

MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
Monday, November 22, 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.) Board of Education Minutes - November 8, 2021 A - 2

B. COMMITTEE REPORTS

C. CONSENT CALENDAR

- 1.) Personnel Actions C - 1
- 2.) Budget Transfers C - 2
- 3.) Extended Field Trip Request - Fifty (50) MHS Students, Four (4) Chaperones, MHS Roundtable Singers, Chamber Orchestra, Percussion Ensemble, Handbell Choir - Competition & Performance Tour - Boston and Plymouth, MA April 21, 2022 - April 24, 2022 C - 3
- 4.) Permission to apply for the Nellie Mae - New Beginnings: Supporting Young Immigrants and Refugees Grant for the FY 21/22 in the amount of \$25,000 C - 4
- 5.) Permission to apply for the Federal Head Start Grant for the FY 22/23 in the amount of \$2,288,170 C - 5
- 6.) Permission to apply for the ARP ESSER Homeless Children and Youth (HCY) II Grant for the FY 21/22 in the amount of \$47,023 C - 6
- 7.) Permission to apply for the ESSER II Special Education Recovery Activities Grant for the FY 21/23 in the amount of \$120,000 C - 7
- 8.) Permission to apply for the ESSER II Bonus Special Populations Recovery Grant for the FY 21/23 in the amount of \$25,000 C - 8
- 9.) Permission to apply for the ESSER II Bonus Dyslexia Recovery Grant for the FY 21/23 in the amount of \$11,050 C - 9
- 10.) Establish an appropriation for Alliance District Grant for the FY 21/22 in the amount of \$9,133,576 C - 10
- 11.) Establish an appropriation for the Priority School District (PSD) - Extended School Hours Grant for the FY 21/22 in the amount of \$131,566 C - 11
- 12.) Establish an appropriation for the Priority School District (PSD) Grant - Summer School for the FY 21/22 in the amount of \$153,450 C - 12
- 13.) Establish an appropriation for the Priority School District (PSD) Grant for the FY 21/22 in the amount of \$829,434 C - 13
- 14.) Establish an appropriation for the Manchester Federal Head Start Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Fund for the FY 20/23 in the amount of \$206,651 C - 14
- 15.) Establish an appropriation for the Enfield Federal Head Start Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan Fund for the FY 20/23 in the amount of \$152,742 C - 15
- 16.) Establish an appropriation for the Title III, Part A English Language Acquisition Grant for the FY 21/23 in the amount of \$60,720 C - 16

- 17.) Establish an increase in appropriation for the Manchester Federal Head Start Program for the FY 21/22 in the amount of \$163,313 bringing the total amount to \$1,463,336 C - 17
- 18.) Establish an increase in appropriation for the Enfield Federal Head Start Program for the FY 21/22 in the amount of \$78,832 bringing the total amount to \$1,039,719 C - 18

D. REPORT FROM STUDENT REPRESENTATIVE

Leila Affini, Alexandra Hamza

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.) Update on Humanities PK-4 - Diane Sheehan-Burns F - 1
- 2.) Update on STEM PK-4 - Pari Ghetia, Director of STEM PK-4 F - 2

G. UNFINISHED BUSINESS

- 1.) Policy Recommendation: G - 1

The Policy Committee submits to the full Board its recommended policy changes for a second reading in accordance with its policy on policy changes.

Recommended Motion:

Move to approve the following policy additions and revisions:

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](#)

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 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, December 6, 2021 Fall Data Update

Monday, December 20, 2021 Board of Education Professional Learning Session

Monday, January 10, 2022 Budget Presentation

L. ADJOURNMENT

MANCHESTER BOARD OF EDUCATION

**Regular Meeting
November 8, 2021
Lincoln/Virtual**

PRESENT: Eisenthal, Kohls, Meggers, Mix, Orsene, Pattacini, Patterson, Stefanovicz, Thames

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent Curriculum & Special Services Radikas, Director of Finance & Management Clancy, Director of Human Resources Sone-Moyano

ABSENT:

A. OPENING

A.1. & 2. Meeting Called to Order

Superintendent Geary called the meeting to order at 7:00 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Geary.

A.3. New Board Members Introduction

Mr. Geary noted the ceremonial swearing in of Melanie Stefanovicz, Richard Kohls, David Eisenthal and Michael Orsene will take place November 15th. This evening, Mr. Camposeo was present to swear in the one returning and three new Board members.

A.4. Election of New Board Chair and Secretary

Ms. Stefanovicz nominated Chris Pattacini as Board Chair. She noted Mr. Pattacini has been a member of the Board since 2008 and was Chair for 9 of those years. Mr. Meggers seconded the nomination.

8/0/1 - Voted in favor.

Mr. Thames nominated Tracy Patterson for Board Secretary. Ms. Patterson has been on the Board since 2018 and has four children, some still in the school system. Mr. Meggers seconded the nomination.

8/0/1 - Voted in favor.

A.5. Reaffirmation of Board of Education Bylaws

Secretary Patterson moved for the Board to reaffirm the Board of Education Bylaws. Mr. Eisenthal seconded the motion.

9/0 - Voted in favor.

A.6. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of October 25, 2021. Secretary Patterson moved and Ms. Mix seconded the motion.

7/0/2 – Voted in favor.

B. COMMITTEE REPORTS

None.

C. CONSENT CALENDAR

Mr. Geary presented one item on the Consent Calendar for Board approval.

C.1. Personnel Action

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

Mr. Pattacini took a moment to explain the Consent Calendar approval process to the new Board members. Mr. Pattacini reviewed that items can be excluded from the vote if there are unanswered questions on certain items. He then called for a motion.

Secretary Patterson moved and Ms. Stefanovicz seconded the recommendation to accept the Consent Calendar.

9/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

None.

E. PUBLIC COMMENTS

Mr. Tom Stringfellow, 183 Hillstown Road, recommended a book entitled *The Age of Exploration*. He informed us that November is Native American Month. On CPTV tonight there is a 4-part series starting on native peoples. Mr. Stringfellow recommended another book, *All the Real Indians Died Off*. Last, he reminded us that it has been 80 years since Pearl Harbor.

F. SUPERINTENDENT'S REPORT

F.1. Overview of Manchester Public Schools

Mr. Geary presented a slide show that reviewed Manchester Public School's mission, desire for equity, and demographics. He reviewed our goals and progress to date as well as the Board and Superintendent shared priorities.

A Covid-19 update listed the current case count and number of students and adults in quarantine. Mr. Geary reviewed a new suggestion for "Screen and Stay" which would allow students and staff who are unvaccinated or only partially vaccinated to remain in school after close contact with a Covid-19 person in certain circumstances.

Masks will continue to be used in schools and on buses at least through February 15th. They are not required outdoors.

Approximately 90% of staff are fully vaccinated with another 3% having had their first shot. There are 107 employees required to test weekly.

Mr. Eisenthal recalled hearing about a change in testing rules. Mr. Geary reviewed that currently if staff are not vaccinated the weekly required testing is covered by the Board funded insurance. As of 12/31/2021, only those staff who

have a verified medical or religious exemption will have testing for non-diagnostic purposes covered by insurance.

Mr. Pattacini wondered how community reporting would change if we use screen and stay. Mr. Geary stated we would still report the number of infected and the number of people who would be quarantined if not using screen and stay along with the number of people actually quarantined (whether they did not qualify for screen and stay or chose to quarantine anyway). If this new process is rolled out it will be explained to parents.

G. UNFINISHED BUSINESS

Mr. Pattacini explained to the new Board members the process of adopting policy, including a first reading at one meeting and then a vote at a second meeting. This provides time for questions as well as community input. The following policies were previously presented for a first read, however they are being represented this evening for the benefit of new members.

G.1. Policy Recommendations

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

This is a new policy intended to clarify remote learning that is funded by the district versus taking a regular online course that is self-pay.

2. Meeting Conduct Policy # 9000 - Bylaws

Addresses having remote or split Board meetings.

3. Community Use of School Facilities Policy # 1330

Follows our health and safety guidelines.

4. Visitors and Observations in Schools Policy # 1300

Follows our health and safety guidelines.

5. School Volunteers Policy #1401

Follows our health and safety guidelines.

6. Green Cleaning Policy # 1506

Clarifies we can use any cleaners approved by the federal government to clean the schools.

7. Transportation Policy # 3541

Clarifies that health and safety rules must be followed on buses as well.

Mr. Orsene asked where the full policies can be found. Mr. Geary noted the links in the document and also directed members that all policies can be found on the mpspride.org website.

H. NEW BUSINESS

None.

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

Mr. Tom Stringfellow, 183 Hillstown Road, welcomed the new members to the Board and wished Mr. Thames best of luck as the new Town Clerk. Mr. Stringfellow enjoyed Mr. Geary's presentation. He suggested Barnes & Noble bookstore for their children's section. Last, Mr. Stringfellow mentioned children and stress, suicide, and safety in schools.

Ms. Sheralyn Lazu, 22 Oak Grove Street, wondered about previously mentioned plans to hold vaccination clinics now that the age group for vaccines has included ages 5-11. Mr. Geary is working on this and looking at late afternoon or evening clinics so parents can be present with their children.

J. COMMUNICATIONS

Ms. Stefanovicz mentioned the liaison program, noting that as the liaison for Waddell she recently attended a virtual PTA meeting. There were about 56 members online and represented 15 teachers, behavior techs, and the principal. Ms. Stefanovicz also gave kudos to teacher Mrs. Daigle for stepping up to run the PTA.

Mr. Pattacini reviewed he will be emailing Board members about subcommittee assignments as well as liaison schools. He will be requesting their first and second choices.

Next, Mr. Pattacini invited everyone to attend the official swearing in ceremony in the Cheney Hall on November 15th. He believes the time will be about 6pm and notes it is a great experience to attend.

K. ITEMS FOR FUTURE AGENDAS

Thursday, November 18, 2021 - Budget Update. This date may be subject to change based on schedules of current Board members.

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

Ms. Stefanovicz would like to see a standing agenda item to rotate through the liaisons for each school and promote the good news of each school. She also questioned the PD dates coming up. Last, Ms. Stefanovicz enjoyed (pre-Covid) having Board meetings at each of the schools and wonders if there is any plan to return to doing that.

L. ADJOURNMENT

Mr. Pattacini called for a motion to adjourn.

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

9/0 - Voted in favor.

Adjournment 8:16 p.m.

Respectfully submitted,

Tracy Patterson
Board Secretary

PERSONNEL ACTIONS**APPOINTMENTS****RESIGNATIONS**

Mr. Isiah Coleman-Combs, Middle School Teacher at Manchester Middle Academy has submitted his letter of resignation effective end of business on November 12, 2021. Mr. Coleman-Combs has been with Manchester Public Schools since August 27, 2020. It is recommended that his resignation be accepted.

Ms. Kristiann Nieves, Special Education Teacher at Illing Middle School has submitted her letter of resignation effective end of business on December 10, 2021. Ms. Nieves has been with Manchester Public Schools since August 30, 2017. It is recommended that her resignation be accepted.

Mr. Joseph Pishka, Physical Education Teacher at Bowers Elementary School has submitted his letter of resignation effective end of business on November 24, 2021. Mr. Pishka has been with Manchester Public Schools since October 6, 2021. It is recommended that his resignation be accepted.

LEAVE OF ABSENCES

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: September 21, 2021

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2021-2022 Budget.

Discussion/Analysis: Transfer from Martin School Administration General Supplies and Materials in the amount of \$200.00. Transfer to Martin School Administration Dues and Fees in the amount of \$200.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2021-2022 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Martin Elementary School

Date of Request: 09/21/2021

Approver: Tracy Clarke

Date Approved: 09/21/2021

JUSTIFICATION (Required Field): Funds needed for membership renewals.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 200.00 Account # 42316240 5610 Description: Martin Sch Admin Gen Supplies

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$200.00 TOTAL DECREASE

INCREASE - In whole dollars only:

\$ 200.00 Account # 42316240 5810 Description: Martin Sch Admin Dues & Fees

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$200.00 TOTAL INCREASE (Must match total decrease)

Accounting Department Only

Board Approval Needed: Yes X No _____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 12, 2021

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2021-2022 Budget.

Discussion/Analysis: Transfer from System-wide Medical Services Medical Supplies and Materials in the amount of \$1,587.00. Transfer to System-wide Medical Services Professional Development in the amount of \$1,587.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2021-2022 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Medical Services

Date of Request: 11/10/2021

Approver: Marney Reardon

Date Approved: 11/12/2021

JUSTIFICATION (Required Field): Transfer money from Medical Services Medical Supplies to Professional Development for three nurses to attend the CNA New School Nurse Orientation on December 1 and 8.

SUBJECT:
TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 1,587.00 Account # 31299210 5650 Description: Sys Med. Svcs. Medical Supplies

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 1,587.00 **TOTAL DECREASE**

INCREASE - In whole dollars only:

\$ 1,587.00 Account # 31299210 5330 Description: Sys Med. Svcs. Prof. Dev.

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$ 1,587.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No ____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 8, 2021

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2021-2022 Budget.

Discussion/Analysis: Transfer from Manchester Regional Academy Special Education Printing and Advertising in the amount of \$900.00 and transfer from Manchester Regional Academy Special Education Travel and Lodging in the amount of \$100.00. Transfer to Manchester Regional Academy Special Education Professional Development in the amount of \$1,000.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2021-2022 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: Manchester Regional Academy

Date of Request: 11/8/2021

Approver: Bruce Thorndike

Date Approved: 11/8/2021

JUSTIFICATION (Required Field): Transfer funds to new Professional Development line.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 900.00 **Account # 20890120 5540** **Description: MRA Spec. Ed. Print/Adv.**

\$ 100.00 **Account # 20890120 5580** **Description: MRA Spec. Ed. Travel/Lodging**

\$ _____ **Account # _____** **Description: _____**

\$1,000.00 **TOTAL DECREASE**

INCREASE - In whole dollars only:

\$ 1,000.00 **Account # 20890120 5330** **Description: MRA Spec. Ed. Prof. Develop.**

\$ _____ **Account # _____** **Description: _____**

\$ _____ **Account # _____** **Description: _____**

\$1,000.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No _____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

Town of Manchester
Board of Education

To: Manchester Board of Education
From: Mr. Matthew Geary, Superintendent of Schools
Subject: Transfer of Funds
Date: November 9, 2021

Background: In accordance with Board of Education Policy 3160, Transfer of Funds between Categories, I am requesting the Board approve the following transfers in the FY2021-2022 Budget.

Discussion/Analysis: Transfer from System-wide Music Education Field Trips in the amount of \$5,000.00. Transfer to System-wide Music Education Instructional Supplies & Materials in the amount of \$5,000.00.

Financial Impact: None

Other Board/Commission Action: None

Recommendation: The Superintendent of Schools recommends that the Board of Education approve these transfers in the FY2021-2022 Budget.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

**Manchester Public Schools
Manchester, Connecticut**

TO: Accounting Department

School/Department: System-wide Music

Date of Request: 11/9/2021

Approver: Amy F. Radikas

Date Approved: 11/9/2021

JUSTIFICATION (Required Field): To fund additional instructional/instrumental supplies.

SUBJECT:

TRANSFER BUDGET MONIES FROM ONE LINE ACCOUNT TO ANOTHER

DECREASE - In whole dollars only:

\$ 5,000.00 **Account # 13299270 5512** **Description: System-wide Music Field Trips**

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$5,000.00 **TOTAL DECREASE**

INCREASE - In whole dollars only:

\$ 5,000.00 **Account # 13299100 5611** **Description: System-wide Music Instr. Sup.**

\$ _____ Account # _____ Description:

\$ _____ Account # _____ Description:

\$5,000.00 **TOTAL INCREASE (Must match total decrease)**

Accounting Department Only

Board Approval Needed: Yes X No _____

Date of Board Approval: _____

Date Transfer Completed: _____ Name: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06040

EXTENDED FIELD TRIP REQUEST FORM

In accordance with Board of Education Policy titled "Instruction-6153" all extended field trips must be approved by the Superintendent of Schools. The following information must be forwarded to the Superintendent 30 days (four months for international trips) prior to the Board meeting which antedates the trips.

Name of School: MHS **Date of Request:** 10/28/21

Name of Club or Activity: MHS Roundtable Singers, Chamber Orchestra, Percussion Ensemble, Handbell Choir

Trip to: Boston & Plymouth, MA **Purpose:** Competition & Performance Tour

Number of students participating: 50 **From:** April 21, 2022 **To:** April 24, 2022

Number of school days missed: 2

Number and names of teachers and chaperones: Give ages of chaperones under 25 and list relationship to system or staff.

a. Edward Tyler b. Marco Cancellieri
 c. Susan Kohanski d. Matthew DeSorbo
 e. _____ f. _____
 g. _____ h. _____
Others: _____

Transportation: ☒ Bus ☐ Train ☐ Plane ☐ Car

Are fund-raising activities planned? ☒ Yes ☐ No If so, describe: To include: Yankee Candle, Munson's Chocolates, Popcorn sale, Pie & Cookie Dough sale

How will funds be allocated to students participating?* Students have individual accounts within our Reserve fund. Moneys raised/paid will go directly to those accounts. Many students have "rollovers" from fundraising for the 2020 Toronto trip that was canceled.

Lodging: ☒ Hotel/Motel ☐ Camp ☐ Private Home

If known, give specifics of room assignments: 2 per room

Cost per teacher and/or chaperone: \$ 0.00 (Chaperones may need to provide some of their own expenses if the field trip fund is not adequate.)

Total cost per student: \$985.00 + \$34.50 Trip Insurance (Money from fund-raising activities is deposited into an account for the designated field trip in order to offset student costs. However, students may still be responsible for a portion of the cost.*)

Cost per student after fund-raising: Students can fundraise entire amount of trip.

If travel agencies are engaged, at least three quotations need to be approved with documentation attached to this form. For quotes in excess of \$7,499, sealed public bids must be sought. Please allow enough time for public bid process (1 month).

a. Destinations Unlimited

Please Note: Upon abrupt cancellation of the Toronto 2020 trip, Destinations Unlimited refunded nearly 100% of trip costs (at a loss to them), with the understanding that we would contract with them for our next trip. This arrangement was approved by M. Geary at the time. MHS received about \$9,000 in additional refunded money, which was included in student refunds and/or rolled over into existing accounts for this trip.

Name of teacher making request:

Signature: Edward Tyler Typed: Edward Tyler

(PLEASE PRINT TO OBTAIN REQUIRED SIGNATURES BELOW)

Approved by Department Chair at secondary level:

Signature: [Signature] Date: 10/28/21

Approved by Principal:

Signature: [Signature] Date: 11-12-21

Approved by Superintendent or designee:

Signature: [Signature] Date: 11-12-21

Attachments: Quotations
Itinerary

*Every effort should be made to allow all eligible students to participate regardless of financial situation.



P.O. Box 281
Plymouth, CT 06782
(860) 283-0397
1-800-246-1546

4-DAY Boston/Plymouth SAMPLE ITINERARY
April 21-24, 2022

DATE:	TIME:	
Day One	7:45 am	Motorcoaches arrive for boarding
	8:00 am	Depart School
	10:00 am	Tour of Fenway Park
		Lunch on own at the Charleston Mall
	2:00 pm	Meet local step-on guide for a tour of Historic Boston and the Freedom Trail
	4:00 pm	Depart for your hotel – Doubletree Rockland, MA
	4:30 pm	Arrival at your hotel to check-in
	6:30 pm	Dinner & games at Dave & Buster's (BBQ Brisket, BBQ Chicken Breast, Southern Cobb Salad, Baked Beans, Mac & Cheese, Cornbread, Cinnamon churros, unlimited coffee, tea & soda. \$10 game play AND unlimited video play.)
	9:00 pm	Approximate arrival at your hotel
Day Two	7:30 am	Full American breakfast at your hotel
	9:00 am	Edward Kennedy Center (if group is larger than 60 we will need to find something else to visit or split the group)
	11:00 am	Lunch at Quincy Market
	1:00 pm	Boston Duck Tour
	3:00 pm	Boston Tea Party Ships & Museum
	5:15 pm	Dinner & Fire & Ice
	7:00 pm	Arrive at Symphony Hall for *BSO Concert
	8:00 pm	Concert
	11:00 pm	Return to hotel

Day Three	7:30 am	Full American breakfast at your hotel
		Participation in the Festivals of Music

Attractions today may include Plimoth Plantation, Mayflower II Plymouth Rock - depending on the time remaining after the performances.

6:00 pm	Thanksgiving Buffet at Plimoth Plantation with an educational host speaking on the history of Thanksgiving.
8:00 pm	Walking Ghost Tour of Plymouth
10:00 pm	Return to your hotel

Day Three	7:30 am	Full American breakfast at your hotel
		Festivals of Music Award Ceremony
	11:00 am	Depart for home with a stop for lunch

Cost per person:

Based on a min. of 40 people with a max. of 54 people including 3 complimentary chaperones in single rooms.

\$985.00 per person double
 \$919.00 per person triple
 \$889.00 per person quad

Based on a min. of 55 people using 2 buses – includes 3 complimentary chaperones in single rooms.

\$1065.00 per person double
 \$999.00 per person triple
 \$969.00 per person quad

Trip protection plan is \$34.50 for trip cost of \$800-\$1000

Trip protection plan is \$45.00 for trip cost of \$1000-\$1200

Tickets at the *BSO are based on orchestra seating. Mezzanine seating is \$10 pp less and balcony seating is \$25 pp less.

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the Nellie Mae – New Beginnings: Supporting Young Immigrants & Refugees Grant for the FY 2021-2022
Date: November 9, 2021

Background:

This grant application in the amount of \$25,000 will be used to support short-term projects designed to welcome and assist young people who have been forced to migrate in the past two years from countries experiencing extreme crises and who are seeking refuge or asylum in New England.

Discussion/Analysis:

Funds will be used to:

- Family resource events that center immigrant youth and parents
- Supports to help navigate the education systems
- Space for youth to learn where they can get help/assistance (i.e.: a resource center)
- Activities and spaces that bring together youth native to a community with newly arrived youth for dialogue and relationship building

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the Nellie Mae – New Beginnings: Supporting Young Immigrants & Refugees Grant for the FY 2021-2022 in the amount of \$25,000.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 22, 2022

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to Apply for Federal Head Start Grant
3/1/2022 - 2/29/2023

Date: November 15, 2021

Background: The Manchester Board of Education receives an annual grant from the federal government in order to provide operating funds for the Manchester Head Start program.

Discussion/Analysis: These funds are used to prepare three- and four-year-old students for kindergarten as well as the various training activities for all certified and noncertified staff for the period of 3/1/2022-2/28/2023.

Financial Impact: Grant funds cover 80% of the cost of implementation for this program, with the remaining 20% coming from the Board of Education in the form of real dollars and in-kind services.

Other Board/Commission Action: None.

Recommendations: The Superintendent of School recommends that the Board of Education approve the filing of an application for the Federal Head Start Grant in the amount of \$2,288,170.

Attachments: Application.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

September 13, 2021

Grant No. 01CH010841

Dear Head Start Grantee:

An application for funding for the upcoming budget period must be submitted by December 1, 2021.

The following table reflects the annual funding and enrollment levels available to apply for:

Funding Type	Head Start
Program Operations	\$2,261,721
Training and Technical Assistance	\$26,449
Total Funding	\$2,288,170

Program	Head Start
Federal Funded Enrollment	240

In addition to the funded federal enrollment in the above table, State and/or local sources of funds support services to 15 Head Start children.

Period of Funding: 03/01/2022 - 02/28/2023

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)* for a continuation application. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

Application Instructions are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Resources" section of the HSES.

Please contact Wanda Carrasquillo, Head Start Program Specialist, at 617-565-1131 or wanda.carrasquillo@acf.hhs.gov or Laura Landry, Grants Management Specialist, at 617-565-2454 or laura.landry@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

/Marina Winkler/

Marina Winkler
Regional Program Manager
Office of Head Start



Manchester Preschool Center
Head Start Program
60 Washington Street
Manchester, CT 06042
Phone: (860)647-3502
Fax: (860)647-5046



Policy Council Approval Statement

For

Manchester Head Start: Grantee

The enclosed grant application has been reviewed and approved at a virtual Policy Council meeting on November 9, 2021.

Action approved:

Jesus Arce
Policy Council Chairperson

11/9/21
Date

Manchester Head Start Federal Grant Year 2022-23 Goals and Objectives

Goal 1: Manchester Head Start will implement with fidelity and efficacy the PreK Curriculum.

Goal 2: Manchester Head Start will prepare students to be ready for Kindergarten.

Goal 3: Manchester Head Start will engage families as partners in the learning process.

Goal 4: Manchester Head Start will promote the safety, health and well-being of all children, families and staff.



Office of Head Start

01CH010841-000 - MANCHESTER BOARD OF EDUCATION

FY2022 - 03/01/2022-02/28/2023 - Non-Competing Continuation

Head Start - Summary

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Line Item Budget Total	\$2,250,136	\$26,449	\$696,844	53

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Personnel Total	\$1,175,759	\$0	\$240,396	27

Personnel: Child Health and Development Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Program Managers and Content Area Experts	\$116,735	\$0	\$0	2
Teachers / Infant Toddler Teachers	\$324,716	\$0	\$190,910	7
Family Child Care Personnel	\$123,591	\$0	\$0	4
Teacher Aides and Other Education Personnel	\$316,739	\$0	\$16,981	10
Health / Mental Health Services Personnel	\$83,010	\$0	\$32,505	2
Total	\$964,791	\$0	\$240,396	25

Personnel: Program Design and Management Personnel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Head Start / Early Head Start Director	\$146,420	\$0	\$0	1
Clerical Personnel	\$64,548	\$0	\$0	1
Total	\$210,968	\$0	\$0	2

Fringe Benefits

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$53,957	\$0	\$3,486	

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Health / Dental / Life Insurance	\$20,000	\$0	\$85,043	
Total	\$73,957	\$0	\$88,529	

Travel

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Staff Out-Of-Town Travel	\$5,433	\$4,896	\$0	

Supplies

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Office Supplies	\$2,967	\$0	\$0	
Other Supplies - Other Supplies Medical Supplies	\$3,000	\$0	\$0	
Other Supplies - Instructional Supplies	\$5,695	\$0	\$0	
Other Supplies - General Supplies	\$3,500	\$0	\$0	
Total	\$15,162	\$0	\$0	

Contractual

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Training and Technical Assistance	\$14,000	\$9,312	\$0	
Delegate Agency Costs - 001-Enfield Head Start	\$949,646	\$11,241	\$367,919	26
Total	\$963,646	\$20,553	\$367,919	26

Other

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Local Travel	\$2,000	\$0	\$0	
Substitutes (if not paid benefits)	\$0	\$1,000	\$0	
Parent Services	\$2,500	\$0	\$0	
Training or Staff Development	\$5,000	\$0	\$0	
Other - Other Overtime (bus monitors)	\$5,679	\$0	\$0	
Other - Dues/Fees	\$1,000	\$0	\$0	
Total	\$16,179	\$1,000	\$0	

Direct Costs

	<i>Cost for Program Operation</i>	<i>Cost for Training Technical Assistance</i>	<i>Non-Federal Share</i>	<i>Number of Employees</i>
Direct Costs Total	\$2,250,136	\$26,449	\$696,844	53

Section II
MANCHESTER HEAD START
PA22 FEDERAL GRANT APPLICATION
BUDGET JUSTIFICATION YEAR 4 (2022-2023)

In accordance with Program Instruction ACF-PI-HS-08-03, Manchester's and Enfield's Board of Education are in full compliance with all federal requirements related to employee compensation.

For the grant period 3/1/2022-2/29/2023, Manchester Head Start is requesting \$1,300,490 (PA22) and \$15,208 (PA20). The non-federal share consists of \$427,356 from state funds and local sources. The total non-federal share meets the 25% match requirement for the next grant period.

Requested federal funds will be allocated as follows:

Personnel: Personnel costs will total \$1,175,759, which is 90% of the operating budget. Included in these expenses are:

Our Education Manager and Family Program Manager are funded here. Total cost is \$ 116,735.

Teachers: We operate nine (9) full-day classrooms throughout the year and have nine (9) teachers. Seven (7) teachers are paid through this grant at a cost of \$324,716. The eighth teacher is paid through the state Head Start expansion grant, and the ninth teacher is paid by the Board of Education.

Teachers' Aides: We utilize ten (10) Paraprofessionals who are paid out of this grant for a total expense of \$316,739.

Family Advocates: We employ four (4) full-time Family Advocates to serve our 153 students for a total expense of \$123,591.

Director: The Director is a Master level public school administrator. Her salary reflects a regular 220-day annual contract. Her total salary is \$146,420. For the purposes of this grant, she will spend 85% of her time on administration \$124,457 and 15% as Disabilities Manager \$21,963.

Secretary: We have one full-time secretary who works year round for a total expense of \$64,548.

Mental Health and Health and Nutrition: We have one full-time RN who works year round and Social Worker (50%) for a total expense of \$83,010.

Fringe Benefits: Expenses charged to the federal grant are in the amount of \$53,957 for FICA and \$20,000 for health benefits for a total expense of \$73,957.

Supplies: We are requesting funds for medical supplies \$3,000, instructional supplies \$5,695, general supplies \$3,500 and office supplies \$2,967 for a total of \$15,162.

Consultants: We are allocating \$14,000 for training assistance/professional development and \$5,000 for consultant fees for a total cost of \$19,000.

Other: We are allocating \$2,500 for Parent Services and \$2,000 for local travel (home visits, etc.) for a total cost of \$4,500.

Overtime: We are allocating \$5,679 for bus monitors.

Non-Federal Share: Manchester Board of Education's share of operating expenses totals \$325,123 and is allocated as follows:

State Head Start grant	- \$165,233
Board of Education health insurance benefits	<u>- \$159,890</u>
	\$325,123

TRAINING AND TECHNICAL ASSISTANCE PA20
BUDGET JUSTIFICATION 2021-2022

Manchester Head Start requests the amount of \$15,312 for training and technical assistance for the 2021-2022 grant year, as follows:

Staff Out-of-Town Travel to attend National and New England Regional Conferences:
\$ 4,896

Substitute Teachers for Professional Development: \$1,000

Training/Staff Development: \$9,312

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Permission to apply for the ARP ESSER Homeless Children and Youth (HCY) II Grant for the 2021-2022
Date: November 17, 2021

Background:

This grant application in the amount of \$47,023 will be used to identify homeless children and youth and provide wraparound services needed in light of the recent pandemic and provide assistance needed for homeless children and youth to attend and participate fully in school activities.

Discussion/Analysis:

Funds will be used to:

- Provide wraparound services (which could be provided in collaboration with and/or through contracts with community-based organizations, academic supports, trauma-informed care, social emotional support and mental health services)
- Purchase needed school supplies
- Provide transportation to enable children and youth to attend classes and participate fully in school activities
- Provide access to reliable, high-speed internet for students through the purchase of mobile hotspots
-

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:

The Superintendent of Schools recommends that the Board of Education approve the filing of an application for the ARP ESSER Homeless Children and Youth (HCY) II Grant for the 2021-2022 in the amount of \$47,023.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 22, 2022

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply ESSER II Special Education Recovery Activities Grant for FY21-23

Date: November 8, 2021

Background:

ESSER II Special Education Recovery Activities Grant is intended to assist school districts with addressing delayed, interrupted, suspended or inaccessible IEP supports and services for students in our school district.

Discussion/Analysis:

The one-time grant funding is available for the grant period of 7/1/2021 through 6/30/2023. These funds are to be used to provide students with IEP supports and services to remediate skills and/or address lack of progress due to the COVID-19 pandemic. These funds may also be used along with/as an extension of the ESSER II, IDEA, Part B or ARP IDEA funding.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:

The Superintendent recommends that the Board of Education give permission to apply for the FY21-23 ESSER II Special Education Recovery Activities Grant in the amount of \$120,000.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 22, 2021

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply ESSER II Bonus Special Populations Recovery Grant for FY21-23

Date: November 8, 2021

Background:

ESSER II Bonus Special Populations Recovery Grant is intended to add bonus funding to the main ESSER II Special Education Recovery Activities Grant and assist school districts with addressing delayed, interrupted, suspended or inaccessible IEP supports and services for students with IEPs in our school district.

Discussion/Analysis:

The one-time grant funding is available for the grant period of 7/1/2021 through 6/30/2023. These funds are to be used to provide students with IEP support and services to remediate skills and/or address lack of progress due to the COVID-19 pandemic.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:

The Superintendent recommends that the Board of Education give permission to apply for the FY21-23 ESSER II Bonus Special Populations Recovery Grant in the amount of \$25,000.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 22, 2021

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply ESSER II Bonus Dyslexia Recovery Grant for FY21-23

Date: November 8, 2021

Background:

ESSER II Bonus Dyslexia Recovery Grant is intended to assist school districts with the instruction for students with dyslexia.

Discussion/Analysis:

The one-time grant funding is available for the grant period of 7/1/2021 through 6/30/2023. These funds are to be used for instruction itself, not instructional supplies.

Financial Impact: None to the Board of Education

Other Board/Commission Action: None

Recommendations:

The Superintendent recommends that the Board of Education give permission to apply for the FY21-23 ESSER II Bonus Dyslexia Recovery Grant in the amount of \$11,050.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
November 22, 2021

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Alliance District Grant FY21/22

Date: November 9, 2021

Background: The Alliance District program is a unique and targeted investment in Connecticut's 33 lowest-performing districts. Connecticut General Statute Section 10-262u establishes a process for identifying Alliance Districts and allocating increased Education Cost Sharing (ECS) funding to support district strategies to dramatically increase student outcomes and close achievement gaps by pursuing bold and innovative reforms.

Discussion/Analysis: Alliance District's receipt of designated ECS funding is conditioned upon district submission and Commissioner of Education's approval of a plan, district progress and performance relative to that plan, and subsequent plans on an annual basis and approved plans aligned to the goals of the program. Annual plan approval is predicated upon district implementation and performance during the prior year.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY21/22 for the Alliance District grant in the amount of \$9,133,576.

Attachments: Award letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: STATE

Statute: C.G.S. 10-262k

CFDA #:

SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17041-2022-82164-170002

2 Grant Title

Alliance District Grant

5 Award Period

7/1/2021 - 6/30/2022

3 Education Staff

Program Manager:

Iris White

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding

Grant Amount: \$9,133,576.00

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

11/8/2021

Irene Parisi - CSDE Management Approver

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Priority School District - Extended School Hours Grant FY21/22

Date: November 9, 2021

Background:

Connecticut General Statutes 10-266t establishes grants for Extended School Hours Programs in Priority School Districts. These funds are used for academic, enrichment and recreational programs and shall include, but not be limited to, before and after school hours, weekends, summers and school vacations.

Discussion/Analysis:

This grant will contribute to funding for MELC's after school care/extended school hour component to include an hour of academics delivered by district elementary teachers.

Financial Impact:

None

Other Board/Commission Action:

None

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY21/22 Priority School District - Extended School Hours Grant in the amount of \$131,566.

Attachments:

Award Letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: STATE

Statute: C.G.S. 10-266t

CFDA #:

SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17108-2022-82054-170002

2 Grant Title

PSD - Extended School Hours

5 Award Period

7/1/2021 - 6/30/2022

3 Education Staff

Program Manager:

Iris White

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding

Grant Amount: \$131,566.00

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

11/8/2021

Irene Parisi - CSDE Management Approver

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Priority School District – Summer School Grant FY21/22

Date: November 9, 2021

Background: Connecticut General Statutes Sec. 10-265m establishes grants for summer school programs in Priority School Districts. Funds are to be used for summer school for students in grades K-3 who are substantially deficient in reading in order to provide instruction that incorporates the competencies for early reading success and effective reading. Priority is given first to elementary and then to middle schools with the highest number of students who are substantially deficient in reading.

Discussion/Analysis: School Accountability – Summer School Priority School District funding will be used to assist funding of Curiosity Camp. The program is an effort to reduce the summer reading slide.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY21/22 for the Priority School District – Summer School Grant in the amount of \$153,450.

Attachments: Award letter

Matthew Geary
Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: STATE

Statute: C.G.S. 10-265m

CFDA #:

SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17109-2022-82055-170002

2 Grant Title

PSD - Summer School

5 Award Period

7/1/2021 - 6/30/2022

3 Education Staff

Program Manager:

Iris White

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding

Grant Amount: \$153,450.00

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

11/8/2021

Irene Parisi - CSDE Management Approver

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation Priority School District Grant FY21/22

Date: November 9, 2021

Background: Per Connecticut General Statutes Sec. 10-266p, the State Board of Education administers a priority school district grant program to assist designated school districts in improving student achievement and enhancing opportunities, including early reading intervention programs. Grant awards are authorized after proposals have been submitted by eligible school districts and approved through the Commissioner.

Discussion/Analysis: Priority School District funding may be used to focus on the following initiatives: (1) the creation or expansion of programs or activities related to dropout prevention; (2) alternative and transitional programs for students having difficulty succeeding in traditional education programs; (3) academic enrichment, tutorial and recreation programs or activities in school buildings during non-school hours and during the summer; (4) development or expansion of extended-day kindergarten programs, (5) development or expansion of early reading intervention programs including summer and after-school programs; (6) enhancement of the use of technology to support instruction or to improve parent-teacher communication; (7) initiatives to strengthen parent involvement in the education of children and parent; and other community involvement in school and school district programs; or (8) for purposes of obtaining accreditation for elementary and middle schools from the New England Association of Schools and Colleges. At least 20% of each grant shall be used for early reading intervention programs.

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY21/22 for the Priority School District grant in the amount of \$829,434.

Attachments: Award letter

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: STATE

Statute: C.G.S. 10-266q

CFDA #:

SDE Project Code: SDE000000000002

Grant Number: 077-000 11000-17043-2022-82052-170002

2 Grant Title

Priority School District Grant

5 Award Period

7/1/2021 - 6/30/2022

3 Education Staff

Program Manager:

Iris White

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding

Grant Amount: \$829,434.00

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

11/8/2021

Irene Parisi - CSDE Management Approver

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 20/23 Manchester Federal Head Start Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan funds

Date: November 15, 2021

Background: The Manchester Board of Education has received a percentage of a Non-Competitive funding for every Head Start program to deal with the response, general preparedness and recovery for COVID19.

Discussion/Analysis: This grant action awards funding based on a formula derived by the enrollment in our Head Start program. Funding for Coronavirus Response and Relief Supplemental Appropriations Act is \$41,534 and American Rescue Plan funds is \$165,117 for a total amount of \$206,651. The grant period for these funds is 04/01/2021-03/31/2023.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors to create an appropriation for the FY 20/23 Manchester Federal Head Start Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan funds in the amount of \$206,651.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 20/23 Enfield Federal Head Start
Coronavirus Response and Relief Supplemental Appropriations
Act and American Rescue Plan funds

Date: November 15, 2021

Background: The Manchester Board of Education has received a percentage of a Non-Competitive funding for every Head Start program to deal with the response, general preparedness and recovery for COVID19.

Discussion/Analysis: This grant action awards funding based on a formula derived by the enrollment in the Enfield Head Start program. Funding for Coronavirus Response and Relief Supplemental Appropriations Act is \$30,699 and American Rescue Plan funds is \$122,043 for a total amount of \$152,742. The grant period for these funds is 04/01/2021-03/31/2023.

Financial Impact: None.

Other Board/Commission Action: None.

Recommendations: The Superintendent recommends that the Board of Education request the Board of Directors to create an appropriation for the FY 20/23 Enfield Federal Head Start Coronavirus Response and Relief Supplemental Appropriations Act and American Rescue Plan funds in the amount of \$152,742.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

**Town of Manchester
Board of Education**

To: Manchester Board of Education
From: Matthew Geary, Superintendent of Schools
Subject: Item for Appropriation, Title III, Part A English Language Acquisition, FY 2021-2023
Date: November 17, 2021

Background:

The Connecticut State Department of Education has awarded FY 2021-2023 funding under Title III, Part A, English Language Acquisition and Language Enhancement. This grant will provide support to limited English proficient students to become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading and mathematics.

Discussion/Analysis:

The FY 2021-2023 Title III, Part A, English Language Acquisition Grant will be used to support tutors and provide an ELL Homework club at the secondary level and to purchase supplies and material for use by English Language Learning students.

Financial Impact:

None.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education request the Board of Directors establish an appropriation for FY 2021-2023 Title III, Part A, English Language Acquisition and Language Enhancement grant, to be funded by the Connecticut State Department of Education in the amount of \$60,720.

Attachments:

Award letter.



Matthew Geary
Superintendent of Schools
Manchester Connecticut
November 22, 2021

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

Manchester School District

DUNS Number: 789457756

4 Award Information

Grant Type: FEDERAL

Statute: P.L. 114-95

CFDA #: 84.365A

SDE Project Code: SDE000000000002

Grant Number: 077-000 12060-20868-2022-82075-170002

2 Grant Title

Title III EL

5 Award Period

7/1/2021 - 6/30/2023

3 Education Staff**Program Manager:**

Megan Alubicki Flick (860) 713-6786

Payment & Expenditure Inquiries:

Jeff Lindgren (860) 713-6624

6 Authorized Funding

Grant Amount: \$60,720.00

Funding Status: Final

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2021 and June 30, 2022 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2022. For grants awarded for two-year periods beginning July 1, 2021, final second-year budget revision requests covering the entire two-year period must be received no later than February 1, 2023. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

11/17/2021

Melissa Hickey - CSDE Management Approver

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Increase in Appropriation Manchester Federal Head Start
FY 21/22

Date: November 15, 2021

Background: The Manchester Board of Education requested a Carryover of 20/21 funds and received a Cost of Living Adjustment from the Federal Government for the Manchester Head Start program. This award is for the period 3/1/21-2/28/22.

Discussion/Analysis: This grant action awards the prorated amount of the FY2021 Carryover \$147,638 and Cost-Of-Living Adjustments (COLA) of 1.22% \$15,675 based on funded program slots for Manchester Head Start for a total amount of \$163,313.

Financial Impact: None.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to increase the appropriation for the Manchester Head Start for FY21-22 \$163,313, bringing the total amount to \$1,463,336.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Increase in Appropriation Enfield Federal Head Start
FY 21/22

Date: November 15, 2021

Background: The Manchester Board of Education requested a Carryover of 20/21 funds and received a Cost of Living Adjustment from the Federal Government for the Enfield Head Start program. This award is for the period 3/1/21-2/28/22.

Discussion/Analysis: This grant action awards the prorated amount of the FY2021 Carryover \$67,247 and Cost-Of-Living Adjustments (COLA) of 1.22% \$11,585 based on funded program slots for Manchester Head Start for a total amount of \$78,832.

Financial Impact: None.

Other Board/Commission Action: None

Recommendation: The Superintendent recommends that the Board of Education request the Board of Directors to increase the appropriation for the Manchester Head Start for FY21-22 \$78,832, bringing the total amount to \$1,039,719.

Attachments: None.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
November 22, 2021

MPS K-4 Humanities Update

Diane Sheehan-Burns

Director of Teaching & Learning
November 22, 2021



MPS District Improvement Plan Academic Goals

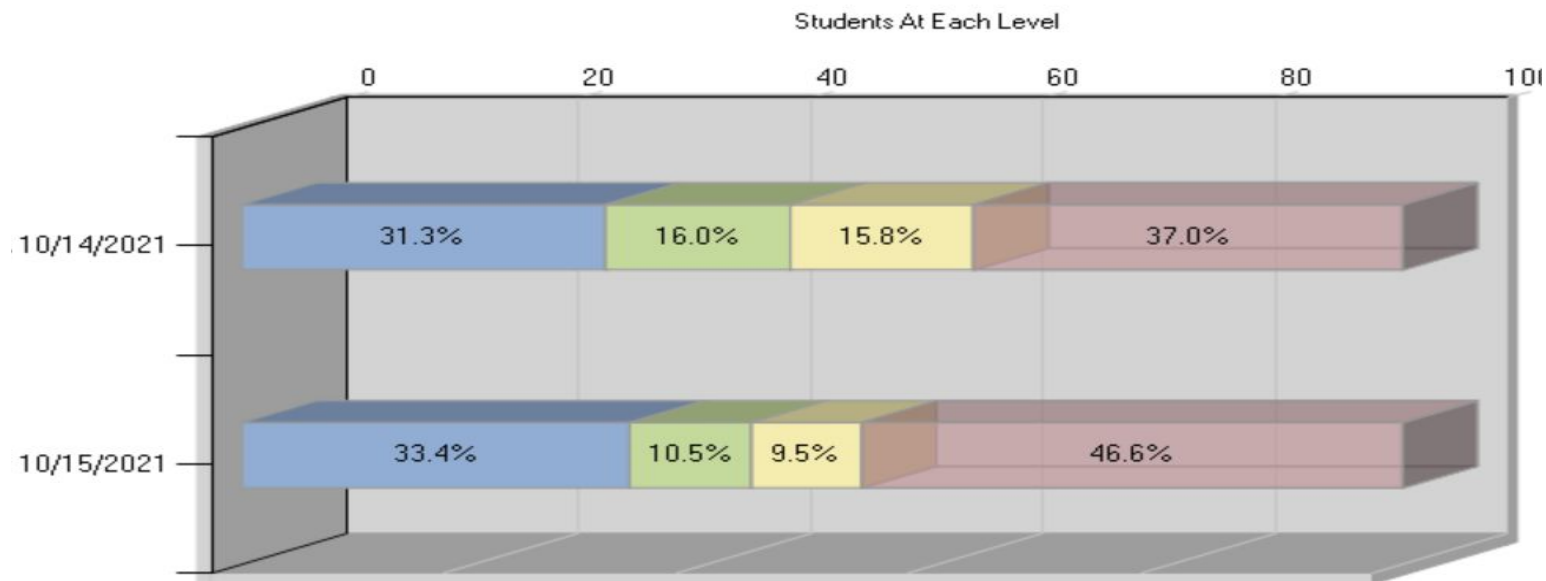
Goals	Curriculum	Resources
Ensure all students have access to relevant, meaningful, rigorous, culturally responsive, historically accurate curriculum that equips them to examine power, critically question the status quo, and work towards a just society	- Between 9-11 units of study for reading & writing - Teacher teams worked to scaffold several of the If...Then..Units of Study and began mapping alignment between the Social Studies and the TC Units of Study	Teachers College Lucy Calkins Units of Study for Reading & Writing
	Realignment of standards and revision of Math units with an emphasis on Number Sense	- enVision Math - MPS Fact Fluency Plan
Ensure all students have access to rigorous programming and targeted supports that inspire and accelerate learning that promotes inquiry, problem-solving, higher-order thinking	- Common Core State Standards for Reading - Phonemic Awareness & Phonics instruction have been prioritized.	- Heggerty Phonemic Awareness - Foundations - Lexia
	- Targeted small group Instruction - Math Intervention focused on grades 3 & 4 - STEM Units supporting invention and Engineering	- Dreambox - Do The Math & Math Running Records - CIC & Novel Engineering

MPS Strategies Aligned to Target

DIP Strategies	Professional Learning	Monitoring
Provide professional development in curriculum evaluation and culturally responsive curriculum for members of the curriculum evaluation teams	• Bi-weekly Teaching & Learning PD sessions to support targeted instruction designed to accelerate students' reading achievement • Foundations- accelerate reading achievement • November 2nd Admin Retreat : Science of Reading	• F&P BAS 3x per year • Phonics Diagnostics • Dibels • Walkthroughs Data Collection • Grade 2 Academic Plan for Reading
	• Bi-weekly Teaching & Learning PD sessions to support building number sense through targeted instruction • Math Intervention PD-Do the Math • November 2nd Admin Retreat : Examining Math Instruction	• Fluency Benchmarks • Running Records • Unit Assessments • Classroom Visits • Grade 4 Math leadership Plan

Grade 2 ELA

Grade 2 Data



A: Dibels-Gr2-Fall (10/14/2021)

B: LA-Gr2-F&P-Fall (10/15/2021)

Exceeds		Meets		Approaching		Basic		Does Not Meet		Total Students
Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	
149	31.3%	76	16.0%	75	15.8%	0	0.0%	176	37.0%	476
162	33.4%	51	10.5%	46	9.5%	0	0.0%	226	46.6%	485

Questions for Consideration- Data

- Take a moment to consider the data .
 - What do you notice ?
 - What do you wonder about?

Profile of the Fountas & Pinnell Emergent Reader

Levels A-D represent the reading continuum for a Kindergarten reader

- Understanding the relationship between sounds and words (phonetics), **reading fluently, understanding what they read, expanding vocabulary, and building knowledge.**
- Reading is a process of getting meaning from print.
- Early reading includes the direct teaching of words and sounds.
- Children must be able to distinguish between different sounds of oral language for the purposes of achieving understanding.
- They also need basic knowledge about the written alphabet, sound-symbol relationships, and concepts of print because these are the basis for decoding and reading comprehension skills.

Profile of the Fountas & Pinnell Emergent Reader

Levels D-J represent the reading continuum for a Grade 1 reader

Learns to read regularly spelled one-syllable words. Understands how an “e” at the end of a word changes a vowel within the word. Breaks up longer words into syllables in order to read them. Reads grade-level words that have “irregular” spellings. Knows the difference between and reads fiction texts (such as *Baby Shark*) and non-fiction texts (like *LEGO Nonfiction: Super Sharks*) with purpose and an understanding of the plot and important ideas and characters.

- Talks about and answers questions about the text they read.
- Reads texts aloud at an appropriate speed and with expression.
- Compares different characters, events, or texts.
- Understands the purpose of and uses common features in a book, such as headings, tables of contents, and glossaries.
- Begins to read grade-appropriate poetry (such as the poems in *100 Super Sight Word Poems*) and identifies words and phrases that relate to emotions and the senses.

Profile of the Fountas & Pinnell Emergent Reader

Levels J-M represent the reading continuum for a Grade 2 reader

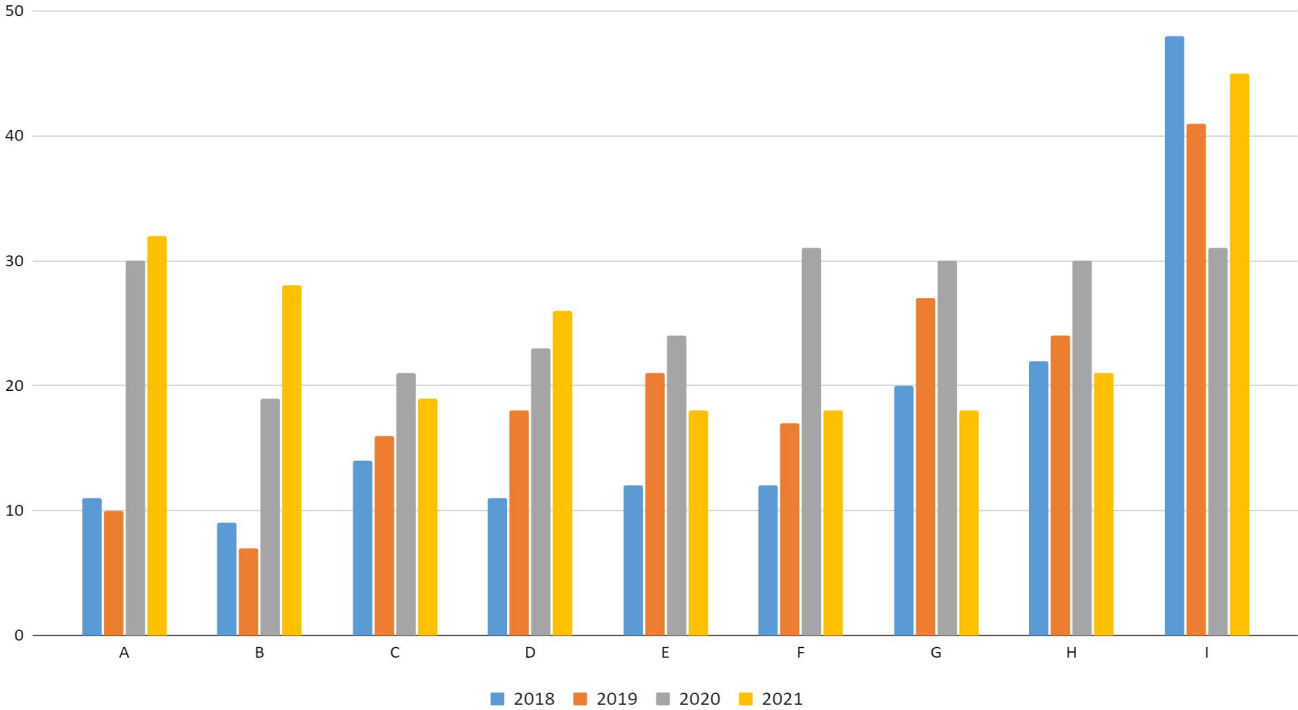
Reads more complex words, such as two-syllable words. Reads words with common prefixes and suffixes, for example: pre-, re-, un-, -able, -ad, and -er. Reads grade-appropriate, irregularly spelled words (consult your child's teacher for a specific list of these words).

- Reads a variety of texts including fiction, nonfiction, fables, and poetry.
- Understands the structure of a story, specifically the purpose of beginnings (introducing the text) and endings (concluding the text).
- Understands the most important details of a text—its main purpose and the “who,” “what,” “where,” “when,” “why,” and “how.”
- Talks about characters’ responses, main events, lessons learned, and important ideas or concepts.
- Begins to make connections within and between texts.

Grade 2 Data

	F & P Levels at the Does Not Meet Range										Total Students	Average
	A	B	C	D	E	F	G	H	I	At DNM	DNM Score	
2018	11	9	14	11	12	12	20	22	48	159	6.2	
2019	10	7	16	18	21	17	27	24	41	181	6.1	
2020	30	19	21	23	24	31	30	30	31	239	5.3	
2021	32	28	19	26	18	18	18	21	45	225	5.1	

Number of Students at Does Not Meet (A-I) by Level



Text Level Indicators

Readers at Level A:

- Recognize letters and their sounds
- Point to words while reading
- Use picture to support understanding
- Know the difference between words and pictures
- One sentence per page with simple words
- Read easy, high frequency words (the, a , I, and, is, can, in, it)



Text Level Indicators

Readers at Level E:

- Read books with 3-8 lines of text
- Follow text with eyes, rather than pointing
- Read texts that require more attention for understanding
- Follow punctuation correctly
- Take apart long words
- Rely on meaning from the text, rather than pictures
- Read fluently
- Read easy, high frequency words (at, an, am, do, go, he, in, like, me, my, no, see, so, to, up, we, look, hers, this)



Text Level Indicators

Readers at Level F:

- Begin to understand genres (fiction, non-fiction, etc.)
- Read and understand dialogue in text
- Read words with multiple syllables (ex: disappear, unhappy)
- Understand contractions (ex: can't= cannot), possessives (ex: Rob's car)
- Automatically read high frequency words (all, are, be, but, for, got, had, of, on, then, this, your)



Text Level Indicators

Readers at Level K:

- Read many types of texts (biographies, informational texts, realistic fiction, fantasy, traditional literature, simple)
- Read many illustrated chapter books
- Must remember many details
- Understand dialogue and the use of quotation marks (" ")
- Books have many characters that change a little in the story
- Read stories with diverse cultures
- Use strategies to figure out hard words (go back and reread, use picture clues, find smaller words inside the bigger word, use word parts like prefixes/suffixes etc.)
- Read silently during independent reading, but can read fluently aloud
- Automatically read a large number of high frequency words (from all previous levels)
- Read out loud & sound like normal speakers (not like a robot)
- Read out loud & sound like an actor (pauses, reads with expression)



Questions for Consideration- Data

- Take a moment to consider the data before you.
 - What did you learn from slide 10?
 - What do you still wonder about?

Data Driven Program Shifts

Elementary Case Study

Leadership Moves

MPS:

- By June 2024, **all students, especially those from marginalized groups**, *consistently engage in productive struggle around relevant, engaging, and challenging tasks that build knowledge, understanding*, and skills in all classes to develop independent learners and thinkers
 - Identify, connect, and plan for necessary leadership moves and improvement routines over the next 6 - 8 weeks to ensure high quality instruction and **deep and meaningful thinking and learning** in high leverage areas

MPS K-4 STEAM Update

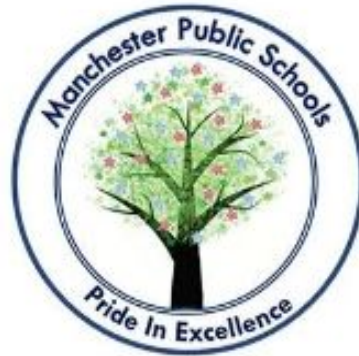
Pari Ghetia

Directors of Teaching & Learning
November 22, 2021



Hello!

Pari Ghetia



MPS District Improvement Plan Academic Goals

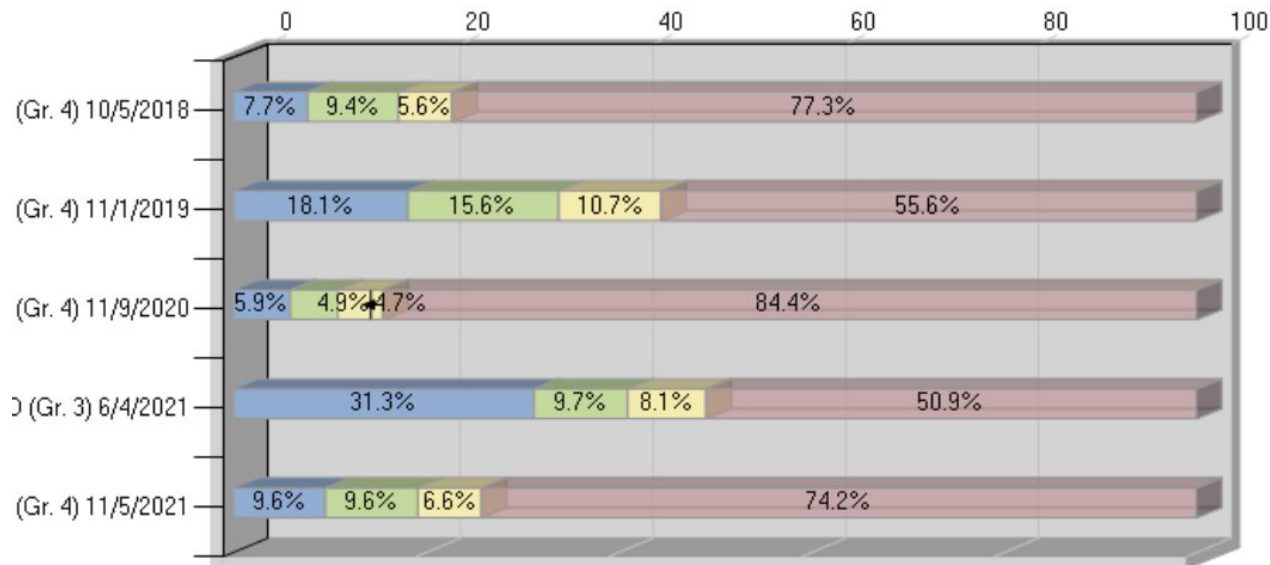
Goals	Curriculum	Resources
Ensure all students have access to relevant, meaningful, rigorous, culturally responsive, historically accurate curriculum that equips them to examine power, critically question the status quo, and work towards a just society	- Between 9-11 units of study for reading & writing - Teacher teams worked to scaffold several of the If...Then..Units of Study and began mapping alignment between the Social Studies and the TC Units of Study	Teachers College Lucy Calkins Units of Study for Reading & Writing
	Realignment of standards and revision of Math units with an emphasis on Number Sense	- enVision Math - MPS Fact Fluency Plan
Ensure all students have access to rigorous programming and targeted supports that inspire and accelerate learning that promotes inquiry, problem-solving, higher-order thinking	- Common Core State Standards for Reading - Phonemic Awareness & Phonics instruction have been prioritized.	- Heggerty Phonemic Awareness - Foundations - Lexia
	- Targeted small group Instruction - Math Intervention focused on grades 3 & 4 - STEM Units supporting invention and Engineering	- Dreambox - Do The Math & Math Running Records - CIC & Novel Engineering

MPS Strategies Aligned to Target

DIP Strategies	Professional Learning	Monitoring
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	• Bi-weekly Teaching & Learning PD sessions to support building number sense through targeted instruction • Math Intervention PD-Do the Math • November 2nd Admin Retreat : Examining Math Instruction	• Fluency Benchmarks • Running Records • Unit Assessments • Classroom Visits • Grade 4 Math leadership Plan

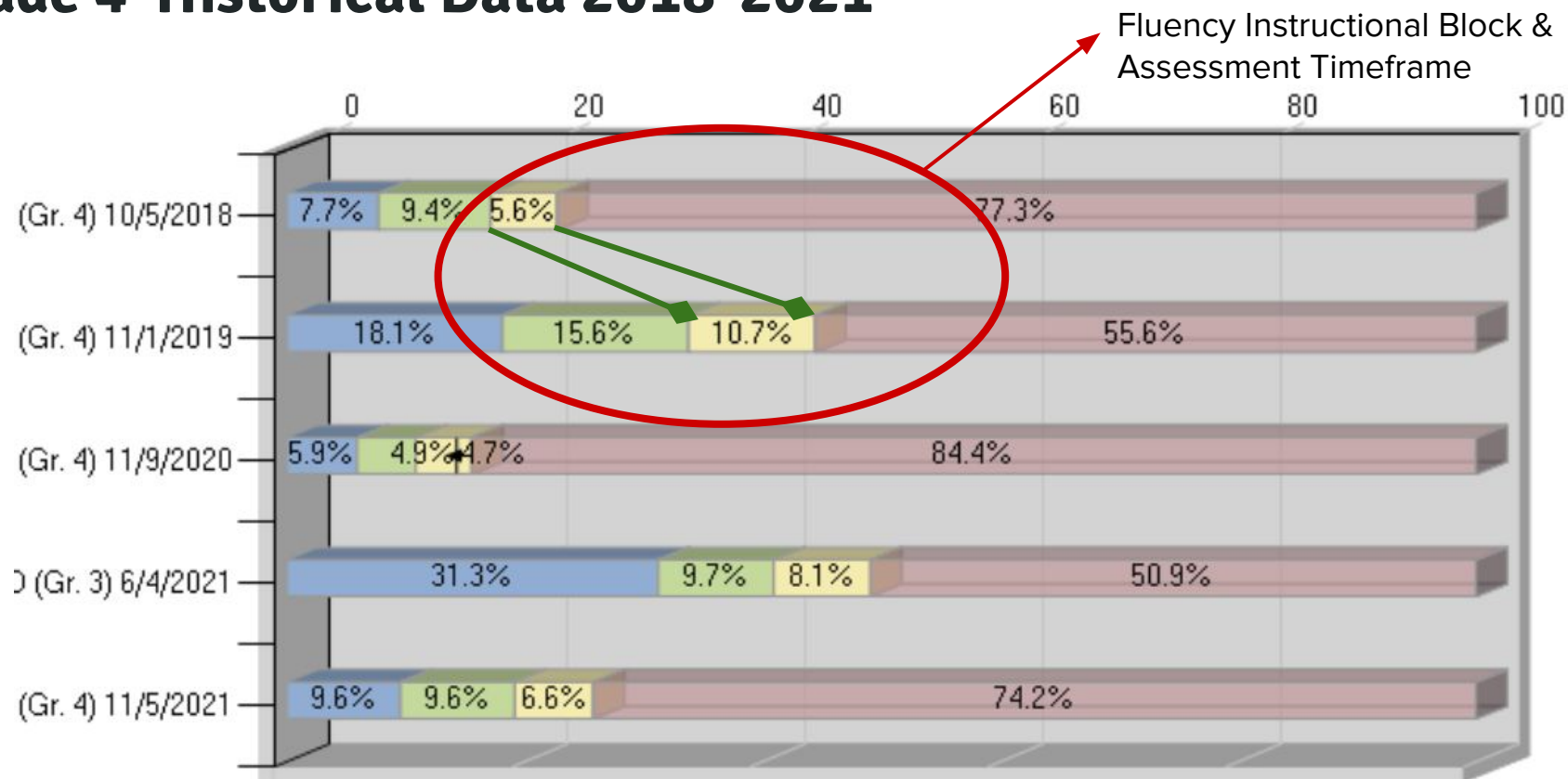
Grade 4 Math

Grade 4 Historical Data 2018-2021

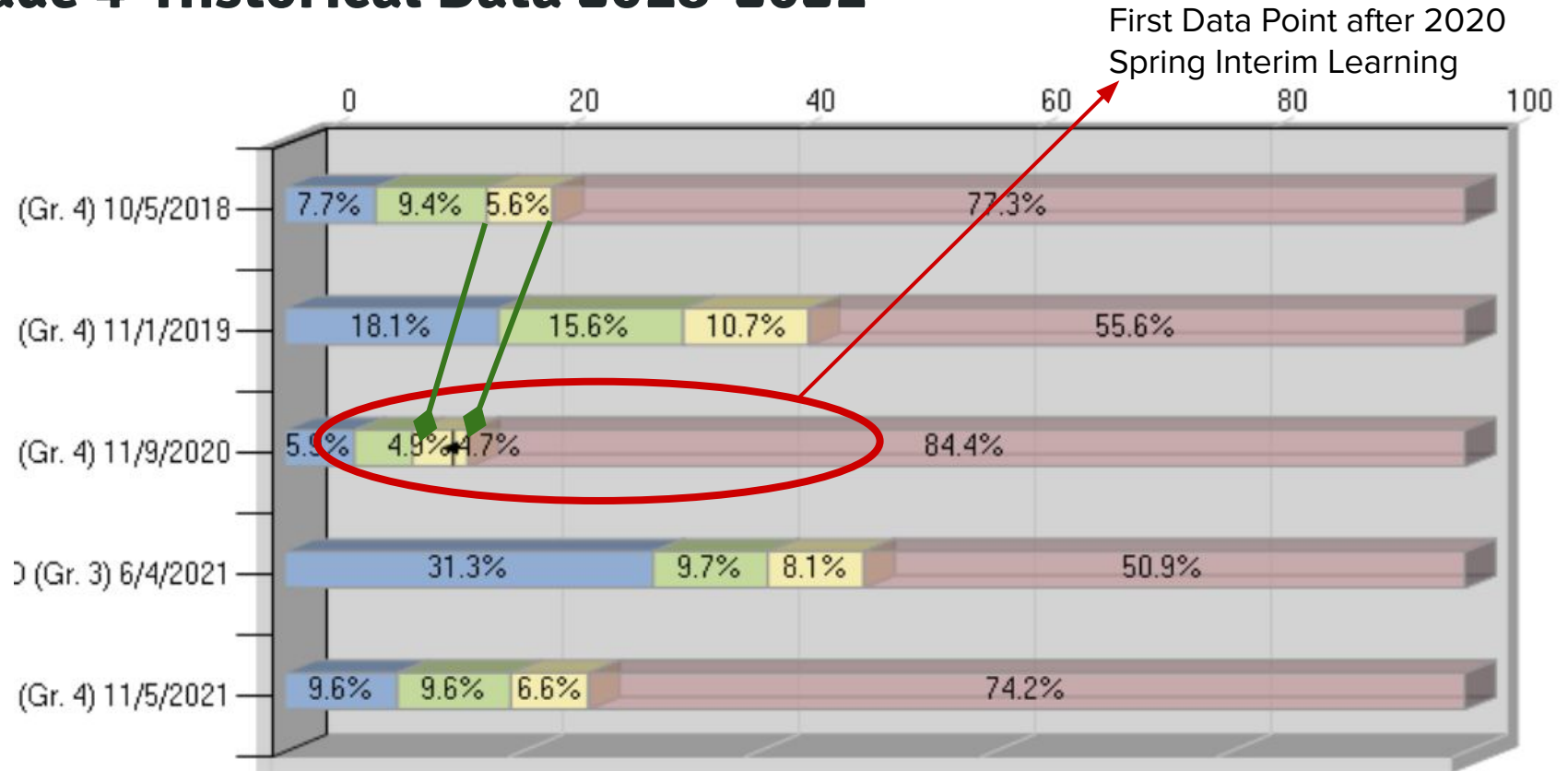


Section	Description	Advanced		Goal		Proficient		Below Basic		Total Students
		Count	Percentage	Count	Percentage	Count	Percentage	Count	Percentage	
Gr 4 Fluency: Fluency Score	Gr 4 Fluency	36	7.7%	44	9.4%	26	5.6%	360	77.3%	466
Math-Gr4-Fluency: Fluency Score	Math-Gr4-Fluency	80	18.1%	69	15.6%	47	10.7%	245	55.6%	441
Math-Gr4-Fluency: Fluency Score	Math-Gr4-Fluency	24	5.9%	20	4.9%	19	4.7%	342	84.4%	405
Math-Gr3-Fluency: Fluency Score	Math-Gr3-Fluency	135	31.3%	42	9.7%	35	8.1%	220	50.9%	432
Math-Gr4-Fluency: Fluency Score	Math-Gr4-Fluency	39	9.6%	39	9.6%	27	6.6%	302	74.2%	407

Grade 4 Historical Data 2018-2021

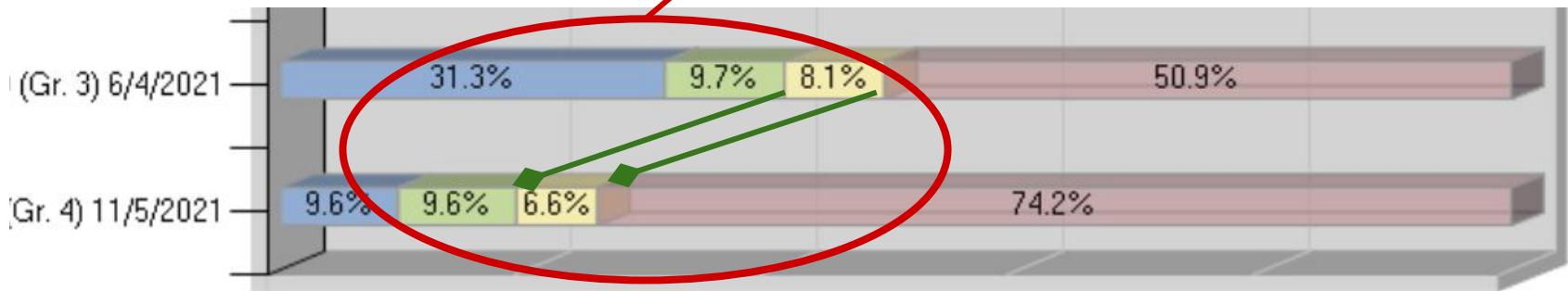


Grade 4 Historical Data 2018-2021

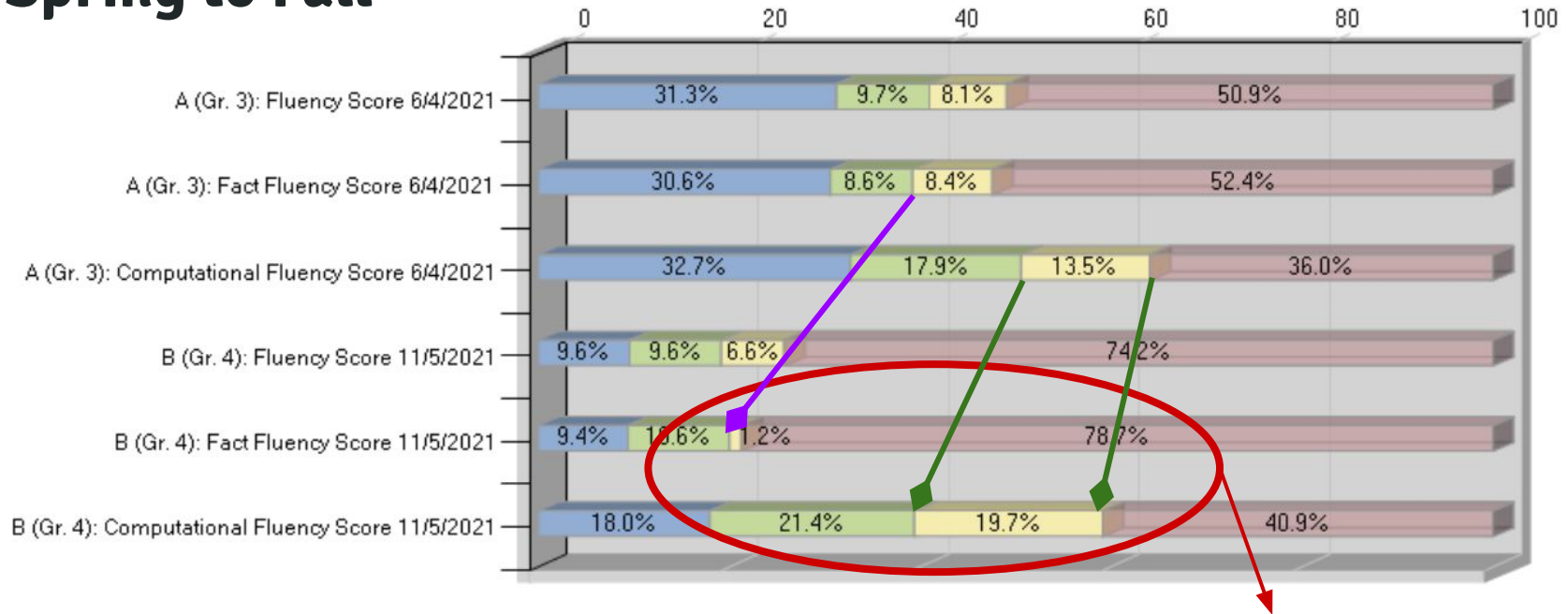


Current Grade 4 Students Fluency Data Spring to Fall

- What do you notice ?
- What do you wonder?



Current Grade 4 Students Spring to Fall



Reason why our focus
is on Fact Fluency

Grade 3 Fact Fluency Assessment

3.OA.7

Multiply/divide within 100 (know single-digit products from memory)★

3 minutes
28 facts

1. $2 \times 3 = 6$	2. $3 \times 5 = 15$	3. $8 \times 1 = 8$	4. $5 \times 7 = 35$
5. $6 \times 2 = 12$	6. $7 \times 3 = 21$	7. $4 \times 8 = 32$	8. $2 \times 9 = 18$
9. $10 \times 10 = 100$	10. $6 \times 0 = 0$	11. $3 \times 9 = 27$	12. $7 \times 8 = 56$
13. $6 \times 7 = 42$	14. $9 \times 4 = 36$	15. $7 \times 7 = 49$	16. $1 \times 5 = 5$
17. $9 \div 1 = 9$	18. $16 \div 8 = 2$	19. $35 \div 5 = 7$	20. $3 \div 3 = 1$
21. $24 \div 4 = 6$	22. $20 \div 4 = 5$	23. $32 \div 8 = 4$	24. $24 \div 8 = 3$
25. $70 \div 10 = 7$	26. $72 \div 9 = 8$	27. $48 \div 8 = 6$	28. $64 \div 8 = 8$

Grade 4 Fact Fluency Assessment

3.OA.7

Multiply/divide within 100 (know single-digit products from memory)★

3 minutes
28 facts

1. $5 \times 8 = 40$	2. $7 \times 3 = 21$	3. $7 \times 8 = 56$	4. $11 \times 5 = 55$
5. $3 \times 12 = 36$	6. $9 \times 9 = 81$	7. $12 \times 6 = 72$	8. $12 \times 9 = 108$
9. $9 \times 4 = 36$	10. $6 \times 4 = 24$	11. $9 \times 7 = 63$	12. $3 \times 4 = 12$
13. $11 \times 8 = 88$	14. $9 \times 5 = 45$	15. $12 \div 1 = 12$	16. $8 \div 4 = 2$
17. $18 \div 9 = 2$	18. $54 \div 6 = 9$	19. $42 \div 7 = 6$	20. $16 \div 4 = 4$
21. $48 \div 6 = 8$	22. $77 \div 7 = 11$	23. $30 \div 5 = 6$	24. $40 \div 10 = 4$
25. $72 \div 8 = 9$	26. $121 \div 11 = 11$	27. $60 \div 12 = 5$	28. $49 \div 7 = 7$

Grade 4 Fact Fluency Assessment

3.OA.7
3.NBT.2

Multiply/divide within 100 (know single-digit products from memory) ★

Add/subtract within 1000 ★

3 minutes
28 facts

1. $5 \times 8 = 40$	2. $7 \times 3 = 21$	3. $7 \times 8 = 56$	4. $11 \times 5 = 55$
5. $3 \times 12 = 36$	6. $9 \times 9 = 81$	7. $12 \times 6 = 72$	8. $12 \times 9 = 108$
9. $9 \times 4 = 36$	10. $6 \times 4 = 24$	11. $9 \times 7 = 63$	12. $3 \times 4 = 12$
13. $11 \times 8 = 88$	14. $9 \times 5 = 45$	15. $12 \div 1 = 12$	16. $8 \div 4 = 2$
17. $18 \div 9 = 2$	18. $54 \div 6 = 9$	19. $42 \div 7 = 6$	20. $16 \div 4 = 4$
21. $48 \div 6 = 8$	22. $77 \div 7 = 11$	23. $30 \div 5 = 6$	24. $40 \div 10 = 4$
25. $72 \div 8 = 9$	26. $121 \div 11 = 11$	27. $60 \div 12 = 5$	28. $49 \div 7 = 7$

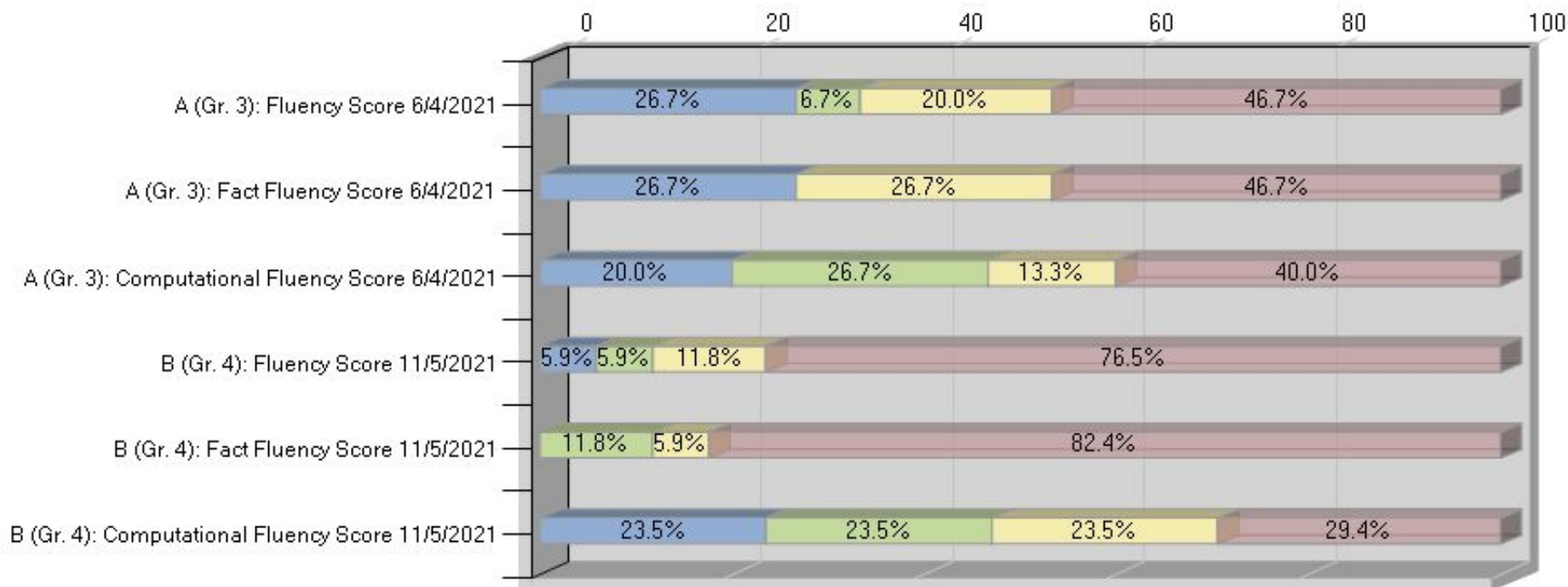
Does Not Meet

Approaching

Meets

Exceeds

Grade 4 Classroom - Data



Case Study of Grade 4 Classroom

Role of Admin

Assessment Literacy & Classroom Visits with Teacher Feedback

Role of Coach

Professional Development & Classroom Visits with Teacher Feedback

Role of Teacher

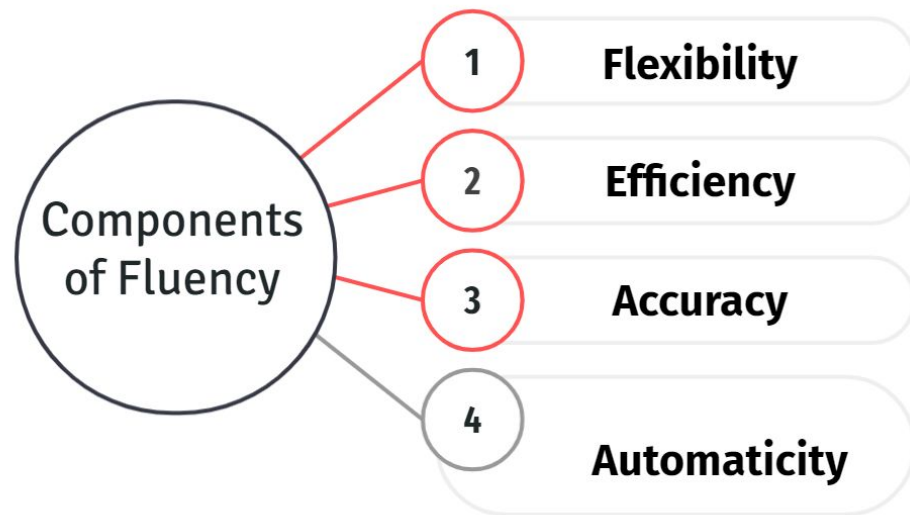
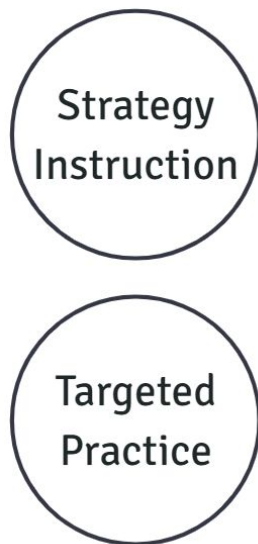
Strategy Instruction with Targeted practice based on assessment

Leadership Next Steps

- Admin (Building & CO)
 - Deep Data Dive & Assessment Literacy - Multiplication & Fluency
- Coach
 - Professional learning and support for teachers
- Both
 - Classroom visits & feedback with follow Up

Classroom Next Steps

- Coach
 - Professional development & support for Implementation
- Teacher
 - Strategy instruction with targeted practice based on math running records



Leadership Moves

MPS:

- By June 2024, **all students, especially those from marginalized groups**, *consistently engage in productive struggle around relevant, engaging, and challenging tasks that build knowledge, understanding*, and skills in all classes to develop independent learners and thinkers
 - Identify, connect, and plan for necessary leadership moves and improvement routines over the next 6 - 8 weeks to ensure high quality instruction and **deep and meaningful thinking and learning** in high leverage areas

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: _____

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7/15/2021