

**MANCHESTER BOARD OF EDUCATION
REGULAR MEETING
Monday, March 28, 2022
Lincoln Center - Hybrid: In-Person and Virtual Meeting
Hybrid: In-Person and Virtual Meeting**

Building & Sites Committee Meeting **5:45 P.M.**
Board of Education Meeting **7:00 P.M.**

Public access to view meeting :

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

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

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

A. OPENING

- 1.) Call to order
- 2.) Pledge of Allegiance
- 3.) Board of Education Minutes - March 21, 2022 A - 3

B. COMMITTEE REPORTS - None

C. CONSENT CALENDAR

- 1.) Personnel Actions C - 1
- 2.) Budget Transfers - None
- 3.) Permission to apply for the Individuals with Disabilities Education Improvement Act (IDEA) 611 Grant for the FY 22/24 in the amount of \$1,944,847 C - 3
- 4.) Permission to apply for the Individuals with Disabilities Education Improvement Act (IDEA) 619 Grant for the FY 22/24 in the amount of \$66,393 C - 4
- 5.) Establish an appropriation for the Manchester Education Association (MEA) President Release Time for the FY 21/22 in the amount of \$25,863.34 C - 5

D. REPORT FROM STUDENT REPRESENTATIVE

Leila Affini, Alexandra Hamza

E. PUBLIC PARTICIPATION

Residents who would like to participate remotely during public comment sessions must complete the [Request to Speak](#) form. Those in attendance must print their name and address on the sign-in sheet at the podium for accurate record keeping. In either case:

- State your name and address for the record. Students state name only.
- Three minute time limit.
- Written statements may be substituted for Board members if time runs out for the speaker.
- Inappropriate topics: Confidential information, personal issues and legal concerns. Please avoid derogatory and profane language.
- Immediate replies to questions/concerns should not be expected (although the Board Chair/Superintendent can do so at their discretion). However, questions of general interest can be submitted anytime using the '[Ask the Superintendent](#)' form

F. SUPERINTENDENT'S REPORT

- 1.) Update on Humanities / STEM 5-12 - Shardae Shipman and Joshua Steffenson F - 1

G. UNFINISHED BUSINESS

- 1.) Policy Recommendation: The Policy Committee submits to the full Board its recommended policy changes for a second reading and adoption in accordance with its policy on policy changes:

Student Privacy (PPRA)

[G -1a](#)

Attendance, Truancy and Chronic Absenteeism

[G -1b](#)

Drug and Alcohol Use by Students

[G -1c](#)

Chemical Health for Student Athletes

[G -1d](#)

H. NEW BUSINESS

- 1.) **Appointment to Rockville Regional Agricultural Education Consulting Committee**
Recommended Motion

[H - 1](#)

Move to appoint Tracy Longoria and DJ Lupacchino to the Rockville Regional Agricultural Education Consulting Committee.

- 2.) **Ratification of the Connecticut Association of Labor Unions (CALU) Hall Monitors, Security Guards, Lead Security Guards, Behavior Technicians, Lead Behavior Technicians, and Tiered Interventionists Contract**

[H - 2](#)

Recommended Motion:

Move to approve the Connecticut Association of Labor Unions (CALU) Hall Monitors, Security Guards, Lead Security Guards, Behavior Technicians, Lead Behavior Technicians, and Tiered Interventionists Contract, covering the period of July 1, 2020 – June 30, 2026.

I. PUBLIC PARTICIPATION

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- State your name and address for the record. Students state name only.
- Three minute time limit.
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- Immediate replies to questions/concerns should not be expected (although the Board Chair/Superintendent can do so at their discretion). However, questions of general interest can be submitted anytime using the '[Ask the Superintendent](#)' form

J. COMMUNICATIONS - None

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

Monday, April 25, 2022 Update on Technology

Monday, May 9, 2022 Manchester Preschool Center Update

Monday, May 23, 2022 Adult Education Update

L. ADJOURNMENT

MANCHESTER BOARD OF EDUCATION

**Regular Meeting
March 21, 2022
MHS Room 293/Virtual**

PRESENT: Eisenthal, Kohls, Meggers, Mix, Ntem-mensah, Orsene, Pattacini, Patterson, Stefanovicz

ALSO PRESENT: Superintendent of Schools Geary, Deputy Superintendent Curriculum & Special Services Radikas, Director of Finance & Management Clancy

ABSENT:

A. OPENING

A.1. & 2. Meeting Called to Order

Chairperson Pattacini called the meeting to order at 7:17 p.m. All in attendance participated in the Pledge of Allegiance to the Flag, led by Mr. Pattacini.

A.3. Approval of Minutes of Previous Meeting

APPROVED – Minutes Regular Meeting of the Board of Education of February 28, 2022. Secretary Patterson moved and Mr. Eisenthal seconded the motion.

9/0 – Voted in favor.

B. COMMITTEE REPORTS

None.

C. CONSENT CALENDAR

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

C.1. Personnel Action

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

C.2. Transfer of Funds

- Transfer from Keeney School Administration Contracted Substitutes account to Keeney School Administration General Supplies account in the amount of \$1,500.00
- Transfer from Bentley Alternative Education Iling Middle School Administration Other Purchased Services account to Iling Middle School Administration General Supplies and Materials account in the amount of \$6,000

C.3. Establish an appropriation for the Manchester Head Start Training and Technical Assistance Grant for the FY 22/23 in the amount of \$7,604

C.4. Establish an appropriation for the Manchester Head Start Program Operations Grant for the FY 22/23 in the amount of \$650,245

C.5. Establish an appropriation for the Enfield Head Start Training and Technical Assistance Grant for the FY 22/23 in the amount of \$5,621

C.6. Establish an appropriation for the Enfield Head Start Program Operations Grant for the FY 22/23 in the amount of \$480,615

C.7. Establish an appropriation for the American Rescue Plan (ARP) ESSER Homeless Children and Youth (HCY) II Grant for the FY 21/23 in the amount of \$49,635

C.8. Permission to apply for the ED-244 Adult Education Grant for the FY 22/23 in the amount of \$1,552,228

The Chairman called for a motion.

Secretary Patterson moved and Ms. Stefanovicz seconded the recommendation to adopt the Consent Calendar as outlined in the agenda.

DISCUSSION:

Mr. Pattacini asked Mr. Geary to speak about the Head Start Grants, specifically Enfield, for those that do not know what they represent, along with item #8, the Adult Education Grant.

Mr. Geary noted that Head Start in Manchester is the fiscal agent for Head Start in Enfield, so all of their funding flows through us. Manchester receives about \$1.3million in funding and Enfield receives just under \$1million.

Regarding the Adult Ed Program, Manchester pays part of the cost and the state pays part, in an approximate 45/55 split.

The vote was called.

9/0 - Voted in favor.

D. STUDENT REPRESENTATIVE REPORT

Alexandra Hamza hopes everyone has been enjoying the warm weather we have been having recently. With the warmer weather comes the start of Spring sports. Sports such as tennis and track and field have begun.

-Winter sports officially ended with some MHS students on the hockey team that won the state championships. Some Track and Field athletes also had the opportunity to compete at the National Competition as well.

-At Manchester High we strive to celebrate and explore diversity. Last week, members of the Student Equity Advisory Team and other MHS students were able to visit and explore the African American Museum in Boston and learn more about African American and American history.

-A group of MHS freshmen sent out a survey about school lunch last week. Many students are looking for more variety in school food.

-Many events such as Senior Picnic, Junior and Senior Prom, and graduation dates have been given to students. Many people are very excited for the end of the year events.

-Finally, this Thursday, Friday and Saturday, the musical Beauty and the Beast will be playing in the Bailey auditorium at 7pm each day. This is the first musical in three years. Tickets are \$12 and will be available at the door.

E. PUBLIC COMMENTS

Mr. Tom Stringfellow, 183 Hillstown Road, spoke about several articles and books he enjoyed, though due to technical difficulties only those in the room were able to hear his comments.

F. SUPERINTENDENT'S REPORT

F.1. Update on Food Services

Mr. Geary introduced Nick Aldi, Food Service Director, and told the Board that Nick was flexible, thoughtful, and not afraid to take on a challenge. When Covid hit, the food services department was feeding people within days. Nick and his team have gone above and beyond for this community.

Mr. Aldi stated he has had questions about the food service program over the last couple of years. When COVID hit they first used four locations for food pickup (Waddell, Robertson, Verplanck and Bennet). In the first five months of COVID, food services served over 108,000. Mr. Aldi reminded us that in those first months of the pandemic there was a lot of uncertainty with the virus, before masks were common, and the food services staff really stepped up for the community. About 95% of the FS staff live in Manchester and all of them are dedicated to our students.

There have been some concerns about the quality of food. With supply chain issues, it is unknown from day to day if items will be substituted, or delayed. Sometimes the substitution may not travel as well as the original item ordered. One example is that previously pizza in this district was made with 100% mozzarella cheese. With supply issues, it is now a 50/50 split between mozzarella and another cheese, which may not be as appealing visually. Also,

with students having grab and go meals during much of this time, fewer choices are available. As we start to transition back into cafeterias, some of these issues will resolve.

Ms. Mix called the food services staff the heroes of the pandemic and she knows the community appreciated their service.

Mr. Eisenthal echoed Ms. Mix, noting the amount of meals served was impressive. He wondered what the typical number of meals served a year pre-pandemic was. Mr. Aldi estimated that there were 750,000 lunches and about 200,000 breakfasts served. He reminded the Board that Manchester currently qualifies for free meals through the Community Eligibility program so he feels that participation will only increase.

Ms. Stefanovicz thanked Mr. Aldi and his team for providing much needed stability to our students. She thought the survey is a fantastic way to see what students want or dislike. Ms. Stefanovicz wondered if there was a plan for those food items that get thrown away untouched. Mr. Aldi noted that was a challenge because school meals are a regulated program. There is a requirement that students must take a fruit or vegetable, regardless of whether they want it. Mr. Aldi also mentioned that some items need to be refrigerated and may become unstable once on a student's tray. He can talk to the local health department to see what might be done to reclaim food and reduce food waste. Ms. Stefanovicz thought the FRC could use the extra snacks. She also wondered, if a student wants more food, are they required to buy a whole new "meal" or can they purchase a la carte? Mr. Aldi noted that at MHS food is available a la carte.

Mr. Ntem-Mensah commended Mr. Aldi and his team for all the work they are doing. He suggested that Mr. Aldi should look into a way to get recognition for his team for all their hard work. Appreciating people goes a long way.

Mr. Pattacini added his thanks and mentioned that food services had provided the Board members with meal samples so the board could see and taste first hand what our students are being fed.

F.2. Covid Update

Mr. Geary noted that he is no longer doing daily COVID update emails and from March 1-12 Manchester Public Schools had 7 cases. The town currently has under 5/100,000 cases. Mr. Geary informed the Board that students were all sent home with two tests which expire 6/30/22. A vaccine clinic was held March 17th at Verplanck and about 100 people participated. This will be followed by another June 7 for those needing a second or third shot.

Ms. Patterson wondered about the process for securing tests if a family needs them. Mr. Geary stated they could contact the nurse at their child's school and based on symptoms the nurse will provide tests for them to take home.

G. UNFINISHED BUSINESS

G.1. Policy Recommendations

Mr. Geary spoke with the Board's attorneys regarding the controlled substance policy. It seems that the controlled substances list is different at the state and federal level and that is why the policy is so specific. The point is that even if you have a prescription for medical cannabis, you still cannot use it at work.

Secretary Patterson moved for the Board to approve the revisions to the following policies:

- **Policy # 6127 - Graduation Requirements**
- **Policy #2001 - Retention of Electronic Records**
- **Policy 4118 - Alcohol, Tobacco and Drug-free Workplace**
- **Policy 6146.1 - Weighted Grading and Calculation of Grade Point Averages.**

Mr. Eisenthal seconded the motion.

9/0 - Voted in favor.

Chairperson Pattacini thanked the administration as well as the Policy Committee for bringing these policy revisions to the Board.

G.2. Revision to School Calendar

Mr. Geary had hoped the state would allow us some leeway in making up snow days, but they have not. We will attend school for 180 days, the state minimum. That means school will end for all but Illing on Thursday, June 23rd and Illing will end the following day (to make up for a day they were closed due to staff shortages during Covid). The last week of school will run at an emergency dismissal time with MHS dismissing at 11:00, the two middle schools at 11:45 and elementary schools ending at 12:30.

Ms. Stefanovicz wondered about our normal approach to snow days. Mr. Geary noted if we were to go past a certain day (this year being June 24) we would typically pull from April break, which we never want to do. We tried to look at starting school before Labor Day, but the construction crews and maintenance staff will need that last weekend to finish projects, move in staff and unpack prior to the first day of school for students.

Secretary Patterson moved for the Board of Education to approve the revised 21-22 school calendar. Ms. Mix seconded the motion.

9/0 - Voted in favor.

H. NEW BUSINESS

H.1. Policy Recommendations

The Policy Committee brought to the Board policy changes for four policies this evening: Student Privacy (PPRA), Attendance, Truancy and Chronic Absenteeism, Drug and Alcohol Use by Students, and Chemical Health for Student Athletes.

Mr. Pattacini reminded us this is a first reading and uncontested items will come back for a vote at the next meeting.

Mr. Geary noted all the changes were driven by legislative changes. When legislation changes our attorneys at Shipman and Goodwin recommend policy changes.

- a. Student Privacy - has to do with consent for surveys, giving parents the option to opt-out for their student.
- b. Attendance, Truancy and Chronic Absenteeism - adds two wellness days excused absences for students, though their absences still count toward chronic absenteeism as do all absences.
- c. Drug & Alcohol Use by Students - clarifies that marijuana use should not result in a greater punishment than alcohol use does.
- d. Chemical Health for Student Athletes - also has the same marijuana/alcohol rule.

Mr. Eisenthal asked if the state has a plan for chronic absenteeism intervention. Mr. Geary stated they have multiple plans at the state level and he will clarify the latest, which he believes to be The Learner Engagement and Attendance Program (LEAP).

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

Mr. Tom Stringfellow, 183 Hillstown Road, supports the Consent Calendar. He also supports the revisions to the policies. Mr. Stringfellow warned us about huffing and vaping and notes they can cause brain damage and kids are finding ways to get around the rules. He also mentioned both domestic and dating violence. Mr. Stringfellow enjoyed Mr. Aldi's presentation and he hopes the state will visit Manchester and see our program and all the other good things happening in Manchester.

J. COMMUNICATIONS

Mr. Eisenthal recently attended a PTA meeting at Buckley (currently housed in the Robertson building). Principal Ann Johnston gave a tour of the school, which he enjoyed. The 4th grade class is hosting a fundraiser at Silk City Coffee, March 25th from 1:00-6:00 pm for a graduation event.

Mr. Pattacini noticed during the Pledge this evening, a poster for a fundraiser happening Friday at MHS - a pajama day to benefit the Ukraine people. He is pleased to see that our students are socially aware and supporting people around the globe.

K. ITEMS FOR FUTURE AGENDAS

*****Wednesday, March 23, 2022 - Board of Directors 2nd Budget Workshop**

5:30 pm - Lincoln Center***

Monday, March 28, 2022	Update on Humanities / STEM 5-12
Monday, April 25, 2022	Update on Technology
Monday, May 9, 2022	Manchester Preschool Center Update

L. ADJOURNMENT

Mr. Pattacini called for a motion to adjourn.

Secretary Patterson moved and Mr. Ntem-Mensah seconded the motion to adjourn the meeting.

9/0 - Voted in favor. Adjournment 8:22 p.m.

Respectfully submitted,

Tracy Patterson, Board Secretary

PERSONNEL ACTIONS**APPOINTMENTS**

Ms. Jaclynn Alpert to be a Social Studies teacher at Manchester Middle Academy. Ms. Alpert received her Master of Science in Education from the University of Bridgeport and currently resides in Newington. It is recommended that her appointment be approved effective March 14, 2022 (Master's / Step 2.5, \$53,868.00).

Ms. Kristine Williams to be a Grade 4 teacher at Buckley Elementary School. Ms. Williams received her Master's Degree in Curriculum and Instructions from the University of Kansas and currently resides in Glastonbury. It is recommended that her appointment be approved effective March 21, 2022 (Master's / Step 13, \$89,650.00).

RESIGNATIONS**LEAVE OF ABSENCES**

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for FY 2022-24 IDEA 611 Grant

Date: March 11, 2022

Background:

The Manchester Board of Education is applying for grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 611 grant for FY 2022-24. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 611 grant for use with special education students ages 3-21. The funding offsets the cost of special education teachers, occupational therapists, physical therapists, paraprofessionals, and tutors. It also enables the Board to purchase specialized reading and math programs, computer equipment, and other assistive technology devices. The IDEA 611 grant provides funding for student evaluations as well.

Financial Impact:

There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education give permission to apply for the FY 2022-24 Individuals with Disabilities Education Improvement Act (IDEA) 611 grant in the amount of \$1,944,847.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
March 28, 2022

**Town of Manchester
Board of Education**

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Permission to apply for FY 2022-24 IDEA 619 Grant

Date: March 11, 2022

Background:

The Manchester Board of Education is applying for grant funding under the federal Individuals with Disabilities Education Improvement Act (IDEA) 619 grant for FY 2022-24. This grant supports a wide range of special education services for students in the Manchester school district.

Discussion/Analysis:

Each year the Manchester Board of Education applies for grant funds from the Connecticut State Department of Education under IDEA 619 grant for use with special education students ages 3-5. This funding offsets the cost of a special education preschool teacher and is used in conjunction with our larger IDEA 611 grant.

Financial Impact:

There is no financial impact to the town. This is a two year grant that provides funds from the U.S. Department of Education and the State of Connecticut.

Other Board/Commission Action:

None.

Recommendations:

The Superintendent recommends that the Board of Education give permission to apply for the FY 2022-24 Individuals with Disabilities Education Improvement Act (IDEA) 619 grant in the amount of \$66,393.

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, CT
March 28, 2022

Town of Manchester
Board of Education

To: Manchester Board of Education

From: Matthew Geary, Superintendent of Schools

Subject: Item for Appropriation FY 2021/22 Release Time – MEA President

Date: March 21, 2022

Background: In accordance with Article XXIII, Section F(2) of the contract between the Board of Education and the Manchester Education Association (MEA), Shelley Carlson, MEA President is requesting a .50 release time for the 2021-2022 school year. The amount of her substitute's salary and Medicare expense of \$25,863.34 will be reimbursed by MEA. This is similar to prior Board actions taken at the MEA's request involving the Association President.

Discussion/Analysis: None

Financial Impact: None

Other Board/Commission Action: None

Recommendations: The Superintendent of Schools recommends that the Manchester Board of Education grant MEA President, Shelley Carlson, .50 release time for the 2021-2022 school year; and, that the Board of Education requests that the Board of Directors establish an appropriation in the amount of \$25,863.34 to be funded by the Manchester Education Association (MEA).

Attachments: None

Matthew Geary

Matthew Geary
Superintendent of Schools
Manchester, Connecticut
March 28, 2022

MPS 5-12 Humanities/STEAM Update

S. Shipman / J. Steffenson

Directors of Teaching & Learning
March 28, 2022



MPS District Improvement Plan Academic Goals and Strategies

Ensure all students have access to relevant, meaningful, rigorous, culturally responsive, historically accurate curriculum that equips them to examine power, critically question the status quo, and work towards a just society

Ensure all students have access to rigorous programming and targeted supports that inspire and accelerate learning that promotes inquiry, problem-solving, higher-order thinking

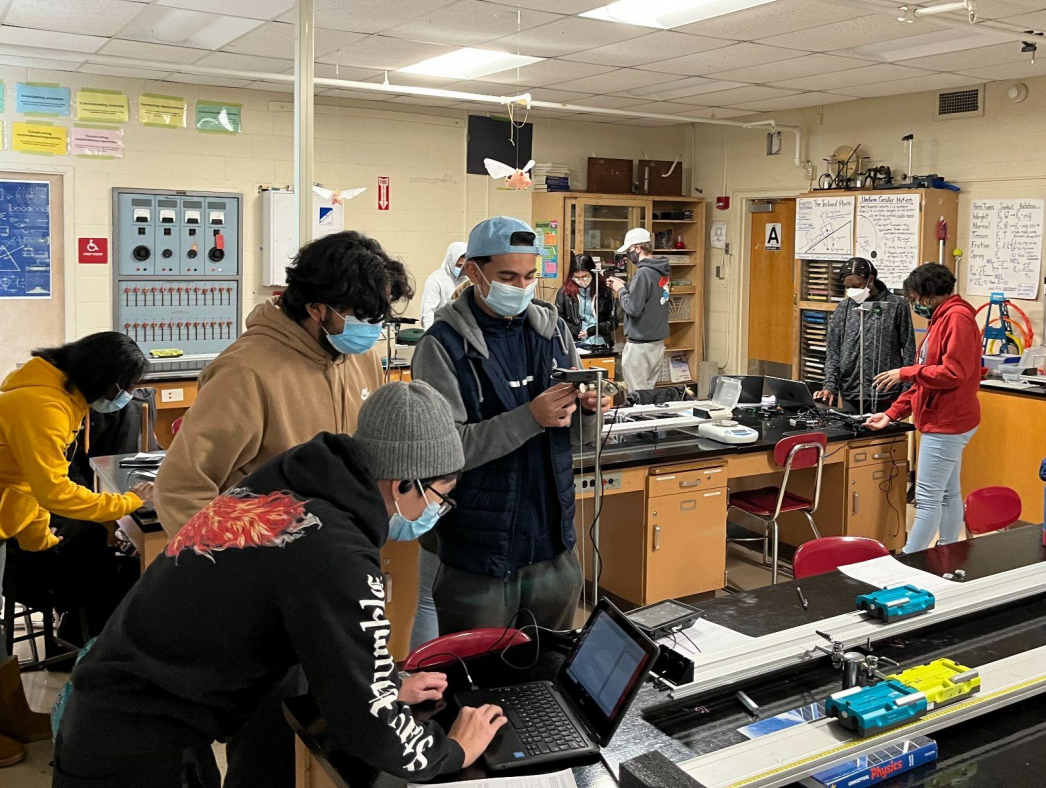
Provide professional development in curriculum evaluation and culturally responsive curriculum for members of the curriculum evaluation teams

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

What Do You Notice? What Do You Wonder?





ELA Grades 5 and 6

Highlights

- Instructional blocks blend reading, writing and Social Studies standards into learning experiences
- Guided Reading has been prioritized to accelerate students' reading achievement

Resources:

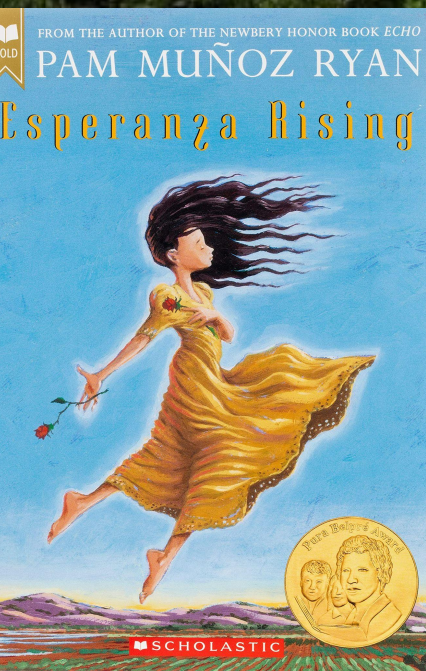
- Scholastic Guided Reading
- Jennifer Serravallo Texts
- Instructional Coaches

Professional Learning:

- Guided Reading
- Conferring
- Small groups/Book Clubs

Opportunities

- More integrated units across Humanities



ELA Grades 7 and 8

Highlights

- Units designed with texts that are both relatable to students and complex
- Special emphasis on cultivating a love of reading and an appreciation of the craft of writing
- Emphasis on the development of metacognitive skills

Resources:

- Instructional Coaches
- Lucy Calkins Units of Study for Reading & Writing

Professional Learning:

- Conferring
- Book clubs/Small groups
- Modeling/Gradual release

ELA Grades 9-12

Highlights

- PLCs discuss and implement Zaretta Hammond's culturally responsive teaching practices.
- Expanded classroom libraries that are reflective of the students and communities that we serve

Resources:

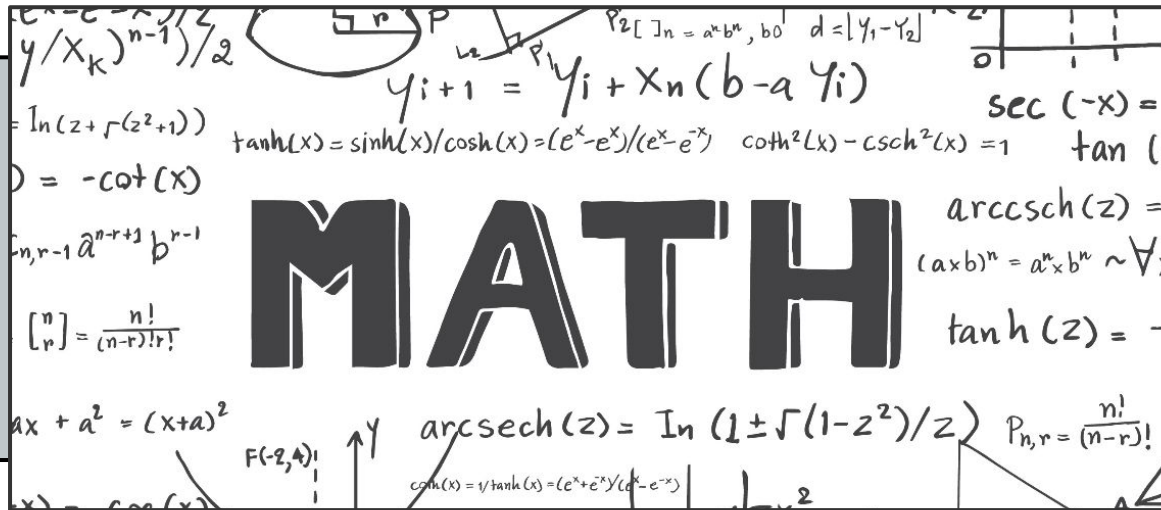
- *Culturally Responsive Teaching and The Brain*

Professional Learning:

- Intentional Planning
- Reading Strategies

Opportunities

- Pedagogical shift-> student-and skill-centered classroom
- Consistent rubrics across grade bands



Statistics and Data Science :)

**What was your hardest class
in high school?**



BUILDING THINKING CLASSROOMS in MATHEMATICS

GRADES K-12

14 TEACHING
PRACTICES
FOR ENHANCING
LEARNING



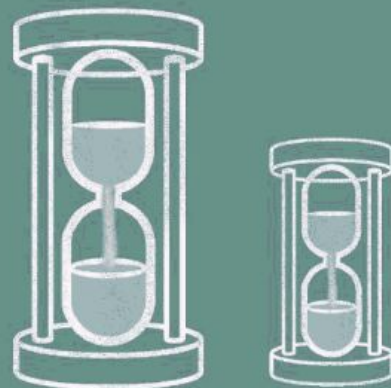
PETER LILJEDAHL

FOREWORD BY TRACY JOHNSTON ZAGER
ILLUSTRATIONS BY LAURA WHEELER

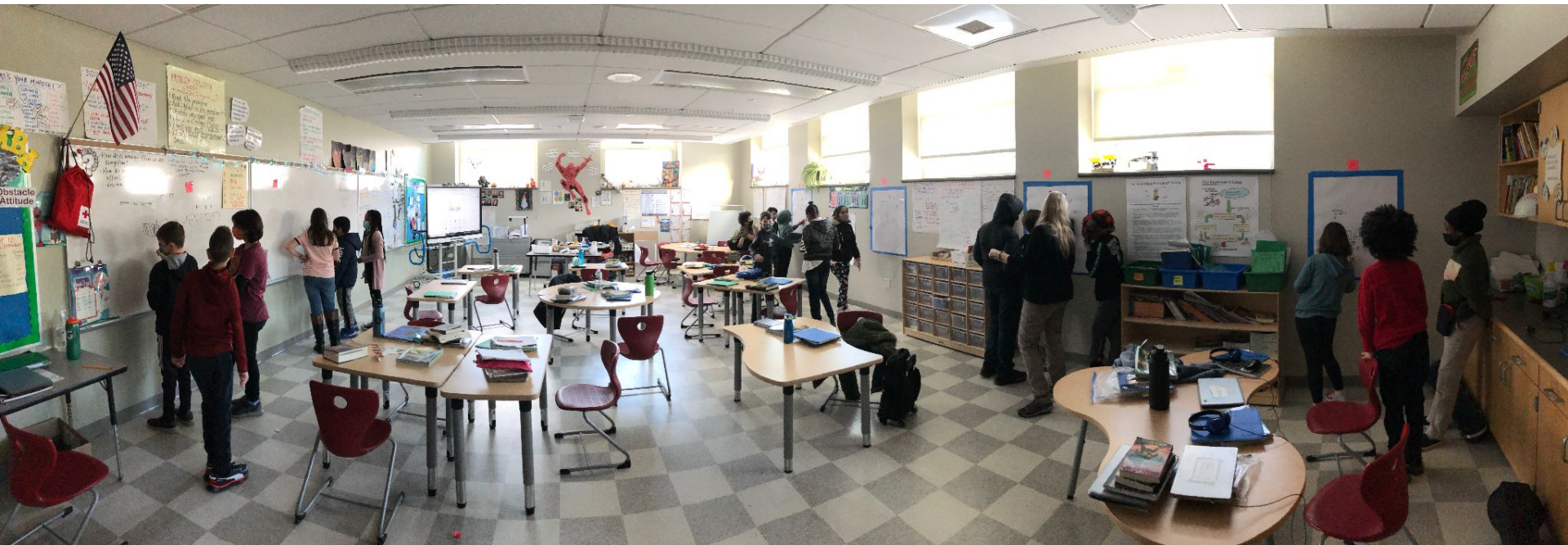
CORWIN Mathematics

Hourglass Problem

You have two hourglasses.
One empties in 7 minutes.
The other empties in 4 minutes.



How can you use these two timers
to measure exactly 9 minutes?





SOCIAL STUDIES

Social Studies 7-12

Curriculum Highlights

- The implementation of the IDM framework allows for instruction to be student centered and skills focused.
 - Through a gradual release process, students analyze and evaluate source material in order to push their thinking and further develop their critical thinking skills

Resources

- Instructional Coaches
- PLCs
- *Inquiry Design Model: Building Inquiries in Social Studies*

Professional Learning

- Summer Inquiry Workshop
- Differentiated Inquiry Design Model PD facilitated by Dr. SG Grant.

Opportunities:

- Teachers and administrators are working to expand the implementation of IDM beyond the grade 7 and grade 9 experience.

**Can freedom and equality
coexist?**

Compelling & Supporting Questions

China History and Culture

Compelling Question: Can freedom and equality coexist?

Supporting Questions #1:

- How did China's social structure and religion help shape its government?
- Do belief systems unite or divide people?

Supporting Question #2:

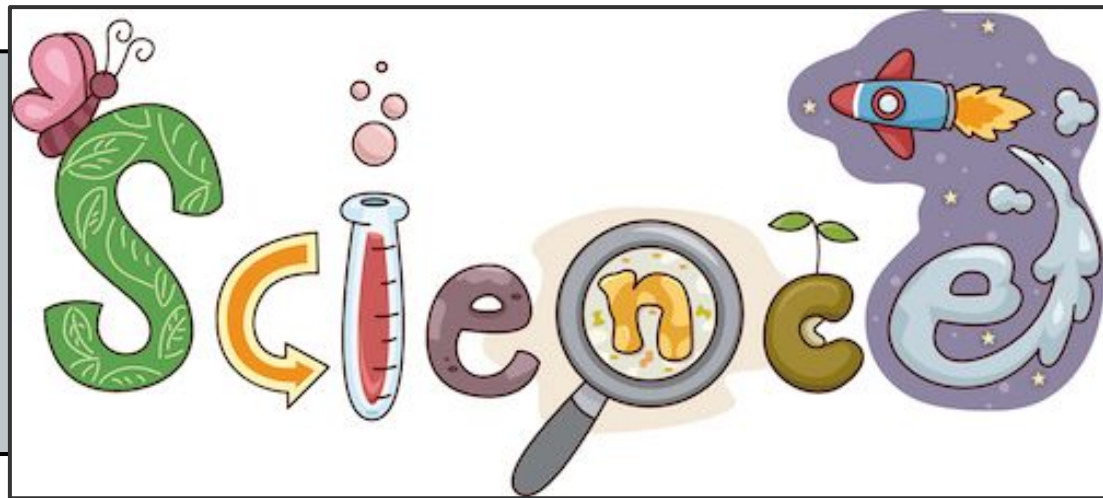
- How did China's social structures influence the rise of Communism?
- What factors influenced the rise of Communism in China?

Supporting Question #3:

- How does a leader choose between conflict and compromise?

Big Picture

Grade 9		Grade 10		Grade 11		Grade 12	
Structured Inquiry		Guided Inquiry		Guided Inquiry		Student-Directed Inquiry	
Student Role: students work through corresponding formative performance tasks and a summative argument task	Teacher Role: teacher develops a compelling question along with 3-4 supporting questions to guide the inquiry; teacher selects a series of disciplinary sources that allow students to explore the supporting questions and complete the formative and summative tasks	Student Role: students work through corresponding formative performance tasks and a summative argument task	Teacher Role: teacher constructs the compelling and supporting questions as well as the corresponding formative and summative tasks; teacher crafts at least one independent research opportunity within the formative work	Student Role: students work through corresponding formative performance tasks and a summative argument task; students formulate supporting questions	Teacher Role: teacher constructs the compelling question as well as the corresponding formative and summative tasks; teacher crafts multiple independent research opportunity within the formative work	Student Role: define compelling and supporting research questions, the formative and summative tasks, and the sources	Teacher Role: act as an advisor, offer guidance and provide assistance in locating sources
End of Year:		End of Year:		End of Year:		End of Year:	
Library Media Specialist Role:		Library Media Specialist Role:		Library Media Specialist Role:		Library Media Specialist Role:	
Assured Experience(s):		Assured Experience(s):		Assured Experience(s):		Assured Experience(s):	
Skills: -Organize information by priority, topic, or other systematic scheme determined by teacher, whole class, or individual student (AASL 4.B.4) -Evaluate information for accuracy, validity, social and cultural context, and appropriateness for need (AASL 6.A.3) -Use evidence to investigate research questions (AASL 1.B.1) -Enact new understanding through real-world connections (AASL 1.D.3)		Skills: -Identify possible sources of information and make critical choices about information sources to use (AASL 4.A.2-3) -Organize information by priority, topic, or other systematic scheme determined by teacher, whole class, or individual student (AASL 4.B.4) -Evaluate information for accuracy, validity, social and cultural context, and appropriateness for need (AASL 6.A.3) -Use evidence to investigate research questions (AASL 1.B.1) -Enact new understanding through real-world connections (AASL 1.D.3)		Skills: -Formulate supporting questions and identify key search terms -Identify possible sources of information and make critical choices about information sources to use (AASL 4.A.2-3) -Organize and synthesize information by priority, topic, or other systematic scheme determined by teacher, whole class, or individual student (AASL 4.B.4) -Evaluate information for accuracy, validity, social and cultural context, bias, and appropriateness for need (AASL 6.A.3) -Use evidence to investigate research questions (AASL 1.B.1) -Enact new understanding through real-world connections (AASL 1.D.3)		Skills: -Formulate a compelling question about a personal interest or a curricular topic (AASL 1.A.1) -Formulate supporting questions and identify key search terms -Identify possible sources of information and make critical choices about information sources to use (AASL 4.A.2-3) -Systematically question and assess the validity and accuracy of information (AASL 4.B.3) -Organize and synthesize information by priority, topic, or other systematic scheme (AASL 4.B.4) -Performing ongoing analysis of and reflection on the quality, usefulness, and accuracy of curated resources (AASL 4.D.1) -Evaluate information for accuracy, validity, social and cultural context, bias, and appropriateness for need (AASL 6.A.3) -Use evidence to investigate research questions (AASL 1.D.3)	





clipart



high school



middle school



elementary



college



animated



classroom



lab



6th grade



teacher



Safety in the Science Classroom ...
safety.lovetoknow.com



Tips to Succeeding in Science Class ...
gradelearning.com



History of Racism in Science Class ...
parents.com



269,443 Science Class Stock Photos ...
istockphoto.com



Washington State Science Standards ...
parentmap.com



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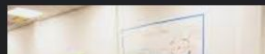
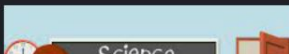
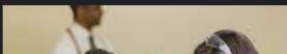
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SCIENCE & ENGINEERING PRACTICES



Asking Questions



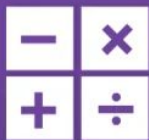
**Planning and
Carrying Out
Investigations**



**Analyzing and
Interpreting Data**



**Developing and
Using Models**



**Using Mathematics
and Computational
Thinking**



**Constructing
Explanations**



**Engaging in
Argument from
Evidence**



**Obtaining, Evaluating
& Communicating
Information**

Integrated Science vs. Disciplinary Based

Scope & Sequence Grade 7 Science

"Grades 6-8 Science Courses are being resequenced to rebundle standards; "Planet Earth" to be piloted in Grade 7 during 2022-23"

Unit Name	NGSS Standards	Essential Question(s)
Earth Science: Crazy-Mixed Up Earth	MS-ESS1-4 MS-ESS3-1 MS-ESS2-1 MS-ESS2-3 MS-ESS3-2	- How does rock strata provide evidence of the history of Earth that allows us to create a history timeline? - Why are valuable deposits of minerals such as gold and other rare metals only found in certain places? - How can humans locate valuable resources that are hidden below Earth's surface? - What evidence do you see of past changes in Earth's surface? - How does energy derived from the sun and Earth's hot interior drive the changes in Earth's surface? - What are some of the events that have changed the surface of Earth quickly over long periods of time? - How can you use evidence of geologic composition, fossil types and matching continental shapes to indicate how Earth looked in the past and how it will look in the future? - Why do maps seem to show seismic and volcanic events outline tectonic plate edges? - How can we use data to predict the likelihood and location of future natural hazards and plan for it?
Is it Alive?: Life Science	MS-LS1-1 MS-LS1-2 MS-LS1-3 MS-LS1-7 MS-LS1-8 MS-LS4-1	- What makes something alive? - How does a cell work? - What are cells so small? (Unicellular vs. multicellular organisms) - How do cells work together to maintain homeostasis? - What is the importance of homeostasis? - How do body systems allow complex organisms to sustain life? - How do fossils show changes in structure of an organism over time? - What did the first living organism appear on earth?
Energy and Matter	MS-PS2-1 MS-PS2-2 MS-PS3-1 MS-PS3-5	- What forces affect an object during a collision? - What causes an object to start its motion, change its motion or stop its motion? - How will changing the mass of an object affect its motion? - How can kinetic energy (movement) be transformed into other types of energy? - Where does the energy in a bouncing object go when it stops bouncing? - What is the relationship between the kinetic energy, the mass and the speed of an object?

Manchester Grade 7 Earth and Space Science

Unit 1 : How Space Affects Earth

- [MS-ESS1-3: Properties of Objects in the Solar System](#)
- [MS-ESS1-2: Gravity Keeps The Solar System Together](#)
- [MS-ESS1-1: How The Movement of The Earth, Sun, and Moon Affect Life On Earth](#)

Students will develop analytical and modeling skills through observations of space. They will start by observing the properties of objects (distance from the Sun, diameter, surface features, structure, composition (ice vs rock vs gas), etc) within the solar system (asteroids, comets, and planets). From there, students will learn how gravity keeps the solar system and galaxy together as well as all of the objects within the solar system in motion and together. We will finish our space unit by investigating how the properties of the solar system affect life on Earth through understanding how seasons, moon phases, eclipses etc... are a result of the motion and positioning of the Sun, Moon, and Earth.

Unit 2 : How Earth Has Changed Over Time

- [MS-ESS1-4: Using Rock Strata To Determine Earth's Age](#)
- [MS-ESS2-3: Evidence of Tectonic Plate Movement](#)
- [MS-ESS2-2: How Geoscience Processes Cause Changes To Earth's Surface](#)

Students will analyze data and construct explanations for how the surface of the Earth has changed over the 4.6 billion year history of the Earth. They will use rock layers to determine the age of Earth and how life changed by looking at fossils and the layers of rock they are found in. Then they will compare these rock layers and fossils throughout the world to explain the movement of Earth's continents. Once students understand that the Earth's continents move, they will investigate how continental movement shapes new land features and how land features are also destroyed over time because of the movement of water.

Unit 3: The Cycling of Earth's Usable Resources

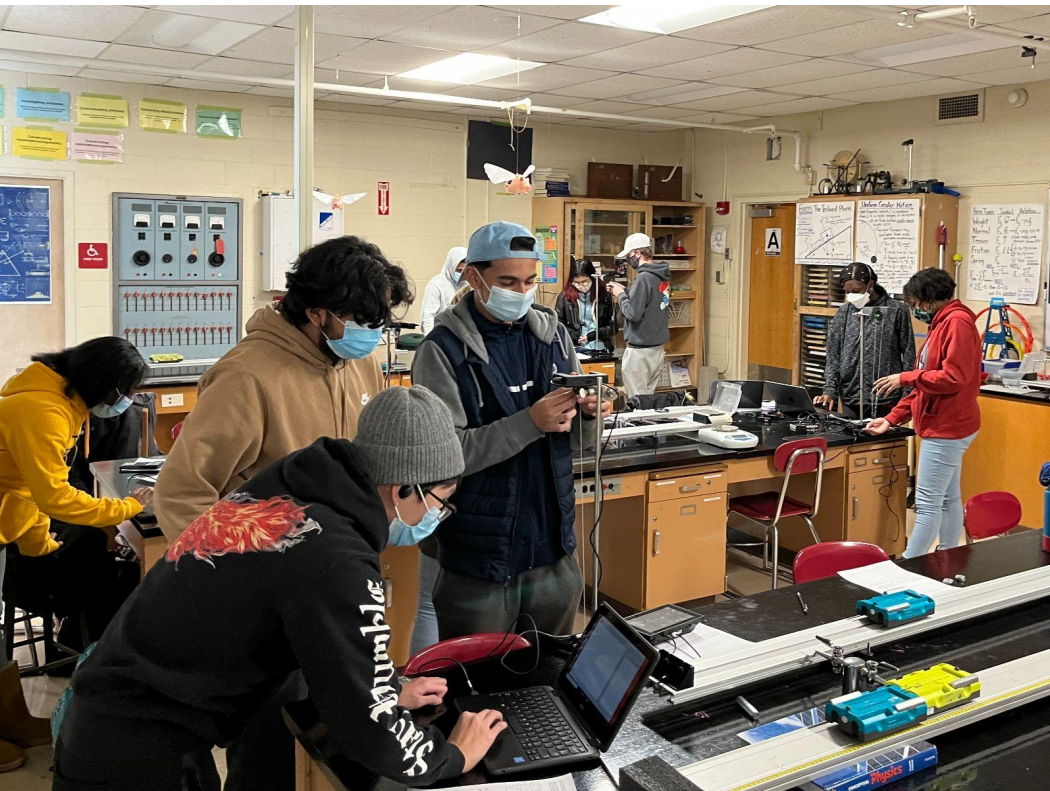
- [MS-ESS2-1: Cycling of Earth's Rocks and Minerals](#)
- [MS-ESS2-4: Cycling of Water Through Earth's Systems](#)
- [MS-ESS3-1: The Uneven Distribution of Earth's Resources](#)

Students will develop models and construct explanations for how rocks, minerals, water, and fossil fuels cycle and are created, and why they are distributed unevenly across the Earth. Students will model how energy changes and creates new rocks and minerals on Earth. They will model how and why water cycles throughout the Earth, and they will be able to use this knowledge to explain how and why the resources humans need to survive (water, minerals, and oil) are distributed unevenly throughout the Earth.

Unit 4 : Factors That Drive Weather and Climate

- [MS-ESS2-5: Weather As A Result of Interacting Air Masses](#)
- [MS-ESS2-6: The Circulation of Energy in The Ocean and Atmosphere Determines Climate](#)
- [MS-ESS3-5: Causes of Global Warming](#)

Students will investigate how energy drives the weather and climate and that the total amount of energy on Earth is increasing, which will lead to a change in the weather and climate. They will investigate how weather is predictable to a point and it is dependent on temperature, pressure, and the humidity of



Questions?

STUDENT PRIVACY**5146**

In accordance with federal law, the Manchester Board of Education (the "Board") adopts, in consultation with parents, the following provisions related to student privacy.

I. Definitions

- A. *"Invasive physical examination"* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- B. *"Parent"* includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- C. *"Personally identifiable information"* includes, but is not limited to,
 - 1. the student's name;
 - 2. the name of the student's parent or other family members;
 - 3. the address of the student or student's family;
 - 4. a personal identifier, such as the student's social security number, student number, or biometric record;
 - 5. other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
 - 6. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.
- D. *"Personal information"* means individually identifiable information including—
 - 1. a student's or parent's first and last name;
 - 2. a home or other physical address (including a street name and the name of a city or town);
 - 3. a telephone number; or
 - 4. a Social Security identification number.
- E. *"Survey"* includes an evaluation, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

II. Student Surveys

- A. Surveys Funded in Whole or in Part by the U.S. Department of Education:
 - 1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.

2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental or psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. religious practices, affiliations, or beliefs of the student or of the student's parent; or
 - h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
3. If a student is *not required* to submit to a survey, analysis, or evaluation that reveals information concerning any of the topics in Section II.A.2 above, the administration shall provide parents with notice of the district's intent to distribute such survey and, upon written request, shall permit the parent or student (if an adult or emancipated minor) to opt out of participation.

B. Surveys Funded by Sources Other than the U.S. Department of Education:

1. Third Party Surveys

- a. Prior to distributing any third party survey, the administration shall give notice to parents of the district's intent to distribute a survey on behalf of a third party.
- b. Upon request, the administration shall permit parents to inspect any third party survey before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the survey within a reasonable period of time after a parental request is received.
- c. Student responses to third party surveys that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.

2. Confidential Topic Surveys

- a. The provisions of this subsection apply to any survey (sponsored by the school district or a third party) which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):

- i) political affiliations or beliefs of the student or the student's parent,
 - ii) mental or psychological problems of the student or the student's family,
 - iii) sex behavior or attitudes,
 - iv) illegal, anti-social, self-incriminating, or demeaning behavior,
 - v) critical appraisals of other individuals with whom respondents have close family relationships,
 - vi) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
 - vii) religious practices, affiliations, or beliefs of the student or of the student's parent,
 - viii) income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
- b. At the beginning of the school year, the administration shall give direct notice to parents of affected students of the district's intent to distribute a Confidential Topic Survey(s). Such notice shall include the specific or approximate dates during the school year of such distribution.
 - c. Upon request, the administration shall permit parents to inspect any Confidential Topic Survey before it is administered, distributed or used by a school to or with a student. The administration shall grant reasonable access to the Confidential Topic Survey within a reasonable period of time after a parental request is received.
 - d. Student responses to any Confidential Topic Survey that contain personally identifiable information shall be considered student records, and shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing the confidentiality of student records.
 - e. Upon written request, the administration shall permit the parent or student (if an adult or emancipated minor) to opt out of participation in any Confidential Topic Survey described in this subparagraph.

III. Collection of Personal Information

- A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.

- C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.
- D. Upon written request, the administration shall permit parents (or students aged eighteen (18) or older or emancipated minors) to opt out of participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.
- E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
 - 1. college or other post-secondary education recruitment, or military recruitment*;
 - 2. book clubs, magazines, and programs providing access to low-cost literary products;
 - 3. curriculum and instructional materials used by elementary schools and secondary schools;
 - 4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
 - 5. the sale by students of products or services to raise funds for school-related or education-related activities;
 - 6. student recognition programs.

*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. Non-Emergency Invasive Physical Examinations and Screenings

- A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:
 - 1. they are required as a condition of attendance;
 - 2. they are administered by the school and scheduled by the school in advance;
 - 3. they are not necessary to protect the immediate health and safety of the students; and
 - 4. they are not required by state law.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or the affected student if eighteen (18) or older or an emancipated minor) of the district's intent to conduct non-emergency invasive physical examination(s)/ screening(s) described above, except

for hearing, vision or scoliosis screenings. Such notice shall include the specific or approximate dates during the school year of the administration of such the non-emergency invasive physical examination(s)/ screening(s).

- C. Upon written request, the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

V. Complaint Procedure

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with:

Student Privacy Policy Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

ADOPTED: _____

REVISED: _____

Legal References:

Family Educational Rights and Privacy Act (FERPA), U.S.C. § 1232g; 34 CFR Part 99

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

UNITED STATES DEPARTMENT OF EDUCATION, STUDENT PRIVACY POLICY OFFICE, Protection of Pupil Rights Amendment (PPRA), SPPO-21-01 (issued November 24, 2020), *available at* https://studentprivacy.ed.gov/sites/default/files/resource_document/file/20-0379.PPRA_508_0.pdf.

Notification of Rights Under the Protection of Pupil Rights Amendment (“PPRA”)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
 - a. political affiliations or beliefs of the student or the student’s parent;
 - b. mental or psychological problems of the student or the student’s family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
 - g. religious practices, affiliations, or beliefs of the student or the student’s parent; or
 - h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. the right of a parent to consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;
4. the right of a parent or eligible student to receive notice and opt out of a student’s participation in a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the student is not required to submit to such survey, whether the survey is funded in whole or in part by a program of the U.S. Department of Education or some other source;
5. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
6. the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent’s first and last name, a home or other physical address; a telephone number or a social security number;
7. the right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
 - a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);

- b. the administration of any survey containing confidential topics (see #2, above, a-h) if the survey is either not funded as part of a program administered by the United States Department of Education or is funded by the United States Department of Education but the student is not required to submit to such survey; or
- c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance, and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

- a. college or other post-secondary education recruitment, or military recruitment;
- b. book clubs, magazines, and programs providing access to low-cost literary products;
- c. curriculum and instructional materials used by elementary and secondary schools;
- d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
- e. the sale by students of products or services to raise funds for school-related or education-related activities; and
- f. student recognition programs.

To protect student privacy in compliance with the PPRA, the **[name of district]** school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

STUDENT ATTENDANCE, TRUANCY AND CHRONIC ABSENTEEISM**5110**

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education (the "Board"), through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Public Act No. 21-46

June Special Session, Public Act No. 21-2

Public Act No. 21-199

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Connecticut State Department of Education, *Guidelines for Reporting Student Attendance in the Public School Information System* (January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

ADOPTED _____

REVISED: _____

I. Attendance and Truancy

A. Definitions for Section I

1. "Absence" - any day during which a student is not considered "in attendance" at the student's assigned school, or on a school-sponsored activity (e.g. field trip), for at least one half of the school day.
2. "Disciplinary absence" - any absence as a result of school or District disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
3. "Educational evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. "Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the student has been excluded from school in accordance with Conn. Gen. Stat. § 10-210 (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
 - b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the District administrators and in accordance with Connecticut State Department of Education guidance and this regulation; or
 - vi. lack of transportation that is normally provided by a District other than the one the student attends.
 - c. A student, age five (5) to eighteen (18), inclusive, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's

parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to the student's return to school.

"Excused absence" excludes a student's engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning.

5. "In Attendance" - any day during which a student is present at the student's assigned school, or an activity sponsored by the school, for at least half of the regular school day.
6. "Mental health wellness day" - a school day during which a student attends to such student's emotional and psychological well-being in lieu of attending school.
7. "Remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model as may be authorized by the Manchester Board of Education (the "Board") in accordance with applicable law.
8. "Student" - a student enrolled in the Manchester Public Schools (the "District").
9. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
10. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

"Unexcused absence" excludes a student's engagement in (1) virtual classes, (2) virtual meetings, (3) activities on time-logged electronic systems, and (4) the completion and submission of assignments, if such engagement accounts for not less than one-half of the school day during remote learning.

The determination of whether an absence is excused will be made by the building principal or designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or designee, whose decision shall be final.

B. Mental Health Wellness Days

Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days.

C. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. Consecutive days of absence are considered one incidence of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the

parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.

3. For the student's tenth (10th) absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - i. a signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - ii. a signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - i. a police summons;
 - ii. a subpoena;
 - iii. a notice to appear;
 - iv. a signed note from a court official; or
 - v. any other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: a written document explaining the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the District administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a District other than the one the student attends: none.
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in the administrator's own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
5. The District reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at the principal's own

discretion, grant up to a five (5) school day extension for provision of the completed documentation.

D. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available to the student;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;
 - b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
 - d. include additional documentation, where available, about the opportunity.
4. The building principal shall provide a response in writing and include the following:
 - a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity; and
 - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.

7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

E. Truancy Exceptions:

1. A student five (5) or six (6) years of age shall not be considered truant if the parent or person having control over such student has appeared personally at the school District office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. Until June 30, 2023, a student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school District office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the District provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. Beginning July 1, 2023, a student who is eighteen (18) years of age or older may withdraw from school. Such student shall personally appear in person at the school District office and sign a withdrawal form. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the District provided such student with information on the educational options available in the school system and community.
4. Beginning July 1, 2023, a student seventeen (17) years of age shall not be considered truant if the parent or person having control over such child withdraws such child from school and enrolls such child in an adult education program pursuant to Conn. Gen. Stat. § 10-69. Such parent or person shall personally appear at the school District office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that the District has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.
5. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

F. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section E.2 or E.4, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section E.2 or E.4, above) seeks readmission within ten (10) school days of the student's withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

G. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless the student receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

H. Procedures for students in grades K-8*

1. Notification
 - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. § 10-184 to ensure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the District.
 - b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal **[or designee]** shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. **[Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent.]** Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

I. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention
 - a. When a student is truant, the building principal or designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall

be held no later than **ten (10) days** after the student becomes truant. The District shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non-responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

- b. When a student is truant, the Superintendent or designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The District shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. If the Commissioner of Education determines that any school under the jurisdiction of the Board has a disproportionately high rate of truancy, the District shall implement in that school a truancy intervention model identified by the Department of Education pursuant to Conn. Gen. Stat. § 10-198e.
- d. In addition to the procedures specified in subsections (a) through (c) above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team **[or other appropriate school based team]** to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- e. Where the documented implementation of the procedures specified in subsections (a) through (d) above does not result in improved outcomes despite collaboration with the parent/guardian, the Superintendent or designee may, with written parental consent, refer a student who is truant to a Youth Service Bureau.

J. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

II. **Chronic Absenteeism**

A. Definitions for Section II

- 1. "Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Board and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year.
- 2. "Absence" - an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to Conn. Gen. Stat. § 10-198b and these administrative regulations.
- 3. "District chronic absenteeism rate" - the total number of chronically absent children under the jurisdiction of the Board in the previous school year divided by the total number of students under the jurisdiction of the Board for such school year.
- 4. "School chronic absenteeism rate" - the total number of chronically absent students for a school in the previous school year divided by the total number of students enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the Board has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the District.

If a school under the jurisdiction of the Board has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Board has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the District or at each such school.

If the Board has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the District or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, as defined under I.A.9, and chronically absent students and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent students, discussing school interventions and community referrals for such truants and chronically absent students and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Board and its attendance review teams, if any, will consider any chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, the Board shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the District as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the Board to reduce truancy in the District.

IV. Evolving State Department of Education and State Board of Education Guidance

The Board will comply with any and all guidance issued by the State Department of Education and/or State Board of Education regarding attendance requirements, including during periods of remote learning.

Legal References:

Public Act No. 21-46

June Special Session, Public Act No. 21-2

Public Act No. 21-199

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Connecticut State Department of Education, *Guidelines for Reporting Student Attendance in the Public School Information System* (January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

APPROVED: _____

REVISED: _____

DRUG AND ALCOHOL USE BY STUDENTS**5164**Policy Statement

The Manchester Board of Education (the "Board") is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in Connecticut General Statutes Section 21a-240, or alcohol on or off school property or during any school-sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to C.G.S. Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. C.G.S. Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to C.G.S. Section 21a-243. C.G.S. Section 21a-240(9).
- (3) Professional Communication: any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. C.G.S. Section 10-154a(a)(4).
- (4) Professional Employee: means a person employed by a school who "(A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school." C.G.S. Section 10-154a(a)(2).
- (5) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing any controlled substance into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, cocaine vials, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled substances. C.G.S. Section 21a-240(20)(A).

Procedures

- (1) Emergencies.

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse or medical advisor immediately. The parent or designated responsible person will be notified.

- (2) Prescribed Medications.

Students may possess and/or self-administer medications in school in accordance with the Board's policy concerning the administration of medication in school.

Students taking improper amounts of a prescribed medication, or otherwise taking medication contrary to the provisions of the Board's policy on the administration of medication, will be subject to the procedures for improper drug or alcohol use outlined in this policy.

(3) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. In no event, however, will they be required to do so. C.G.S. Section 10-154a(b).
- (b) Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student must be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. C.G.S. Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student may obtain advice and information concerning appropriate resources and refer the student accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student consents to disclosure of a professional communication concerning the student's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student's name and problem to the school's building administrator or designee who shall refer the student to appropriate school staff members for intervention and counseling.

(4) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and

holidays. C.G.S. Section 10-154a(b). Because such evidence was **not** obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.

- (c) Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must **immediately** report such suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if the administrator or designee has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(5) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol.

- (a) Any student in the Manchester Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. On and after January 1, 2022, a student shall not face greater discipline, punishment or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.
- (b) In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive of the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
- (c) If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with Conn. Gen. Stat. § 10-233d(a)(2) and the Board's student discipline policy.
- (d) Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (e) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.

- (f) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

Legal References:

Connecticut General Statutes:

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

Section 10-154a

Section 10-212a

Section 10-221

Sections 10-233a through 10-233f

Section 21a-240

Section 21a-243

Section 21a-408a through 408q

ADOPTED: _____

REVISED: _____

CHEMICAL HEALTH POLICY FOR STUDENT ATHLETES**5165**Policy Statement

The Manchester Board of Education (the "Board") participates in the Connecticut Interscholastic Athletic Conference ("CIAC"). In accordance with CIAC participation rules and the Board's obligation under state and federal law, the Board prohibits the unauthorized use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school-sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance-enhancing substances. This policy applies to all student athletes participating in school-sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

Definitions

- (1) Controlled Drugs: means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, 21 U.S.C. § 801 *et seq.*, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Connecticut General Statutes Section 21a-240(8).
- (2) Controlled Substances: means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).
- (3) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing any controlled substance into the human body, including but not limited to all items specified in Connecticut General Statutes Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, cocaine vials, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled substances. Connecticut General Statutes Section 21a-240(20)(A).
- (4) Performance Enhancing Substances: means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, except when used under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.
- (5) Professional Communication: means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a)(4).
- (6) Professional Employee: means a person employed by a school who (A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school. Connecticut General Statutes Section 10-154a(a)(2).

- (7) Student Athlete: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.

Procedures

- (1) Discretionary Nature of Student Athletics.

The Board sponsors athletic programs as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student athletics is a privilege, not a right. The Board may remove students from participation in athletics activities in its discretion.

- (2) Emergencies.

If an emergency situation results from the use of drugs, performance enhancing substances or alcohol, the student athlete shall be sent to the school nurse or medical advisor immediately, or emergency medical personnel will be notified. The parent or designated responsible person will also be notified as soon as possible.

- (3) Prescribed Medications.

The parent or guardian of any student athlete who is required to take any prescribed medication during student athletic activities shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student athlete under the supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration, except as provided below.

Student athletes taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee, will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Student athletes with a documented medical history demonstrating the need for regular use of performance enhancing substances for therapeutic purposes shall not be considered to be in violation of this policy when such substances are properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes with a documented medical history demonstrating the need for regular, palliative use of marijuana shall not be considered to be in violation of this policy when such substance is properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Sections 21a-408a through 408q. Under no circumstances shall the school nurse or designee administer to the student, or permit the palliative use of marijuana by the student, on a school bus, school grounds or property, in public places or in the presence of persons under the age of eighteen.

- (4) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student athlete privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol

or drug abuse or any alcohol or drug problem of such student athlete. In no event, however, will they be required to do so. Connecticut General Statutes Section 10-154a(b).

- (b) Any physical evidence obtained from such student athlete through a professional communication indicating that a crime has been or is being committed by the student athlete **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student athlete from whom the evidence was obtained. Connecticut General Statutes Section 10-154a(b).
- (c) Any professional employee who has received a professional communication from a student athlete may obtain advice and information concerning appropriate resources and refer the student athlete accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
- (d) If a student athlete consents to disclosure of a professional communication concerning the student athlete's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student athlete's name and problem to the school's building administrator or designee who shall refer the student athlete to appropriate school staff members for intervention and counseling.

(5) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When any school staff member, or a coach or volunteer responsible for or involved in student athletic programs, obtains information related to a student athlete ***from a source other than the student athlete's confidential disclosure***, that the student athlete, on or off school grounds or at a school-sponsored activity, is unlawfully under the influence of, or unlawfully possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia, performance enhancing substances or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The staff member, coach or volunteer will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student athlete to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs, drug paraphernalia or performance enhancing substances) obtained from a student athlete indicating that a crime has been or is being committed by the student athlete must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(b). The name of the student athlete must be disclosed to the building administrator or designee.
- (c) Search and Seizure of Students and/or Possessions: A staff member, coach or volunteer who reasonably suspects that a student athlete is violating a state/federal law, school substance abuse policy or this chemical health policy must **immediately** report such suspicion to the building administrator or designee. The building administrator or designee may then search a student athlete's person or possessions connected to that person, in accordance with the Board's policies and regulations if such employee has reasonable suspicion from the inception of the search that the student athlete has violated or is violating either the law, a school substance abuse policy, or this chemical health policy.

Any physical evidence obtained in the search of a student athlete, or a student athlete's possessions, indicating that the student athlete is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after

receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

(6) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia, Performance Enhancing Substances or Alcohol.

- (a) Any student athlete in the Manchester Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol, either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes Sections 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. On and after January 1, 2022, a student shall not face greater discipline, punishment or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.
- (b) Student athletes found to be in violation this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
- (c) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy and this chemical health policy with the student athlete and parent or guardian.
- (d) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol.
- (e) A student athlete found by the administration to have violated this policy may, in the discretion of school administrators, be suspended from play for short or long term periods, or may have student athletic participation privileges revoked.
- (f) A student athlete found by the administration to have used performance enhancing substances shall receive a minimum penalty of revocation of athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.
- (f) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.

(7) Prohibition on the Promotion or Dispensing of Performance Enhancing Substances by School Staff Members, Coaches or Volunteers.

- (a) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or non-prescription), or food supplement to any student athlete except under the supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.
- (b) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.

- (c) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly permit student athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing their athletic performance.
 - (d) A school staff member, or coach responsible for or involved in student athletic programs, who violates the terms of this policy shall be subject to discipline, up to and including termination of employment. The Board may also report violations of this policy by employees to parents of student athletes and/or state and local authorities.
 - (e) The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may also report violations of this policy by volunteers to parents of student athletes and/or state and local authorities.
- (8) Publication of Chemical Health Policy to School Staff Members, Coaches, Volunteers and Student Athletes.
- (a) The Board shall publish this chemical health policy to all school staff members, coaches and volunteers responsible for or involved in student athletic programs.
 - (b) The Board shall publish this chemical health policy to all student athletes and their parents/guardians.

Legal References:

Connecticut General Statutes:

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

Section 10-154a

Section 10-212a

Section 10-221

Section 21a-240

Section 21a-243

Sections 21a-408a through 408q

2021-2022 CIAC Handbook, Section 4.12.E (Chemical Health Policy and Regulations), available at https://www.casciac.org/pdfs/ciachandbook_2122.pdf

ADOPTED: _____

REVISED: _____

10/18/2021

Erika Bahler
ASTE Department Head
(860) 870-6050 ext. 4055



Jason Magao
RHS Principal
(860) 870-6050 ext. 4003

March 2, 2022

RECEIVED

MAR 16 2022

Manchester Public Schools
Deputy Superintendent's Office

Mr. Matthew Geary
Manchester Public Schools
45 North School Street
Manchester, CT 06040

Dear Mr. Geary,

Enclosed you will find information concerning Tracy Longoria and DJ Lupacchino of Manchester, CT. Tracy and DJ have been nominated by the Rockville Regional Agricultural Education Consulting Committee to fill a vacancy for the town of Manchester.

Tracy and DJ are an excellent choice for serving on the Agricultural Consulting Committee. In order for this to be official, their appointment would have to be approved by your Board of Education. I would appreciate this item being put on your Board's agenda as soon as possible so that your town will be properly represented.

Should you have any questions or concerns, please contact me at the Rockville Regional Agricultural Education Center at 860-870-6050 X4055. Please send me notification of approval.

Thank you for your attention in this matter.

Sincerely,

A handwritten signature in blue ink that reads 'Erika Bahler'.

Erika Bahler
Department Head



The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

Erika Bahler
ASTE Department Head
Rockville High School
Vernon CT 06066

2/21/21

To whom it may concern,

My name is Tracy Longoria and my partner is DJ Lupacchino. We are the owners of Aussakita Acres Farm in Manchester.

We feel that we would make great additions to your Vernon Regional ASTE Consulting Committee as we have several years of experience with our own farming practices and also with helping others plan and grow their own farm businesses.

We both have a vast knowledge of many different species of livestock, their needs and their care.

Tracy has great knowledge of their nutritional needs as she managed CCC Feeds and Farm Supply in Manchester for over a 5 year period.

Besides of owning an operating an educational farm where we do farm animals tours, and summer camp programs for various towns. My partner DJ Lupacchino, and I our true entrepreneurs!! We where the very first too do many New things in the state of CT to enhance the Agritourism experience, Goat Yoga, Baby Goat and Piglet Socials are to name a few.

In the process of these innovations in Agritourism the farm has learned to navigate various legal boundaries at the state and local levels. These include applications of land use in 490, use of the reg 8 application and tax exemptions, appeals of local zoning decisions, and variants for farm use,

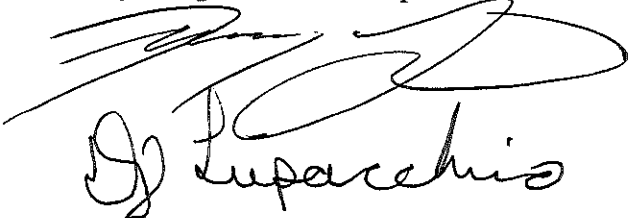
We can help others navigate through the zoning laws, and the necessary procedures and practices of farming.

We have had the pleasure of mentoring many VoAg students who have needed S.A.E Hours and experiences and also Pre -Veterinary Students from across the country looking for hands on experience in a real world setting.

Dj is an alumni of Rockville High School Agricultural Program and would very much like to give back and be part of this committee.

Thank you very much for considering both of us and we look forward to hearing from you.

Tracy Longoria and DJ Lupacchino

The block contains two handwritten signatures. The top signature is for Tracy Longoria, written in dark ink with a fluid, cursive style. Below it is the signature for DJ Lupacchino, also in dark ink, featuring a more stylized, looped cursive script. The signatures are positioned over the printed names.

AGREEMENT
BETWEEN
THE MANCHESTER BOARD OF EDUCATION
AND
CALU
(CONNECTICUT ASSOCIATION OF LABOR UNIONS)

**HALL MONITORS, SECURITY GUARDS, LEAD SECURITY GUARDS, BEHAVIOR
TECHNICIANS, LEAD BEHAVIOR TECHNICIANS & TIERED INTERVENTIONISTS**

COVERING THE PERIOD

JULY 1, 2020

TO

JUNE 30, 2026

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This Agreement is entered into by and between the Manchester Board of Education (hereinafter referred to as the “Board”) and the Connecticut Association of Labor Unions (CALU) (hereinafter referred to as the “Union”).

ARTICLE I **RECOGNITION**

- 1.0 The Board recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours and other conditions of employment for all Hall Monitors, Security Guards, Lead Security Guards, Behavior Technicians, Lead Behavior Technicians and Tiered Interventionists working 20 hours or more per week, excluding the Supervisor of Security and all others excluded by the Municipal Employee Relations Act.
- 1.1 As used in this Agreement, the term “employee” shall mean an individual employed in any position within this bargaining unit.
- 1.2 As used in this Agreement, the term “Superintendent” shall mean “the Superintendent or the Superintendent’s designee.”
- 1.3 As used in this Agreement, the term “the Board” shall mean the Manchester Board of Education or its designee(s).
- 1.4 Except as otherwise provided in this Agreement, the term “days” shall mean business days on which the Board’s Central Office is open.

ARTICLE II **MANAGEMENT RIGHTS**

- 2.0 Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Board has and will continue to retain whether exercised or not, all the rights, powers and authority heretofore had by it, and shall have the sole right, responsibility and prerogative of management of the affairs of the Board of Education and direction of the working forces, including, but not limited to those rights provided by Conn. Gen. Stat. 10-220 and the following:
 - A. To determine the care, maintenance and operation of equipment and property used for and in behalf of the purposes of the Board.
 - B. To establish or continue policies, practices and procedures for the conduct of Board business and, from time to time, to change or abolish such policies, practices, or procedures.

- C. To discontinue processes or operations or to discontinue their performance by employees.
- D. To select and to determine the number and types of employees required to perform the Board's operations, and to create, modify and/or eliminate positions accordingly.
- E. To employ, transfer, promote or demote employees, or to lay off, furlough, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Board.
- F. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Board, provided such rules and regulations are made known in a reasonable manner to the employees affected by them. Nothing in the preceding sentence shall be construed to prevent the Board from taking disciplinary action against an employee for conduct not prohibited by a specific rule or regulation if the employee should reasonably have known that such conduct was improper.
- G. To create job specifications and revise existing job specifications, subject to the Union's right to negotiate the assigned wage rates.
- H. To determine the work year, work day and work schedules for employees.

ARTICLE III

HOURS OF WORK, WAGES AND HOLIDAY PAY

- 3.0 Hourly wages will be in accordance with Appendix A.

For the 2021-22 contract year, the number of paid holidays (and the specific holidays) for each employee shall remain at the same number of paid holidays as currently in effect for that employee, except that any employee not eligible for any paid holidays during 2021-22 shall be eligible for one (1) paid holiday for the period between ratification/approval of the contract and June 30, 2022 (in addition to Juneteenth if the employee is eligible for a paid holiday for Juneteenth in accordance with this section).

Effective July 1, 2022, any employee with fewer than ten (10) paid holidays per year will receive two (2) additional paid holidays, subject to a maximum of ten (10) total paid holidays per year.

Effective July 1, 2023, any employee with fewer than ten (10) paid holidays per year

will receive three (3) additional paid holidays, subject to a maximum of ten (10) total paid holidays per year.

Effective July 1, 2024, any employee with fewer than ten (10) paid holidays per year will receive two (2) additional paid holidays, subject to a maximum of ten (10) total paid holidays per year.

Effective July 1, 2025, any employee with fewer than ten (10) paid holidays per year will receive two (2) additional paid holidays, subject to a maximum of ten (10) total paid holidays per year.

NEED TO INSERT SPECIFIC HOLIDAYS

Juneteenth: In addition to the ten (10) paid holidays set forth above, if an employee is normally scheduled to work on the date designated by the Board for observation of Juneteenth, then Juneteenth will be a paid holiday for the employee, provided that Juneteenth will not be a paid holiday for any employee whose work year has ended prior to the date designated by the Board for observation of Juneteenth.

- 3.1 The Board agrees to cover employees under the provisions of the workers' compensation laws of the State of Connecticut. An employee who wishes to be paid his/her full wages during such time period may do so by using one-quarter (1/4) of a day deducted from the employee's accumulated sick leave for each day of such absence. Under no circumstances shall an employee absent from work under this provision receive total net pay greater than the employee's regular net pay.

3.2 Early School Closings:

When the Superintendent closes schools early and offices remain open, employees can leave fifteen (15) minutes following student dismissal and shall receive their regular pay.

When the Superintendent closes school and offices early, all employees will receive their regular pay for that day.

- 3.3 Effective with the 2022-23 contract year, the base work year for bargaining unit employees shall consist of the days in the student school year plus up to three (3) additional days as designated by the Administration for professional development activities, plus paid holidays as set forth in Section 3.0.

In addition to the base work year, the Administration shall have the right to designate additional work days beyond the base work year for certain positions (as determined by the Administration), based on the needs of the district.

In the event that one or more schools are not engaged in in-person instruction for any reason on any day during the school year, the Administration shall have the right to: a) assign bargaining unit employees to work on-site or remotely in order to perform their responsibilities; and/or b) reschedule bargaining unit employees to make up such days on other days during the contract year.

- 3.4 Effective with the 2022-23 contract year, the work day for full-time bargaining unit employees shall be 8.0 hours, including a 30-minute unpaid lunch (7.5 paid hours per day). (Notwithstanding the foregoing, the two employees who have an 8.0-hour paid work day as of February 17, 2022 will remain at 8.0 paid hours per day).
- 3.5 Employees who are assigned to cover a classroom for a teacher who is not present in the classroom for more than thirty (30) minutes shall be paid an additional \$12.50 per hour in addition to their hourly rate.

ARTICLE IV

SENIORITY, LAYOFF AND RECALL

- 4.0 Within thirty (30) days of the signing of this Agreement and annually thereafter at the beginning of each school year, the Board shall furnish the Union Secretary with a list of all employees in order of their seniority, together with the then current salary for each. For the purpose of this Article, seniority shall be defined as an employee's continuous length of service with the Board of Education from the employee's most recent date of hire in a position that is included in this bargaining unit. Upon completion of their probationary period, new employees shall be added to this list.
- 4.1 Layoff shall be defined as an indefinite termination of services due to lack of work, or involuntary reduction of work hours. Layoffs shall take effect with the least senior within the classification being laid off first. There shall be six classifications to include:
 - 1. Hall Monitors
 - 2. Security Guards
 - 3. Lead Security Guard
 - 4. Behavior Technicians
 - 5. Lead Behavior Technician
 - 6. Tiered Interventionists

Attached as Appendix B is a current Seniority List for all the classifications to be used as the basis of the bargaining unit. Following ratification of this Agreement, seniority for new hires shall be based on date of hire into a position in this bargaining unit.

- 4.2 Employees subject to layoff as defined above shall be recalled in the reverse order within classification. Recall rights are limited to one (1) year.

ARTICLE V

TRANSFERS

- 5.0 Employees are assigned by the Superintendent of Schools/designee, based on the best educational interests of students, as determined by the Superintendent/designee.
- 5.1 Every reasonable effort will be made to notify each employee in writing by August 1st of his/her assignment for the next school year. Such assignments shall be subject to change depending upon enrollments and based on the best educational interests of students, as determined by the Superintendent/designee.
- 5.2 In order to request a change of assignment for the following school year, an employee must file a written request for a change of assignment, stating the reasons for such reassignment, with the Superintendent of Schools/designee not later than May 15.
- 5.3 Employees may be reassigned by the Superintendent/designee during the course of the school year as may be necessary in order to best serve the educational interests of students. If such a reassignment during the school year is necessary, the Superintendent/designee shall first seek volunteers for the reassignment, and shall first consider any such volunteers for the reassignment. However, the Superintendent/designee shall have the right to make the final determination as to which employee will be reassigned, including the need to make an involuntary reassignment if necessary in order to serve the best educational interests of students. The Superintendent/designee shall consider seniority as a factor in making such determinations. However, in all cases, the Superintendent/designee shall make the final determination based on the best educational interests of students.
- Prior to any reassignment of an employee during the school year, the Superintendent/designee shall meet with the affected employee and a Union representative in order to explain the reasons for the reassignment. Wherever practicable, the Superintendent/designee shall provide at least two (2) weeks' notice prior to the effective date of any such reassignment.
- 5.4 All vacancies and new positions shall be posted via email to all employees for a period of five (5) days, prior to any action taken by the Board of Education to fill such vacancies and/or new positions. Qualified employees will receive first consideration over outside applicants. Employees wishing to fill such vacancies or new positions must submit an application to Human Resources, the Union President and the contact person(s). Employees expressing a desire to fill the vacancy or new position and were not selected for such assignment, in accordance with the provisions of this Agreement, may appeal the action through the grievance procedure.

- 5.5 The Union President shall receive in writing the name of the person appointed to the vacancy no later than five (5) days after such appointment.
- 5.6 All vacancies which are determined to be filled shall be filled within a reasonable period of time from the date of an employee vacating a position or of the establishment of a new position.
- 5.7 New employees shall serve a probationary period of sixty (60) working days. When an employee is retained in a vacancy or new position for a period of sixty (60) working days then he/she shall be considered qualified and allocated to said position, if the position continues to exist, otherwise he/she shall return to his/her former position (if applicable). Because of the nature of some positions, by mutual agreement, the Board may extend the probationary period of an employee for an additional thirty (30) working days upon notification in writing to the employee and the Union. Any further extension beyond ninety (90) working days shall be with the approval of the Union.

ARTICLE VI

LEAVES OF ABSENCE

- 6.0 Each employee shall have added to their sick leave account at current base pay ten (10) working days. Except as otherwise provided below, the accumulation of unused sick leave shall be limited to sixty-five (65) days. Notwithstanding the foregoing, any employee who has accumulated sick leave days in excess of sixty-five (65) days as of December 1, 2021 shall be permitted to retain those days, but shall not be permitted to accumulate days in excess of the number he or she has as of December 1, 2021. If such employee's accumulated sick leave subsequently falls below sixty-five (65) days, the 65-day limitation on accumulation shall thereafter apply to that employee. Sick leave days used by an employee in any contract year shall first be charged to the employee's 10-day sick leave allotment for that year, prior to any charge against the employee's accumulated sick leave. Notwithstanding the foregoing, the maximum sick leave accumulation for Hall Monitors who were employed by the Board as of February 17, 2022 shall be limited to one hundred eighty (180) days. Each employee shall be entitled to use such sick leave with full pay as has accrued to his/her credit. Doctor and dentist visits are charged to sick leave. Sick leave will be charged as actual time used.
- 6.1 In the event of five (5) consecutive working days or longer of absence due to illness, the Superintendent or his/her designee may request the filing of a doctor's certificate. The Board shall comply with all applicable Family Medical Leave Act (F.M.L.A.) requirements. The Superintendent or his/her designee may, if he/she has reasonable cause to believe that there is an abuse of sick leave policy, require an examination by an independent physician, such examination to be at the Board's expense.

- 6.2 For the 2021-22 contract year, the number of personal leave days shall remain at the same number of such days currently in effect for that employee.

Leaves of absence with pay and not chargeable against the employee's sick leave allowance shall be granted as set forth below. Leaves of absence with pay shall be charged in full hourly increments. Such days subject to application to the immediate supervisor and with the formal approval of the Superintendent for the following reasons:

- A. Effective upon ratification/approval of the July 1, 2020 through 2026 contract, a maximum of five (5) days per school year for critical illness or death in the immediate family. Immediate family is defined as including a parent, a brother or sister, husband or wife, son or daughter, grandparents, grandchildren, mother-in-law, father-in-law, or any other person who preceding such illness or death has been a member of the same household as the employee.
- B. A maximum of three (3) for the reasons below:
 - 1. Pressing personal business that cannot reasonably be conducted outside the school hours.
 - 2. Court appearances when subpoenaed as a witness to the extent not otherwise reimbursed,
 - 3. Performance of religious obligations.

In rare situations a staff member may be in need of a personal day for a purpose so sensitive that he/she is unable to share details with administration. Based upon this employee's work history, the principal/supervisor shall have the authority to grant the day without discussing any specifics of the request. No details need to be stated.

In the event that the employee is reluctant to bring the request to the principal/supervisor, he/she may seek the assistance of the Union. The Union may intervene at the building level or Central Office level of administration.

It is expected that this provision will be a rarely used procedure.

The Superintendent and/or his/her designee is the only individual that can grant a personal day before or after a school holiday or vacation.

- 6.3 Application for personal leave shall be made to the Superintendent of Schools at least twenty four (24) hours prior to the taking of such leave, except in cases of emergency.

- 6.4 In exceptional cases, the Superintendent may grant additional sick or personal leave with pay. Requests for such additional leave shall be in writing and signed by the employee, if possible.
- 6.5 The benefits set forth in this section shall apply only to hall monitors. An employee, upon retirement, shall receive, on the basis of his/her current wages, full compensation for any of his/her unused accumulated sick leave up to a maximum of sixty (60) days. In the event of an employee's death, his/her spouse and/or minor children shall receive on the basis of the employee's current wages full compensation for any of the employee's unused accumulated sick leave up to a maximum of sixty (60) days. If the employee has neither a spouse nor minor children, the compensation for the unused sick leave shall be given to the estate of the deceased employee.

For each eligible employee who has reached the age of fifty-five (55) within the year of retirement, the Board shall contribute the applicable compensation amount under the provisions of this section into a 401(a) plan established by the Board. Such contributions into the 401(a) plan shall be mandatory for each such eligible retiring employee. The Board shall make such contributions within sixty (60) days after the effective date of retirement. For any eligible retiree who has not reached the age of fifty-five (55) as of the date of retirement, the Board shall pay directly to the employee the dollar amount applicable to such employee for the payment for unused sick leave, with such amount to be determined in accordance with the provisions of this contract section. Such payments shall be made within the same time period applicable to 401(a) contributions under the provisions of this section.

New hires as of June 30, 2004 will not receive this benefit.

- 6.6 To attend professional conferences or take courses of study which the Superintendent determines will contribute to, or increase the employee's knowledge with regard to betterment of the public service. Such approvals will be granted only where approved or budgetary provisions have been made for the above mentioned purposes.
- 6.7 A. The Union officials shall be allowed reasonable time off to attend Union conferences and/or conventions. Requests must be made in writing and at least five (5) days in advance.
- B. Union officials will make every effort to perform their duties after work hours so that absences from work will be kept to a minimum.
- 6.8 A. Leaves of absence without pay may be granted by the Superintendent after the employee has provided twelve (12) months of continuous service to the Board of Education. Requests for such a leave without pay shall be made in writing to the Superintendent and shall include a statement of the reasons therefore and of the length of leave required.

The employee shall notify the Superintendent in writing no later than May 1 for a one-year leave or thirty (30) days prior to the leave ending of his/her intention to return. If no written communication is received by the Superintendent, then it is agreed by all parties that the employee has terminated his/her employment with the Board.

- B. An employee will be reinstated from leave of absence without pay, but without any preferred status from his/her prior employment, to any position comparable to the position the employee last held with the Board.
- C. Any employee who is on leave of absence without pay shall not be paid for any holiday or sick leave during the period of absence. Authorized leaves of absence for one month or less will not be used as a basis of reducing employee's benefits.

- 6.9 Employees shall be provided with leave for childbearing and childrearing in accordance with applicable state and federal law. An employee may make application for a child rearing leave, which may not exceed the school year in which the child is born and one additional year.

ARTICLE VII

HEALTH INSURANCE & PENSION

- 7.0 Bargaining unit employees who work thirty (30) or more hours per week may participate in the following insurance plan: High Deductible/HSA Health Plan ("HSA Plan").

The HSA Plan will include the elements set forth below. The HSA Plan shall be the sole plan offered to employees in the bargaining unit.

	In-Network	Out-of-Network
Annual Deductible (individual/aggregate family)	\$2,000/4,000	
Co-insurance	N/A	20% after deductible up to co-insurance maximum
Co-insurance Maximum (individual/aggregate family)	N/A	\$3,000/\$6,000
Cost Share Maximum (individual/aggregate family)	\$5,000/10,000	
Lifetime Maximum	Unlimited	
Preventive Care	Deductible not applicable	20% co-insurance after deductible, subject to co-insurance limits
Prescription Drug Coverage	Treated as any other medical expense, subject to post-deductible drug co-payments as set forth below.	

Following exhaustion of the deductible, prescription drugs shall be subject to post-deductible co-payments of \$10/25/40 (retail), and a two times co-payment for mail order.

For each eligible employee, the Board will fund fifty percent (50%) of the applicable deductible amount. For each contract year, one-half of the Board's contribution toward the HSA plan deductible will be deposited into the HSA accounts in September, and the remaining one-half of the Board's contribution will be deposited into the HSA accounts in January. The Board's contribution toward the funding of the deductible shall not be deemed an element of the underlying insurance plan. Rather, the Board's contribution toward the funding of the deductible shall relate solely to the manner in which the deductible shall be funded for actively employed individuals. The Board shall have no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment.

Health Reimbursement Account: A Health Reimbursement Account ("HRA") shall be made available for any employee who is precluded from participating in a Health Savings Account ("HSA") because the employee receives Medicare and/or veterans' benefits. The annual maximum reimbursement by the Board for employees participating in the HRA shall not exceed the dollar amount of the Board's annual HSA contribution for employees enrolled in the HSA. The Board shall have no responsibility for any administrative and/or monthly costs associated with the set-up and/or administration of the HRA.

Premium Contributions: Eligible employees shall contribute the following premium contributions for the cost of health insurance and basic dental coverage:

Effective July 1, 2021*	Effective July 1, 2022	Effective July 1, 2023	Effective July 1, 2024	Effective July 1, 2025
16.0%	16.5%	17.5%	18.0%	19.0%

*Notwithstanding the foregoing, the increase in premium contribution percentage from 15% to 16% for Hall Monitors shall not be applied retroactively to July 1, 2021, and shall instead become effective upon ratification/approval of the July 1, 2020 through June 30, 2026 contract.

The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided that the overall level of benefits remains substantially comparable to the overall level of benefits in effect immediately preceding any such change.

The Board has adopted an Internal Revenue Code Section 125 Plan which allows

bargaining unit members to pay the above contribution with pre-tax dollars. Basic dental coverage will be implemented; same coverage as basic dental now available to other non-certified Board employees. Employees may purchase dental riders at the employee's expense.

- 7.1 The provisions set forth in this section address eligibility for and participation in the Town of Manchester retirement plans for hall monitors only. All bargaining unit members working 20 hours or more per week shall participate in the retirement plan for Board employees commensurate with that provided for Town employees. The minimum retirement age must be in compliance with the Town of Manchester pension ordinance. Employees working under this contract do not fall under the Rule of 80. All Employees must provide sixty (60) days written notice to Human Resources for retirement purposes.

Effective July 1, 2015, all new hires will participate in the Town of Manchester Defined Contribution Plan.

- 7.2 Effective as soon as practicable upon ratification of the 2020-26 collective bargaining agreement, the Board shall provide twenty thousand dollars (\$20,000) basic life insurance coverage and supplemental life insurance in the amount of forty thousand dollars (\$40,000), the cost of said supplemental coverage to be borne by the employee.

ARTICLE VIII

DISCIPLINARY PROCEDURE

- 8.0 The provisions of this Article shall not apply to probationary employees. During an employee's probationary period, the Board shall have the right to discipline or discharge an employee, and the employee shall have no recourse to the grievance procedure.
- 8.1 All disciplinary actions shall be applied in a fair manner and shall not be inconsistent with the infraction for which the disciplinary action is being taken.
- 8.2 Disciplinary actions may include (a) a verbal warning, (b) written warning, (c) suspension without pay for a period not to exceed five (5) days, (d) discharge and shall normally follow this order. The Superintendent reserves the right to deviate from the above procedure in suitable cases.
- 8.3 All disciplinary acts must be for just cause. Whenever any such action is taken, the Superintendent shall, at that time, furnish the employee and the President and Bargaining Unit VP of the Union, in writing, a statement of the reasons for such specific action being taken.

- 8.4 Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the grievance procedure.
- 8.5 If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

ARTICLE IX

UNION RIGHTS

- 9.0 The Board agrees to deduct from the pay of all Union members who voluntarily authorize in writing such deductions from their wages, such membership dues as may be fixed by the Union. The proper deduction will be made each pay period from the employees' wages and forwarded to CALU twice per month (September through June). If for any reason a deduction was not made, a sufficient amount will be deducted in the first pay period in which the employee has sufficient funds due him/her to bring his/her deductions up-to-date.
- 9.1 The dues so deducted and forwarded twice per month to the Union shall be accompanied by a list of the names of all employees from whose wages such deductions have been made and the amount deducted from each individual employee. The Board will furnish the Union Secretary with the name, address and work location of new employees within ten (10) days of their date of hire.
- 9.2 The Board will provide each employee with access to this Agreement within thirty (30) days after its signing. New employees will be provided with access to this Agreement at the time of hire.
- 9.3 All employees in the bargaining unit may, within thirty (30) days of the signing of this Agreement or upon completion of thirty (30) calendar days of employment if a new hire, become and remain members of the Union in good standing in accordance with the Constitution and Bylaws of the Union, during the term of this Agreement or any extension thereof.
- 9.4 The Union agrees to indemnify and save harmless the Board for any sums which the Board is required to pay as the result of a claim that the sums of money herein referred to have been illegally deducted, or for any liabilities which may arise from the Board's having complied with or enforced this provision.
- 9.5 CALU shall certify to the Board the amount to be deducted each pay period from the wages of such employees. If the amount so certified is to be changed, CALU shall provide the Board with written notice of such change thirty (30) days prior to the effective date of such change.
- 9.6 The Board agrees that there will be no lockout of any employee during the life of this

Agreement or any extension thereof. The Union agrees that it will not call, authorize, instigate, sanction or condone any strike, slowdown or stoppage of work during the life of this Agreement or any extension thereof.

- 9.7 The Board shall provide the Union Secretary with notification of all personnel status changes pertaining to the bargaining unit, including permanent changes in work site assignments, terminations, promotions and leaves of absence.
- 9.8 All employees shall be paid by direct deposit.
- 9.9 The Union shall be entitled to hold an orientation session with all newly hired employees. This orientation session shall be for the purpose of introducing and orienting the new employee to their Union and contractual rights. The orientation will be held within 30 days of an employee's date of hire. It shall be held during working hours at a time agreed to by the employee's supervisor. Such orientation shall not exceed one hour in duration.

ARTICLE X

GRIEVANCE PROCEDURE

- 10.0 The Superintendent and the Union Committee from the employees of his/her department shall meet periodically at a time mutually convenient for the purpose of discussing matters of mutual interest, performance of work, employee behavior, and working conditions with the intent to avoid the necessity of individual recourse to the formal grievance procedure and to generally promote a satisfactory relationship.

10.1 A. PURPOSE

The purpose of this procedure is to provide an orderly method for adjusting grievances. Grievances arising out of matters covered by this Agreement and disputes and consultations on any questions arising out of employer-employee relationships will be processed in the following manner:

The further purpose of this procedure is to secure at the lowest possible administrative level an equitable solution to problems which may arise under the specific provisions of this Agreement.

B. DEFINITIONS

- 1. "Grievance" is defined as a complaint by a member of the bargaining unit or the Union that there has been a violation of a specific provision or provisions of this Agreement to the detriment of the member involved or the Union collectively.
- 2. "Aggrieved person" is defined as the person bringing the complaint.

3. If an aggrieved person does not file a written grievance within twenty (20) days after the act or occurrence giving rise to the grievance, the grievance shall be deemed waived.

C. PROCEDURE

Step 1 - The aggrieved employee and/or the Union shall take up the grievance or dispute with the employee's immediate supervisor. The supervisor shall adjust the matter at once, or notify the employee and the Union of his/her decision in writing within three (3) days from the day the matter is presented.

Step 2 - If the matter has not been settled, it may be presented in writing, by the Union to the Superintendent. The Superintendent/designee shall, within ten (10) days from the date the matter is submitted to him/her, arrange a meeting with all those concerned present, to review the facts and shall adjust the matter at once or notify the employee, the President of the Union, and the CALU Representative of his/her decision in writing, within five (5) days after the day of the meeting.

Step 3 - If the grievance is not settled by Step 2 within the required time, the Union may submit such grievance to the Board of Education. Such submission must be in writing and received by the Board within ten (10) days from the date of the Superintendent's decision of the Superintendent/designee. The Board of Education will hear the grievance within fifteen (15) days after receiving the written grievance and will render a written decision within ten (10) days. In any and all hearings before the Board of Education, a Union representative may be present.

Step 4 - If the matter is still unsettled, the Union may submit the matter to arbitration by the State Board of Mediation and Arbitration, by filing a request for arbitration, with a simultaneous copy to the Superintendent of Schools, within ten (10) days from the date of the Board of Education's Step 3 decision. The Board of Education may remove a grievance submitted to the SBMA to AAA by sending written notice to the Union and filing with AAA within twenty (20) days of the SBMA submission. If such removal is made all expenses shall be paid by the Board of Education.

The arbitrator shall have no authority to add to, delete from or otherwise modify any portion of this Agreement. The decision of the Arbitrator(s) shall be final, except as otherwise provided by law.

D. MISCELLANEOUS

1. The Board and the Union agree that grievance proceedings should be

kept as informal and confidential as possible.

2. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board and the Administration until such grievance and the effect thereof shall have been determined.
3. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved person to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved person of the decision rendered and such decision shall thereafter be binding upon all parties.

- 10.2 Officers of the Union, as shall be designated by the Union for the purposes of adjusting grievances and/or contract negotiations shall be afforded the necessary amount of time, without loss of pay, to conduct such business.
- 10.3 The services of the CALU Representative shall be available to the union on any step of the grievance procedure.
- 10.4 Failure of the employees or the Union to insist upon compliance with any provision of this Agreement at any given time or times under any given set or sets of circumstances shall not operate to waive or modify such provision, or in any manner whatsoever to render it unenforceable, as to any other time or times or as to any other occurrence or occurrences, whether the circumstances are, or are not, the same.

ARTICLE XI

SAVINGS CLAUSE

Should any Article, section, or part thereof, of this agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, section or portion thereof directly specified in the decision; upon issuance of such a decision, the parties agree to immediately negotiate concerning a substitute for the invalidated Article, section, or portion thereof.

ARTICLE XII

SCOPE OF AGREEMENT

This Agreement contains the full and complete agreement between the Board and the Union on all issues, and neither party shall be required during the term thereof to negotiate upon any issue, whether or not it is covered by this Agreement.

All past practices, agreements, and understandings reached between the parties prior to this Agreement are void and of no force and effect unless specifically incorporated herein.

ARTICLE XIII

DRESS CODE AND UNIFORMS

- 13.0 The Board and the Union agree that the student performance, achievement, and preparation for lifetime success are positively affected by the professional appearance of the Board's staff. The Board and the Union further agree that employees should wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Therefore, the Board and the Union agree that during the work day and anytime employees attend work-related activities or functions (for example, meetings or conferences with parents, school plays or concerts, student competitions, or other professional conferences), employees shall appear in professionally appropriate attire.
1. Dress should reflect the professional position of the employee, and employees should not dress in ways that would reduce their professional standing or diminish their professional stature as exemplars and role models.
 2. Attire should be worn that is commonly accepted as appropriate for the professional community. Employees are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories or body adornments that are not professional appropriate. Such inappropriate items include the following:
 - denim jeans (blue):
 - torn, dirty or wrinkled clothing:
 - flip-flops or any other footwear that is a safety hazard:
 - t-shirts:
 - shorts:
 - unduly revealing clothing:
 - sweatshirts, sweat pants, or sweat suits:
 - any other clothing deemed inappropriate by the school principal.
 3. Exceptions to the above may be permitted with prior approval of the school principal. For example, exceptions for blue denim jeans may be made for dress-down days.
- 13.1 Each Hall Monitor, Security Guard and Lead Security Guard shall be furnished with at least five (5) shirts to identify the staff as Manchester Board of Education employees.

ARTICLE XIV
TUITION REIMBURSEMENT

Employees may make application to the Board of Education for reimbursement of 85 % tuition cost and lab fees of courses taken to improve their job-related skills or to learn new job-related skills provided that the employee earns a passing grade, up to a maximum reimbursement of Two Thousand Five Hundred Dollars (\$2,500) per employee per fiscal year. These courses must have prior approval of the Administration. Such reimbursement shall be subject to applicable IRS rules and regulations.

ARTICLE XV
DURATION

This Agreement shall be effective upon signing and shall remain in full force and effect until the 30th of June, 2026. No provision of this Agreement shall be applied retroactively except as otherwise specified in this Agreement. Wage increases will be applied retroactively to July 1, 2021 for those employees still employed by the Board in a position in this bargaining unit on the dates of ratification/approval of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands this ____ day of _____, 2022.

FOR THE MANCHESTER BOARD OF EDUCATION

Signed: Matthew Geary
Superintendent of Schools

FOR CALU (CONNECTICUT ASSOCIATION OF
EDUCATION OF LABOR UNIONS)

Signed: _____
President

APPENDIX A

Effective and retroactive to July 1, 2021 employees shall be placed on the wage schedule set forth below in accordance with the parties' signed tentative agreement.

At the time of hire, the Superintendent/designee shall place any new employee on the proper step on the wage schedule in accordance with the employee's qualifications and experience, as determined by the Superintendent/designee.

	2021-22 (2.25% GWI)					
Step	Hall Monitors	Security Guards	Lead Security Guard*	Behavior Technician	Lead Behavior Technician*	Tiered Interventionist
1	19.89	19.16	21.16	21.78	23.78	20.45
2	20.25	19.52	21.52	22.14	24.14	21.24
3	20.60	19.88	21.88	22.50	24.50	22.02
4	20.96	20.24	22.24	22.85	24.85	22.81
5	21.32	20.59	22.59	23.21	25.21	23.60
6	21.68	20.95	22.95	23.57	25.57	24.39
7	22.03	21.31	23.31	23.93	25.93	25.17
8	22.39	21.67	23.67	24.28	26.28	25.96
9	22.75	22.02	24.02	24.64	26.64	26.75
10	23.11	22.38	24.38	25.00	27.00	27.54

* The individuals employed as of February 17, 2022 as Lead Security Guard and Lead Behavior Technician are off-scale. New hires to such positions will be placed on the wage schedule.

The wage rates for employees who are off-scale (as set forth in the parties' signed tentative agreement) shall be increased by 2.25%, effective and retroactive to July 1, 2021.

	2022-23 (1.75% GWI)					
Step	Hall Monitors	Security Guards	Lead Security Guard	Behavior Technician	Lead Behavior Technician*	Tiered Interventionist
1	20.24	19.50	21.50	22.16	24.16	20.81
2	20.60	19.86	21.86	22.52	24.52	21.61
3	20.96	20.23	22.23	22.89	24.89	22.41
4	21.33	20.59	22.59	23.25	25.25	23.21
5	21.69	20.95	22.95	23.62	25.62	24.01
6	22.06	21.32	23.32	23.98	25.98	24.81
7	22.42	21.68	23.68	24.35	26.35	25.61
8	22.78	22.05	24.05	24.71	26.71	26.42
9	23.15	22.41	24.41	25.07	27.07	27.22
10	23.51	22.77	24.77	25.44	27.44	28.02

Employees who are not on the maximum step shall advance one step on the wage schedule, effective July 1, 2022.

The wage rates for employees who are off-scale (as set forth in the parties' signed tentative agreement) shall be increased by 1.75%, effective July 1, 2022.

	2023-24 (2.0% GWI)					
Step	Hall Monitors	Security Guards	Lead Security Guard	Behavior Technician	Lead Behavior Technician*	Tiered Interventionist
1	20.64	19.89	21.89	22.60	24.60	21.22
2	21.01	20.26	22.26	22.98	24.98	22.04
3	21.38	20.63	22.63	23.35	25.35	22.86
4	21.75	21.00	23.00	23.72	25.72	23.68
5	22.13	21.37	23.37	24.09	26.09	24.49
6	22.50	21.74	23.74	24.46	26.46	25.31
7	22.87	22.12	24.12	24.83	26.83	26.13
8	23.24	22.49	24.49	25.20	27.20	26.94
9	23.61	22.86	24.86	25.57	27.57	27.76
10	23.98	23.23	25.23	25.95	27.95	28.58

Employees who are not on the maximum step shall advance one step on the wage schedule, effective July 1, 2023.

The wage rates for employees who are off-scale (as set forth in the parties' signed tentative agreement) shall be increased by 2.0%, effective July 1, 2023.

	2024-25 (1.75%)					
Step	Hall Monitors	Security Guards	Lead Security Guard	Behavior Technician	Lead Behavior Technician*	Tiered Interventionist
1	21.00	20.23	22.23	23.00	25.00	21.60
2	21.38	20.61	22.61	23.38	25.38	22.43
3	21.76	20.99	22.99	23.75	25.75	23.26
4	22.14	21.37	23.37	24.13	26.13	24.09
5	22.51	21.75	23.75	24.51	26.51	24.92
6	22.89	22.12	24.12	24.89	26.89	25.75
7	23.27	22.50	24.50	25.27	27.27	26.58
8	23.65	22.88	24.88	25.64	27.64	27.42
9	24.02	23.26	25.26	26.02	28.02	28.25
10	24.40	23.64	25.64	26.40	28.40	29.08

Employees who are not on the maximum step shall advance one step on the wage schedule, effective July 1, 2024.

The wage rates for employees who are off-scale (as set forth in the parties' signed tentative agreement) shall be increased by 1.75%, effective July 1, 2024.

	2025-26 (2.0% GWI)					
Step	Hall Monitors	Security Guards	Lead Security Guard	Behavior Technician	Lead Behavior Technician*	Tiered Interventionist
1	21.42	20.64	22.64	23.46	25.46	22.03
2	21.81	21.03	23.03	23.84	25.84	22.88
3	22.19	21.41	23.41	24.23	26.23	23.72
4	22.58	21.80	23.80	24.62	26.62	24.57
5	22.96	22.18	24.18	25.00	27.00	25.42
6	23.35	22.57	24.57	25.39	27.39	26.27
7	23.73	22.95	24.95	25.77	27.77	27.12
8	24.12	23.34	25.34	26.16	28.16	27.96
9	24.51	23.72	25.72	26.54	28.54	28.81
10	24.89	24.11	26.11	26.93	28.93	29.66

Employees who are not on the maximum step shall advance one step on the wage schedule, effective July 1, 2025.

The wage rates for employees who are off-scale (as set forth in the parties' signed tentative agreement) shall be increased by 2.0%, effective July 1, 2025.

MANCHESTER BOE Hall Monitors, Behavior Techs, Tiered Interventionists and Guards
Move to BOE Proposed Schedules for 21-22 (\$ Over Min); & Hrs and Days Prop in 22-23

Last	First	Position	Service date	CURRENT HRS/DAY & DAYS PAID					19-20		20-21					
				Pd Hrs	Work Days	Holiday Days	PD Days	Sum Days	Hourly	Annual	Hourly	Annual	Hourly	Annual	+1 Holiday*	Incr.
BERMAN	JEFFREY	Hall Monitor	1/13/20	6.5	182	10	1	193	1,254.5	19.46	24,413	20.00	130.00	25,220	3,31%	
Orlowski	Michael	Hall Monitor	4/19/21	6	182	10	1	193	1,158.0	19.46	22,535	20.00	120.00	23,280	3,31%	
FROST	LENIONELL	Hall Monitor	8/30/18	6.5	182	10	1	193	1,254.5	19.46	24,413	20.00	130.00	25,220	3,31%	
BARBER	RAMARA	Hall Monitor	8/29/18	6.5	182	10	1	193	1,254.5	19.46	24,413	20.00	130.00	25,220	3,31%	
KEARNEY	CHARISSA	Hall Monitor	10/15/18	6.5	182	10	1	193	1,254.5	19.46	24,413	20.00	130.00	25,220	3,31%	
CANNADY	TANGULA	Hall Monitor	8/27/14	6.5	182	10	1	193	1,254.5	19.46	24,413	20.00	130.00	25,220	3,31%	
JACKSON	MOSES	Hall Monitor	8/27/14	6.5	182	10	1	193	1,254.5	19.46	24,413	20.00	130.00	25,220	3,31%	
CLEVELAND	SARA	Hall Monitor	1/4/16	6.75	182	10	1	193	1,302.8	19.46	25,352	20.00	135.00	26,190	3,31%	
MANZI	MICHAEL	Tiered Interv	10/10/17	7	182	0		182	1,274.0	15.61	19,887	16.04	112.28	20,547	3,32%	
MANGUAL	MARIA	Tiered Interv	9/17/18	8	182	10		192	1,536.0	26.00	39,936	26.72	213.76	41,256	3,31%	
TUCKER	COREE	Tiered Interv	8/31/18	7.5	182	10	8	200	1,500.0	30.60	45,900	31.44	235.80	47,396	3,26%	
BOYLE	ASHLEY	Behavior Tech	8/29/18	7.5	182	0		182	1,365.0	20.91	28,542	21.49	161.18	29,495	3,34%	
MINER (Kerr)	KATHLEEN	Behavior Tech	4/18/16	7	185	0		185	1,295.0	21.43	27,752	22.02	154.14	28,670	3,31%	
GRANT	OSWALD	Behavior Tech	8/27/15	7	182	0	3	185	1,295.0	21.43	27,752	22.02	154.14	28,670	3,31%	
GRANT	MACKENZIE	Behavior Tech	1/16/20	7	182	10		192	1,344.0	22.00	29,568	22.61	158.27	30,546	3,31%	
GAZAILLE	KAYLA	Behavior Tech	8/27/19	7.5	182	10		192	1,440.0	22.00	31,680	22.61	169.58	32,728	3,31%	
OLSON	TERRI	Behavior Tech	8/27/20	7	182	10		192	1,344.0	22.00	29,568	22.61	158.27	30,546	3,31%	
ROGERS	RUSSELL	Behavior Tech	9/17/18	7.5	182	10		192	1,440.0	22.00	31,680	22.61	169.58	32,728	3,31%	
SANTOS	SELINA	Behavior Tech	11/2/20	7	182	10		192	1,344.0	22.00	29,568	22.61	158.27	30,546	3,31%	
Brion	Ace Lloyd	Behavior Tech	4/26/21	7.5	182	0		182	1,365.0	22.00	30,030	22.61	169.58	31,032	3,34%	
RODRIGUEZ	HECTOR	Behavior Tech	1/22/19	7	182	0		182	1,274.0	22.44	28,589	23.06	161.42	29,540	3,33%	
VENTURA	ROBIN	Behavior Tech	1/28/19	7	182	0		182	1,274.0	22.44	28,589	23.06	161.42	29,540	3,33%	
HABERSKI	REBECCA	Behavior Tech	3/18/19	7	182	0		182	1,274.0	22.44	28,589	23.06	161.42	29,540	3,33%	
CALLAWAY	STEPHEN	Behavior Tech	11/29/18	7	182	0	1	183	1,281.0	22.44	28,746	23.06	161.42	29,701	3,32%	
COLWELL	JOSEPH	Behavior Tech	8/29/18	7	182	0	1	183	1,281.0	22.44	28,746	23.06	161.42	29,701	3,32%	
NGARAMBE	THIERRY	Behavior Tech	12/10/18	7	182	0		182	1,274.0	22.44	28,589	23.06	161.42	29,540	3,33%	
SCOTT	GREGORY	Behavior Tech	4/18/16	7	182	0	1	183	1,281.0	23.11	29,604	23.75	166.25	30,590	3,33%	
TONER	ROGER	Behavior Tech	10/8/15	7	182	0	1	183	1,281.0	23.57	30,193	24.22	169.54	31,195	3,32%	
LANE	KEITH	Behavior Tech	9/1/09	7	187	0		187	1,309.0	25.28	33,092	25.98	181.86	34,190	3,32%	
RODRIGUEZ	HERIBERTO	Behavior Tech	8/29/18	7	182	0	1	183	1,281.0	25.50	32,666	26.20	183.40	33,746	3,31%	
DOYLE	THOMAS	Behavior Tech	3/11/15	7.5	182	0	1	183	1,372.5	25.50	34,999	26.20	196.50	36,156	3,31%	
GARCIA	PAUL	Behavior Tech	1/20/16	7	182	0	1	183	1,281.0	26.81	34,344	27.55	192.85	35,484	3,32%	
FOSTER	ROCKELL	Behavior Tech	9/28/18	7	182	0	1	183	1,281.0	27.33	35,010	28.08	196.56	36,167	3,30%	
MAIDONADO	VERONICA	Behavior Tech	8/14/19	7.5	182	10	0	192	1,440.0	28.00	40,320	28.77	215.78	41,645	3,29%	
SANDERS	MONIQUE	Behavior Tech	1/5/14	7.5	182	11	1	26	220	1,650.0	29.18	48,147	29.98	224.85	49,692	3,21%
MCGRUDER	ANTHONY	Behavior Tech	8/27/19	8	182	10		192	1,536.0	30.00	46,080	30.83	246.64	47,602	3,30%	
PHILBRICK	NATE	LEAD BEH TECH	8/28/14	7.5	200	10		210	1,575.0	33.66	53,015	34.59	259.43	54,739	3,25%	
PROZESKY	HOLLY	LEAD BEH TECH	11/18/19	7.5	200	10		210	1,575.0	33.66	53,015	34.59	259.43	54,739	3,25%	
WHITEHEAD	FRANCIS	Security Guard	5/3/21	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3,32%	
JOHNSON	CHAZ	Security Guard	4/19/21	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3,32%	
WHITE-MINK	MARVIN	Security Guard	10/19/20	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3,32%	
WALSH	BRETT	Security Guard	9/14/20	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3,32%	
SUPERSAD	KATIELYN	Security Guard	1/17/20	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3,32%	
PROANO	MARIO	Security Guard	12/9/19	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3,32%	
DONOVAN	DANIEL	Security Guard	8/29/19	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3,32%	

Last	First	Position	Service date	CURRENT HRS/DAY & DAYS PAID										19-20		20-21	
				Pd Hrs	Work Days	Holiday	PD Days	Discr. Days	Sum Paid	Annual Pd Hrs	Hourly	Annual	Hourly	Annual	Incr.		
GAROFALO	MAURIZIO	Security Guard	8/29/19	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3.32%		
NICKSON	TYRECE	Security Guard	8/29/19	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3.32%		
ROLLAND	KENDRA	Security Guard	11/9/20	7.5	182	2	1	185	1,387.5	17.75	24,628	18.24	136.80	25,445	3.32%		
NIEVES	JOSE	Security Guard	9/17/18	7.5	182	2	1	185	1,387.5	18.11	25,128	18.61	139.58	25,961	3.32%		
RAMOS	RAYMOND	Security Guard	9/17/18	7.5	182	2	1	185	1,387.5	18.11	25,128	18.61	139.58	25,961	3.32%		
SULLIVAN	RAYMOND	Security Guard	9/17/18	7.5	182	2	1	185	1,387.5	18.11	25,128	18.61	139.58	25,961	3.32%		
JENKINS	KIMBERLY	Security Guard	9/14/18	7.5	182	2	1	185	1,387.5	18.11	25,128	18.61	139.58	25,961	3.32%		
WINFUL	CARL	Security Guard	3/27/17	7.5	182	2	1	185	1,387.5	18.66	25,891	19.17	143.78	26,742	3.29%		
AMORIN	JOHN	Security Guard	5/2/16	7.5	182	2	1	185	1,387.5	18.66	25,891	19.17	143.78	26,742	3.29%		
HAKIAN	JOHN	Security Guard	8/29/16	7.5	182	2	1	185	1,387.5	18.66	25,891	19.17	143.78	26,742	3.29%		
HALE/ANDRO	CEDRIC	Security Guard	8/28/19	7.5	182	2	1	185	1,387.5	18.75	26,016	19.27	144.53	26,882	3.33%		
JINGLES	EZEQUIEL	Security Guard	8/27/15	7.5	182	2	1	185	1,387.5	19.03	26,404	19.55	146.63	27,272	3.29%		
ANTHONY	ANTHONY	Security Guard	1/22/18	7.5	182	2	1	185	1,387.5	19.46	27,001	20.00	150.00	27,900	3.33%		
BAVERLY	BARBARA	Security Guard	9/4/12	7.5	182	2	0	184	1,380.0	19.98	27,572	20.53	153.98	28,485	3.31%		
MAZZARO	VINCENT	Security Guard	9/25/18	7.5	182	2	1	185	1,387.5	22.44	31,136	23.06	172.95	32,169	3.32%		
GASDON	LINDA	Security Guard	11/16/11	7	182	2	0	184	1,288.0	22.83	29,405	23.46	164.22	30,381	3.32%		
LUJUCI	THOMAS	Security Guard	8/25/05	7	182	2	0	184	1,288.0	24.03	30,951	24.69	172.83	31,974	3.31%		
HABERSKI	LEON	Lead Sec Guard	8/25/05	7.5	182	2	1	185	1,387.5	27.82	38,600	28.59	214.43	39,883	3.32%		

Pay days for lead behav. techs revised to incl holidays

GWI: 2.75%
* Add Juneteenth Holiday.

12/22/2009

MANCHESTER BOE Hall Monitors, Behavior Techs, Tiered Interventionists and Guards
Move to BOE Proposed Schedules for 21-22 (\$ Over Min); & Hrs and Days Prop in 22-23

21-22 Move to Proposed Sched				2022-23 with BOE Prop (Hrs/day, Hol & PD)										22-23 with BOE Proposed Sched			
Last	First	Position	Step	Hourly	+1 Holiday**	Incr in Annual	Hrs/Day	Work Days	Holiday Days	PD Days	Discr. Days	Sum Days	Annual Hrs	Step	Hourly	Annual	Incr Annual
BERMAN	JEFFREY	Hall Monitor	4	20.96	0.00	26,432	7.5	182	11	3	-	196	1,470.0	5	21.69	31,888	20.64%
Orlowski	Michael	Hall Monitor	4	20.96	0.00	24,399	7.5	182	11	3	-	196	1,470.0	5	21.69	31,888	30.69%
FROST	LENIONELL	Hall Monitor	4	20.96	0.00	26,432	7.5	182	11	3	-	196	1,470.0	5	21.69	31,888	20.64%
BARBER	RAMARA	Hall Monitor	4	20.96	0.00	26,432	7.5	182	11	3	-	196	1,470.0	5	21.69	31,888	20.64%
KEARNEY	CHARISSA	Hall Monitor	4	20.96	0.00	26,432	7.5	182	11	3	-	196	1,470.0	5	21.69	31,888	20.64%
CANNADY	TANGULA	Hall Monitor	4	20.96	0.00	26,432	7.5	182	11	3	-	196	1,470.0	5	21.69	31,888	20.64%
JACKSON	MOSES	Hall Monitor	4	20.96	0.00	26,432	7.5	182	11	3	-	196	1,470.0	5	21.69	31,888	20.64%
CLEVELAND	SARA	Hall Monitor	4	20.96	0.00	27,449	7.5	182	11	3	-	196	1,470.0	5	21.69	31,888	20.64%
MANZI	MICHAEL	Tiered Interv	1	20.45	143.15	26,339	7.5	182	4	3	-	189	1,417.5	2	21.61	30,631	16.29%
MANGUAL	MARIA	Tiered Interv	10	27.54	0.00	42,515	8	182	11	3	-	196	1,568.0	10	28.02	43,932	3.33%
TUCKER	COREE	Tiered Interv	off	32.15	0.00	49,462	7.5	182	11	3	-	196	1,568.0	off	32.71	50,046	3.27%
BOYLE	ASHLEY	Behavior Tech	3	22.50	168.71	31,043	7.5	182	4	3	-	189	1,417.5	4	23.25	32,961	6.18%
MINER (Kerr)	KATHLEEN	Behavior Tech	4	22.85	159.97	29,914	7.5	185	4	3	-	192	1,440.0	5	23.62	34,008	13.69%
GRANT	OSWALD	Behavior Tech	4	22.85	159.97	29,914	7.5	182	4	3	-	189	1,417.5	5	23.62	34,477	11.91%
GRANT	MACKENZIE	Behavior Tech	6	23.57	0.00	31,841	7.5	182	11	3	-	196	1,470.0	7	24.35	35,787	12.39%
GAZAILLE	KAYLA	Behavior Tech	6	23.57	0.00	34,116	7.5	182	11	3	-	196	1,470.0	7	24.35	35,787	4.90%
OLSON	TERRI	Behavior Tech	6	23.57	0.00	31,841	7.5	182	11	3	-	196	1,470.0	7	24.35	35,787	12.39%
ROGERS	RUSSELL	Behavior Tech	6	23.57	0.00	34,116	7.5	182	11	3	-	196	1,470.0	7	24.35	35,787	4.90%
SANTOS	SELINA	Behavior Tech	6	23.57	0.00	31,841	7.5	182	11	3	-	196	1,470.0	7	24.35	35,787	12.39%
Brian	Ace Lloyd	Behavior Tech	6	23.57	176.76	32,525	7.5	182	4	3	-	189	1,417.5	7	24.35	34,509	6.10%
RODRIGUEZ	HECTOR	Behavior Tech	7	23.93	167.49	30,817	7.5	182	4	3	-	189	1,417.5	8	24.71	35,026	13.66%
VENTURA	ROBIN	Behavior Tech	7	23.93	167.49	30,817	7.5	182	4	3	-	189	1,417.5	8	24.71	35,026	13.66%
HABERSKI	REBECCA	Behavior Tech	7	23.93	167.49	30,817	7.5	182	4	3	-	189	1,417.5	8	24.71	35,026	13.04%
CALLAWAY	STEPHEN	Behavior Tech	7	23.93	167.49	30,984	7.5	182	4	3	-	189	1,417.5	8	24.71	35,026	13.04%
COLWELL	JOSEPH	Behavior Tech	7	23.93	167.49	30,984	7.5	182	4	3	-	189	1,417.5	8	24.71	35,026	13.66%
NGARAMBE	THIERRY	Behavior Tech	7	23.93	167.49	30,984	7.5	182	4	3	-	189	1,417.5	8	24.71	35,026	12.99%
SCOTT	GREGORY	Behavior Tech	9	24.64	172.50	31,911	7.5	182	4	3	-	189	1,417.5	10	25.44	36,058	11.38%
TONER	ROGER	Behavior Tech	10	25.00	175.00	32,375	7.5	182	4	3	-	189	1,417.5	10	25.44	36,058	11.38%
LANE	KEITH	Behavior Tech	off	26.56	185.95	35,145	7.5	187	4	3	-	194	1,455.0	off	27.03	39,328	11.90%
RODRIGUEZ	HERIBERTO	Behavior Tech	off	26.79	187.53	34,693	7.5	182	4	3	-	189	1,417.5	off	27.26	38,639	3.95%
DOYLE	THOMAS	Behavior Tech	off	26.79	187.53	34,693	7.5	182	4	3	-	189	1,417.5	off	27.26	38,639	3.95%
GARCIA	PAUL	Behavior Tech	off	28.17	197.19	36,480	7.5	182	4	3	-	189	1,417.5	off	28.66	40,630	11.38%
FOSTER	ROCKELL	Behavior Tech	off	28.71	200.98	37,182	7.5	182	4	3	-	189	1,417.5	off	29.21	41,411	11.37%
MALDONADO	VERONICA	Behavior Tech	off	29.42	0.00	42,582	7.5	182	11	3	-	196	1,470.0	off	29.93	44,000	3.33%
SANDERS	MONIQUE	Behavior Tech	off	30.65	0.00	50,810	7.5	182	12	3	-	26	223	off	31.19	52,167	2.67%
MCGRUDER	ANTHONY	Behavior Tech	off	31.52	0.00	48,673	8	182	11	3	-	196	1,568.0	off	32.08	50,294	3.33%
PHILBRICK	NATE	LEAD BEH TECH	off	35.37	0.00	55,970	7.5	200	11	3	-	214	1,605.0	off	35.99	57,759	3.20%
PROZESKY	HOLLY	LEAD BEH TECH	off	35.37	0.00	55,970	7.5	200	11	3	-	214	1,605.0	off	35.99	57,759	3.20%
WHITEHEAD	FRANCIS	Security Guard	1	19.16	0.00	26,731	7.5	182	5	3	-	190	1,425.0	2	19.86	28,302	5.88%
JOHNSON	CHAZ	Security Guard	1	19.16	0.00	26,731	7.5	182	5	3	-	190	1,425.0	2	19.86	28,302	5.88%
WHITE-MINK	MARVIN	Security Guard	1	19.16	0.00	26,731	7.5	182	5	3	-	190	1,425.0	2	19.86	28,302	5.88%
WALSH	BRETT	Security Guard	1	19.16	0.00	26,731	7.5	182	5	3	-	190	1,425.0	2	19.86	28,302	5.88%
SUPERSAD	KATIELYN	Security Guard	1	19.16	0.00	26,731	7.5	182	5	3	-	190	1,425.0	2	19.86	28,302	5.88%
PROANO	MARIO	Security Guard	1	19.16	0.00	26,731	7.5	182	5	3	-	190	1,425.0	2	19.86	28,302	5.88%
DONOVAN	DANIEL	Security Guard	1	19.16	0.00	26,731	7.5	182	5	3	-	190	1,425.0	2	19.86	28,302	5.88%

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MANCHESTER BOE Hall Monitors, Behavior Techs, Tiered Interventionists and Guards
Move to BOE Proposed Schedules for 21-22 (\$ Over Min); & Hrs and Days Prop in 22-23

			21-22 Move to Proposed Sched				2022-23 with BOE Prop (Hrs/day, Hol & PD)				22-23 with BOE Proposed Sched			
Last	First	Position	Step	Hourly	+1 Holiday**	Incr in Annual	Hrs/day	Work Days	Holiday	PD Days	Sum Annual	Step	Hourly	Annual
GAROFALO	MAURIZIO	Security Guard	1	19.16	0.00	26,731	5.05%	7.5	182	5	3 - 190 1,425.0	2	19.86	28,302 5.88%
NICKSON	TYRECE	Security Guard	1	19.16	0.00	26,731	5.05%	7.5	182	5	3 - 190 1,425.0	2	19.86	28,302 5.88%
ROLLAND	KENDRA	Security Guard	1	19.16	0.00	26,731	5.05%	7.5	182	5	3 - 190 1,425.0	2	19.86	28,302 5.88%
NIEVES	JOSE	Security Guard	2	19.52	0.00	27,230	4.89%	7.5	182	5	3 - 190 1,425.0	3	20.23	28,821 5.84%
RAMOS	RAYMOND	Security Guard	2	19.52	0.00	27,230	4.89%	7.5	182	5	3 - 190 1,425.0	3	20.23	28,821 5.84%
SULLIVAN	RAYMOND	Security Guard	2	19.52	0.00	27,230	4.89%	7.5	182	5	3 - 190 1,425.0	3	20.23	28,821 5.84%
JENKINS	KIMBERLY	Security Guard	2	19.52	0.00	27,230	4.89%	7.5	182	5	3 - 190 1,425.0	3	20.23	28,821 5.84%
WINFUL	CARL	Security Guard	3	19.88	0.00	27,729	3.69%	7.5	182	5	3 - 190 1,425.0	4	20.59	29,340 5.81%
HINTON	JOHN	Security Guard	3	19.88	0.00	27,729	3.69%	7.5	182	5	3 - 190 1,425.0	4	20.59	29,340 5.81%
MORIN	JOHN	Security Guard	3	19.88	0.00	27,729	3.69%	7.5	182	5	3 - 190 1,425.0	4	20.59	29,340 5.81%
HAKIAN	CEDRIC	Security Guard	3	19.88	0.00	27,729	3.69%	7.5	182	5	3 - 190 1,425.0	4	20.59	29,340 5.81%
ALEJANDRO	EZEQUIEL	Security Guard	4	20.24	0.00	28,228	3.51%	7.5	182	5	3 - 190 1,425.0	5	20.95	29,859 5.78%
INGLES	ANTHONY	Security Guard	5	20.59	0.00	28,727	2.97%	7.5	182	5	3 - 190 1,425.0	6	21.32	30,378 5.75%
MAZZARO	VINCENT	Security Guard	7	21.31	0.00	29,566	3.79%	7.5	182	5	3 - 190 1,425.0	8	22.05	31,415 6.25%
AVERY	BARBARA	Security Guard	off	23.58	0.00	32,892	2.25%	7.5	182	5	3 - 190 1,425.0	off	23.99	34,188 3.94%
GADSON	LINDA	Security Guard	off	23.99	0.00	31,064	2.25%	7.5	182	5	3 - 190 1,425.0	off	24.41	34,781 11.97%
LIUCCI	THOMAS	Security Guard	off	25.25	0.00	32,693	2.25%	7.5	182	5	3 - 190 1,425.0	off	25.69	36,604 11.96%
HABERSKI	LEON	Lead Sec Guard	off	29.23	0.00	40,780	2.25%	7.5	182	5	3 - 190 1,425.0	off	29.74	42,386 3.94%
Base Yr data revised 11/19/21			2,010,204				2,191,776							
Pay days for lead behav. techs revised to incl holiday			78,281				181,572							
			4.05%				9.03%							

Y 7.5
hrs pd/day
Two stay at 8 hrs/day
Step: Y
GWl All Sched: 1.75%
GWl Off: 1.75%

**+ 1 Holiday if not eligible for any paid holidays in 21-22.

Hall Monitors to Step 4, others to step with at least 0.5% before GWl

Ms. Waters 8/12/22
(2) 2/12/22

MANCHESTER BOE Hall Monitors, Behavior Techs, Tiered Interventionists and Guards
Move to BOE Proposed Schedules for 21-22 (\$ Over Min); & Hrs and Days Prop in 22-23

23-24 with BOE Proposed Sched										24-25 with BOE Proposed Sched										25-26 with BOE Proposed Sched										5 Yr				
Last	First	Position	Total					Incr					Total					Incr					Total					Incr					Annual Total	Annual Incr Total
			Add'l Hol.	Pd Days	Step	Hourly	Annual	Add'l Hol.	Pd Days	Step	Hourly	Annual	Add'l Hol.	Pd Days	Step	Hourly	Annual	Add'l Hol.	Pd Days	Step	Hourly	Annual	Add'l Hol.	Pd Days	Step	Hourly	Annual	Add'l Hol.	Pd Days	Step	Hourly	Annual		
BERMAN	JEFFREY	Hall Monitor	0	196	6	22.50	33,071	3.71%	0	196	7	23.27	34,206	3.43%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	36.24%	
Orlowski	Michael	Hall Monitor	0	196	6	22.50	33,071	3.71%	0	196	7	23.27	34,206	3.43%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	46.30%	
FROST	LEONORELL	Hall Monitor	0	196	6	22.50	33,071	3.71%	0	196	7	23.27	34,206	3.43%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	36.24%	
BARBER	RAMARA	Hall Monitor	0	196	6	22.50	33,071	3.71%	0	196	7	23.27	34,206	3.43%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	36.24%	
KEARNEY	CHARISSA	Hall Monitor	0	196	6	22.50	33,071	3.71%	0	196	7	23.27	34,206	3.43%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	36.24%	
CANNADY	TANGULA	Hall Monitor	0	196	6	22.50	33,071	3.71%	0	196	7	23.27	34,206	3.43%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	36.24%	
JACKSON	MOSES	Hall Monitor	0	196	6	22.50	33,071	3.71%	0	196	7	23.27	34,206	3.43%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	36.24%	
CLEVELAND	SARA	Hall Monitor	0	196	6	22.50	33,071	3.71%	0	196	7	23.27	34,206	3.43%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	0	196	8	24.12	35,456	3.65%	36.24%	
MANZI	MICHAEL	Tiered Interv	3	192	3	22.86	32,916	7.46%	2	194	4	24.09	35,051	6.49%	2	196	5	25.42	37,367	6.61%	2	196	5	25.42	37,367	6.61%	2	196	5	25.42	37,367	6.61%	64.34%	
MANGUAL	MARIA	Tiered Interv	0	196	10	28.58	44,811	2.00%	0	196	10	29.08	45,595	1.75%	0	196	10	29.66	46,507	2.00%	0	196	10	29.66	46,507	2.00%	0	196	10	29.66	46,507	2.00%	12.13%	
TUCKER	COREE	Tiered Interv	0	204	off	33.36	51,047	2.00%	0	204	off	33.95	51,941	1.75%	0	204	off	34.63	52,979	2.00%	0	204	off	34.63	52,979	2.00%	0	204	off	34.63	52,979	2.00%	11.27%	
BOYLE	ASHLEY	Behavior Tech	3	192	5	24.09	34,689	5.24%	2	194	6	24.89	36,213	4.39%	2	196	7	25.77	37,885	4.62%	2	196	7	25.77	37,885	4.62%	2	196	7	25.77	37,885	4.62%	25.11%	
MINER (Kerr)	KATHLEEN	Behavior Tech	3	195	6	24.46	35,774	5.19%	2	197	7	25.27	37,332	4.36%	2	199	8	26.16	39,040	4.58%	2	199	8	26.16	39,040	4.58%	2	199	8	26.16	39,040	4.58%	31.59%	
GRANT	OSWALD	Behavior Tech	3	192	6	24.46	35,223	5.22%	2	194	7	25.27	36,763	4.37%	2	196	8	26.16	38,452	4.59%	2	196	8	26.16	38,452	4.59%	2	196	8	26.16	38,452	4.59%	29.88%	
GRANT	MACKENZIE	Behavior Tech	0	196	8	25.20	37,049	3.53%	0	196	9	26.02	38,253	3.25%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	26.89%	
GAZAILLE	KAYLA	Behavior Tech	0	196	8	25.20	37,049	3.53%	0	196	9	26.02	38,253	3.25%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	19.40%	
OLSON	TERRI	Behavior Tech	0	196	8	25.20	37,049	3.53%	0	196	9	26.02	38,253	3.25%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	26.89%	
ROGERS	RUSSELL	Behavior Tech	0	196	8	25.20	37,049	3.53%	0	196	9	26.02	38,253	3.25%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	19.40%	
SANTOS	SELINA	Behavior Tech	0	196	8	25.20	37,049	3.53%	0	196	9	26.02	38,253	3.25%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	0	196	10	26.93	39,585	3.48%	26.89%	
Brion	Ace Lloyd	Behavior Tech	3	192	8	25.20	36,293	5.17%	2	194	9	26.02	37,863	4.33%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	24.38%	
RODRIGUEZ	HECTOR	Behavior Tech	3	192	9	25.57	36,828	5.14%	2	194	10	26.40	38,412	4.30%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	29.91%	
VENTURA	ROBIN	Behavior Tech	3	192	9	25.57	36,828	5.14%	2	194	10	26.40	38,412	4.30%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	29.91%	
HABERSKI	REBECCA	Behavior Tech	3	192	9	25.57	36,828	5.14%	2	194	10	26.40	38,412	4.30%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	29.91%	
CALLAWAY	STEPHEN	Behavior Tech	3	192	9	25.57	36,828	5.14%	2	194	10	26.40	38,412	4.30%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	29.91%	
COLWELL	JOSEPH	Behavior Tech	3	192	9	25.57	36,828	5.14%	2	194	10	26.40	38,412	4.30%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	29.91%	
NGARAMBE	THIERRY	Behavior Tech	3	192	9	25.57	36,828	5.14%	2	194	10	26.40	38,412	4.30%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	29.91%	
SCOTT	GREGORY	Behavior Tech	3	192	10	25.95	37,363	3.62%	2	194	10	26.40	38,412	4.30%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	29.30%	
TONER	ROGER	Behavior Tech	3	192	10	25.95	37,363	3.62%	2	194	10	26.40	38,412	4.30%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	2	196	10	26.93	39,585	4.55%	29.30%	
LANE	KEITH	Behavior Tech	3	197	off	27.57	40,735	3.58%	2	199	off	28.05	41,868	2.78%	2	201	off	28.61	43,135	3.03%	2	201	off	28.61	43,135	3.03%	2	201	off	28.61	43,135	3.03%	23.54%	
RODRIGUEZ	HERIBERTO	Behavior Tech	3	192	off	27.80	40,037	3.62%	2	194	off	28.29	41,162	2.81%	2	196	off	28.86	42,418	3.05%	2	196	off	28.86	42,418	3.05%	2	196	off	28.86	42,418	3.05%	23.11%	
DOYLE	THOMAS	Behavior Tech	3	192	off	27.80	40,037	3.62%	2	194	off	28.29	41,162	2.81%	2	196	off	28.86	42,418	3.05%	2	196	off	28.86	42,418	3.05%	2	196	off	28.86	42,418	3.05%	15.68%	
GARCIA	PAUL	Behavior Tech	3	192	off	29.24	42,100	3.62%	2	194	off	29.75	43,283	2.81%	2	196	off	30.34	44,604	3.05%	2	196	off	30.34	44,604	3.05%	2	196	off	30.34	44,604	3.05%	23.11%	
FOSTER	ROCKELL	Behavior Tech	3	192	off	29.80	42,910	3.62%	2	194	off	30.32	44,116	2.81%	2	196	off	30.93	45,462	3.05%	2	196	off	30.93	45,462	3.05%	2	196	off	30.93	45,462	3.05%	23.10%	
MALDONADO	VERONICA	Behavior Tech	0	196	off	30.53	44,880	2.00%	0	196	off	31.07	45,666	1.75%	0	196	off	31.69	46,579	2.00%	0	196	off	31.69	46,579	2.00%	0	196	off	31.69	46,579	2.00%	11.33%	
SANDERS	MONIQUE	Behavior Tech	0	223	off	31.81	53,210	2.00%	0	223	off	32.37	54,141	1.75%	0	223	off	33.02	55,224	2.00%	0	223	off	33.02	55,224	2.00%	0	223	off	33.02	55,224	2.00%	10.67%	
MCGRUDER	ANTHONY	Behavior Tech	0	196	off	32.72	51,300	2.00%	0	196	off	33.29	52,198	1.75%	0	196	off	33.96	53,242	2.00%	0	196	off	33.96	53,242	2.00%	0	196	off	33.96	53,242	2.00%	11.33%	
PHILBRICK	NATE	LEAD BEH TECH	0	214	off	36.71	58,915	2.00%	0	214	off	37.35	59,946	1.75%	0	214	off	38.10	61,145	2.00%	0	214	off	38.10										

TA - 2/17/22

MANCHESTER BOE Hall Monitors, Behavior Techs, Tiered Interventionists and Guards
Move to BOE Proposed Schedules for 21-22 (\$ Over Min); & Hrs and Days Prop in 22-23

			23-24 with BOE Proposed Sched							24-25 with BOE Proposed Sched							25-26 with BOE Proposed Sched							5 Yr																																																																																																																																																																																																																																																																																																																																																																																																														
Last	First	Position	Total			Add'l Hol.	Pd Days	Step	Hourly	Annual	Incr Annual	Total			Add'l Hol.	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual	Total	Pd Days	Step	Hourly	Annual	Incr Annual

Base Yr data revised 11/19/21

Pay days for lead behav. techs revised to incl holiday

2,283,138
Increase: 91,362
4.17%

2,364,161
Increase: 81,023
3.55%

2,449,746
Increase: 85,585
3.62%

Step: Y
GWI All Sched: 2.00%
GWI Off: 2.00%
Add'l Holidays: Y
3

Step: Y
GWI All Sched: 1.75%
GWI Off: 1.75%
Add'l Holidays: Y
2

Five Year Total: 24.42%
Step: Y
GWI All Sched: 2.00%
GWI Off: 2.00%
Add'l Holidays: Y
2

W. Moore 2/22/22
2/22/22

APPENDIX B
SENIORITY LIST