to implement the policies of the Board.
2. The Superintendent shall bring to the attention of the Board all new, revised or deleted administrative regulations.

3. The Board reserves the right to review and direct revisions or deletions of administrative regulations should they, in the Board's judgment, be inconsistent with the policies of the Board. If the Board directs the Superintendent to adopt, amend, or delete administrative regulations, it shall do so upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed revision has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Suspension of Bylaws, Policies, and Administrative Regulations

1. Policies and bylaws of the Board shall be subject to suspension for a specified purpose and limited time by:
 - a. A majority vote of all members of the Board in attendance at a meeting, and
 - b. Provided that prior notification of such a proposed suspension has been described in writing in the call of the meeting.
2. Policies of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of all members of the Board when no such written notice has been given.
3. Bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a two-thirds votes of all members of the Board when no such written notice has been given.
4. Administrative regulations of the Board may be suspended for a specified purpose and limited time:
 - a. By the Superintendent, who shall give notice to the Board of the reason for the suspension and the time period of the suspension.
 - b. The Board may direct the Superintendent to suspend administrative regulations for a specified purpose and limited time upon majority vote of all members in attendance at a meeting, provided that prior notification of such proposed suspension has been described in writing in the call of the meeting, or upon majority vote of all members of the Board when no such written notice has been given.

Section 18 - Removal of Board Officers

It is the policy of the Manchester Board of Education that an officer of the Board will:

- adhere to all Board policies, rules and regulations;
- conduct himself or herself in a fair and impartial manner; and
- carry out the duties of his or her respective office in accordance with law.

An officer of the Board may be removed for cause by a majority vote of the entire Board. A vote to remove a Board officer shall only take place at a regular meeting or a special meeting called for that purpose. "Cause" includes, but is not limited to, any conduct that:

- specifically relates to and affects the administration of the office in a manner deemed to be

- deleterious to Board operations;
- negatively and directly affects the rights and interests of the public;
- violates Board policies, rules and regulations; or
- conduct that interferes with the orderly and efficient operation of the
- Board.

Procedures for Removal:

Prior to any vote to remove a Board officer for cause:

- 1) The Board may review the performance and/or conduct of the Board officer in open or executive session (as determined by the Board and the Board officer) prior to taking any formal action.
- 2) If the Board determines that formal action is necessary, the Board officer shall be provided with reasonable notice of the Board's intent to consider possible removal from office (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
- 3) Upon the written request of the Board officer within 7 days of such action, he/she shall be provided with an opportunity for a hearing before the Board of Education before the Board votes on removal.
- 4) At any such hearing, the Board officer shall have the right to be represented by counsel at his/her own expense and to present relevant evidence to the Board.

Standard for Removal:

Service as a Board officer is a privilege, not a right, the purpose of which is to assist the Board in conducting its business in an appropriate, orderly, and efficient manner. Therefore, any Board member serving as an officer shall have no legally protected right to continue in that position. A decision that there is cause for removal shall be made by a majority of board members present and voting, provided that no less than a majority of the board membership as a whole shall be required for removal.

Section 19 - Code of Conduct for Board Members

It is the policy of the Manchester Board of Education that a member of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct himself or herself in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official;
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session; and

6. refrain from engaging in slanderous, discriminatory, obscene or threatening conduct or communications toward any student and/or any school district official, in any manner and/or using any medium.

Each member of the Board will act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure will constitute cause for censure or other such action as deemed appropriate by the Board.

Procedures for Censure:

Prior to any vote to censure a Board Member for cause:

1. The Board may review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member) prior to taking any formal action.
2. If the Board determines that formal action is necessary, the Board member shall be provided with reasonable notice of the Board's intent to consider possible censure (such notice to be given in writing after being authorized by Board vote at a prior meeting of the Board).
3. A vote to censure a Board member shall only take place at a regular meeting or a special meeting called for that purpose.
4. Such censure may be enacted for cause by a majority vote of all Board members.

Section 20 - Board of Education Updates and Self-Evaluation

The Board of Education shall receive annual updates on the following updates:

- Buildings / Maintenance
- Technology
- Teacher and Administrator Evaluation
- Teaching and Learning
- Pupil Services

The Board of Education shall conduct a formal self-evaluation on a bi-annual basis.

The Board of Education shall review the mission and vision of Manchester Public Schools every three years.

Article III

DUTIES AND AUTHORITY OF THE SUPERINTENDENT

Section 1 - General Duties

The Superintendent shall be the chief executive officer of the Board and shall serve as its professional advisor. In accordance with the policies of the Board and the General Statutes, the Superintendent shall be responsible for administering and supervising the schools and all other activities under the control of the Board.

Section 2 -Authority

All individuals employed by the Board shall be responsible to the Superintendent. The Superintendent shall make such rules and give instructions to school employees as may be necessary to implement Board policy.

Section 3 - Delegation of Authority

The Superintendent, in his/her discretion, may delegate to other employees of the Board the exercise of any power and the discharge of any duties imposed upon the Superintendent. The delegation of such powers or duties, however, shall not relieve the Superintendent of responsibility for the actions taken under such delegation.

Section 4 - Duties in Relation to Board Meetings

Except when matters pertaining to the Superintendent's salary or reappointment are being considered, the Superintendent, or his/her designee, shall be present at all meetings of the Board. The Superintendent shall submit to the Board recommendations relative to matters requiring Board action. The Superintendent shall, at all times, keep the Board informed relative to the educational programs and activities operating under the Board's authority. The Superintendent shall provide a quarterly budget update to the Board.

Section 5 - Specific Duties and Responsibilities

All employees, except in cases where special authorization is given by the Board, shall be hired by the Board only upon the nomination of the Superintendent, except insofar as the Superintendent may delegate this responsibility regarding specific categories of employees. The Board may authorize the Superintendent to offer contracts to new teachers.

ARTICLE IV

Standards of Ethical Conduct For Members of the Board of Education

Section 1 - Purpose.

The proper operation of the Board of Education and the school system of the Town of Manchester requires that Members of the Board of Education be independent, impartial and responsible to the people; that decisions and policy be made by the Board of Education through proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its elected leaders. In recognition of those goals, these Standards of Ethical Conduct are established with the purpose of setting forth guidelines, standards and limitations for conduct of Members of the Board of Education that are consistent with the best interests of the Town of Manchester and its school system.

Section 2 - Definitions.

As used in these Standards, the words and phrases stated below shall have the following meanings:

"Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, investment property or any legal entity through which business is conducted for profit or not for profit.

"Close Relative" means the spouse, domestic partner, parent, child, step-child or sibling of any Member of the Board of Education.

"Confidential Information" means any information concerning the property, business or affairs of the Town of Manchester that is obtained solely by reason of one's participation in Town government as a Member of the Board of Education and which is not readily accessible to or ascertainable by any other member of the public through alternative means.

"Conflict of Interest" means an action, a Financial Interest, or a Personal Interest that a reasonable person would find to be incompatible with the proper discharge of the duties of a Member of the Board of Education or that a reasonable person would find likely to impair one's independence of judgment in the performance of the duties of a Member of the Board of Education. Without limiting the foregoing definition, a "Conflict of Interest"

A conflict of interest shall be deemed to exist if a Member of the Board of Education or a Close Relative:

- 1) Has a Financial Interest or Personal Interest in any sale, purchase or lease of real estate, materials, supplies or services to the Board of Education or by the Board of Education;
- 2) Is an employee, officer, partner, director or consultant of any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
- 3) Has a Substantial Ownership Interest in any Business that provides materials or services to the Board of Education, purchases materials or services from the Board of Education, or otherwise contracts with the Board of Education;
- 4) Has a Financial Interest or Personal Interest in any legislation or other matters coming before the Board of Education.
- 5) Has a Financial Interest or Personal Interest in any real property located within the Town (excluding a personal residence), the use or development of which may be subject to regulation by the Town for purposes related to use by the Board of Education.
- 6) Has accepted any service, gift or favor from any person or business having any dealings with the Board of Education.

- 7) Is employed by or renders services for private interests under circumstances where such employment or service would bring into question his or her independence of judgment in the performance of his or her official duties or permit the inference that he or she has used or disclosed confidential information acquired by him or her in the course of his or her official duties.

"Financial Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield an exclusive economic benefit or specific pecuniary gain, beyond that which is available to every other business or individual within the Town, for a Member of the Board of Education or a Close Relative, or for a Business in which a Member of the Board of Education or Close Relative holds a Substantial Ownership Interest or has an ongoing business relationship as a client or customer.

"Gift" means anything of intrinsic value which is received, and for which consideration of equal or greater value is not given, including tangible goods, payments, loans, subscriptions, advances, services, entertainment, food, beverage, travel and lodging. Gifts do not include:

- 1) Any item, regardless of value, which is offered to the Town or the Board of Education, is accepted on behalf of the Town or the Board of Education, and becomes and remains the property of the Town or the Board of Education.
- 2) Any item, regardless of value, received from a Close Relative.
- 3) Items, including cash, with a value not to exceed \$100.00, which are customarily tendered on gift-giving occasions, including Christmas, Hanukkah, birthdays, the birth or adoption of a child, weddings, confirmation or bar/bat mitzvahs, provided the total value of such gifts in any calendar year received from any one individual do not exceed \$250.00.
- 4) Items received by individuals at the time of departure from office or at public occasions held to honor a Member of the Board of Education.
- 5) A certificate, plaque or other ceremonial award or recognition costing less than one hundred (\$100.00) dollars.
- 6) An honorary degree bestowed upon a Member of the Board of Education by a public or private university or college.
- 7) The waiver or payment of a registration or entrance fee to attend a civic or philanthropic event to which a Member of the Board of Education has been invited to participate in his or her official capacity.
- 8) A complimentary meal provided at a civic or philanthropic event to which Member of the Board of Education has been invited to participate in his or her official capacity.

- 9) A meal provided in the home by an individual.
- 10) Contributions or donations to a charitable cause made in the name of a Member of the Board of Education.
- 11) A loan made on terms that are commercially reasonable and not more favorable than loans made in the ordinary course of business.
- 12) A political contribution otherwise reported as required by law. g.

"Person" means an individual, sole proprietorship, trust, business, corporation, union, association, firm, partnership, limited liability company, committee, club or other organization or group of persons.

"Personal Interest" means that the outcome of a discretionary action by the Board of Education can reasonably be expected to yield a material benefit, special consideration, treatment or advantage to a Member of the Board of Education or Close Relative beyond that which is available to every other citizen of the Town.

"Substantial Ownership Interest" means control of, legal ownership of, or a beneficial interest in a Business that exceeds five percent of the outstanding securities of the Business or, if the Business is unincorporated, exceeds five percent of the net worth of such Business.

"Town" means the Town of Manchester and the Manchester Board of Education and the Manchester school system.

Section 3- Conflicts of Interest.

Conflicts of Interest are not, in and of themselves, a sign of unethical or improper conduct. They are an innocent consequence of the fact that, outside of their service to the Town, Members of the Board of Education possess a wide array of professional pursuits, financial interests and personal relationships. However, it is expected that Members of the Board of Education will be acutely sensitive to the existence of possible Conflicts of Interest and, when a possible Conflict of Interest arises, that they will conduct themselves in a manner that will eliminate any question as to the integrity and impartiality of the Manchester Board of Education.

Members of the Board of Education that are deemed to have a Conflict of Interest shall be subject to and abide by the following standards of conduct:

- a) Any Member of the Board of Education having a Conflict of Interest with respect to any matter to be acted upon or coming before the Board of Education shall make a full disclosure of that interest and shall consider whether the Conflict of Interest rises to the level that the Member feels that he or she cannot render an objective and impartial decision and therefore shall disqualify himself or herself from participating in any deliberation and decision making with respect to that matter.
- b) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the delivery of any Board of Education service, nor attempt to influence anyone concerning the delivery of services, to that particular person or Business that

gives rise to the Conflict of Interest.

- c) A Member of the Board of Education with a Conflict of Interest shall not directly participate in the awarding of Board of Education contracts, nor attempt to influence anyone concerning the awarding of Board of Education contracts, to that particular person or Business that gives rise to the Conflict of Interest.
- d) No Member of the Board of Education shall appear on behalf of a private concern or otherwise represent a private concern (other than himself or herself or except as a witness under subpoena) in any state or federal litigation or administrative proceeding to which the Board of Education is a party, where such representation would be against the interest of the Board of Education.

Section 4- Preferential Treatment Prohibited.

No Member of the Board of Education shall seek for himself, or grant to any other person, any special consideration, treatment or advantage beyond that which is available to every other citizen of the Town.

Section 5- Soliciting or Accepting Inducements Prohibited.

No Member of the Board of Education, or candidate for nomination or election to the Board of Education, shall solicit or accept anything of value from any person based upon an understanding that any specific vote or official action will be influenced thereby.

Section 6 - Gifts.

Members of the Board of Education and Close Relatives shall not accept any gift from any person or business that has business dealings with the Board of Education, or has an interest in any matter that is pending or to be presented before the Board of Education. If it is impossible or inappropriate to refuse an unsolicited gift or offering, the gift shall be accepted on behalf of the Board of Education, shall be delivered to the Superintendent of Schools and shall become and remain the property of the Board of Education.

Section 7 - Incompatible Employment.

While engaged in the performance of their official duties, Members of the Board of Education owe a duty of undivided loyalty to the interests of the Board of Education and the Manchester school system. Therefore, no Member of the Board of Education shall engage in or accept private employment or render services for a Person or Business when he knows or has reason to know that such employment or service could impair his or her independence of judgment in the performance of his or her official duties, or possibly require him to disclose confidential information acquired by him in the course of his or her official duties, or possibly require him to take any other action which might be antagonistic to the interests of the Board of Education and the Manchester school system.

Section 8- Doing Business with the Board of Education.

No Member of the Board of Education shall engage in any private business transaction with the Board of Education without prior written notice to the Superintendent of Schools. No Member of the Board of Education shall enter into any contract with the Board of Education.

Section 9 - Disclosure or Use of Confidential Information.

Members of the Board of Education shall not disclose or otherwise disseminate any confidential information or divulge personal matters pertaining to others that do not bear upon the discharge of official duties.

Whether or not it shall involve disclosure, no Member of the Board of Education shall use or permit the use of confidential information to advance his or her own financial or personal interests or to advance or damage the financial or personal interests of any other business or individual.

Section 10 - Use of Town or Board of Education Property, Assets and Resources.

Town-owned or Board of Education-owned equipment, supplies, property, labor and resources shall be used only for the conduct of approved Town business. No Member of the Board of Education shall knowingly use or permit the use by others of Town property or Board of Education property for personal convenience or personal profit. However, Members of the Board of Education may use Town property or Board of Education property, assets and resources to the extent they are made available to the public generally or to the extent that such use is consistent with established policies and procedures governing the use of Town owned or Board of Education-owned vehicles or communication devices.

Section 11 - Former Members of the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not appear before the Board of Education on behalf of any person or Business (other than himself or a Close Relative) until at least twenty-four (24) months have passed from the termination of his or her elected service on the Board. Nothing in this restriction shall be construed to inhibit a former Board Member's right to publicly express his or her personal views upon an issue before the Board of Education or advocate on his or her own behalf for a particular decision on a matter before the Board of Education.

A person who has served at any time as a member of the Board of Education shall not privately lobby on behalf of any person or in any way attempt to influence the judgment or decision of any Member of the Board of Education on behalf of any person or Business (other than himself or a Close Relative) until at least twenty- four (24) months have passed from the termination of his or her elected service on the Board. Nothing in this restriction shall be construed to inhibit a former Board Member's right to publicly express his or her personal views upon an issue before the Board of Education or advocate on his or her own behalf for a particular decision on a matter before the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not represent anyone other than the Board of Education concerning any particular matter in which he or she participated personally and substantially while serving as a Member of the Board of Education.

A person who has served at any time as a Member of the Board of Education shall not disclose or use confidential information acquired in the course of any by reason of his or her official duties, for the financial gain for himself or herself or others.

Section 12 - Censure

The Board of Education may, by Resolution of Censure, express its sense that the conduct of one or more of its Members has not conformed to these Standards of Ethical Conduct.

Upon a written request to the Chairman containing the full text of the Proposed Resolution of Censure and no less than seven (7) signatures of the Members of the Board, the Board shall consider such Resolution of Censure.. All Members of the Board, including any Member who is the subject of the Resolution of Censure, may be heard on the question. Passage of the Resolution of Censure shall require a unanimous vote of all members present and eligible to vote. Any Member who is the subject of a Resolution of Censure shall not be permitted to vote on the question.

A Resolution of Censure shall not be in order, and shall not be considered under any circumstances, while a hearing, investigation, prosecution, or any other proceeding arising from the same conduct is pending before the Ethics Commission of the Town of Manchester or before any other agency, commission, department or court with jurisdiction over said conduct.

Section 13- Use of the Board of Education-Issued Devices

In order to avoid unnecessary copying and printing, to reduce the district's printing and copying costs, and to make information readily available electronically for all Board members, the Manchester Board of Education ("Board"), are issued devices. While the use of the devices promises to increase efficiency, reduce costs and help in preserving the environment, Board members have an obligation to comply with the Freedom of Information Act (the "FOIA"), Conn. Gen. Stat. §§ 1-200 through 1-241, which represents Connecticut's commitment to open government and a strong policy in favor of public access to meetings and records.

The following guidelines govern the use of the Board of Education-issued devices by Board members:

1. The devices are the property of the Manchester Board of Education. Accordingly, the devices may only be used for Board-related business. Board members should not have any expectation of personal privacy with regard to the use of the devices. Personal and/or private use of the devices is prohibited. The devices are to be used only by Board members, and not by any other persons. Board members may not download and/or utilize any applications, software or any program onto the devices for personal and/or private use.
2. All information contained on any device (including, but not limited to e-mails or other interactive communications) is subject to disclosure under the FOIA, unless a specific statutory exemption applies to such information.
3. The devices should not be used for the transmission and/or storage of confidential or

privileged materials (including, but not limited to, materials that will be discussed in executive session).

4. Personal and/or private e-mail accounts are not to be loaded onto or accessed through the devices. Any and all emails sent by way of a device must be sent through the Manchester Board of Education email system. In addition, Board members should not use private email accounts to conduct public business, whether through use of the device or otherwise.
5. Any type of interactive communications or series of communications (including in person communications, telephonic communications and electronic communications of any sort) relating to school district business and involving a quorum of the Board or a committee of the Board will likely be deemed to constitute a "meeting" under the FOIA. Such communications violate the provisions of the FOIA for several reasons, including the failure to post notice of the meeting and the failure to allow access to the meeting by members of the public. Accordingly, Board members must take care to ensure that their interactive communications, via device or otherwise, do not constitute a meeting under the FOIA.
6. Board members are prohibited from sending or receiving electronic messages through the device or otherwise during Board meetings and committee meetings.
7. Board members must take care to safeguard the devices. Board members may be held financially responsible for the loss of or damage to a device.
8. In order to protect the security of information contained in the device, each Board member shall be issued a password by the district for the use of the device. Such passwords will not be modified by Board members.

Section 14 - Reimbursement of Board Members' Expenses

1. Remuneration
 - a. A member of the Manchester Board of Education shall receive no compensation for carrying out Board services.
2. Reimbursement
 - a. Board members authorized to attend educational conferences, meetings or travel on
 - b. Board business shall be reimbursed, upon submitting vouchers and supporting documentation for reasonable expenditures, transportation costs, and registration fees. Board members must have approval in advance from the Board to be eligible for a reimbursement.
 - c. Each Board member that receives prior authorization for reimbursement of a Board of Education expense is expected to account for all expenditures incurred in connection with the performance of his/her Board duties.
 - d. Receipts in general are required for:
 - i. Lodging -- Lodging accommodations should provide normal comforts and services well located in relation to the area in which Board business will be conducted.

- ii. Meals --Reasonable expenditures are allowed for meals [IRS recommended guidelines]. Board members may submit appropriate explanatory information as needed, on a separate sheet of paper attached to the receipt. The Board will not reimburse Board members for the purchase of alcohol.
 - iii. Taxi or Bus Fare
 - iv. Parking Fees or Toll Charges (when applicable)
- 3. Registration Fees -- The Board will not pay any late registration fees without an explicit prior authorization.

Revised: January 9, 1995

December 13, 1999

November 27, 2000

December 12, 2007

September 22, 2008

May 27, 2014

February, 2019

MANCHESTER BOARD OF EDUCATION

Regular Meeting October 25, 2021 Lincoln/Virtual

PRESENT: Heinrich, Hughes, Meggers, Pattacini, Patterson, Thames
New member: Mix

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent Curriculum & Special Services Radikas, Assistant Superintendent Clancy, Assistant Superintendent Sone-Moyano

ABSENT: Stefanovicz

A. OPENING

A.1. Meeting Called to Order

Chairperson Thames called the meeting to order at 7:04 p.m. Mr. Thames mentioned that the Board is recognizing the need for changes to be made in the process of requesting to speak during the public speaking portion of the meeting. Goal is to make the virtual experience as parallel as possible to the in-person meeting. The public is asked to follow the regular expectations of the process. The Board is also debuting a community question segment for the Superintendent's section. Questions may be submitted to the Superintendent to be addressed during the meeting. The district Facebook page is no longer being monitored during the meeting.

Mr. Thames announced the resignation of Committee Members Gunderson, effective August 2, 2021, and Luna, effective October 1, 2021.

A.2 Action to fill Board of Education Vacancy

Secretary Pattacini made a motion for Elizabeth Mix to fill the vacancy on the Board left by **Emily Luna** due to her resignation effective 10/1/2021. The term will be through November 2023. **Seconded by Patterson.** There were no other nominations.

6-0 Voted in Favor

A. 3 Oath of Office for New Board Member

Town Clerk Joe Camposeo performed the swearing in of new committee member Elizabeth Mix.

A. 4 Pledge of Allegiance.

All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Thames.

A. 5. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of September 27, 2021. Secretary Pattacini moved and Mr. Heinrich seconded the motion.

7/0 – Voted in favor.

B. COMMITTEE REPORTS

B. 1 Mr. Pattacini presented the minutes of the Policy Committee meeting held on September 13, 2021.

B. 2 Ms. Patterson presented the minutes of the Personnel and Finance Committee meeting held on September 27, 2021.

C. CONSENT CALENDAR

Mr. Geary presented eight items on the Consent Calendar for Board approval.

C.1. Personnel Action

Details had already been provided to the Board members with their agenda.

C.2. Transfer of Funds

None.

C.3. Establish an appropriation for the United Way Community Investment Grant for the FY 21/22 in the amount of \$45,000

C.4 Establish an increase in appropriation for the IDEA 611 Grant for the FY 21/23 in the amount of \$20,320, bringing the total award to \$1,944,847

C.5 Establish an increase in appropriation for the IDEA 619 Grant for the FY 21/23 in the amount of \$470, bringing the total grant award to \$66,393

C.6 Establish an appropriation for the ED-244 Adult Education Grant for the FY 21/22 in the amount of \$1,552,228

C.7 Permission to apply for the Title IV, Part A, Student Support and Academic Enrichment Grant for the FY 21/23 in the amount of \$148,559

C.8 Establish an appropriation for the Title I, Part A - Improving Basic Programs Grant for the FY 21/23 in the amount of \$2,027,650

C.9 Establish an appropriation for the Title II, Part A - Supporting Effective Instruction Grant for the FY 21/23 in the amount of \$235,679

The Chairman called for a motion.

Secretary Pattacini moved and Ms. Patterson seconded the recommendation to adopt the Consent Calendar as outlined in this evening's agenda.

7/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

Leila Affini and Alexandra Hamza were both present. Alexandra shared that the first quarter is almost over. The quarter closes next Friday, on Nov. 5.

Sports are still ongoing and each sports team has been able to have a full season.

Clubs such as the Student Equity Advisory Team, Future Health Professionals and the MHS Roundtable Singers have been able to have regular in-person meetings.

This week is Homecoming Week and staff and student leaders have planned a Spirit week to raise school spirit before the Homecoming game against Middletown this Friday along with the Homecoming Parade.

Many of the students are very excited that there will be a homecoming dance happening on November 20th.

And finally, there will be a Diaper Drive from 5:30pm to 7pm going on as well at the entrance to the game this Friday.

E. PUBLIC COMMENTS

Mr. Thames reviewed the rules of engagement for public speakers. He noted that speakers should not expect an immediate response, though at the Chair's discretion it is possible. Written comments are also acceptable. Mr. Thames noted that this is not the forum or personnel or legal issues and asked speakers to refrain from derogatory and profane language.

Mr. Tom Stringfellow, 183 Hillstown Road, In reference to Labor Day there is a book called "Heroes of American History" that gives a good overview of heroes who put their lives on the line in our country over the last century with all backgrounds and ethnicities.

Mr. Stringfellow mentioned a news article out of Franklin, Kentucky where they unveiled a statue of a black Union Soldier, responding to the confederate statue nearby, and represents the black men who fought in the Union Army and Navy.

In response to a recent letter to the editor regarding getting rid of Critical Race Theory in the schools, Mr. Stringfellow mentioned a book "The History of White People" by Nell Irvin Painter that talks about discrimination among whites, and how they discriminated against each other. Another book, "America for Americans: A History of Xenophobia in the United States" by Erika Lee. WE have to take the good with the bad, but move forward.

F. Superintendent's Report

F.1. Update on COVID-19

Mr. Geary presented an update on the district's response to COVID-19.

Mr. Pattacini asked if the district is anticipating the average absence rate at 40 days to be at 10%, or 4 days. Mr. Geary responded that the numbers should come down and that the average student daily participation rate is good.

Mr. Pattacini mentioned regarding student and staff quarantines that there doesn't appear to be in-school transmissions. He wondered if there were cases of breakthrough cases where individuals who are vaccinated but test positive and then spread the virus. Mr. Geary responded that the policy is if you test positive, then you must quarantine regardless of your vaccination status. The district is concerned about in-school spread. They are noticing that of the students who are quarantining, none of them are testing positive. **Mr. Pattacini** noted that the numbers are heading in the right direction, and thanked the staff for their hard work.

Ms. Patterson thanked Mr. Geary for the update and asked if there was any specific guidance on the practice of requiring siblings of students who are quarantining to quarantine as well. Mr. Geary reported that the only people who have to quarantine are those individuals who have had close contact with the person who tested positive. Not close contact of close contacts.

Mr. Geary read an online question regarding schools gathering and concerts. He mentioned that the guidelines for these situations have just been updated and still need to be reviewed. However, there do appear to be opportunities for some form of concerts.

Mr. Geary reminded everyone that, regardless of the reason for a student absence, and if it's excused or unexcused, if you have missed 10% of classes you will be on the chronic absence list.

Mr. Thames remarked that it is good to see the virus trending the way it is. He asked if we have had any staff refuse to get tested. Mr. Geary reported that there are very few who will not test and are not vaccinated. Those individuals are not working and are not getting paid. We are following the Governor's lead in his handling of state employees and will wait 45 days before acting. **Mr. Thames** asked how interaction between the new attendance workers and the students are working out. Mr. Geary stated that the Student Engagement Specialists and Student Advocates are reviewing attendance data and those students with higher

than average absences are being placed on the staff case loads. Staff are working with students and families to create positive incentives for the students to participate, and are engaging the Family Resource Centers and school social workers to overcome barriers. **Mr. Thames** asked if home visits are being conducted during COVID restrictions. Mr. Geary replied that home visits are encouraged since nothing can really replace that in-person visit, but staff stay safe and remain outside. **Mr. Thames** responded that it's good to have this program running. Board members are also helping to bridge the gap between school and home. The position of liaison for the buildings is allowing them to make the connection between what they do in their role as committee member and the impact in the schools. It's a wonderful opportunity, and staying vigilant in reaching these students to keep them engaged is so important. Mr. Thames thanked the entire FRC staff for their forward thinking work.

F.2. Update on Hiring and Talent Development.

Ms. Sinthia Sone-Moyano, Assistant Superintendent of Human Capital and Talent Development, and members of her department presented an update on recruitment and employee wellness.

Ms. Patterson remarked that the presentation was extremely informative and that it was powerful to see the progress. She is very impressed with the innovative approach to recruiting a diverse workforce and cannot wait to hear more.

Mr. Thames mentioned attending the New Faculty Orientation held this past August. He is seeing major increases in the diversity of our staff and that it has been great to be a part of it.

G. UNFINISHED BUSINESS

G.1 Mr. Pattacini moved and **Ms. Patterson** seconded the motion to approve the revisions of the following policies:

- 1. Prohibition of Sex Discrimination and Sexual Harassment in the Workplace - Policy # 4013**

[Prohibition of Sex Discrimination and Sexual Harassment in the Workplace](#)

- 2. Prohibition of Sex Discrimination and Sexual Harassment - Students - Policy # 5013**

[Prohibition of Sex Discrimination and Sexual Harassment Students](#)

- 3. Non-Discrimination - Policy 1503, 4114, 5014**

[Non Discrimination - Community](#)

[Non Discrimination - Personnel](#)

[Non Discrimination - Students](#)

4. Bullying and Safe School Climate - Policy # 5131.1

[Bullying](#)

5. Health Examinations/Assessments and Immunizations - Policy # 5141.3

[Examinations, Assessments, and Immunizations](#)

6. Deadly Weapons and Firearms - Policy #1504

[Deadly Weapons and Firearms](#)

7/0 Voted in Favor

H. NEW BUSINESS

H.1. Policy Recommendations:

The Policy Committee submits to the full Board its recommended policy changes for a first reading in accordance with its policy on policy changes. These items will be voted on at a future Board meeting. Mr. Geary noted that most are in response to new COVID restrictions

A. Credit for Online Courses [Optional and Remote Learning] Policy # 5127.12

[Credit for Online Courses](#)

B. Meeting Conduct Policy # 9000 - Bylaws

[Meeting Conduct](#)

C. Community Use of School Facilities Policy # 1330

[Community Use of School Facilities](#)

D. Visitors and Observations in Schools Policy # 1300

[Visitors](#)

E. School Volunteers Policy #1401

[Volunteers](#)

F. Green Cleaning Policy # 1506

[Green Cleaning](#)

G. Transportation Policy # 3541

[Transportation](#)

I. PUBLIC COMMENTS (Limited to items on tonight's agenda)

Mr. Thames again reviewed the rules for public speakers.

Mr. Tom Stringfellow, 183 Hillstown Road, supports all of the items on the Consent Calendar and under item H and the many grants for Adult Education for the needs of the students, especially special needs, in giving them assistance to get them through college.

Mr. Geary gave a good presentation on COVID. There are good articles from the Boston Globe and USA today that talk about getting the right number of students vaccinated across the country, a plan through through President Biden, as well as the mental health of the children. There is an effect in the hospitals because there are not enough beds to deal with the mental health patients and the cost of working with parents getting children vaccinated

Regarding the safety in schools, there is an article by someone that mentions 3-D weapons that can be built at home.

The presentation by Mrs. Sone-Moyano and staff was very good.

How to be an Antiracist by Dr. Ibram X. Kendi which talks about looking at yourself as a person of color, and watching out for our own anti-racism and colorism among ourselves.

J. COMMUNICATIONS

None

K. ITEMS FOR FUTURE AGENDAS

Monday, November 8, 2021 - Reaffirmation of Board of Education Bylaws/Bowers Update

Monday, November 22, 2021 - Update on Humanities/STEM PK-4/Update on Building Projects

Monday, December 6, 2021 - Fall Data Update

L. ADJOURNMENT

Mr. Thames called for a motion to adjourn.

Secretary Pattacini moved and Ms. Patterson seconded the motion to adjourn the meeting.

7/0 - Voted in favor.

Adjournment 8:58 p.m.

Respectfully submitted,

Christopher Pattacini
Board Secretary

PERSONNEL ACTIONS**APPOINTMENTS**

Ms. Lisa Landry (Weiman) to be a Board Certified Behavior Analyst for Manchester Public Schools. Ms. Landry received her Master of Science in Special Education from Central Connecticut State University. It is recommended that her appointment be approved effective November 29, 2021 (Master's +30, \$88,118.00).

Mrs. Jennifer Tierney to be a Grade 5 STEAM Teacher at Bennet Academy. Mrs. Tierney received her Master's in Education from the University of New Hampshire and currently resides in Vernon. It is recommended that her appointment be approved effective November 8, 2021 (Master's / Step 13, \$89,650.00).

RESIGNATIONS

Mrs. Jennifer McKinnon, Reading Consultant at Bowers Elementary School has submitted her letter of resignation effective end of business on November 10, 2021. Mrs. McKinnon has been with Manchester Public Schools since December 12, 2011. It is recommended that her resignation be accepted.

LEAVE OF ABSENCES



Overview of Manchester Public Schools

MOOD METER

How are you feeling?



Mission of Manchester Public Schools

Manchester Public Schools will engage ***all*** students in the highest quality 21st century education preschool through graduation. Through an active partnership with students, school personnel, families and community, the Manchester Public Schools will create safe, inclusive schools where **equity** is the norm and **excellence** is the goal. ***All*** students will be prepared to be lifelong learners and contributing members of society.



Equity in Manchester Public Schools

Equity is achieved when student outcomes are not predicated by gender, race, ethnicity, first language, sexual orientation, class, or special needs and where all students reach a level of efficacy and competence that supports a rewarding and productive life. This requires elimination of the inequities that contribute to disproportionate learning and achievement by students of certain social groups while ensuring students are prepared for a productive and meaningful life.

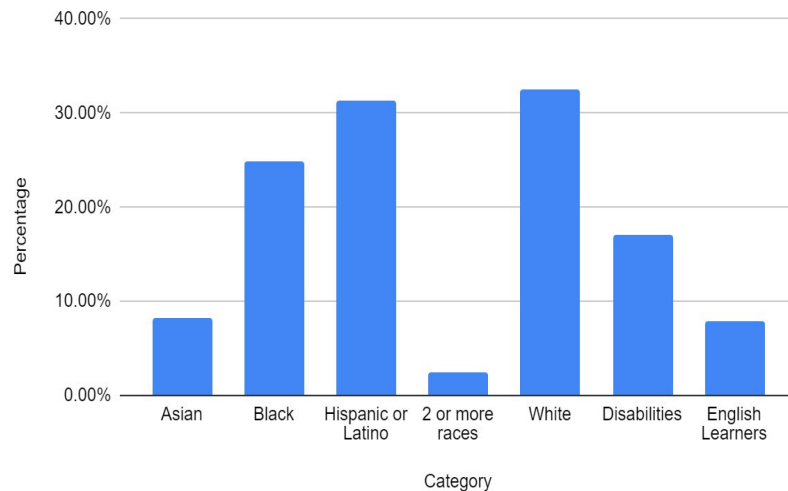


Manchester Public Schools- Demographic Data

Manchester Public Schools is a diverse and inclusive community.

- 8.2% of students identify as Asian
- 24.8% of students identify as Black
- 31.4% of students identify as Hispanic or Latino
- 2.4% of students identify as two or more races
- 32.5% of students identify as White
- 17% of students have disabilities
- 7.9% are English Learners
- Over 60 different languages are spoken
- 55.3% of students eligible for SNAP benefits

Manchester Public Schools Demographic Data



Student Count - Elementary

School	PK	KF	1	2	3	4	Total
Bowers		60	74	69	61	63	327
Buckley	27	55	52	57	68	56	315
Highland		64	61	74	59	72	330
Keeney	49	34	53	69	43	40	288
Martin		49	51	27	49	37	213
Verplanck		69	82	95	99	76	421
Waddell		92	95	104	93	91	475
Total	76	423	468	495	472	435	2369



Student Count - Secondary

School	5	6	7	8	9	10	11	12	Total
MMA	2	6	18	15	0	0	0	0	41
Bennet	422	412	0	0	0	0	0	0	834
Illing	0	0	431	428	0	0	0	0	859
Bentley	0	0	0	0	8	10	8	15	41
MHS	0	0	0	0	514	381	369	416	1680
New Horizons	0	0	0	0	3	10	14	10	37
MRA	0	0	3	4	9	19	16	13	64
Manchester Transition Ctr	0	0	0	0	0	0	0	29	29



Vision of Manchester Public Schools

Name Academy Email address Home address Phone number		MANCHESTER HIGH SCHOOL CLASS OF #####
I DREAM TO ONE DAY... (Describe a goal, passion, or dream you hope to fulfill one day. Think of this as your personal mission and the reason why you are working hard each day at MHS)		
WHO I AM...		
MY STRENGTHS ARE... • Critical Thinking • Problem Solving • Creative and Innovative Thinking • Collaboration • Communication • Self-Direction and Process Monitoring • Cultural / Global Competence These are our capacities from our vision of a graduate at MHS. Of these 7, which do you think are your greatest strengths so far? How many of these capacities can you evidence with something you are proud of while here at MHS?	AS EVIDENCED BY... • --- • --- • --- • --- • --- • --- • --- For each of the capacities you choose to include on the left you need to have evidence or an example of how you have shown them as a student.	
WHAT I DO...		
IN MY CLASSES/SCHOOL • --- • --- • --- Use this space to list your academic achievements/accomplishments and participation and accomplishments in MHS school activities, clubs, sports teams, etc. This is also a great place to showcase times when you have been a leader to your peers!	IN MY HOME/COMMUNITY • --- • --- • --- Use this space to highlight community service you have done for others, external learning you have completed, work experience, job shadow, internships, etc.	
WHO KNOWS ME BEST...		
Name Relationship Email Address Phone Number (Optional) (Academic Reference)	Name Relationship Email Address Phone Number (Optional) (Academic/External Reference)	Name Relationship Email Address Phone Number (Optional) (External / Extracurricular Reference)

MHS Senior Story

Panel Conversation - 15 min max story, 5 min follow up questions

Prior to Presentation

- MHS Profile and Personal Narrative are submitted in advance for panel review

Panel Members

- One person student can pick from school
- One person from community
- One staff member not invited by student (unknown to student)
- someone from academy (AP, Counselor,)

Student Narrative - Students should prepare and practice to spend 10-15 minutes addressing the following questions.

Reflection on Learning

- Explain learning experience at MHS and how they have changed as a learner in their time here
 - What has this taught you about yourself as a learner?
 - What has this taught you about your strengths and areas of growth?
 - What skills or experiences are you taking with you from MHS when you graduate?

Artifact Reflection

- Artifact should be something students are proud of that demonstrates what they have identified as their strength that is aligned to at least one cross-disciplinary capacity
 - Students should explain why they chose artifact and why it is demonstrative of their strength

Post-Secondary Plan

- Be prepared to explain your post-secondary plan. What is your post-secondary plan? How is it aligned to your strengths and areas of interest? What problems have you had to solve or challenges have you had to overcome in order to make your plan a reality? What are the solutions to these problems?
- How do your post secondary plans support your dream statement?
- How did aspects of your identity contribute to this dream?
- How did your life experiences contribute to this dream?



Goals

All students will:

- Achieve mastery in literacy and numeracy as articulated in the Common Core.
- Demonstrate the skills and competencies required for success in learning and work beyond school.
- Demonstrate personal responsibility, character, cultural understanding, and ethical behavior.

District and building level faculty and staff will:

- Develop capacity through reflection, professional learning opportunities including coaching, job embedded professional development, and participation in workshops, and support from school leaders and colleagues over time.
- Build relationships based on trust through listening, welcoming, respecting individual differences, and allowing for shared decision making with parents, families, and other stakeholders.



Progress



- 80% of students at or above grade level on
 - K - 8 Reading (F&P / SRI)
 - K - 8 Math Fluency Assessments
 - K - 8 Unit Writing Assessments
- Smarter Balance
 - ELA DPI from 58 in 2018-19 to 67.1 in 2023-24
 - ELA Growth from 50.0% in 2018-19 to 74.9% in 2023-24
 - Math DPI from 53.5 in 2018-19 to 65.5 in 2023-24
 - Math Growth from 54.4% in 2018-19 to 77.9% in 2023-24.
- 70% of students complete MHS Student Profile and Senior Story
- Participation Levels in
 - Advanced Placement classes
 - UConn courses
 - MCC courses
 - National Equity Lab courses
- $\geq 90\%$ 4 Year Graduation Rate
- $\geq 70\%$ of students scoring 3 or better on AP Exam Scores
- $\geq 50\%$ College and Career Readiness Rate (> 1000 SAT and 2.0 GPA)
- $\leq 10\%$ Achievement Gap Composite difference between marginalized groups and peers



Board - Superintendent Shared Priorities

- Support the response, recovery, and reimagining of Manchester Public Schools following Covid-19
- Ensure the continuation of the ongoing race and equity work through professional learning, reflective practice, and curriculum development
- Continually monitor the District Improvement Plan that includes clearly defined goals and strategies in the areas of Systems and Operations, Academics, Culture and Climate, and Talent Development to support improved student performance for all students
- Implement Phase 2 of the Manchester Public Schools 2025 Building Renovation Plan, which includes the renovation of Buckley, Bowers, and Keeney Elementary as well as the repurposing of Martin Elementary School
- Continue to actively promote the good work of the Manchester Public Schools through strengthened communication and outreach

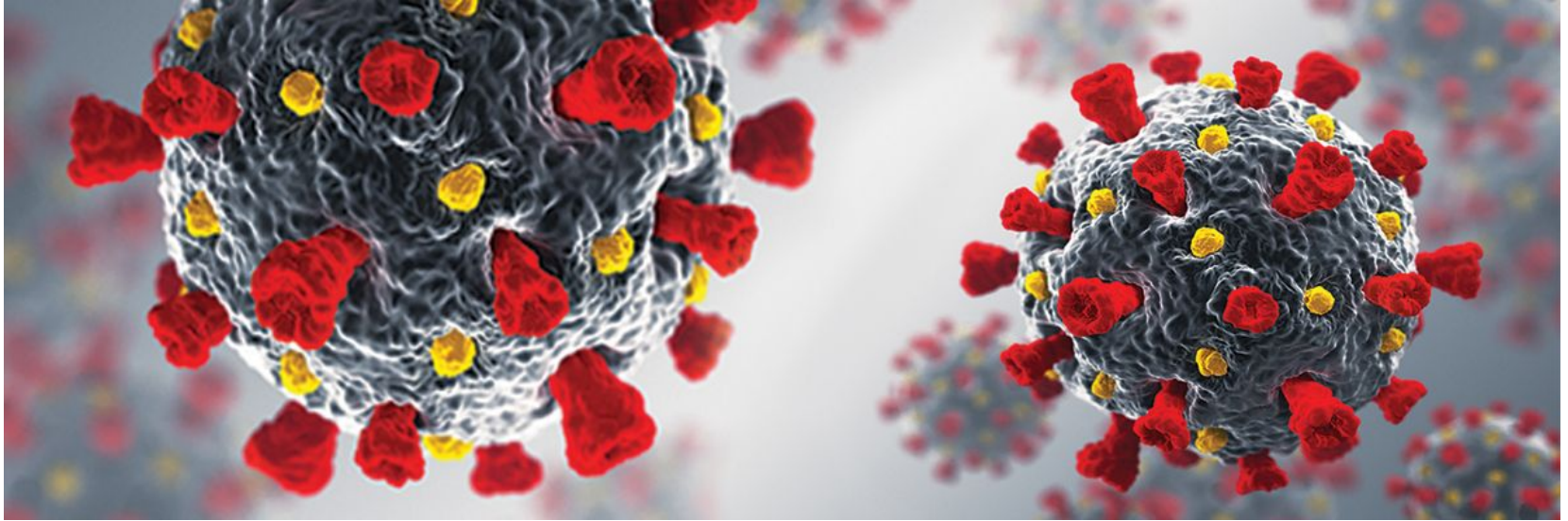


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Covid-19 Update



- Support the response, recovery, and reimagination of Manchester Public Schools following Covid-19



Covid-19 Case Count

Week of	Adult Cases	Student Cases	Adults Quarantined	Students Quarantined
November 1	2	4	3	8
October 25	2	2	2	25
October 18	0	3	0	6
October 11	2	5	5	53
October 4	0	7	3	50
September 27	3	5	3	43
September 20	2	16	7	100
September 13	0	22	8	218

Town of Manchester New Cases Per 100,000

9/5 - 9/18	18.6	9/19 - 10/2	12.2	10/3 - 10/16	9.1	10/17-10/30	10.8
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Quarantines

- Fully vaccinated close contacts should be referred for COVID-19 testing. If asymptomatic, fully vaccinated close contacts do not need to quarantine at home following an exposure (they can continue to attend school in-person and participate in other activities). In addition to correctly wearing masks in school, they should wear a mask in other indoor public settings for 14 days or until they receive a negative test result.
- Not fully vaccinated close contacts will quarantine at home for 10 days after exposure.
- Students (not teachers or other individuals) within a classroom setting are not considered close contacts unless they **are within 3 feet of a known COVID-19 case for 15 minutes or more (cumulative over a 24- hour period)**, provided both parties were wearing a well-fitting mask consistently and correctly during the entire duration of their contact and the student who is considered to be a close contact remains asymptomatic
- This exemption only applies to classrooms

Screen and Stay

Allow students and staff who are unvaccinated or partially vaccinated to remain in school after close contact with a COVID-19 case, provided:

- **The only contact occurred during the school day (no extracurricular or social contact)**
- **If indoors or on a school bus or other transportation, both the contact and the**
- **case were masked during exposure**
- **If outdoors, masked or unmasked but staff supervised (e.g., mask breaks, PE, recess)**
- **The Contact remains asymptomatic (any symptoms revert to regular isolation/quarantine)**

Symptoms:

Fever (100.4 or higher) or chills

Shortness of breath or difficulty breathing

Muscle or body aches

New loss of taste or smell

Cough

Sore Throat

Congestion or runny nose

Diarrhea

Fatigue

Headache

Nausea or vomiting

Screen and Stay

Examples of close contact scenarios that would not support a Screen and Stay approach would be:

- Contact with a case during interscholastic or other athletic activities (other than during supervised Physical Education)
- Contact occurring during social interactions or similar activities outside of school (e.g., birthday parties, dining out, sleepovers)
- Contact where the case or contact is not consistently and correctly wearing a mask indoors (e.g., eating, wind instrument playing) and 6 ft. distance is not maintained
- Household contacts (i.e., the contact lives with the case)
- The contact cannot consistently and correctly wear a mask (and cannot be provided appropriate alternative protective strategies) or cannot perform daily symptom screening

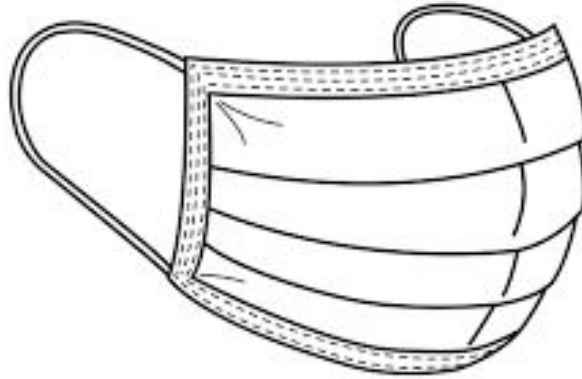
Screen and Stay

In order to remain in the Screen and Stay protocol, the following should apply:

1. If the student/staff is unvaccinated or partially vaccinated (i.e., started COVID-19 series but not yet completed), they must affirm that:
 - a) they have read and understand the Screen and Stay requirements
 - b) that they intend to screen for symptoms each day prior to school for 14 calendar days
 - c) that they intend to remain home and notify the school if symptoms develop
2. Screen and Stay applies to in-person learning only, and regular quarantine procedures should continue to be used for athletics, extracurriculars, and other activities outside of the school day.
3. Individuals in this protocol should not participate in aerosol-generating activities while in school (e.g., Phys. Ed., wind instrument playing, choir/singing, projected speech) and schools should provide alternative programming for affected students for the duration of the Screen and Stay period.

Masks

- Masks must be worn in schools by all students, staff and visitors, regardless of vaccination status through February 15. Masks must also be worn on school buses but are not be required outdoors.



Staff Vaccinations

Total Staff	# Fully Vaccinated	# First Shot	# Testing
1480	1333	40	107
	90.1%	2.7%	7.3%

Executive Order Regarding Vaccines

- All staff must be fully vaccinated or have received the first dose and either received a second dose or have an appointment for the second dose in a two-dose series vaccination by September 27
- Exemptions from this requirement may occur because a physician, physician's assistant, or advanced practice registered nurse determined and documented that the administration of COVID-19 vaccine is likely to be detrimental to the covered worker's health, or the covered worker objects to vaccination on the basis of a sincerely held religious or spiritual belief, and the covered worker is able to perform their essential job functions with a reasonable accommodation that is not an undue burden on the school
- Anyone who is not fully vaccinated must test weekly and submit the results to the district

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8 Weeks

Unit: Diversity

Sample: Grade K

December
January

Day 1 Lesson Sample Script Excerpt: What THOUGHTS and FEELINGS did you have while you were listening?

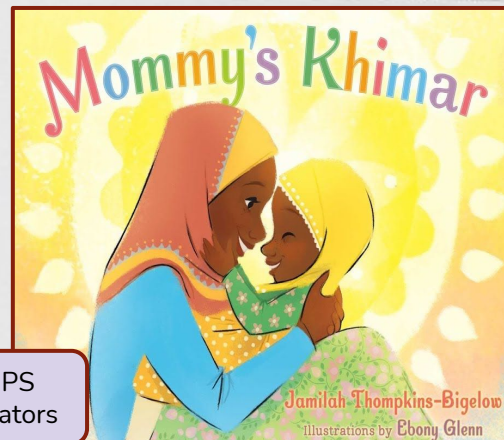
Ex: I thought it was great how although the little girl's grandmother practiced a different religion than her and her mother, they were all still very much connected and loved each other even though they had that difference!

Understanding and love of others



Sample Resource:
Video to help teachers gain perspective.

Feedback from MPS
Elementary Educators



So much excites me! That FINALLY Kindergarten is being included in this important work. Also, what excites me is the fact that we get these beautiful resources and have the read alouds by people of color in our district! It's long long overdue!

The Race/Equity Read Alouds really sparked great conversations in my classroom, conversations that we might not have had otherwise. I thought the Race/Equity Read Alouds were a wonderful experience for not only my students, but myself as well. I truly enjoyed listening to them.

Day 2 Lesson Summary: students take some time to reflect on their notices, wonders, thoughts and feelings about the story they read. After reflecting the teacher guides the students into looking back at specific sections of the story and engages the community in discussion based on various questions connected to each section. Students and the teacher add their thoughts and feelings and then end the lesson by observing a video that displays a variety of cultural clothing from all around the world.

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District Improvement Plan

Academics

- Ensure all students have access to relevant, meaningful, rigorous, culturally responsive, historically accurate curriculum that equips them to examine power, critically question the status quo, and work towards a just society
- Ensure all students have access to rigorous programming and targeted supports that inspire and accelerate learning that promotes inquiry, problem-solving, higher-order thinking

Culture and Climate

- Prioritize the physical, emotional, and social well-being of all students, families, and schools staff through the lens of race and equity to ensure all community members feel connected, valued, and respected

Students, families, and community organizations, particularly those with traditionally marginalized identities, are partners and trusted resources in the education of students; they work together with MPS staff to build community, share collective knowledge, identify inequities, repair harm, and improve student outcomes.



District Improvement Plan

Talent

- Provide leadership development opportunities for all building- and central office administrators and teacher leaders in district with a lens on equity
- MPS has recruitment, hiring, retention, and professional growth strategies designed to increase racial, ethnic, and linguistic diversity; staff represent the demographics and values of our students and MPS is a preferred workplace for BIPOC staff.
- All MPS staff have an understanding of their own racial and social identity, biases, and experiences of both privilege and marginalization; staff are supported in the continuous pursuit of skills, knowledge, and personal growth necessary to demonstrate a lifelong commitment to dialogue and action that supports equity. (SDE: Cultural Competence)



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Building Projects



*Buckley
Common Space
Rendering*



Building Projects



Bowers Site Plan



Building Projects



*Bowers
Courtyard View*



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Communications

 Like



 Embed

 0

 6,685

OneManchester

Thursday, Nov. 4, 2021

THE FIRST DAYS OF NOVEMBER bring us a few key dates and milestones, one being Election Day, and if you missed the results from Tuesday we have them below. Sunday at 2 a.m. marks the end of Daylight Savings time, so come Monday high school students won't be waiting in the dark at bus stops. Speaking of which, at MHS the first marking period ends tomorrow and everyone is still buzzing about last Friday's homecoming festivities, which we also have covered below. Like OneMan? [Just click here to subscribe.](#)



Board of Education Calendar and Committees

- Policy
- Personnel and Finance
- Curriculum and Instruction
- Buildings and Sites
- Diversity, Equity, and Inclusion
- Transportation and Residency



Board of Education Funding

Source	Amount	Source	Amount
BOE Budget	\$117,774,174	ESSER 2	\$6,888,207
Alliance	\$9,133,576	ARP / ESSER 3	\$15,480,800
Priority	\$829,434	IDEA	\$1,944,847
Title 1	\$2,027,650	Hartford Foundation	\$250,000
ESSER 1	\$1,540,381	Other Private	\$275,000



Student Learning

Thinking is a necessary precursor to learning, and if students are not thinking they are not learning.

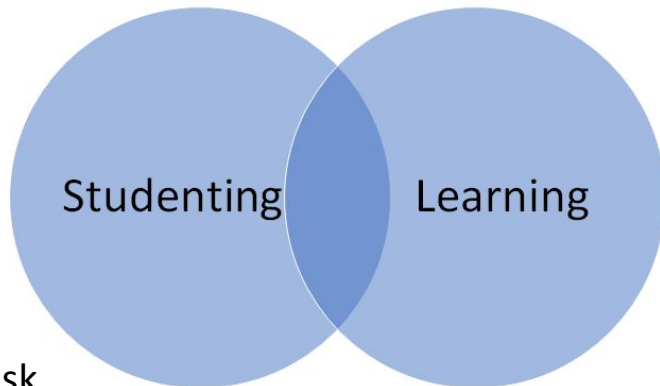
*Peter Liljedahl
Building Thinking
Classrooms in
Mathematics*



Studenting

1. Slacking – looking at their phones, talking to other slackers.
2. Stalling – legitimate off-task behaviors, such as rooting in a backpack.
3. Faking – pretending to do the task but actually doing nothing.
4. Mimicking – attempting the task by copying the teacher's example.
5. Trying it on their own – actually doing what the teacher intended.

pp. 9-10

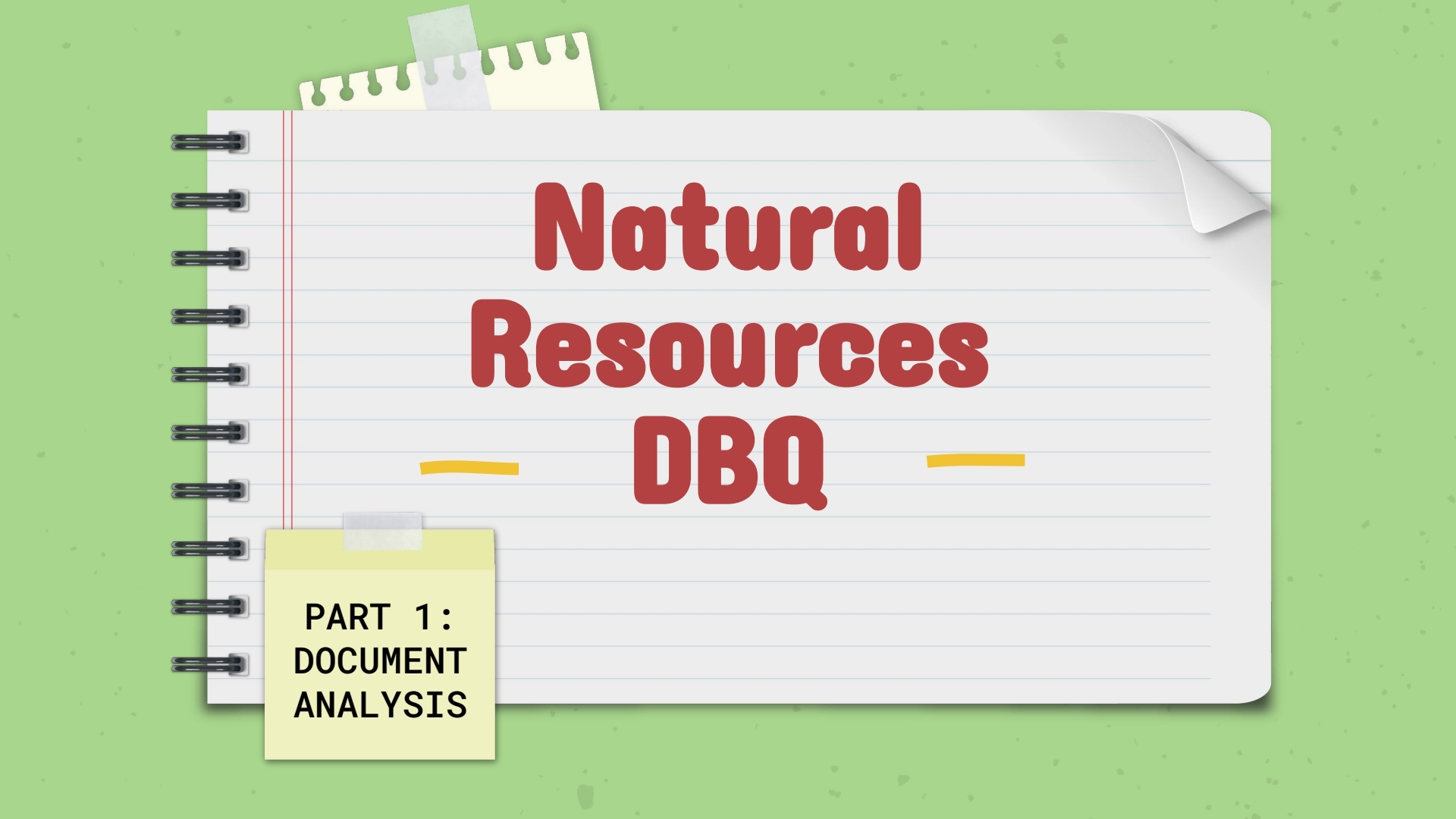


Learning

“If we are thinking, we will be engaged. And if we are engaged, we are thinking.” p. 146

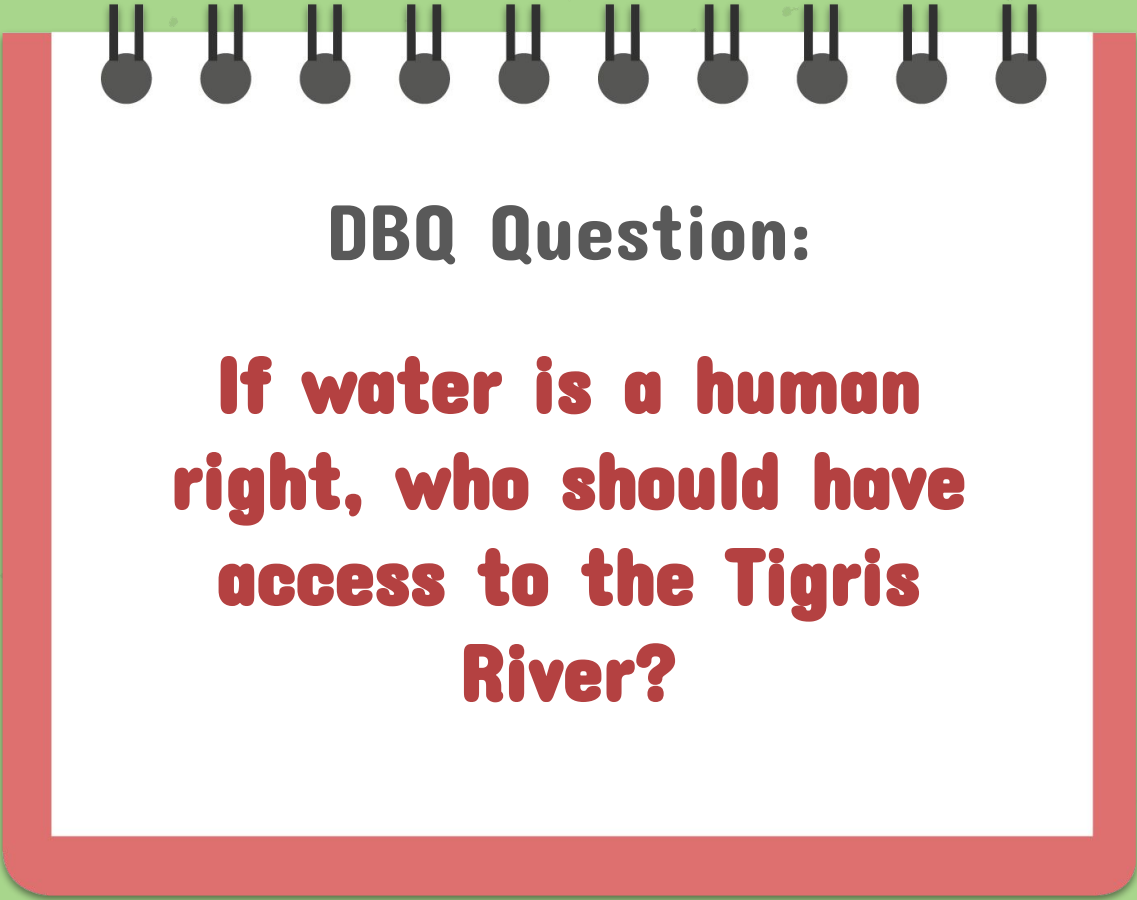
“Problem-solving is what we do when we don’t know what to do.” p.19

“Good problem-solving tasks require students to get stuck and then to think, to experiment, to try and to fail, and to apply their knowledge in novel ways in order to get unstuck.” p. 20



Natural Resources DBQ

**PART 1:
DOCUMENT
ANALYSIS**

A graphic of a spiral-bound notebook with a white page and a red border. The spiral binding is at the top, consisting of ten black rings. The page contains text in a bold, sans-serif font. The background is a solid green color.

DBQ Question:

**If water is a human
right, who should have
access to the Tigris
River?**

Ostriches and Llamas

Raul and Esteban just started working at their uncle's farm on the weekends. Their first task was to count the ostriches and llamas. When they reported to their uncle,

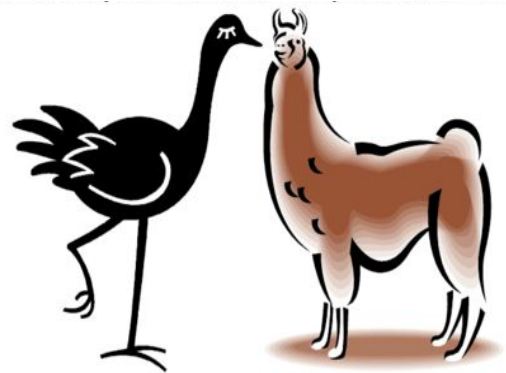
Raul said, "I counted 47 heads."

Esteban added, "I counted 122 legs."

"How many are ostriches? How many are llamas?" asked their uncle.

"It's getting dark and I promised your mother I'd get you home for dinner. There's no time to count again. You'll have to figure out how many ostriches and how many llamas there are from that information when you get home. Can you give me a call after dinner and let me know your answer?"

How did Raul and Esteban figure out how many ostriches and how many llamas there were?



Questions



Credit for Online Courses**5127.12**

The Manchester Board of Education ("Board"), in accordance with Connecticut General Statutes § 10-221a, sanctions the receipt of online course credit to be used toward high school graduation requirements, in accordance with this policy. Beginning with the school year commencing July 1, 2022, the Board also authorizes the Manchester Public Schools (the "District") to offer remote learning for students in grades nine through twelve in accordance with this policy. Further, the Board recognizes that, prior to July 1, 2022, there may be rare circumstances that may still necessitate programming options besides regular in-person instruction and authorizes the Superintendent or designee to develop administrative procedures or regulations regarding continued educational opportunities in such instances.

I. CREDIT FOR ONLINE COURSES**A. Pre-approval of Courses Identified by Students and Parents**

To receive credit for online courses to be used toward high school graduation requirements, students must, prior to registering for the course, receive approval from the high school principal or designee. The decision of the principal or designee with regard to online course credit approval is final. Pre-approval for online course credit may be granted if the requirements set forth below are met.

B. Requirements for Online Coursework

1. The workload required by the online course is equivalent to that of a similar course taught in a traditional classroom setting;
2. The content of the online course is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate;
3. The course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in online demonstrations, discussion boards or virtual labs;
4. The program of instruction for such online coursework is planned, ongoing and systematic;
5. The courses are:
 - a. taught by teachers who are certified in Connecticut or another state and have received training on teaching in an online environment, or
 - b. offered by institutions of higher education that are accredited by the Board of Regents for Higher Education or regionally accredited; and
6. The principal has determined, in the principal's professional judgment, that, given the student's academic and disciplinary history, the student is appropriately suited to engage in online coursework.

C. Additional Requirements

Only students in grades 9-12 are eligible to receive credit toward high school graduation by taking online courses. Students who have been pre-approved shall receive such credit upon completing the online course and obtaining a passing grade.

Remote learning that may be provided to students in lieu of, or as a supplement to, in-person learning during the COVID-19 or other community-wide emergency shall be provided at Board expense.

Any expense incurred for taking an online course identified by the student and/or parent to supplement the District's curricular offerings shall be the responsibility of the student/parent and shall not be the responsibility of the Board.

II. REMOTE LEARNING

For the school year commencing July 1, 2022, and for each school year thereafter, the Board authorizes remote learning to students in grades nine to twelve in accordance with the requirements set forth below.

A. Definitions

"Remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

B. Remote Learning for Grades Nine through Twelve

1. Beginning with the school year commencing July 1, 2022, and for each school year thereafter, the Board authorizes the District to offer remote learning for students in grades nine through twelve.
2. Remote learning shall be provided in compliance with standards for remote learning developed by the Commissioner of Education.
3. Student attendance during remote learning will be assessed in accordance with the Board's policy regarding attendance and the Connecticut State Department of Education's guidance on student attendance during remote learning. The District will count the attendance of any student who spends not less than one-half of the school day during such instruction engaged in (a) virtual classes, (b) virtual meetings, (c) activities on time-logged electronic systems, and (d) the completion and submission of assignments.

C. Remote Learning Prior to July 1, 2022

The District recognizes that school districts are not authorized to provide a remote learning program except for high school students starting in the 2022-2023 school year. However, the District further recognizes that, prior to July 1, 2022, there may be rare circumstances that may still necessitate programming options besides regular in-person instruction. Therefore, the Board authorizes the Superintendent or designee to develop administrative procedures or regulations regarding continued educational opportunities (1) for students who must be in COVID-19 isolation or quarantine, (2) to address localized outbreaks in a school or within the District, and (3) in rare and individualized circumstances, for students with elevated risks from COVID-19 exposure due to cohabiting family members with documented vulnerability to COVID-19. Such procedures or regulations shall:

- provide that the Administration will make programming decisions on an individualized, case-by-case basis;
- consider a variety of continued educational opportunities as necessary and appropriate;
- take into account emerging best practices regarding continued educational opportunities, including, without limitation, any such practices identified by the Connecticut State Department of Education;

- squarely document eligibility with equity and consistency in mind, and address the frequency and with what restrictions access will be granted;
- provide that the District will count the attendance of any student who spends not less than one-half of the school day during remote learning engaged in (a) virtual classes, (b) virtual meetings, (c) activities on time-logged electronic systems, and (d) the completion and submission of assignments; and
- acknowledge that such procedures or regulations may require amendment in the event of changing conditions and public health necessities during the ongoing COVID-19 pandemic.

Legal References

Public Act No. 21-46, “An Act Concerning Social Equity and the Health, Safety, and Education of Children”

June Special Session, Public Act No. 21-2, Sections 391-393.

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-221a

Connecticut State Department of Education, CSDE Guidance Regarding the Future of Remote Learning in Connecticut Schools (July 15, 2021), *available at*

<https://portal.ct.gov/-/media/SDE/Digest/2021-22/CSDE-Guidance-The-Future-of-Remote-Learning-in-CT-Schools-07-15-21.pdf>.

Connecticut State Department of Education, Superintendents’ Meeting, *Back to School Updates* (August 9, 2021).

APPROVED: _____

REVISED: _____

8/11/2021

1. Definitions

For purposes of this policy:

- A. "Electronic equipment" means any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video, or other conferencing platforms.
- B. "Electronic transmission" means any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.

2. Meeting Conduct

- A. Meetings of the Manchester Board of Education (the "Board") shall be conducted by the Chairperson in a manner consistent with the adopted bylaws of the Board and the provisions of law, including the Freedom of Information Act.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda that will have been prepared and delivered in advance to all Board members and other designated persons and made available to the public in accordance with the Freedom of Information Act.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.
- E. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the Chairperson may order the room cleared and continue in session.
 - 1. Only matters appearing on the agenda may be considered in such a session.
 - 2. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any such session.
 - 3. Nothing in these bylaws shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

3. Smoking

- A. Smoking of any kind, including using an electronic nicotine or cannabis delivery system or vapor product, will not be permitted in any room in which a meeting of the Board is being conducted, nor during the time immediately prior to the meeting.
- B. When applicable, a sign notifying the public that no smoking is allowed in the room designated for the meeting will be prominently posted.

4. Procedures for Board Member Participation By Means of Electronic Equipment

A. **Effective July 1, 2021 until April 30, 2022**, the Board shall provide Board members the opportunity to participate in meetings by means of electronic equipment, except that the Board is not required to adjourn or postpone a meeting if a Board member loses the ability to participate because of an interruption, failure, or degradation of that member's connection by electronic equipment, unless the member's participation is necessary to form a quorum. Conditions for participation are as follows:

1. If a quorum of the Board members attend a meeting, other than an executive session, by means of electronic equipment from the same physical location, members of the public must be permitted to attend such meeting in such physical location.
2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the physical location, if any, where the public is located.
3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.
4. Any vote taken at a meeting during which a Board member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous.
5. The minutes of the meeting shall record a list of Board members who attended the meeting in person and a list of Board members who attended the meeting by means of electronic equipment.

Any Board member who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

B. **After April 30, 2022**, Board member participation in meetings by means of electronic equipment shall be governed by all applicable laws, rules, regulations, and guidance, as appropriate, in effect at the time of such participation.

C. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity for participation in Board discussion, including the opportunity to take the floor and make motions.

[Note: Boards that do not wish to provide for public participation by means of electronic equipment may elect not to include this section. However, Boards should be prepared to accommodate any changes necessitated by pandemic-related conditions in the event such conditions warrant a return to fully remote Board meetings.]

5. Procedures for Public Participation By Means of Electronic Equipment

Effective July 1, 2021 until April 30, 2022, the Board may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting. If the Board allows for the public to participate by means of electronic equipment, it shall do so in accordance with the following procedures:

- A. Not less than forty-eight (48) hours before the Board conducts a regular meeting by means of electronic equipment, the Board shall provide direct notification in writing or by electronic transmission to each member of the Board, and post a notice that the Board intends to conduct the meeting solely or in part by means of electronic equipment, (a) in the Board's Administrative Offices; (b) in the office of the Town Clerk and (c) on the Board's Internet web site, if any.
- B. Not less than twenty-four (24) hours prior to any such meeting, the Board shall post the agenda for any such meeting in the same manner as the notice of the meeting as set forth in Section 5.A.
- C. Such notice and agenda shall include instructions for the public to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person, as applicable and permitted by law. Any such notice and agenda shall be posted in accordance with the provisions of Connecticut General Statutes § 1-225.
- D. If the Board holds a meeting, other than an executive session or special meeting, solely by means of electronic equipment:
 - 1. The Board shall provide any member of the public
 - a. upon a written request submitted not less than twenty-four (24) hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and
 - b. the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person, except that the Board is not required (i) to adjourn or postpone a meeting if a member of the public loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment, or (ii) to offer members of the public who attend a meeting by means of electronic equipment the opportunity for public comment, testimony, or other participation if the provision of such opportunity is not required by law for members of the public who attend such meeting in person.
 - 2. The Board shall not be required to adjourn or postpone the meeting if a member of the public loses the ability to participate because of an interruption, failure, or degradation of such person's connection to the meeting by means of electronic equipment.
 - 3. The Board shall ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is conducted in executive session. Such transcription or recording shall be posted on the Board's Internet web site and made available to the public to view, listen to, and copy in the Board's Administrative Offices not later than seven (7) days after the meeting and for not less than forty-five (45) days thereafter.
 - 4. If a quorum of Board members attend a meeting by means of electronic equipment from the same physical location, the Board shall permit members of the public to attend such meeting in such physical location.
- E. If the Board holds a special meeting and any portion of such meeting is to be conducted by means of electronic equipment, it must include in the notice of such meeting if the meeting will be conducted solely or in part by means of electronic equipment.

1. Not less than twenty-four (24) hours prior to such meeting, the Board shall post such notice and an agenda of the meeting in accordance with applicable law.
2. If such meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting, as applicable and permitted by law.

F. Any member of the public who participates orally in a meeting conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable, at the outset of each occasion that such member participates orally during an uninterrupted dialogue or series of questions and answers.

G. Whenever a meeting being conducted by means of electronic equipment is interrupted by the failure, disconnection or, in the Chairperson's determination, unacceptable degradation of the electronic means of conducting a meeting, or if a Board member necessary to form a quorum loses the ability to participate because of the interruption, failure or degradation of such member's connection by electronic equipment, the Board may, not less than thirty (30) minutes and not more than two (2) hours from the time of the interruption or the Chairperson's determination, resume the meeting (1) in person, if a quorum is present in person, or (2) if a quorum is restored by means of electronic equipment, solely or in part by such electronic equipment.

1. In each case of resumption of such meeting, electronic access shall be restored to the public if such capability has been restored.
2. The Board shall, if practicable, post a notification on its Internet web site and inform attendees by electronic transmission of the expected time of resumption or of the adjournment or postponement of the meeting, as applicable, and may announce at the beginning of any meeting what preplanned procedures are in place for resumption of a meeting in the event of an interruption.

H. In the event that a Board meeting is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible, and if such person or group of persons is attending such meeting by means of electronic equipment, the Chairperson may terminate such person's or group of persons' attendance by electronic equipment until such time as such person or group of persons conforms to order or, if need be, until such meeting is closed.

Legal References:

Connecticut General Statutes

June Special Session, Public Act No. 21-2, "An Act Concerning Provisions Related to Revenue and Other Items to Implement the State Budget for the Biennium Ending June 30, 2023."

June Special Session, Public Act No. 21-1, "An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis."

1-200	Definitions
1-206	Denial of access to public records or meetings. Appeals. Notice. Orders. Civil penalty. Petition for relief from vexatious requester. Service of process upon commission. Frivolous appeals. Appeal re state hazardous waste program records

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-232 Conduct of meetings
- 19a-342 Smoking prohibited. Exceptions. Signs required. Penalties

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

ADOPTED: _____

REVISED: _____

8/12/2021

In accordance with Conn. Gen. Stat. § 10-239, the Manchester Board of Education (the “Board”) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).

3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (<i>e.g.</i> , PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.

4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above. Associated costs.
5. Activities of for-profit organizations operating within the Town. Rental fee and associated costs.
6. Out-of-town organizations. Rental fee and associated costs.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal References:

Conn. Gen. Stat. § 10-239
 Conn. Gen. Stat. § 10-215f
 Conn. Gen. Stat. § 10-221q
 Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
 Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

ADOPTED: _____

REVISED: _____

7/5/20

**Manchester Public Schools
Application for Building Use**

Organization Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Contact Person: _____ **Phone Number:** _____

Activity to be carried on:

Note: Activities that are not considered "school-sponsored" are charged as follows:

[List applicable fees]

Date(s) Requested: _____ **Time: From** _____ **To** _____

Use of School Facilities

The priority list for allocating use of school facilities shall be as follows:

1. Activities related directly to district curricular programs. (No rental fee or associated costs)
2. Activities related to district extracurricular programs. (No rental fee or associated costs)
3. Official activities of local governmental agencies. (Associated costs)
4. Activities of local non-profit organizations. (Associated costs)
5. Activities of local private, for profit organizations. (Rental fee and associated costs)
Out-of-town organizations. (Rental fee and associated costs)

Facilities Available (please select facility desired)

- ☐ 1. Gymnasium
- ☐ 2. Auditorium
- ☐ 3. Kitchen / Cafeteria
- ☐ 4. Classrooms
- ☐ 5. School Grounds
- ☐ 6. Other – Discuss with the **[name of person responsible for facilities use]**

**Equipment
Needed:**

--

The authorized agent for the organization above, and whose signature appears below, agrees that his/her organization will abide by the rules and regulations pertaining to the use of school facilities as prescribed by the Board of Education. The organization further agrees that any damage whatsoever to the building or any part thereof shall be repaired at the expense of the organization using the facilities.

Signatures:

Person Responsible for the Organization

Board of Education

8/3/21

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Manchester Board of Education (the "Board") to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Board and the Town of Manchester, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board or the Town of Manchester, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20__.

Signatures:

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

The Board further desires to work collaboratively with parents with an educational nexus with the district, its educational programs or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board’s schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board’s Guidelines for Independent Educational Evaluations.

Upon arrival, all visitors and observers must comply with any and all 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 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/observers have authorized access, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

Legal References:

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In- School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

ADOPTED: _____

REVISED: _____

**ADMINISTRATIVE REGULATIONS
REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the building Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for the proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student's parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.
5. When determining whether to approve a request to visit and/or observe individual students or student programs, the building Principal or responsible administrator shall consider the following factors:
 - a. the frequency of visits;
 - b. the duration of the visit;
 - c. the number of visitors involved;
 - d. the effect of the visit on a particular class or activity;
 - e. the age of the students;
 - f. the nature of the class or program;
 - g. the potential for disclosure of confidential personally identifiable student information;
 - h. whether the visitor/observer has a legitimate educational interest in visiting the school;
 - i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information;
 - j. any safety risk to students and school staff; and
 - k. compliance with the Board's Guidelines for Independent Educational Evaluations, if applicable.
6. The building Principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria. When a requested observation is refused, the building Principal or responsible administrator will provide the parent/guardian with the reason for the decision and will work to develop alternative ways for the parent/guardian to obtain the information the parent/guardian seeks.
7. If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational

programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy. The building Principal or responsible administrator shall determine a reasonable amount of time for observations of individual students or student programs.

8. Upon arrival, all visitors must comply with any and all 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 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.
9. The district has an obligation to maintain the confidentiality of personally identifiable student information. All visitors and observers must restrict their visits and observations to the purpose identified in the request to visit or observe and are strictly prohibited from observing or collecting information on other students within the school. If the visitor/observer views, accesses or otherwise obtains personally identifiable student information concerning another student, the visitor/observer must notify the building Principal or responsible administrator as soon as possible.
10. All visitors and observers permitted inside school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.
11. A refusal to comply with any of the Board's policy provisions and/or regulations concerning visitors shall constitute grounds for denial of the visitor's privileges, as determined appropriate by the building Principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee.

Legal References:

"Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations," Connecticut State Department of Education (Mar. 28, 2018).

ADOPTED: _____
REVISED: _____

7/12/2021

The Manchester Board of Education (the “Board”) recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school’s educational environment and ultimately enrich students’ school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools (“volunteers”) must work under the supervision of Manchester Public Schools (“District”) staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

No employee of the District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal Reference:

Connecticut General Statutes § 10-4g, Parental and community involvement in schools; model program; school-based teams.

Connecticut General Statutes § 10-220, Duties of boards of education.

Connecticut General Statutes § 10-235, Indemnification of teachers, board members, employees and certain volunteers and students in damages, suits; expenses of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

ADOPTED: _____

REVISED: _____

7/12/20

ADMINISTRATIVE REGULATIONS REGARDING SCHOOL VOLUNTEERS, INTERNS AND OTHER NON-EMPLOYEES

Screening Procedure

The following procedure has been established for screening volunteers, interns and other non-employees ("volunteers") within the Manchester Public Schools (the "District"). For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a District employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study; however, student interns are not students who are enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. As with other volunteers, all student interns must be approved in advance by the building administrator or his/her designee and must be under the direction of a Board employee.

This procedure identifies those situations in which an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry within 10 days of application and/or request to volunteer within the District. All results must be received by the **[Human Resources Office]** before the volunteer may commence his or her services. Volunteers required to submit to such checks shall be subject to such checks at least every five (5) years, or more frequently in the discretion of the District. The results of such checks shall be maintained by the **[Human Resources Office]** for a period of five (5) years. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

Screening Procedure Definitions

The District has identified two classifications of volunteers: Group I and Group II.

Group I

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a District employee. Background checks will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

- a. assisting in a classroom, cafeteria, or library when a staff member is present; or
- b. accompanying a class on a field trip during the school day with a staff member; or
- c. helping in the school office during regular school hours; or
- d. assisting in the cafeteria or library during regular school hours; or
- e. assisting during extracurricular events (*e.g.*, dances, fairs, open houses, sporting events).

Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a District employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the DCF Child Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as those listed below:

- a. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or
- b. chaperoning an overnight field trip; or
- c. working in direct contact with students without the direct presence of a District employee; or
- d. working as a student intern; or
- e. coaching.

Upon receipt of DCF Child Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the DCF registry, the Superintendent or his or her designee will notify the volunteer of the results of the DCF registry check and will provide an opportunity for the volunteer to respond to the results of the DCF registry check. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may be approved to volunteer within the District.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the District. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

Prior Approval Required

All school volunteers (including student interns or other non-employees working in the schools) must be approved in advance by the building principal or other administrative designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Sign-in Procedure

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (*i.e.*, destination, proof of identification, etc.) as may be required by the log. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit. All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

Legal Reference:

Connecticut General Statutes § 10-4g, Parental and community involvement in schools; model program; school-based teams.

Connecticut General Statutes § 10-220, Duties of boards of education.

Connecticut General Statutes § 10-235, Indemnification of teachers, board members, employees and

certain volunteers and students in damages, suits; expenses of litigation.
Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

ADOPTED: _____
REVISED: _____

7/12/2021

It is the policy of the Manchester Board of Education (the "Board") to implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities. Pursuant to subsection (a)(2)(A) of section 10-231g of the Connecticut General Statutes, any disinfectant, disinfecting cleaner, sanitizer or any other antimicrobial product approved by federal law may be used by the Board.

The Board shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect." and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

The Board shall make such notice, as well as the report submitted to the Department of Education pursuant to subsection (a) of section 10-220 of the Connecticut General Statutes (*i.e.*, required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its web site and the web site of each school under such board's jurisdiction. If no such web site exists, the Board shall make such notice otherwise publicly available.

Legal References:

Connecticut General Statutes:

- § 10-220(a) Duties of board of education.
- § 10-231g Green cleaning program at schools: Definitions. Implementation. Notice.

ADOPTED: _____

REVISED: _____

7/5/2021

I. Statement of Policy

The Board of Education will provide transportation for students under provisions of state law and regulations. In determining the provision of transportation, the superintendent of schools shall consider the guidelines contained in this policy and shall administer the operation so as to:

1. provide for the safety of students, including consideration of hazardous conditions whether or not described in this policy;
2. provide for appropriate supervision for students while on school transportation, consistent with the Board's student discipline policy; and
3. assist disabled students by providing appropriate specialized transportation when required by law.

II. Definitions

1. "School transportation" means the procedure, program, or implemented plan by which a pupil is transported to and/or from school from the pupil's residence or the assigned bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved and maintained by the municipality or the state of Connecticut, or private roads approved pursuant to C.G.S. Section 10-220c.
2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and the pupil's school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the [] Board of Education.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
5. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Conditions" that affects the safety of pupils walking to or from school and/or to or from a designated bus pick-up area.
6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some

elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.

8. "Walking route" means the route that the student is expected to travel between his/her residence to and from school and/or an assigned bus stop.
9. "Bus stop" shall be defined as a geographical location designated by the Board of Education, school administration or their designee where students can safely wait for purposes of embarking or disembarking a school bus.
10. "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

III. Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.

In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.

<u>Grade</u>	<u>Limit</u>
K	1 mile
1-3	1 mile
5-8	1 1/2 miles
9-12	2 miles

Students living within the stated distance limits will receive transportation when, in the opinion of the Superintendent of Schools, it is in the best interests of the district to provide transportation.

IV. Access to Bus Stops/Transportation and Behavior

Parents and/or guardians are responsible for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and/or the school building, compliance with health and safety precautions at the bus stop and along walking routes, and the provision of supervision that is appropriate to the student's age, maturity and conditions along the walking route and/or at the bus stop at all times.

Given that bus pick up times may vary, the Board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time.

Students accessing school transportation are expected to behave in an appropriate manner, in

accordance with all school rules and regulations. The Board's policies and procedures concerning student discipline shall apply to student behavior while accessing student transportation.

V. Hazardous Conditions

The administration shall consider the following guidelines for hazardous conditions when making decisions regarding the transportation of children:

1. Except as provided in Paragraph 7 of this Section, a street or road, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:
 - a) For pupils under age ten, or enrolled in grades K through 3:
 - (i) the absence of a pedestrian crossing light or crossing guard where three or more streets intersect, and a pupil is expected to cross the street; OR
 - (ii) street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection, and a pupil is expected to cross the street.
 - b) For pupils over age ten, or enrolled in grades 4 through 12, the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect which has a traffic count which exceeds ninety vehicles per hour during the time that pupils are walking to or from school, and such pupils are expected to cross the street;
 - c) For all pupils:
 - (i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop; OR
 - (ii) the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisances which are hazardous or attractive to children.
2. Any street, road, or highway, along a designated walking route to or from school and/or to or from a designated bus pick-up area, that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
 - a) For pupils under age ten, or enrolled in grade K through 3:
 - (i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from school; OR
 - (ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.
 - b) For all pupils:
 - (i) the presence of human-made hazards including attractive nuisances, as stated in 1(c)(ii) above; OR

- (ii) any roadway available to vehicles that does not have a minimum width of approximately twenty-two feet; OR
 - (iii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; OR
 - (iv) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.
3. Any walkway, path, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks carrying moving trains during hours that pupils are walking to or from school or to and from a designated bus pick-up area shall be deemed hazardous unless:
 - a) a crossing guard is present; OR
 - b) for pupil under age ten, an automatic control bar is present at crossings; OR
 - c) for pupils over age ten, a bar or red flashing signal light is operational.
 4. For pupils in grades K through 4, the following conditions shall be deemed hazardous:
 - a) a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water; OR
 - b) any area adjacent to a roadway, sidewalk, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having a drop of three or more feet per four feet of travel length on either side of the established lanes, in the absence of a fence or other suitable barrier.
 5. For pupils in grades K through 8, walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous.
 6. For all students, walking along any street, road, walkway, sidewalk, or path designated as a walking route which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.
 7. It shall not be a "hazard" or "hazardous condition" for a pupil whose residence abuts a public street, road or highway to (1) wait for the bus on the private property where the pupil resides for the school bus, until the school bus's flashing red lights are activated to stop traffic so that the student can enter onto or cross the public street, road or highway to get on a school bus; or (2) exit a school bus that is stopped on the public street, road or highway, when the bus's

flashing red lights are activated to stop traffic so that the pupil can enter onto or cross such street, road or highway to access the private property where the pupil resides.

VI. Applicability and Exceptions

1. This policy is applicable to public road approved and maintained by the municipality or state of Connecticut, or private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c.
2. Special Education pupils and pupils eligible for accommodations under Section 504 of the Rehabilitation Act shall be judged on an individual basis, and appropriate transportation provided.
3. The Superintendent of Schools may grant an exception to any guideline set forth in this policy where a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment; or where under the circumstances, other conditions exist under which the safety of students necessitates a variance with the guidelines within this policy.

VII. Complaint Procedure

1. All complaints concerning school transportation safety shall be made in writing to the Superintendent of Schools or designee. The Superintendent or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations in a timely manner. The investigation shall include 1) the review of the complaint raised with appropriate personnel responsible for transportation of students and 2) the opportunity for the parent or other person making the complaint to meet with the Superintendent to discuss the complaint and any possible resolution thereof.
2. Annually, within thirty (30) business days of the end of the school year, the Superintendent of Schools or designee shall provide the Commissioner of Motor Vehicles ("Commissioner") with a copy of the written record of complaints received during the previous twelve (12) month period.
3. The Superintendent of Schools or designee shall make a written report of the circumstances of any accident within the Board's jurisdiction and knowledge, involving a motor vehicle and any pedestrian who is a student, which occurs at a designated school bus stop or in the immediate vicinity thereof, to the Commissioner within ten (10) business days thereafter on a form prescribed by the Commissioner.
4. If a complaint covered by Section 10-186 of the Connecticut General Statutes, and is not resolved by the Superintendent, the Superintendent shall inform parent or guardian, or an emancipated minor or a pupil eighteen years of age or older, of the right to request a hearing regarding the complaint. Such hearing, if requested, shall be held in accordance with Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.

Legal Reference: Connecticut General Statutes

- 10-186 Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.
- 10-187 Appeal from finding of hearing board.

- 10-220 Duties of boards of education.
- 10-220c Transportation of children over private roads. Immunity from Liability.
- 10-221c Development of policy for reporting complaints regarding school transportation safety.
- 10-273a Reimbursement for transportation to and from elementary and secondary schools.
- 10-280a Transportation for students in non-profit private schools outside school district.
- 10-281 Transportation for pupils in nonprofit private schools within school district.
- 14-275 Equipment and color of school buses.
- 14-275b Transportation of mobility impaired students.
- 14-275c Regulations re: school buses and motor vehicles used to transport special education students.

ADOPTED: _____

REVISED: _____

7/15/2021